



# **Faith Academy of Bellville**

## **Policy & Procedure Manual**

Student / Campus Policies  
Volume 4

## REVISIONS HISTORY

The table below outlines policy and procedure manual changes approved by school administration during the school year.

Date of Revision	Description	Revised Page #s
9/3/24	School Nurse Discretionary Statements	pp. 15-17
1/8/25	Tardies / Perfect Attendance	p. 63
1/8/25	Immunization Compliance Deadline	p. 14
1/8/25	Pickup Authorization	p. 23
1/8/25	Absence Report Procedures	p. 60
1/30/25	Pinworm Policy (Health)	p. 17
1/30/2025	Appropriate Supervision	p. 21
2/11/2025	Late Pickup Fees	p. 22

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## 4.01 ENROLLMENT

### 4.01-1 – ADMISSIONS

Faith Academy Bellville follows an admissions procedure sequence that benefits the school, prospective parents, and students. The administration collects required forms, conducts interviews, collects fees, and classifies admissions decisions into three categories: conditional admission, probationary admission, and denial of admission. The administration and board reserve the right to deny enrollment or re-enrollment of a student. The administration and board reserve the right to dismiss a student from Faith Academy Bellville.

### 4.01-2 – PREFACES

Faith Academy Bellville offers a program for students who desire an education in a Christian environment and who are capable of achievement in a program dedicated to academic excellence. The admission procedure is accomplished through the following sequence.

### 4.01-3 – STEPS FOR ADMISSION

1. **Tour** the Faith Academy Bellville campus and pick up admissions material or download admissions materials from the school website.

Nursery School ~ Pre-School Pre-Kindergarten ~ Kindergarten	Grades 1-12
<ol style="list-style-type: none"> <li>1. Application for Admission</li> <li>2. Parent Commitment</li> <li>3. Home Language Survey</li> <li>4. Copy of Birth Certificate</li> <li>5. Copy of Immunization Record</li> <li>6. Permission / Transportation Form</li> </ol>	<ol style="list-style-type: none"> <li>1. Application for Admission</li> <li>2. Three Letters of Recommendation</li> <li>3. Authorization to Release Information</li> <li>4. Parent Commitment</li> <li>5. Home Language Survey</li> <li>6. Copy of Birth Certificate</li> <li>7. Copy of Immunization Record</li> <li>8. Copy of the most recent report card and/or transcript of all courses completed</li> <li>9. Copy of the results from the most recent standardized test</li> <li>10. Computer contract</li> <li>11. Permission / Transportation Form</li> </ol>

2. **Return** the following paperwork in person, by mail, fax, or email for review by FAB.
3. After ALL of the above-mentioned paperwork is received and reviewed parents/guardians will be contacted in regard to scheduling **entrance screenings**. Most screenings require two visits to FAB to enable the student to be rested and at their best.
4. This is required for students entering Kindergarten – Grade 12. The entrance screening requires a non-refundable payment of \$100 and is due on the date of the screening.
5. The administration will contact parents/guardians to review screening results and to discuss final enrollment or denial of enrollment.
6. **Final enrollment** for any age FAB student will not be complete until the following information is received for each child:
  - a. Signed Financial Contract
  - b. Payment of the registration fee of \$175 per student or \$350 per family

#### 4.01-4 – ENROLLMENT ADMISSION DECISIONS

All students are accepted on a nine-week probationary period as stated in the Parent Partnership Agreement

1. **Conditional admissions** are reviewed yearly for continuing enrollment. Conditional admission for the school year is given to students who:
  - a. are performing at or above grade level
  - b. are not performing at or above grade level will be conditionally admitted, but “retained” to prior grade or grade failed
  - c. attend school regularly
  - d. submitted to school policy and regulations during the previous school year. In cases of new applicants, the student will be expected to have submitted to his/her previous school’s regulations and policies preceding application for entry to the school.

***This status can be changed for academic or disciplinary reasons.***

2. **Applicants with deficiencies** in any of the specified areas may be offered probationary admittance for nine (9) weeks if the administration determines that at the end of this probationary period a determination can be more clearly made that FAB can meet the needs of the student. Probationary admissions are reviewed each grading period by the Administrator, teacher, FALCON staff and building director. If the necessary improvements have not occurred, the student will be denied further admittance. If the Administration and the student’s teacher(s) agree it is highly likely the deficiencies will be corrected at the end of a second nine (9) weeks, probationary admission can be extended. Under no circumstances, however, can a student be placed on probationary admittance for more than eighteen (18) school weeks.
3. **Denial of admission** will be given by the Administration if the applicant is deficient in one or more of the specified areas, and correction during a nine-week period is unlikely. Denial of admission does not prohibit a student from applying for prior grade or grade level on which student is performing, as long as the denial had not been based on behavioral, disciplinary, or developmental considerations.

#### 4.01-5 – ENROLLMENT COMPLETION OF ADMISSION FORMS

Parents and students who have been granted admission to the school are required to complete ALL required forms.

Immunization records or affidavit for exemption must be received within 30 days of the first day of the academic school year. If immunization records are not provided within this time frame, administration has the authority to deny entry to the student until the appropriate documentation has been received. (See 4.02-2 Immunization Policy for further information.)

#### 4.01-6 – ENROLLMENT REGISTRATION FEE

The registration fee (one per family) for grades NS-12 (non-refundable) is due when the completed admission forms are returned to the administration office. The enrollment procedures cannot continue until the registration fee is received.

#### 4.01-7 – ENROLLMENT BOOK FEE

All applicable book fees are due before the child begins class. Students must have the appropriate curriculum in their possession before being admitted to class. For returning students, book fees are due by July 1 annually.

#### 4.01-8 – ENROLLMENT PRIORITIES

A two to four-week period (generally in March each year) is reserved for current students and their siblings to enroll at Faith Academy. During this time, current students should meet ALL required re-enrollment criteria and pay the re-enrollment fee. Registration is not considered complete and accepted without full payment of fees. Beginning April 1, open enrollment begins, and all students will be prioritized according to their date of application. Dates may change in a given school year due to circumstances beyond FAB’s control. See 3.01-4, 22 Force Majeure.

#### **4.01-9 – ENROLLMENT WAITING POOLS**

Once a maximum number of students have been enrolled for a class, a waiting pool will be started. If the waiting pool exceeds the minimum requirement prescribed by the board of directors, the administration may authorize the establishment of a new class. The administration will inform the board of directors of this action at the next board of directors meeting.

#### **4.01-10 – ENROLLMENT ADMISSIONS: HOMESCHOOLERS**

The Administration is given the authority to admit qualified homeschool students. Approval by the board of directors is required in any exception to the following policies:

1. Elementary and junior high students who have been homeschooled and do not have records from an organization accepted by the administration will be given an admissions screening.
2. In order to obtain high school credits, homeschooled students must obtain credit by examination (Texas Tech), with the exception of grades that are endorsed by ABEKA or other sources (Alpha Omega) at the discretion of the administration.
3. Faith Academy Bellville makes no distinction concerning an individual's race, color, or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11).
4. Procedures:
  - a. Before applying, parents should read the brochure carefully to determine whether FAB offers the type of education they want for their child.
  - b. Complete the application process and return all completed paperwork with the proper fees.
  - c. Upon completion of an admission file, parents/guardians will be called for an interview appointment. Interviews and acceptance for grades K-12 are held by administration.
  - d. All new applicants must attend a pre-acceptance meeting.
5. HOMESCHOOLED STUDENTS who wish to not attend classes at FAB but only participate in FAB Athletics will be admitted only in accordance with the rules of the athletic association with whom FAB is affiliated.
  1. Those who wish to enroll on a part-time basis and participate in FAB athletics as per TAPPS (Texas Association of Private and Parochial Schools) must follow the above procedures but will only be required to enroll in FOUR (4) classes, one of which must be Bible. The student will be required to follow all school rules, including dress code, and abide by all athletic rules and regulations as set forth by the FAB policy manual. All fees for enrollment and required books must be paid in accordance with guidelines set up by the FAB Financial Director. If at any time the student becomes enrolled as a full-time student at FAB, all existing homeschool grading and graduation policies will be followed. (Ref. 4.06-32 Honor Graduate Policy) Homeschool course tuition will be on a per class basis in accordance with the current year fees.
  2. When FAB is competing under an association that allows open homeschool policy, FAB's own policy is as follows:

STEPS FOR APPLICATION:

    1. Pick up application material for Athletics/PE participation from the FAB Registrar. Material includes an application form and the permissions/transportation form.
    2. Return completed forms for review by the FAB athletic admissions team.
    3. The athlete(s) and parents/guardians will be contacted to schedule an in-person interview with the admissions team.
    4. Athletes will be briefed on the policies and procedures of FAB.
    5. Athletes and parents must accept the moral code of conduct and abide by the FAB standards and procedures.
    6. Acceptance for any homeschool athlete to the FAB athletic program will be complete once the following information is received for each child:
      1. Payment received in FULL via FACTS.
      2. Signed Parent Partnership Agreement.

3. Signed Athletic Parent Commitment.
4. Signed Knight Code of Honor.

#### **4.01-11 – ENROLLMENT ADMISSIONS: SENIORS (GRADE 12)**

The administration is given the authority to admit qualified students. Students desiring to enroll as seniors at Faith Academy Bellville must turn in a completed application and all other required paperwork prior to the start of the academic school year. Approval by Administration is required in any exception to this policy. (Refer to Honor Graduate Policy)

#### **4.01-12 – ENROLLMENT ENTRANCE ACCEPTANCE GUIDELINES**

Students applying to FAB must be academically within reach of our school. Academic testing will be administered by FAB. They must show through formal or informal tests, prior grades, and required letters of recommendation that they can perform within the acceptable range established by the Board of Directors.

#### **4.01-13 – ENROLLMENT AGE GUIDELINES**

All students in nursery through 12<sup>th</sup> grade will enter at the age-appropriate grade level (age on September 1) with testing to guide grade placement as necessary with Board approval.

#### **4.01-14 – ENROLLMENT CONDITION OF ACCEPTANCE**

Students who are entering FAB may be required to receive tutoring, further evaluation or other required by FALCON as a condition of acceptance. If a student seems to have received low grades due to lack of effort, the administration may accept a student on a probationary status.

#### **4.01-15 – RE-ADMITTANCE AFTER WITHDRAWAL**

A student who withdraws during the school year will only be readmitted at the beginning of the next semester with Board approval. Students with multiple withdrawals will only be readmitted with Board approval. Re-admittance requirements will be determined on a case-by-case basis by the Board of Directors.

#### **4.01-16 – DUAL CREDIT ENROLLMENT**

Dual credit enrollment allows a student to earn college credit while still in high school. A student is eligible to participate in a dual credit program after completing his or her sophomore year. No more than two college credit courses are allowed per semester. APPROVED DUAL CREDIT COLLEGES include Blinn College (online or in person), Texas Tech (online only), and Northstar Academy (online only).

The following requirements must be met before a student is allowed to participate in a dual credit plan:

1. Complete all freshmen and sophomore credits and be enrolled as junior or senior. Any exception to these grade level requirements will be considered on a case-by-case basis and will require administrative approval.
2. Obtain written permission from the principal no later than April 1 prior to the fall semester and November 1 prior to the spring semester.
3. Have an overall average of "B" or better in all high school work attempted.
4. Earn a passing mark on the TSIA or alternative test which directly relates to the course(s) for which the student is registering OR have satisfied TSIA exemption criteria as demonstrated by ACT or SAT scores.
5. Complete application to college approved by the Faith Academy Bellville administration.
6. Work within the Faith Academy Bellville daily academic schedule when enrolling in a dual credit class on a college campus or on the internet.
7. If a student is enrolled in an internet college course, he or she may use supervised FAB internet access to complete assignments during the normally scheduled class period or during an off period or as needed.
8. Complete any additional paperwork required by the receiving school.

9. An official transcript from the college, verifying a passing grade, must be presented to FAB before credit will be given.
10. **Two semesters of coursework are required to earn a full year credit at Faith Academy.**
11. **Courses eligible for dual credit and GPA calculation include approved English and History selections. Other subjects would require additional administrative approval and might not calculate in the student's GPA.**
12. GPA points will be awarded using the Honors, AP, Dual Credit Plan on the GPA scale (see 4.06-13 – GRADING SCALE).
13. Any Dual Credit classes taken in the spring semester by seniors will only be used in calculation of Valedictorian, Salutatorian or Honor Graduate if received by FAB's deadline for determining those places.

#### **4.01-17 – WORK PROGRAM ENROLLMENT**

Faith Academy Bellville will attempt to provide a daily academic schedule with senior core subjects in the morning. If a senior is enrolled to earn all necessary credits to graduate, he or she may obtain permission from the administration to leave school after required classes are complete each day to fulfill employment obligations.

Senior students must inform the administration of plans to participate in a work program by the first day of August each school year. The student must provide proof of their employment as well as written parental consent to participate in the work program.

If employment ends, the senior student must inform the administration, and arrangements will be made to offer an opportunity to pursue other employment or be enrolled in extra-curricular classes available at Faith Academy.

#### **4.01-18 – EARLY DISMISSALS FOR SENIORS**

Faith Academy Bellville will attempt to provide a daily academic schedule with senior core subjects in the morning. If a senior is enrolled to earn all necessary credits to graduate, he or she may obtain permission from the administration to leave school after required classes are complete each day.

#### **4.01-19 – CREDITS NECESSARY FOR ELIGIBILITY / GRADUATION**

All students must be enrolled in at least four academic courses at Faith Academy Bellville to be eligible to participate in extracurricular activities and to graduate. Enrollment in classes must meet the following criteria:

1. classes must be attended by the student on the FAB campus
2. classes must be part of the student's transcript
3. classes must go toward earning credits for graduation
4. classes must have an actual letter or number grade (not a pass/fail "grade")
5. classes must **not** be PE or athletics
6. classes **can** be other elective courses

#### **4.01-20 – HONORS CLASSES**

1. Honors classes may be offered to students who have an overall average of 90 or above in the five core subjects of Bible, English, math, science, and history at the end of the prior school year.
2. Students should maintain an overall average of 90 or above in the five core subjects of Bible, English, math, science and history for each nine weeks or they will be placed on a nine-week academic probation.
3. Eligible students will follow the standard daily schedule for their grade level, completing regular classroom assignments.
4. Additional honors assignments will be completed.
5. Upon completion of all additional assignments, the students will receive honors credit on their transcript at the end of the school year, and their GPA for the honors core classes will be calculated on the Honors, AP, Dual Credit Plan on the GPA Scale – (see 4.06-13 – GRADING SCALE).

#### **4.01-21 – ADVANCED PLACEMENT (AP) CLASSES**

1. Advanced Placement (AP) credits may be offered in some subjects.
2. GPA will be calculated on the Honors, AP, Dual Credit Plan on the GPA Scale – (see 4.06-13 – GRADING SCALE).
3. Juniors and Seniors may complete other AP courses on a self-study basis with administrative approval. They may take the AP test upon completion of the course. If the AP course corresponds with a class offered at FAB (i.e. U.S. History, Chemistry, etc.), the student will take the regular course at FAB and complete the AP work on their own. The grade earned in the FAB course will be granted the Honors, AP, Dual Credit Plan on the GPA Scale – (see 4.06-13 – GRADING SCALE).
4. Student eligibility will be determined based on guidelines set by the College Board.

## 4.02 HEALTH

### 4.02-1 – STUDENT ACCIDENT INSURANCE

Insurance information for each family is required to be kept up to date in the school database system (FACTS). It is the responsibility of the parents to report changes to insurance information. In the event the student is not covered under a current policy, [www.texaskidsfirst.com](http://www.texaskidsfirst.com) is one of many websites available for parent/guardian to select coverage that is required for the student. Faith Academy Bellville does not provide insurance for students. Insurance is *required* for all students.

### 4.02-2 – IMMUNIZATION POLICY

1. In accordance with Texas Administrative Code (TAC), Title 25 Health Services, Sections 97.61-97.72, all students must comply with minimum immunization requirements outlined in the TAC and shall show acceptable evidence of vaccination prior to entry into the classroom.
2. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in the TAC.
3. Provisional enrollment of 30 days may be granted as outlined in the TAC and if, at the end of the 30-day period, a child or student is not in compliance then Faith Academy Bellville shall exclude the child or student from attendance.
4. Affidavits of Exemption and medical exemptions must be valid and updated before expiration. Faith Academy Bellville shall exclude the child or student from attendance for expired exemptions.

### 4.02-3 – IMMUNIZATION / HEALTH RECORDS

1. Texas law requires documented proof of immunizations, claim of exclusion for reasons of conscience, including a religious belief, or claim of exclusion for medical exemption.
2. If a student cannot take these immunizations because a physician has determined the vaccine(s) to be medically contraindicated, a signed physician's statement of medical exemption is required.
3. For a claim of exclusion for reasons of conscience, including religious beliefs, an Affidavit of Exemption must be requested from the DSHS, notarized, and presented to the school.
4. Health records are required for all children and students and should indicate that immunizations are complete or are in progress.
5. EEC children enrolling in Nursery and Toddler classes are also required to provide a physician's health care statement form yearly as part of their enrollment.
6. Acceptable evidence of immunization must include the month, day, and year of administration and the signature or stamp of the physician or physician's designee, or public health personnel. Immunization records generated from electronic health record systems must include clinic contact information and the provider's signature / stamp.
7. A current report of mandatory state vaccine requirements for Texas children may be obtained in the Faith Academy Bellville office.

### 4.02-4 – INFECTIOUS DISEASE CONTROL

Faith Academy Bellville will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of FAB during any such time period to strive to operate effectively and ensure that all essential services are continuously provided, and that students and employees are safe within the workplace/learning environment.

FAB is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

## **Preventing the Spread of Infection in the Workplace Sanitation**

FAB will ensure a clean environment, including the regular sanitation of objects and areas that are frequently used, such as bathrooms, break rooms, conference rooms, door handles, light switches, and railings. The administrative team will continually monitor and coordinate events around an infectious disease outbreak, as well as create work and school rules that can be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease on campus at Faith Academy. The best strategy remains the most obvious—frequent hand washing with warm soapy water, covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, should the school close, employees must be prepared to deliver instruction through video and post to Google classroom or other approved online platform so that education continues to occur through distance learning. Support personnel should be prepared to work from home (termed telecommuting).

## **Staying Home When Ill**

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, and fatigue. Currently, the Centers for Disease Control and Prevention recommend that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

## **Requests for Medical Information and/or Documentation**

If your student is out sick or shows symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your student's need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for your student to return to FAB. As always, we expect and appreciate your cooperation if and when medical information is sought.

## **Confidentiality of Medical Information**

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with Administrators and possibly government officials as required by law.

## **4.02-5 – CPR & FIRST AID TRAINING**

Faith Academy Bellville will ensure that at least one person in each building area is trained and certified in CPR and trained in facilitating the AED devices. The Director of Human Resources shall schedule at regular intervals training for staff members of each building in CPR and first aid methods.

## **4.02-6 – FIRST AID ADMINISTRATION**

Minor first aid is administered by office personnel under the direction of the FAB School Nurse. Serious injuries will receive first aid by the FAB School Nurse and appropriate local emergency services. Parents must sign an authorization of emergency care. This authorization form identifies the physician and hospital preferred in the event that parents cannot be reached. Parents will keep this information current by notifying the school of any changes and updating the same in FACTS. If any injury should occur, immediate, qualified assistance should be sought, and serious injuries or any injury involving the head or eyes shall be reported to administration and to the parent of the injured student.



#### **4.02-7 – HEALTH MEDICATION**

**Medication of any kind will only be administered after written instructions are provided by parents.** All over-the-counter medication should be provided by parents in the original container. Prescription medications should be provided in the original container from a pharmacy with the student's name on the printed label. All medication should be accompanied by written and signed instructions from the student's parent. All medication will be administered by authorized school personnel.

#### **4.02-8 – FEVER**

Students with a temperature of 100 degrees or above will not be allowed to remain in class. A child may return to class when he or she has been without a fever for 24 hours without the use of fever-reducing medication.

#### **4.02-9 – RASHES**

Rashes may require a child to go home when there is a question of contagion. A child with a rash may need a physician's release before returning to school, if deemed necessary by administration.

#### **4.02-10 – HAND, FOOT AND MOUTH (COXSACKIE)**

Hand, Foot, and Mouth Disease is a viral infection resulting in fever, cough and cold/flu symptoms, and skin lesions most commonly to the mouth, hands, and feet. Confirmed or suspected Hand, Foot, and Mouth Disease may require a child to go home when there is a question of contagion. Contagious criteria include fever, open sores, and/or respiratory illness or inability to control oral secretions combined with rash/blisters. A child may return to school when these infectious symptoms have resolved and fever free for 24 hours without the use of fever reducing medications. Suspected cases of this infection will be assessed by the School Nurse, who will use discretion to decide on next steps.

#### **4.02-11 – FIFTH DISEASE (ERYTHEMA INFECTIOSUM)**

Fifth Disease is a viral infection that includes fever, cough, sore throat, and a characteristic red cheek rash. Fifth Disease may require a child to go home when there is a question of contagion. A child with Fifth Disease may return to school when fever free for 24 hours without the use of fever reducing medications. The "slapped cheek" rash is not a sign of contagion and is okay to attend school. Suspected cases of this infection will be assessed by the School Nurse, who will use discretion to decide on next steps.

#### **4.02-12 – RINGWORM (TINEA)**

Ringworm is a fungal infection and spread by contact. Ringworm while at school will require a child to go home when there is a question of contagion. A child with ringworm may return to school once they have begun oral or topical antifungal treatment and the affected area should remain covered until the fungal infection is completely gone. Suspected cases of this infection will be assessed by the School Nurse, who will use discretion to decide on next steps.

#### **4.02-13 – HEALTH CONJUNCTIVITIS (PINK EYE)**

Infectious conjunctivitis can be caused by bacteria and viruses and causes inflammation and discharge. Conjunctivitis will require a child to go home. A child may not return to school until all symptoms are gone or has begun treatment and has been cleared by a physician. Suspected cases of this infection will be assessed by the School Nurse, who will use discretion to decide on next steps.

#### **4.02-14 – HEAD LICE**

The detection of head lice will require a student to go home. Upon pick up, literature on treating head lice will be sent home. The child(ren) may return to school after treatment for the condition, and it is determined by the School Nurse that no eggs are present in the hair.

#### **4.02-15 – MOLLUSCUM CONTAGIOSUM**

Molluscum Contagiosum is a viral infection that causes skin lesions and is spread through skin contact. A child with Molluscum Contagiosum can remain in school as long as lesions are covered by clothing or bandages to prevent the spread of the viral infection. The child is no longer infectious once all the lesions are gone. Suspected cases of this infection will be assessed by the School Nurse, who will use discretion to decide on next steps.

#### **4.02-16 – IMPETIGO**

Impetigo is a bacterial skin infection spread through skin contact that requires antibiotic treatment from a physician. Impetigo may require a child to go home when there is a question of contagion. A child with impetigo may return to school if all blisters can be contained and maintained in a clean, dry bandage or when all symptoms are gone. Suspected cases of this infection will be assessed by the School Nurse, who will use discretion to decide on next steps.

#### **4.02-17 – NOTIFICATION OF INFECTIONS**

Parents will be notified if a student in their child's classroom has infections deemed necessary for notification by the administration. As deemed parents may be notified if a student in their child's classroom has contracted an infection. The school nurse will contact parents about exclusion from school due to communicable disease.

The school nurse will contact parents when child is ineligible to return to school and needs to be picked up. Ex: sent home with fever and returns following day (less than 24 hours symptom free).

Only the school nurse or authorized representative will contact the parent as stated in **4.02-21 School**.

#### **4.02-18 – PINWORMS**

Pinworms are small, white, threadlike worms that live in the large intestine. The most common symptom is anal itching, especially at night. Infection is spread through oral ingestion of pinworm eggs through contact with feces of the infected child, contaminated fingers and fingernails, and contact with Pinworm egg contaminated surfaces (diapers, clothing, bedding). If your child develops symptoms or you find pinworms, please keep your child home and contact your healthcare provider. Please follow your health care provider's instructions for home care and to prevent the spread of disease to others. A child with pinworms will need a healthcare provider's release to return to school.

Recommendations to avoid the spread:

1. Strict hand washing for staff and the infected child
2. Avoid shaking infected child's underwear/diaper/clothing/bedding to prevent spread of pinworm eggs into the air
3. Clean and sanitize surfaces before eating, before food prep, after diapering/toileting

#### **4.02-19 – VOMITING AND DIARRHEA**

It is difficult to know whether a child's vomiting or diarrhea is caused by a virus, something they ate, or some other reason. In an effort to keep every child protected, any child who vomits or has diarrhea will be sent home and should remain home until they have not vomited or had diarrhea for a full 24 hours without the aid of medications. If a child vomits or has diarrhea prior to the start of school, we ask that they remain at home and follow the 24 hour policy. Diarrhea will be defined as loose bowel movement affecting the student's ability to participate in school or ability to maintain hygiene. The student will be sent home and may not return to school until 24 hours symptom free.

#### **4.02-20 – ANIMALS ON CAMPUS**

Because of the possibility that animals can carry various infections and diseases, no animals are allowed to be kept on the campus or in any classroom or building. Animals being brought to the campus as a show-and-tell or other project must be brought by the parent or guardian and remain under the supervision of that adult the entire time.

#### **4.02-21 – HEALTH SCREENINGS**

Faith Academy Bellville provides visual, hearing, and scoliosis screening of students each year. Visual screenings are offered to 4-year-olds, incoming students and all students in grades K-1-3-5-7-9-11. Hearing screenings are offered to students in grades K-1-3-5-7-9-11. In some cases, and upon recommendation, an EEC student may be screened. Scoliosis screenings are scheduled for students in grades 5, 8 and 11 and are available to other students at that time. Parents are notified if the screening indicates further examination might be needed.

#### **4.02-22 – ATHLETIC PHYSICAL EXAMS**

All athletes of FA teams are required to have a medical exam by a physician and submit the approved medical form to the FAB Athletic Director prior to **any participation** in school sports. A medical exam is also required when any athlete misses a game due to a serious injury. A medical release is required for the injured athlete to return to play.

#### 4.02-23 – SCHOOL NURSE PROTOCOL

1. The School Nurse should be called **IMMEDIATELY** for any injury or medical incident requiring attention incurred on school premises during regular school hours. The school nurse is to be notified and will make the final decision that a student is to be sent home for any medical reason.
  - School Nurse may be called directly at ext. 222. If she is not available at this extension, she may be reached by contacting FALCON via radio. If no response is received at either point of contact, then the FALCON receptionist may be called.
2. The School Nurse will administer any recurring daily/ as needed medications to students by traveling to their campus and administering on location. In case of respiratory and anaphylactic emergencies, do not delay administration of student rescue inhalers, EpiPens, or Benadryl.
  1. In the event the School Nurse is absent or unavailable to administer recurring / daily medications, the FALCON Director will administer medications.
  2. In the event both the School Nurse and the FALCON Director are absent, the Building Administrator may administer the necessary daily medication.
  3. In the event both the School Nurse and FALCON Director are absent, a key will be left for the Accommodations Director or EEC FALCON Director to access any needed medications for the necessary Building Director.
3. All prescription medications are to be kept in a locked cabinet in the Nurse's office.
4. All other parent provided medications except for student specific emergency medications (student rescue inhalers, EpiPens, Benadryl) will be kept in a locked cabinet in the Nurse's office.
5. The School Nurse should be notified immediately and receive any medications dropped off by the parent/guardian. Some medications such as those for ADHD fall under Schedule II Controlled Substances and must be counted and witnessed by the School Nurse and parent/guardian upon receiving the medication.
6. The School Nurse will keep copies of all Medication Authorization Forms and should be notified of any changes and receive any new forms.
7. In the event that medications need to be returned to a student / family, they should be handed directly to a parent or guardian; medications should never be handed directly to a student for transport.
8. Any administered medications should be recorded in the designated data management system by the School Nurse or the FALCON Director.
  - If medication is administered by the Building Director or teacher (emergency medication or on a field trip situation) for any reason, a report should be sent to the School Nurse and/or the FALCON Director and recorded in the designated data management system.
  - The report should include Student Name, Date of Birth, Date and Time of Medication, Medication Name, Dosage, and Reason for Medication
9. A limited supply of Ibuprofen, Tylenol, Benadryl, aloe vera, and Benadryl cream can be kept in a locked drawer at each building / campus. The Building Director may have access to this drawer and administer medications in the event that the School Nurse is absent or unavailable.
10. Incidents requiring School Nurse attention include, but are not limited to:
  - Suspected lice
  - Rashes or skin abnormalities
  - Head injuries
  - Severe scrapes or cuts
  - Fever
  - Dizziness or loss of consciousness
  - Suspected broken or sprained bone(s)
  - Chest Pain
  - Trouble breathing

- Allergic reactions
  - Burns
  - Choking incidents
  - Diabetic emergencies
  - Severe headache / migraine
  - Seizures
  - Eye injuries
  - Cardiac events
  - Generally feeling unwell / sick
  - Severe Abdominal pain
  - Nausea / Vomiting
  - Diarrhea
  - Suspected pink eye
  - Extreme lethargy
11. Temperatures that are 99.0 F or above should notify the School Nurse immediately to verify the student's condition. If temperature reaches 100.0 F or above, the School Nurse will contact parents for further treatment.
12. All medication and injury incidents should be documented in an incident report that will then be delivered to the school nurse for input into the designated data management platform.
- The School Nurse will communicate all incidents and injuries to parents.
  - If the School Nurse is absent or unavailable to communicate injury or incident, then the Building Director may communicate to parents directly.
    - In the event that a building director needs to communicate incidents with parents, a communication report should be sent to the School Nurse for documentation.
13. EpiPens should remain in a red medicine pack with the student in the care of the teacher at all times. If a student should travel from one classroom to another or off site for a field trip the red medicine pack should be transferred from teacher to teacher.
1. In the event the student stays after school for Stay and Play, parents are invited to provide an additional EpiPen to be kept in the Stay and Play room.
  2. If an additional EpiPen is not provided, the red medicine pack must travel to Stay and Play with the student accompanied by an adult. At the end of the day, the EpiPen should be turned into the Nurse's office for redistribution to the appropriate personnel the next school day.
14. Students requiring general hygiene/health products may be sent to the School Nurse for supplies.
15. **Repeated from 4.02-17** The school nurse will contact parents about exclusion from school due to communicable disease. The school nurse will contact parents when a child is ineligible to return to school and needs to be picked up. Ex: sent home with fever and returns following day (less than 24 hours being symptom free).
16. Only the school nurse or authorized representative will contact the parent as stated in **4.02-21 School Nurse Protocol**.

## 4.03 SAFETY

### 4.03-1 – CONTINUOUS SUPERVISION

At no time may students be left unattended anywhere on the FAB campus or at any away event in which the students are in FAB care. This includes, but is not limited to, the classroom and the playground.

1. Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal implications.
2. **All teachers therefore, must also leave their classroom doors locked while class is in session and when they exit the room, making sure it is unoccupied.**
3. Locker rooms will be locked when the 7:50 (Tardy) bell rings.
4. Students will not be permitted to return to the locker rooms until their athletic period.
5. Coaches will continuously monitor the students in the locker rooms and set a time that students must be dressed and exit the locker rooms.
6. After all students have exited, locker rooms will be locked and unlocked only when the class/team returns at the end of the period/game.

Staff members should never be alone with a single student in a classroom, vehicle, or any other confined space or secluded area. After school tutoring or other extracurricular activities may require parental consent if meeting alone with a student is required. (See Section 4.03-1A Appropriate Environment for further information)

### 4.03-2 – COMPUTER LAB AND IPAD ACCESS

Access to the computer labs of FAB will not be provided to students unless they are under the direct supervision of a FAB faculty member.

### 4.03-3 – TIME SUPERVISION BEGINS

Unless otherwise specified by an Administrator, teachers and supervisory staff should arrive 15 minutes before a program or activity begins. If a bus or van is scheduled for transport, supervisory staff are to arrive 15 minutes prior to student scheduled arrival.

### 4.03-4 – BEFORE SCHOOL SUPERVISION

Faith Academy Bellville teachers are assigned weekly duty at 7:20 a.m. on a rotating basis. The teacher should be on time and follow these guidelines:

1. Students should arrive no earlier than 7:25 a.m. for school. Teacher/Staff children may arrive at 7:20 a.m. for faculty to attend devotion.
2. EEC students report to Building #6 Lobby until dismissed to their teachers at 7:50 a.m.
3. Kindergarten - 5th grade students report to Building #7 until dismissed to go to their classrooms.
4. 6th grade – 12<sup>th</sup> grade students should report to the gym for guided opening exercises until dismissed.

### 4.03-5 – AFTER SCHOOL SUPERVISION

1. All students are expected to go home at the conclusion of the school day unless they are enrolled in an extracurricular activity or Stay & Play. The exception to this is Mondays when all staff and faculty are required to attend meetings from 3:30 to 4:30 PM. On these Mondays:
  1. Staff children in EEC through 5th grade may attend Stay and Play during Monday staff meetings at no charge.
  2. Staff children sixth grade and up may stay in the Main Office lobby and will be supervised by the Main Office secretary. Quiet activities, homework, academic studies will be expected but not provided. Dry snacks and only water may be enjoyed during this hour but will not be provided.

2. Any student in EEC to 5th grade not picked up by 3:30 will automatically be enrolled in Stay and Play. Charges will apply and will be billed through the online portal.
3. Any JH or HS student not picked up by 3:30 will be sent to the office to call a parent for pickup arrangements. See exception of #1 above.
4. Failure to pick up a JH or HS student by 3:30pm is subject to additional charges to be billed through the online portal. A base charge of \$50 will be assessed for any JH or HS student picked up after 3:30pm, and an additional \$1 charge will be assessed per minute thereafter. Charges will not be incurred if the delay in picking up a student was a direct result of a schedule change on the part of FAB and/or a member of the FAB coaching staff.
5. Any student who remains at school after 3:30 must be under the direct care of their parent, teacher or coach.
6. Students who plan to remain on campus for an after-school event must work with the teacher or coach in charge of the event and have a plan in place for direct supervision.
7. No exceptions are to be made. This includes the children of teachers and staff.
  1. Teachers and staff are contracted until 3:30 (4:00 if tutoring)
  2. Teachers/Coaches may not leave their area to pick up their own children until 3:30 or 4:00\* (\*if necessary for tutoring). If not picked up by another adult (non-FAB employee) in the carline, those students (K-5) must go to Stay and Play.

#### **4.03-6 – AFTER SCHOOL STAY AND PLAY**

Students in Nursery - 5th grade may enroll in Faith Academy Bellville's Stay and Play Program. The program provides supervised care from 12:00-6:00 p.m. Monthly or daily rates are charged. See Volume 2 for details. Failure to pick up a student from Stay & Play by 6:00pm is subject to additional charges to be billed through the online portal. A base charge of \$50 will be assessed for any student picked up after 6:00pm, and an additional \$1 charge will be assessed per minute thereafter.

#### **4.03-7 – SUPERVISION BY CUSTODIANS OR NON-SCHOOL PERSONNEL**

At no time may custodians or non-school personnel to be given the responsibility to supervise students on their own. (i.e. A parent cannot be left to supervise other students after an event so a teacher or coach may go home). At no time are students to be left in the sole care of a supervisor that is not yet eighteen years of age.

#### **4.03-8 – PLAYGROUND DUTY**

1. Teachers or other staff may be required to fulfill playground duty.
2. Teachers are to be on the playground at the time appointed for their supervisory responsibility and should avoid conversation or play that would keep them from watching students at all times.
3. Teachers are to enforce playground rules, ensure safe behavior on their playground and apply the Love and Logic program to misbehaving students.
4. Teacher or other staff may take their cellphone to the playground to be used for emergency purposes ONLY.
5. The radio designated for the playground should be in the possession of one adult on the playground at all times.
6. The playgrounds are only for EEC through 5<sup>th</sup> grade students.

#### **4.03-9 – PLAYGROUND RULES**

1. No climbing on or hanging from swing set frames.
2. No climbing on outside areas of wooden play equipment and slides.
3. No jumping off swings.
4. No double swinging or swinging on stomachs.
5. No walking along see-saws.
6. No rock throwing.

7. No climbing on playground fence at any time.
8. Use age-appropriate equipment.
9. Playground is for adult-supervised classes of nursery school through 5<sup>th</sup> grade students.
10. Only two classes are allowed on the playground at a time.
11. Playground gates are to remain closed at all times.
12. Playground is off-limits after school hours except with Stay and Play or FALCON personnel supervision.

#### **4.03-10 – BASIC SCHOOL SAFETY**

Faith Academy Bellville students will be taught general safety procedures in the classroom, playground, gym, and at dismissal time. These procedures will be enforced by the teacher. **Students should never be left unsupervised.**

1. If an emergency occurs, the teacher should use the intercom button or the nearest cell phone or telephone to reach the office.
2. If on the playground, teachers/coaches should use the radio to request assistance immediately.
3. If the radio is not effective, a reliable student or another teacher should assist in communication.
4. Cell phone use by a teacher while with students is certainly allowed in an emergency.
5. The teacher will document the incident.

#### **4.03-11 – EVACUATE / FIRE**

For drills and/or Evacuate / Fire announcements, **SHORT QUICK BLASTS of the bell** will be sounded. **SILENCE, ORDER, and SPEED** are of utmost importance in any emergency evacuation. Therefore, teachers are to insist that each student cooperate with the following rules:

1. **Students are to take nothing with them.**
2. Students are to proceed single file in a quiet, orderly manner to the designated area. Instructions about where these designated areas will be given to all faculty members and are hanging on the wall next to the classroom exit door.
3. After retrieving the emergency packet and the emergency kit, teachers should turn off the lights and close the door as the class leaves the room.
4. Students should stay a safe distance from the building after exiting.
5. The teacher and students are to return to the building only when an authorized representative of the school signals them to do so.
6. Students should return to class in a quiet, orderly single-file line.

#### **4.03-12 – SHELTER / TORNADO DRILLS**

For drills and/or tornado announcements, **a siren bell** will be sounded. **SILENCE, ORDER, and SPEED** are of utmost importance in any emergency evacuation. Therefore, teachers are to insist that each student cooperate with the following rules:

1. Students are to take nothing with them.
2. Students are to proceed in single file in a quiet, orderly manner to the designated area. Instructions about where the designated areas are located will be given to the faculty members.
3. After retrieving the emergency packet and the emergency kit at the exit door of the classroom, teachers should turn off the lights and close the door as the class leaves the room.

#### **4.03-13 – SAFETY LOCKDOWN PROCEDURE**

A lockdown occurs when there is a more direct threat to the campus. If a staff member discovers a more direct danger to the campus, they should contact the main office immediately at 979-865-1811, extension 444, or use a portable radio if available.

In case of an emergency situation where it becomes necessary to lock down the school, staff and students will follow a prescribed procedure as outlined in the Faith Academy Staff Policy & Procedure manual.



#### **4.03-14 – LAW ENFORCEMENT COMMUNICATION**

Faith Academy Bellville students and faculty shall cooperate with Law Enforcement in the event of an emergency. An Administrator shall be the spokesperson for Faith Academy Bellville in the event of an emergency where Law Enforcement is involved.

#### **4.03-15 – EMERGENCY EVACUATION LOCATIONS**

Evacuation maps and instructions are in each classroom.

#### **4.03-16 – CHECKING IN AND OUT**

1. Parents must sign their children out at the building reception desk when checking students out during the day.
2. The teacher will be notified by the receptionist to dismiss the student. Parents should not come to the classroom to pick up their child.
3. Teachers will be notified that the student has been signed out. The parent will pick up the student from the appropriate building.
4. Students who drive must also sign out at the building reception desk and present a parent/guardian note stating the purpose of dismissal, time of dismissal, and approximate time of return if applicable. No student will be allowed to leave campus early without parental/guardian approval.
5. Any student checking back into school must be signed in at the building reception desk upon return.
6. Students will only be released to individuals listed on their pickup authorization form. A parent or guardian may add individuals to this list at any time by contacting the Attendance Clerk or Registrar.

#### **4.03-17 – CLOSED CAMPUS**

Faith Academy Bellville operates a closed campus. Our stringent stance will help FAB maintain a safe environment for students, faculty, staff and visitors. Once a student enters the campus, he/she may not leave until authorized to do so.

1. Students cannot leave school without written permission from parents and the office.
2. Students are not to leave campus for lunch unless accompanied by a parent or for a special school activity.
3. Only authorized visitors may be on campus during the school day.
4. All visitors (EEC through HS) must check in at the building reception desk to be given an official name badge before proceeding throughout the campus. **This includes parents.**
5. All visitors/event volunteers must check in at the main office or building reception desk to receive an official name badge before proceeding throughout the campus.
6. All vendors/maintenance/construction personnel must check in at the Main Office or building reception desk to receive an official name badge before proceeding throughout the campus.

#### **4.03-18 – REGISTRATION / SIGN IN CRITERIA**

1. Large events held in the gym will have designated security at the door (i.e., sports events, public chapels, awards ceremonies). Sign in and badges are not required.
2. Smaller events held during school hours (i.e., classroom parties, teas, coffees) require Registration System sign-in and badge. Pre-registration can be offered.
3. Smaller events held after hours require manual sign-in with badges being optional.
4. Visitors on campus entering a building (i.e. maintenance, repair person) during school hours require Registration System sign-in and badge.
5. Touring visitors require Registration System sign-in and badge and must remain with the Registrar or other administration.
6. Persons visiting only the business offices without access to student areas or classrooms are not required to sign-in or have a badge.

7. Persons on the campus but not entering a building (i.e. lawn maintenance, construction, car washer) must check in at the main office but are NOT required to register or be given a badge. The number of the crew must be stated. Main office will report their presence and location to all buildings.

#### **4.03-19 – STUDENT DRIVERS**

1. Students who have been issued a state driver's license should make sure a copy of the license, proof of insurance, and license plate number are on file in the main office.
2. Students should follow these rules while on campus between the hours of 7:30 a.m. and 3:30 p.m.
3. Students must park in designated student parking.
4. Students may not use vehicles to commute from place to place on campus during school hours unless permission is granted by the administration.
5. Students should not transport other students from building to building during the school day unless special permission is given by the administration.
6. Students should not drive another student's vehicle during the school day.
7. Students should not drive other students to off-campus activities.
8. Students will be required to have their student parking tag posted in a visible location on their front window or rearview mirror.

#### **4.03-20 – PARKING TAGS**

1. Parking tags are required for any staff or student vehicle parked on the FAB campus.
2. Parking tags must be purchased by FAB student drivers.
3. Both staff and student parking tags must be displayed - hung from mirror during school hours.
4. A citation can be issued if the issued parking tag is not displayed and easily visible - \$10.00 charge.
5. Transportation Director or a representative will do at least a weekly check.
6. Parking tags will be maintained from year to year (one time purchase)
7. Returning students will receive same permit number with no additional charge.
8. New drivers must purchase a permit number.
9. Lost permits will incur an additional \$5.00 replacement fee.
10. Seniors may keep their permit tag, but the permit number is retired for 2 years.
11. Parking passes will be updated using a color-coded system corresponding to each new school year.
12. A color code may be used to distinguish the approved passes of a new year.

#### **4.03-21 – TRAFFIC FLOW (DROP OFF AND PICK-UP)**

1. It is imperative that every effort be made to keep traffic running smoothly, slowly, and safely.
2. Parents of EEC students should park in an appropriate spot and not block traffic if they choose to walk their child in or pick them up at the designated "Parent Pickup" (EEC only).
3. Parents of Kindergarten through 5<sup>th</sup> grade students are encouraged to allow their children to walk to class by themselves. Parents are not to stand in front of a classroom door prior to school dismissal. This is a distraction to the students and/or teacher.
4. No car may be unattended while in the traffic flow lane(s).
5. The area immediately in front of the gym is a No Parking Zone for loading and unloading.
6. The speed limit on the FAB Campus is 10 MPH.

#### **4.03-22 – CAR LINE DROP OFF AND PICK-UP PROCEDURE (EARLY EDUCATION CENTER)**

1. The car line is provided as a service to families to aid in the transition from home to school and back again in a safe and orderly manner.
2. Each family will be provided with 2 tags for their vehicle with the last name of the family. In the case of multiple children, the tags will be given to the youngest student enrolled. Additional tags can be provided upon request.

3. For safety reasons, the tag must be displayed for pick up. Without the proper tag displayed, the driver will be asked to provide proof of identification and may be asked to exit the car line while verification is made. Upon verification that the driver is on the authorized list for pick up, the child will be released.
4. In accordance with State laws, cell phones may not be used in the car line.
5. Electronic devices should not be used in the car line.

#### **4.03-23 – CAR LINE DROP OFF AND PICK-UP PROCEDURE (ELEMENTARY)**

1. The car line is provided as a service to families to aid in the transition from home to school and back again in a safe and orderly manner.
2. Each family will be provided with 2 tags for their vehicle with the last name of the family. In the case of multiple children, the tags will be given to the youngest student enrolled. Additional tags can be provided upon request.
3. For safety reasons, the tag must be displayed for pick up. Without the proper tag displayed, the driver will be asked to provide proof of identification and may be asked to exit the car line while verification is made. Only upon verification that the driver is on the authorized list for pick up, the child will be released.
4. In accordance with State laws, cell phones may not be used in the car line.
5. Electronic devices should not be used in the car line.
6. If any staff member with a carline duty has a planned absence, it is responsibility of that staff member to get that duty covered.
7. If absence is unscheduled, the Building Director will get it covered upon notification of the unexpected absence.
8. All staff on duty must communicate to the Building Director of the building of duty to advise of running late.
9. Please be mindful that this is a duty time, and the care of the children is our priority. Personal breakfast/class prep is to be completed before duty begins.
10. The staff member is expected to report to their duty spot by 7:20 A.M. At 7:45 A.M. the bell will ring, students and teachers, with the exception of the staff monitoring the car line, will gather to begin their day. Car line duty ends at 7:50 A.M.

#### **4.03-24 – MORNING MONITORING / AFTERNOON MONITORING**

##### **PLAYGROUND**

1. The staff members will walk around and actively monitor students on the field and on the playground.
2. The staff members should not be sitting, grouped together, or on their phone (cell phones on the playground are to be used for emergencies only)
3. Duty for the playground ends at 7:45 A.M.

##### **INDOOR**

1. The staff member will walk around and actively monitor students in the morning areas.
2. The staff members should not be grouped together or be on their phone.
3. Duty for the indoor areas ends at 7:45 A.M.

##### **DOOR HOLDER**

1. The staff member will stand at the door greeting students as they enter.
2. The staff members should not be on their phone.
3. AT NO TIME IS THE DOOR TO BE PROPPED OPEN.
4. Duty for the door holder ends at 7:50 A.M.

##### **CAR LINE DUTY**

1. The staff member will open the door for students' arrival.
2. The staff member will greet them with a smile, a "good morning" -- let them know/feel how excited we are that they are here (this may be the first smile they have seen that day).
3. The staff member should not be on their phone.
4. Duty for the car line ends at 7:50 A.M.
5. Afternoon Car Line Duty begins promptly at each building's release time.
6. Each staff member will be assigned a designated spot in the car line.
7. The staff member is expected to report to their assigned duty spot by their assigned duty time.
8. Staff members are expected to remain on campus and available until 3:30 to assist with car line duties.
9. Any student not picked up by 3:30 will be checked into Stay & Play program (up to 5th grade).
10. Sixth grade and up are to report to the main office if not picked up by 3:30.
11. For the purpose of efficiency, the teacher will remain in their designated spot unless directed otherwise.  
This will ensure that the process remains seamless.

#### **4.03-25 – INCLEMENT WEATHER CLOSING**

Faith Academy Bellville works in conjunction with local emergency management departments when determining school closures due to weather emergencies. FAB makes every attempt to keep families informed of closure via our parent alert system.

On rare occasions, FAB may have to close after classes have begun because of the onset of severe weather. In such cases, parents will be notified by text and email that the school is closing and they will be asked to arrange for transportation to get their children home safely.

CHILDREN WILL NOT BE RELEASED TO ANYONE OTHER THAN A PARENT OR THOSE DESIGNATED ON the PICK-UP FORM UNLESS FORMAL PERMISSION IS GRANTED BY PARENT/GUARDIAN. In such case, FAB will release a student only after that formal permission is received.

#### **4.03-26 - SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug-free, school officials may, from time to time, authorize searches. Such searches are conducted without a warrant and as permitted by law.

##### **Student Desks and Lockers**

1. Student desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.
2. Students in Kindergarten – 12<sup>th</sup> grade are fully responsible for the security and contents of their assigned desks and available lockers. If students choose to have a lock on their locker, the combination must be on file in the school office.

##### **Vehicles**

1. Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student.
2. A student refusing to allow a vehicle to be searched or evading a search may have their parking privileges revoked.
3. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

##### **Trained Dogs**

1. Faith Academy Bellville will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol.
2. At any time, trained dogs may be used on lockers and vehicles parked on school property.
3. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present.
4. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials or other authorized personnel. If a dog's alert warrants a search of their child's property, parents will be notified after the search has been conducted.
5. The parents will be notified if any prohibited items are found in the student's desk, locker, vehicle, or personal belongings.

#### **4.03-27 – THREATS / BULLYING – WRITTEN / VERBAL**

If a student is found to have made a threat against the well-being of another person, either written or verbal, the student will be removed from the classroom. A conference will be called with the parents, the classroom teacher, the Administrator, and the student to determine the appropriate consequences for school and home. The student will not be allowed to return to class until after the conference is complete. Faith Academy Bellville has a zero-tolerance for bullying. Bullying of any kind shall be reported to an Administrator.

## 4.04 DISCIPLINE

### 4.04-1 – PHILOSOPHY OF DISCIPLINE

Faith Academy Bellville believes the Bible is the basis for all rules of Christian discipline and FAB seeks to apply its principles in the statement of this handbook. Our goal is to develop a **culture of grace** and build a school that has standards and principles that will be pleasing to God. The Biblical structure of the family, respect for authority, personal accountability and consequences of choices will guide all discipline policies and procedures (Founders' Vision).

*"...He disciplines us for our good, that we may share in His holiness. For the moment all discipline seems painful rather than pleasant; later yields the peaceful fruit of righteousness to those who have been trained by it." Hebrews 12:7-11 (ESV)*

### 4.04-2 – CLASSROOM GUIDELINES

#### 1. Put God First

Love the Lord your God with all your heart and with all your soul and with all your mind. (*Matthew 22:37*)

#### 2. Respect for others

Love your neighbor as yourself. (*Matthew 22:39*)

When addressing or responding to adults, students will use **Yes Ma'am** or **No Ma'am** or **Yes Sir** or **No Sir** and **Please** and **Thank You**

#### 3. Ready obedience

If you are willing and obedient, you will eat the best from the land. (*Isaiah 1:19*)

#### 4. Diligence to duty

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him. (*Colossians 3:17*)

### 4.04-3 – CLASSROOM RULES AND EXPECTATIONS

In addition to the guidelines stated in 4.04-2 the teacher may develop rules and expectations for his or her classroom. The guidelines, rules, and expectations should be taught to the students, stated in a positive way, posted in the classroom and enforced by the teachers.

### 4.04-4 – MORAL CODE OF CONDUCT

Faith Academy Bellville accepts the view that the ultimate purpose of man is to glorify God. Therefore, we expect staff and students to reflect His image. God is glorified when there is an atmosphere of understanding and when Christlikeness is constantly cultivated and modeled (*Galatians 5:22-23*). Glorifying God affects one's lifestyle, behavior, moral choices, and overall attitude. Every guideline is designed to reflect the Christian values adopted by FAB. Also, the guidelines reflect a moral code crucial to our testimony and reputation in the community.

While the guidelines in the handbook are sufficient for the daily operation of the school, FAB chooses to deal with the more serious moral issues on an individual basis. To make a general policy to govern the spectrum of issues inherent in such cases would be ineffective and could be unfair to the student or school. Each case will be judged on its own merits, and the following items will be taken into consideration:

1. Attitude (one of repentance or hostility)
2. Home support
3. Church support
4. Academic performance
5. Contractual fulfillment (home, school, church)
6. Discontinuance of immorality
7. Extenuating circumstances

## KNIGHT CODE OF HONOR

As a member of the Faith Academy Bellville student body, I will choose to exemplify Christ-like character and integrity. I will support and encourage my fellow Knights with positive actions and words. As a Knight, I will aspire to higher standards and strive for excellence in all my academic and personal endeavors.

**INFLUENCE:** The Bible teaches that no one lives to himself (Phil. 2:1-4). Faith Academy Bellville is a community of people who have influence, both direct and indirect, upon each other. Since Faith Academy Bellville is a school, whose objective is to develop the whole person, body, mind, and spirit, the lifestyle of each student on and off-campus is important. Each student is **expected to** acknowledge and adhere to the KNIGHT CODE OF HONOR throughout their tenure as a student at FAB. Students (3<sup>rd</sup> grade through 12<sup>th</sup>) are required to acknowledge this adherence with their signature of agreement to a copy of the KNIGHT CODE OF HONOR stated above at the beginning of each school year.

### 4.04-5 – FAITH ACADEMY BELLVILLE DISCIPLINE SYSTEM: K-12

*"...He disciplines us for our good, that we may share in His holiness. For the moment all discipline seems painful rather than pleasant; later yields the peaceful fruit of righteousness to those who have been trained by it." ~ Hebrews 12: 7-11*  
Faith Academy Bellville utilizes the **Love and Logic** approach to aid parents in "training their child in the way he should go". The Love and Logic approach gives specific guidelines for using modeling, direct instruction, and feedback to teach problem solving processes.

The problem-solving processes include:

- Identify and define the problem.
    - Brainstorm solutions.
    - Evaluate each solution.
    - Implement the solution chosen.
1. When school wide or classroom rules are violated by a student, the teacher will address the student using the Love and Logic based problem solving techniques and tools as follows:
    - Step 1: Provide a strong and sincere dose of empathy.
    - Step 2: Lovingly hand the problem back to the student.
    - Step 3: Get permission from the student before sharing ideas on how to solve the problem.
    - Step 4: Provide a brief menu of ideas and help the student to evaluate each idea and how each might work for that student.
    - Step 5: Allow the student to learn from solving OR NOT solving the problem.
  2. If a student chooses to NOT solve their problem, then the consequences will occur:
    - The consequences will be determined based on the incident.
    - The administrative team, the teacher or teachers involved, the student and the student's family will work together to determine how best the student can fix the problem.
    - The student will receive a consequence that will help the student move towards growth and a heart for God and a heart for the Gospel.
    - FAB feels this process will enable the student to be more able and more likely to make better choices in the future.
  3. A discipline system will not be successful unless it is used consistently and fairly. A teacher should not hesitate to provide students the opportunity to correct through Love and Logic directions and give clear expectations.

4. Student Expectations: The following is a list of examples of expectations. It is not all-inclusive. The administration will clarify any behavior not identified below:
  1. Address and respond to adults using Yes Ma'am or No Ma'am or Yes Sir or No Sir.
  2. Be obedient and respectful of authority.
  3. Use proper manners (please, thank you, excuse me, etc.)
  4. Adhere to classroom guidelines (general and teacher specific)
  5. Conduct oneself appropriately outside the classroom (Chapel, halls, gym, sporting events, etc.)
  6. Attend and be on time to class and/or required activities.
  7. Maintain dress code on campus and abide by dress policy whenever being a representative of FAB
  8. Refrain from chewing gum (unless authorized by administration)
  9. Check in phones or other electronic devices as per policy.
  10. Turn in work completed and on time.
  11. Stay awake in class, Chapel or assembly.
  12. Be reverent towards teachers, coaches, staff and fellow students.
  13. Communicate with positive, encouraging words.
  14. Refrain from making intimidating or threatening comments/remarks.
  15. Refrain from physical aggression.
  16. Tell the truth and be honest.
  17. Do your own work.
  18. Mind their language and use words in keeping with a Biblical worldview.
  19. Understand that sexually explicit material, words or actions are sinful and should be avoided.
  20. Eliminate public displays of affection (holding hands, hugging, kissing another student).
  21. Respect all safety standard and equipment.
  22. Protect and appreciate school property and report any vandalism.
5. There are choices that students could make which would compel FAB to act legally in the interest of all staff, students and families on campus. These infractions include uncontrolled behavior, fist fights, assaults of a student, teacher, staff member or volunteer, possession of a weapon/firearm.
6. FAB seeks to provide a drug-free educational environment. Students are expected to refrain from possession/use of alcohol, controlled substances or dangerous drugs as defined by law, any tobacco, lighters, smoking, possession of nicotine delivery systems, vaping, forgery, gambling or indecent behavior on campus, or during a school-related trip or activity.

#### **4.04-6 – EXPULSION**

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant FAB most drastic sanction, then the administrative team may recommend that a student be expelled. The Head of School has the ultimate authority with respect to expulsions or dismissals. Any student expelled or dismissed from FAB will not be allowed on campus or to attend any school functions.



#### 4.04-7 – CELL PHONES

1. Students in grades 6th - 12th who bring cellphones to school MUST leave them in their vehicles OR turn them into the STAFF MEMBER in charge of THE PHONE CASE AT THE GYM. A staff member will transport the phone case to the students' respective buildings during the day and return to the gym for pickup at the end of the day. This change is because both JH and HS students will assemble each morning in the gym.
2. Students in 4th & 5th grade must leave their phones with their homeroom teacher during day. The phone is not accessible to the student until student is dismissed for the day.
3. Students in 3rd grade and below should not bring cell phones to school at all.
4. The first time a student is found in violation of this policy, the student will have the cell phone confiscated and a parent will be called to pick up the device. A fee of \$50 will be collected. The phone will be released only to the parent.
5. For the first offense the appropriate administrative team will work with the student to determine an appropriate plan of action to abide by the FAB policy and the parent will be encouraged to have the student pay the fine themselves.
6. For each additional violation, the cell phone will be confiscated, and a parent will be called to pick up the device. A fee of \$100 will be collected. The phone will be released only to the parent.
7. While traveling on school vehicles to and from competitions and field trips, cell phones will be collected upon boarding and remain in a locked container until the student is released to go home.
8. Cell phones may be used by students who are non-participating spectators (not on the bench) at a school athletic event ONLY if permission has been obtained in advance for academic purposes ONLY.
9. Cell phones may not be used in Stay and Play or in the car line by either students or staff without administrative permission.
10. No other "wearable technology" is to be worn or used on campus during school hours (7:25 am -3:30 pm). Wearable technology shall include, but not be limited to cell phones, the Apple Watch, Fitbit fitness devices and other similar devices.
11. The first time a student is found in violation of this policy, the wearable technology will be confiscated, and a parent will be called to pick up the device. A fee of \$50 will be collected before the device is released. The device will be released only to the parent.
12. For each additional violation, a fee of \$100 will be collected from the parent before the device is released. As listed above for phones (#5) an administrative team will determine a plan.
13. PARENTS are encouraged to have the student pay the fine themselves.

#### 4.04-8 – ELECTRONIC DEVICES

1. Electronic devices are NOT to be used by students on campus at any time during school hours 7:25 am - 3:30 pm without administrative approval.
2. Electronic devices should not be used in Stay and Play or the car line.
3. No smart devices are to be worn or used during school hours 7:25 am - 3:30 pm. These devices include, but are not limited to: cell phones, Apple Watch, and Fitbit Smart brands. Electronic devices such as these with internet, texting, messaging and/or calling features and capabilities are not allowed unless there are circumstances in which administration has given specific permission.

#### **4.04-9 – ACADEMIC INTEGRITY**

Faith Academy Bellville's goal is to educate our students for Christian service and leadership. Created in the image of God, students are expected to demonstrate ethical and moral principles in all academic courses. Students of FAB must honor each other and themselves by practicing **academic integrity**.

Faith Academy Bellville defines **academic integrity** as:

- the expression of intellectual virtue in human beings as a result of their creation in God's image.
- the convergence of the best of the human spirit and God's spirit, which requires personal, private, and community value.
- entailing honesty, trust, fairness, respect and responsibility, and openness to both scholarship and scholarly activity.

**Academic dishonesty** is:

- knowingly or negligently aiding others to use one's work or allowing same to be used in a dishonest academic manner.
- considered any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair advantage or disadvantage for any other member or members of FAB.
- the use of technological advances (i.e., AI - artificial intelligence and other such programs) that assist in downloading or creating work to be claimed as one's own work.
- **Plagiarism** - defined as failure to give credit and/or citation as per Modern Language Association's [MLA Handbook for Writers of Research Papers](#).
- submitting papers and projects written by another person or obtained from any source, as one's own.
- giving someone else your paper or project to use as their own or to copy (cheating).

**Academic dishonesty consequences will be:**

- The first time in a school year that a student is determined to have plagiarized or committed academic dishonesty in any manner on a final draft assignment, the work will receive a grade of 50 (if the below stipulations are carried out)
  - Revision of or redoing the assignment and
  - A conference between the student, parents, teacher(s) and administration
- \*Failure to comply with the stated stipulations above will result in a grade of ZERO (0) instead of the 50 as stated above for that assignment.
- Any additional time in a school year that a student is determined to have plagiarized or committed academic dishonesty, the work will receive a grade of ZERO (0) and the student will be considered for expulsion.
- This grade cannot be made up.

#### **4.04-10 – BITING / EARLY EDUCATION CENTER (EEC) / ELEMENTARY**

While biting can be an age appropriate, developmental stage, Faith Academy is committed to providing and maintaining a safe environment for all children entrusted in our care. The following measures will be put in place for any student who bites others. The policy has been established to:

- help them understand that biting is not acceptable.
- ensure the health and safety of all children.
- help them gain self-control.
- teach them alternative ways to communicate frustrations or discomfort, using their words.

##### **IF A CHILD BITES ANOTHER STUDENT:**

1. The teacher will notify the parents of both children involved in the incident.
2. Specifics about the incident, without names, will be provided.

##### **IF A SECOND INCIDENT OCCURS:**

1. The teacher will request a conference with the parents of the child who is biting and determine a specific plan in an effort to meet the child's individual needs.
2. Following the parental conference, the individualized plan for the child will be put into place.
3. Included in this plan, the teacher will communicate clearly, and on an individual basis, when giving directions and during times of transition, outlining expected behavior toward fellow students.
4. The teacher or aide will then shadow the child (who has been biting) in an attempt to prevent the behavior from occurring and reinforce appropriate behavior. The teacher or aide will also look for patterns or provocations which could include, but are not limited to, sharing or communication issues.

##### **IF THE BITING CONTINUES, the following steps will be taken:**

1. If the biter inflicts 2 bites in a one-week period (5 weekdays) on another child, the biter will be asked to remain at home for 2 consecutive school days.
2. If the biter again inflicts 2 bites in a one-week period (5 weekdays), the biter will only be able to return to school with administrative approval. Expulsion will be considered.

#### 4.04-11 – SCHOOL DISCIPLINE SYSTEM – EARLY EDUCATION CENTER (EEC)

*"...He disciplines us for our good, that we may share in His holiness. For the moment all discipline seems painful rather than pleasant; later yields the peaceful fruit of righteousness to those who have been trained by it." ~ Hebrews 12: 7-11ESV*

Faith Academy utilizes the Love and Logic approach to aid parents in *"training their child in the way he should go"*. FA EEC strives to provide a loving, nurturing, structured environment where the love of Jesus Christ is both modeled and taught. The teacher is the established authority in the classroom and will follow the guidelines set forth by the administration and the board of directors.

1. The staff of FAB EEC fully understands the EEC child and will discipline with grace and love.
2. Upon an infraction of behavior (name-calling, hitting, showing disrespect, etc.), the teacher will speak privately to the child(ren) involved.
3. The teacher will explain why the behavior is inappropriate and offer the child alternative ways to handle themselves and the situation in the future.
4. The teacher may ask the student to sit down for a cool-down period. This is simply a place in the room where they can gather their thoughts and re-join the activities of the class when they have the power to gain self-control.
5. In some cases, it may become necessary that the child be given a "time out" on the playground. The teacher will always speak with the child after the "time out" is served, making sure that the child understands why they were in "time out" and that they are loved. The "time out" will be given in minutes, not to exceed 15 minutes.
6. If unsatisfactory behavior becomes frequent or is serious in nature, a note home or a phone call will be placed to further discuss the situation. The teacher along with the parent/guardian, will help form a plan to help the child overcome any issues they are struggling with at home or school.
7. It is the goal of FA EEC to partner with parents in the maturation of the whole child, equipping them to make Godly choices.
8. EEC students do not serve detention, but a parent conference may be called after repeated infractions during the course of one week.
9. EEC teachers should keep a student file with discipline forms, conference reports, parent/teacher correspondence, progress reports, or any other pertinent information.

#### 4.04-12 – DISCIPLINE DOCUMENTATION K-12 AND EARLY EDUCATION CENTER (EEC)

Documentation or record keeping is extremely important. Not only should the teacher keep neat, accurate records in his or her grade book or FAB's data portal, but also set up classroom files for each student.

All teachers should have classroom files.

1. One file should be a **Student Work Folder** where all tests, quizzes, samples of writing, etc. are kept. This is the work to be returned in the elementary Wednesday folder. Junior high and high school teachers maintain a **Student Work Folder** for each of his or her classes.
2. A **Student File** with discipline forms, conference reports, parent/teacher correspondence, progress reports, absentee/tardy slips, etc. should also be maintained.
3. **EEC** teachers should keep a student file with discipline forms, conference reports, parent/teacher correspondence, progress reports, absentee/tardy slips, etc.
4. **In some situations, it may be necessary to keep a day-by-day record of special behavior or academic problems.**

## 4.05 DRESS CODE

### 4.05-1 – DRESS CODE OVERVIEW

Faith Academy Bellville has adopted a L.E.S.S. Dress Code: Likable, Enforceable, Sensible, and Simple. Every attempt is being made to train our students for spiritual and academic excellence. Our purpose as an institution and as individuals is to glorify Jesus Christ in the midst of a world that glorifies man. The Biblical principles upon which the dress code is based are modesty, cleanliness, neatness, and the distinction between male and female. **Faith Academy Bellville recognizes parental authority and depends on parents to support the dress code by checking their students before school each day and when attending FAB activities or while being a representative of FAB.**

FAB administration reserves the right in determining violations of the dress code. If in the view of administration, a student is in violation of the dress code, the student's parents may be asked to pick up the student, to bring proper attire or to take care of any other infraction. With the parents' approval (if parent can be reached) the proper attire can be retrieved from the uniform closet and given to the student.

### 4.05-2 – DRESS CODE LOGO

*To preserve the integrity of FAB's logo and to keep consistent understanding between parents, students and FAB administration of dress code requirements, FAB has given exclusive rights to one company for the embroidery and screen print of FAB's logos/emblems (6)*

- (1) 1994 original shield and cross
- (2) 2000 sports shield with Knight cape and sword
- (3) 2015 FALCON emblem
- (4) 2005 EEC logo (Early Education)
- (5) 2023 EEC logo (Early Education)
- (6) 2023-24 30th Anniversary emblem

*That one company may choose to use other suppliers to expand the afterschool / special sports / marketing items, etc. However, only that one company may authorize use of any FAB logos listed.*

*Currently (2024-2025) that company is Branded Designs in Bellville.*

### 4.05-3 – DRESS CODE EARLY EDUCATION CENTER (EEC) GENERAL AND SPECIFIC GUIDELINES

1. Students should come to school dressed in modest attire appropriate for the season and the weather, avoiding any clothing or accessories that may be a hindrance during restroom breaks. No spaghetti straps.
2. In choosing shoes, please be mindful of the active day in the life of your child. No flip flops. We ask that you provide a change of clothes for your child and ensure that they are replenished to reflect clothing appropriate for the season/weather.
3. NURSERY SCHOOL (Age 2 and younger): Please provide an ample supply of diapers/wipes/pull ups/undergarments to accommodate the needs of your child. These may need to be replenished or modified often.
4. Please put your child's name in all jackets/sweaters/coats.
5. For safety reasons, please refrain from sending your child to school wearing a necklace.
6. EEC students are not required to wear daily uniforms. However, EEC has a spirit shirt that is worn on Wednesdays, on picture day, and on field trips. The shirts are available for purchase through FAB's uniform provider (see dress code section 4.05-2).

#### **4.05-4 – DRESS CODE VIOLATIONS – K-12 ONLY**

1. Dress code violations include any form of non-compliance with the Chapel, Daily dress code or special occasion Formal or Semi-formal dress code.
2. Students with dress code violations will receive appropriate consequences.
3. All dress code violations will be handled on an individual basis using the Love and Logic principles.
4. The school administration reserves the right in determining violations of the dress code.
5. At the discretion of administration and with communication to the parent, one of the following consequences is likely:
  1. The student will be given a verbal warning and an email sent to parents.
  2. If needed and possible, a change of clothes or apparel will be provided for the student to wear.
  3. The student's parents may be asked to pick up the student or to bring proper attire.
  4. A parent conference will be scheduled to discuss the parent/FAB partnership going forward.

#### 4.05-5 – DRESS CODE ELEMENTARY GENERAL GUIDELINES (GRADES K-5)

1. The daily uniform is worn Tuesday through Friday unless otherwise determined by administration.
2. The chapel uniform is worn on Monday only unless otherwise determined by administration.
3. Friday is designated for FAB “Spirit Shirts”. Students may wear a FAB spirit shirt on Fridays. Designated FAB spirit shirts from the present year (available through FAB uniform provider) or any past year are acceptable, as long as the shirt fits properly and is in good condition.
4. All monogrammed uniform wear must be purchased through the FAB uniform provider. (see Logo 4.05-2)
5. All shirts and pants / jeans / skirts/shorts / jumpers/capris (purchased on your own) must be neat in appearance. NO holes, NO cut-offs, NO frayed edges allowed.
6. Shirts may be worn untucked on any day, with the exception of K-5 male chapel shirts.
7. If the garment has belt loops and if a shirt is tucked, then belt must be worn. Fashion belts, such as scarves and ribbons are acceptable.
8. Please put your child’s name in all jackets/sweaters/coats. OPTIONAL: Names can be monogrammed through the FAB uniform provider.
9. Jeans / pants / skirts / Bermuda shorts / skorts / capris may have moderate embroidery and/or embellishments.
10. All shoes must have closed toes and heels. Heels and/or soles should be no higher than 2 inches.
11. Athletic shoes are required for PE. Students desiring to wear other acceptable shoes or boots must bring athletic shoes to be changed into for PE.  
Chapel Shoes - while soft styled cloth-based shoes (such as Hey Dudes, Vans, Converse, Skechers) are becoming popular as business casual, these styles and types of shoes are not considered appropriate for Chapel. Likewise, while “lug-sole” style boots (such as Doc Martens, lace-up military style boots etc.) are popular, they are not considered appropriate for Chapel. Chapel shoes are expected to be a more formal shoe or boot.
12. No hats or caps may be worn in any campus building between 7:45 a.m. and 3:15 p.m.

#### 13. GIRLS:

1. Hair must be neat, not cover the eyebrows and maintained with no unusual styles that may distract from the learning environment. Highlighted or colored hair must remain in hair colors created by God.
2. Girls should not wear more than 3 earrings per ear with none above the middle of the ear.
3. Girls should have no other visible body piercings (including gauges) or tattoos.

#### BOYS:

1. Hair may not cover the eyebrows. No hair over the collar or unusual hairstyles that may distract from the learning environment.
2. Highlighted or colored hair must remain in hair colors created by God. Visible tattoos, any ear or body piercings (including gauges), and nail polish are not acceptable.
3. Boys are not to wear earrings or any visible body piercings (including gauges) or tattoos.

#### **4.05-6 – DRESS CODE ELEMENTARY SPECIFIC GUIDELINES (GRADES K-5)**

##### **ALL JACKETS ELEMENTARY BOYS & GIRLS ~ Kindergarten - 5<sup>th</sup> Grade**

- FAB approved and monogrammed sweatshirt jacket or pull-over hoodie (blue or black, zippered or pullover)
- FAB approved and monogrammed soft-shell jacket made available in the in the fall of 2023 (blue or black)
- ONLY the jackets listed above may be worn in the classroom.
- ANY jacket or coat may be worn OUTSIDE.

##### **ELEMENTARY GIRLS CHAPEL UNIFORM ELEMENTARY GIRLS - Kindergarten - 5<sup>th</sup> Grade**

- Peter Pan collared white shirt (The white uniform polo is not acceptable for Chapel unless this style is unavailable from FAB's uniform provider).
- OPTIONAL: Solid white undershirt (long or short sleeve)
- Navy knee length skirt (only K-2 may also wear navy jumper)
- Navy shorts or bloomers must be worn under skirts (or jumper for K-2)
- White, black or navy dress socks, knee socks, tights or leggings with skirt or jumper (K-2 only).
- Black or navy shoes or boots or athletic shoes of any color (If shoes or boots are worn, athletic shoes must be brought to school for PE)

##### **ELEMENTARY BOYS CHAPEL UNIFORM ELEMENTARY BOYS - Kindergarten - 5<sup>th</sup> Grade**

- Monogrammed white button-down FAB chapel shirt (long or short sleeve)
- OPTIONAL: Solid white undershirt (long or short sleeve)
- Navy tie (solid)
- Navy slacks with black belt
- Navy or black socks
- Black shoes or boots or athletic shoes of any color (If shoes or boots are worn, athletic shoes must be brought to school for PE)

##### **ELEMENTARY GIRLS DAILY UNIFORM ELEMENTARY GIRLS - Kindergarten - 5<sup>th</sup> Grade**

- Monogrammed FAB polo shirt - white, royal blue or gold - short or long sleeve
- On panoramic picture day in the fall of each year, all elementary students will be asked to wear a blue FAB polo.
- OPTIONAL: Solid white undershirt (long or short sleeve)
- Khaki, navy or blue denim jeans / pants / capris
- Khaki, navy or blue denim skirts / Bermuda shorts / skorts (not shorter than 3 inches above the knee)
- Socks (any color)
- OPTIONAL: Black tights or leggings (worn with skirts or jumpers only - NOT WITH POLO)
- Shoes or boots of choice or athletic shoes of any color (If shoes or boots are worn, athletic shoes must be brought to school for PE).

##### **ELEMENTARY BOYS DAILY UNIFORM ELEMENTARY BOYS - Kindergarten - 5<sup>th</sup> Grade**

- Monogrammed FA polo shirt - white, royal blue or gold - short or long sleeve
- On panoramic picture day in the fall of each year, all elementary students will be asked to wear a blue FAB polo.
- OPTIONAL: Solid white undershirt (long or short sleeve)
- Khaki, navy or blue denim pants/jeans or shorts (shorts should be no shorter than 3 inches above the knee).
- Socks (any color)
- Shoes or boots of choice or athletic shoes of any color (If shoes or boots are worn, athletic shoes must be brought to school for PE).



#### 4.05-7 – DRESS CODE JUNIOR HIGH AND HIGH SCHOOL GENERAL GUIDELINES (GRADES 6-12)

1. The **daily uniform** is worn Tuesday through Friday unless otherwise determined by administration.
2. The **chapel uniform** is worn on Monday only unless otherwise determined by administration.
3. Friday is designated for FAB **“Spirit Shirts”**. Students may wear a FAB spirit shirt on Fridays. Designated FAB spirit shirts from the present year (available through FAB uniform provider) or any past year are acceptable, as long as the shirt fits properly and is in good condition.
4. Team shirts or jerseys may also be worn on game day as designated by coaches.
5. Club shirts may be worn as daily wear as designated by administration.
6. All monogrammed uniform wear must be purchased through the FAB uniform provider (see Dress Code Logo 4.05-2).
7. All shirts and pants/jeans/skirts/Bermuda shorts/capris (purchased on your own) must be neat in appearance. NO holes, cut-offs or frayed edges allowed.
8. Shirts may be worn untucked on any day, **with the exception of 6-12 male chapel shirts**.
9. If the garment has belt loops and if a shirt is tucked, then belt must be worn. Fashion belts, such as scarves and ribbons are acceptable.
10. Please put your student’s name in all jackets/sweaters/coats. OPTIONAL: Names can be monogrammed through the FAB uniform provider.
11. Jeans/pants/skirts/Bermuda shorts/capris may have moderate embroidery and/or embellishments.
12. The 3 inch above the knee for Bermuda shorts (or skorts for girls) can be easily measured with a square “post-it” note from a kneeling position.
13. All shoes must have closed toes and heels. Heels and/or soles should be no higher than 2 inches.
14. **Chapel Shoes** - while soft styled cloth-based shoes (such as Hey Dudes, Vans, Converse, Skechers) are becoming popular as business casual. However, these styles and types of shoes are acceptable for daily wear but are **not considered appropriate for Chapel**. Likewise, while “lug-sole” style boots (such as Doc Martens, lace-up military style boots etc.) are acceptable for daily wear, they are not considered appropriate for Chapel. Chapel shoes are expected to be a more formal shoe or boot.
15. No hats or caps may be worn in any campus building between 7:45 a.m. and 3:15 p.m.
16. **GIRLS:**
  1. Hair must be neat, not cover the eyebrows and maintained with no unusual styles that may distract from the learning environment. Highlighted or colored hair must remain in hair colors created by God.
  2. Girls should not wear more than 3 earrings per ear with none above the middle of the ear.
  3. Girls should have no other visible body piercings (including gauges) or tattoos.
  4. No excessively tight or form fitting garments with high slits.

#### **BOYS:**

1. Hair may not cover the eyebrows. No hair over the collar or unusual hairstyles that may distract from the learning environment. Students not meeting these guidelines will be given 4 days to comply before denied admission to class.
2. No facial hair. Students needing to shave will be given a razor and required to shave at FAB immediately.
3. Hair around the ears, including sideburns, may not be longer than the bottom of the ear.
4. Highlighted or colored hair must remain in hair colors created by God.
5. Visible tattoos, any ear or visible body piercings (including gauges), earrings or nail polish are not acceptable.

## 4.05-8 – DRESS CODE JUNIOR HIGH AND HIGH SCHOOL SPECIFIC GUIDELINES (GRADES 6-12)

### **ALL JACKETS JH and HS BOYS & GIRLS ~ (GRADES 6-12)**

- FAB approved and monogrammed sweatshirt jacket or pull-over hoodie (blue or black, zippered or pullover)
- FAB athletic team jacket or hoodie
- FAB approved and monogrammed soft-shell jacket made available in the in the fall of 2023 (blue or black)
- FAB letter jacket (HIGH SCHOOL ONLY)
- *ONLY the jackets listed above may be worn in the classroom.*
- *ANY jacket or coat may be worn OUTSIDE.*

### **Junior High GIRLS CHAPEL UNIFORM Junior High ~ 6<sup>th</sup> – 8<sup>th</sup> Grade**

- Monogrammed white 3/4 sleeve button-down FAB chapel shirt
- OPTIONAL: Solid white long or short sleeve undershirt may be worn under the above shirt.
- Below the knee khaki or navy skirt (not excessively tight, form fitting or have high slits)
- Black or navy dress shoes or boots (**see 4.05-7 #13 & #14**)
- OPTIONAL: White, black or navy socks, tights, leggings with skirt

### **Junior High BOYS CHAPEL UNIFORM Junior High ~ 6<sup>th</sup> – 8<sup>th</sup> Grade**

- Monogrammed white FA chapel shirt (long or short sleeve)
- OPTIONAL: Solid white long or short sleeve undershirt may be worn under the above shirt.
- Black tie (solid)
- Khaki slacks with black belt
- Black socks
- Black dress shoes or boots (**see 4.05-7 #13 & #14**)

### **Junior High GIRLS DAILY UNIFORM Junior High ~ 6<sup>th</sup> – 8<sup>th</sup> Grade**

- Monogrammed FAB polo – royal blue, white, gold (long or short sleeve)
- On panoramic picture day in the fall of each year, all JH students will be asked to wear a white FAB polo.
- OPTIONAL: Solid white or solid royal blue, long or short sleeve undershirt may be worn under the above shirt.
- Khaki, navy or blue denim jeans/pants, capris
- Khaki, navy or blue denim Bermuda shorts, skort (not shorter than 3 inches above the knee)
- Below the knee khaki, navy or blue denim skirt (not excessively tight, form fitting or have high slits)
- Socks (any color)
- OPTIONAL: Black tights or leggings with a skirt
- Shoes or boots or your choice (**see 4.05-7 #13 & #14**)

### **Junior High BOYS DAILY UNIFORM Junior High ~ 6<sup>th</sup> – 8<sup>th</sup> Grade**

- Monogrammed FAB polo – royal blue, white, gold (long or short sleeve)
- On panoramic picture day in the fall of each year, all JH students will be asked to wear a white FAB polo.
- OPTIONAL: Solid white or solid royal blue, long or short sleeve undershirt may be worn under the above shirt.
- Khaki, navy or blue denim pants/jeans, shorts (not shorter than 3 inches above the knee)
- Shoes or boots or your choice (**see 4.05-7 #13 & #14**)

## **High School GIRLS CHAPEL UNIFORM High School ~ 9<sup>th</sup> Grade - 12<sup>th</sup> Grade**

- Monogrammed white 3/4 sleeve button-down FAB chapel shirt
- OPTIONAL: Solid white long or short sleeve undershirt may be worn under the above shirt.
- Below the knee black skirt (not excessively tight, form fitting or have high slits)
- Black dress shoes or boots (**see 4.05-7 #13 & #14**)
- OPTIONAL: White or black socks, tights, leggings with skirt

## **High School BOYS CHAPEL UNIFORM High School ~ 9<sup>th</sup> Grade - 12<sup>th</sup> Grade**

- Monogrammed white FAB chapel shirt (long or short sleeve)
- OPTIONAL: Solid white long or short sleeve undershirt may be worn under the above shirt.
- Black tie (solid)
- Black slacks with black belt
- Black socks
- Black dress shoes or boots (**see 4.05-7 #13 & #14**)

## **High School GIRLS DAILY UNIFORM High School ~ 9<sup>th</sup> Grade - 12<sup>th</sup> Grade**

- Monogrammed FAB polo – royal blue, white, gold, black (long or short sleeve)
- On panoramic picture day in the fall of each year, all HS students will be asked to wear a black FAB polo.
- OPTIONAL: Solid white, solid royal blue, or solid black long sleeve or short sleeve undershirt may be worn under the above shirt.
- Khaki, navy, black or blue denim jeans/pants, capris, Bermuda shorts, skort (not shorter than 3 inches above the knee)
- Below the knee khaki, navy, black or blue denim skirt (not excessively tight, form fitting or have high slits)
- Socks (any color)
- OPTIONAL: Black tights or leggings with a skirt
- Shoes or boots or your choice (**see 4.05-7 #13 & #14**)

## **High School BOYS DAILY UNIFORM High School ~ 9<sup>th</sup> Grade - 12<sup>th</sup> Grade**

- Monogrammed FAB polo – royal blue, white, gold, black
- On panoramic picture day in the fall of each year, all HS students will be asked to wear a black FAB polo.
- OPTIONAL: Solid white, solid royal blue, or solid black long sleeve or short sleeve undershirt may be worn under the above shirt.
- Khaki, navy, black, or blue denim pants/jeans, shorts (not shorter than 3 inches above the knee)
- Shoes or boots or your choice (**see 4.05-7 #13 & #14**)

## **ALL PHYSICAL EDUCATION Junior High and High School Girls and Boys**

- Athletic shoes/PE uniform (grey shirt and blue shorts)
- All practices and athletic wear are determined by the coach of each sport
- A grade reduction will be given if designated PE or athletic attire is not worn.
- Students excused from PE or Athletic activities for physical impairment or health reasons must still “dress out” unless deemed otherwise by administration.

## **4.05-9 – SEMI-FORMAL DRESS CODE GUIDELINES**

We all know modesty and class when we see it. These guidelines illustrate the general standards of modesty in the FAB community. Every attempt is being made to train our students for spiritual and academic excellence. Our purpose as an institution and as individuals is to glorify Jesus Christ in the midst of a world that glorifies man. The Biblical principles upon which the dress code is based are modesty, cleanliness, neatness, and the distinction between male and female. Please realize that these guidelines are not exhaustive, but they do provide a starting place that communicates the spirit of our formal/semi-formal dress code standards.

**Homecoming guests may wear formal, semi-formal or casual wear.**

This guide is our earnest effort to allow the widest range of styles that support our community's standards. We recognize that the same garment, cut the same way, may be modest on one body type but too revealing on another. If jeans are worn to a semi-formal event they must meet daily FAB dress code requirements. (see 4.05-7)

### **SEMI-FORMAL**

Semi-formal events include (but not limited to) social/academic events such as FAB Awards, Fall Athletic Awards Banquet, NJHS / NHS Induction, Academy Awards (High School Only), Night of Knights.

### **STUDENTS AND PARENTS WILL BE INFORMED IF A SPECIFIC EVENT REQUIRES AN AMENDED DRESS CODE.**

#### **LADIES Semi-Formal General Guidelines**

- Dresses, skirts and dress pants and dress jeans are acceptable.
- No visible undergarments.
- No dresses/skirts shorter than 3" all the way around the garment. Measurement will be from the back bend of the knee.
- No visible cleavage
- No backless garments
- No spaghetti straps or strapless dresses
- Test-drive your garments: dance, lift your hands above your head, lean over, sit. Are you comfortable? Does your garment remain modest while you are moving?
- Bring a shawl, sweater or other cover-up in case you have a wardrobe malfunction.

#### **GENTLEMEN Semi-Formal General Guidelines**

- Suit/sport coat with dress shirt and tie
- Dress slacks/starched jeans with dress shirt and tie
- Dress tee with no tie
- Dress shoes or boots

#### **4.05-10 – FORMAL DRESS CODE GENERAL GUIDELINES**

APPLIES TO ALL FAB STUDENTS AND GUESTS OF FAB STUDENTS INCLUDES (BUT NOT LIMITED TO) PROM, HOMECOMING COURT, AND HOMECOMING DANCE.

We all know modesty and class when we see it. These guidelines illustrate the general standards of modesty in the FAB community. Every attempt is being made to train our students for spiritual and academic excellence. Our purpose as an institution and as individuals is to glorify Jesus Christ in the midst of a world that glorifies man. The Biblical principles upon which the dress code is based are modesty, cleanliness, neatness, and the distinction between male and female. Please realize that these guidelines are not exhaustive, but they do provide a starting place that communicates the spirit of our formal/semi-formal dress code standards.

**Homecoming guests may wear formal, semi-formal or casual wear.**

This guide is our earnest effort to allow the widest range of styles that support our community's standards. We recognize that the same garment, cut the same way, may be modest on one body type but too revealing on another.

Gown approval/try-on will be in person only, no picture approval. There will be three advertised dates for young ladies to choose from to bring their gown, try it on and have it approved. If a dress is not approved, it may not be worn.

#### **LADIES Formal General Guidelines**

- No visible undergarments.
- No dresses/skirts shorter than 3" all the way around the garment. Measurement will be from the back bend of the knee.
- No slits higher than 3" (front, back, or side slits). Measurement will be from the back bend of the knee.
- No visible cleavage. No low cut or princess cut strapless dresses.
- Straight cut strapless dresses are allowed (but remember; you will be moving).
- Open backs are acceptable but should not be lower than mid-back (this is the natural waistline).
- Cut-outs must be lined with mesh. (Flesh-tone, black, or a color that coordinates with your dress). Cut-out may not include cleavage.
- No visible midriff (exposed stomachs or sides). Two-piece dresses that overlap are acceptable as long as the midriff is still covered when you raise your arms above your head. This can be helped with tailoring (tacking), mesh, a cami, etc.
- Two-piece dresses designed to reveal the midriff are not allowed.
- Test-drive your dress: dance, lift your hands above your head, lean over, sit. Are you comfortable? Does your dress remain modest while you are moving?
- Bring a shawl or sweater in case you have a wardrobe malfunction.
- **If you do not have the means to fix an immodest dress at the event, you may be asked to leave., FAB never likes having to ask anyone to leave.**

#### **GENTLEMEN Formal General Guidelines**

- Tuxedo
- Suit with dress shirt and tie
- Dress slacks/starched jeans with dress shirt and tie
- Dress shoes or boots

#### **4.05-11 – FREE DRESS GUIDELINES – ALL GRADES (K-12)**

Free Dress is a privilege allowed only on specific days designated by administration and at any **activity or event in which the student is representing FAB**. The purpose of Free Dress is to reward students and allow a break from the required uniform. However, neatness and decency are still required. Free Dress may be awarded in the form of a “free dress pass” to be turned into the homeroom teacher or Free Dress may be given on special days designated by the administration. Administration has the right to disapprove inappropriate clothing or shoes at any time and require the student to change.

1. Shorts, skirts, skorts, jeans, pants, sweatpants of any color. Length of skirts and shorts must meet daily dress code requirements.
2. Non-uniform shirt with short, mid or long sleeves. No sleeveless, spaghetti strap, strapless or midriff shirts allowed.
3. Any wording and graphics on clothing must be appropriate and meet administrative approval.
4. Shoes of choice (open toe/heel sandals, crocs are examples of acceptable shoes) However, athletic shoes must be worn during PE or a grade reduction will be given.
5. No holes in clothing
6. Shirts are not required to be tucked in. However, if shirts are tucked in and the garment has belt loops, a belt is required.
7. Hats may not be worn in any building during school hours.
8. Free Dress passes may not be used on chapel days.
9. At any **activity or event in which the student is representing FAB**, the free dress code is to be followed.
10. During PE or Athletic period, regulation practice wear is required even though a free dress pass is being redeemed.

## 4.06 ACADEMICS

### 4.06-1 – BIBLICAL INTEGRATION

All teachers are expected to integrate Biblical principles with their teaching in Language Arts, Science, History, Math, Art, Music, Physical Education and any other subject taught at Faith Academy Bellville. All subjects are to be taught in a manner consistent with Scripture guides.

### 4.06-2 – CURRICULUM

Faith Academy Bellville believes that a quality education is the result of teachers that are Christian in practice and philosophy and a curriculum that integrates God's truth into all courses and adequately prepares the student for future educational endeavors. FAB desires to have curriculum that challenges the student, stimulates his or her curiosity, promotes creativity, teaches the discipline of study habits, develops critical thinking, and encourages individual responsibility.

1. *All teachers are expected to integrate Biblical principles in every subject taught at FAB (see 4.06-1 BIBLICAL INTEGRATION) All subjects are to be taught in a manner consistent with Scripture.*
2. *The teacher is **required to use the curriculum provided**; however, he or she may thoughtfully experiment with new ideas to enrich or remediate his or her classes. **Any new material or idea must first be approved by the administration.***
3. *The teacher should teach to the average student yet provide opportunities for the above average student through enrichment activities and special projects. The slower student should be helped through activities designed to remediate. Tutoring may become necessary.*
4. **Faith Academy Bellville will modify curriculum for a student only after proper testing and follow-up procedures.**
5. *If at the end of a mid-quarter grading period a teacher sees that several students are doing poorly or failing, he or she may need to re-evaluate his or her teaching methods in that class and take steps to ensure success of the students. **A teacher's job is to teach and not to fail students; every attempt should be made to achieve this result.***
6. *A Faith Academy Bellville teacher will attempt to meet the various learning styles of all his or her students when planning lessons.*

Ponder this Scripture:

*"These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates." ~ Deuteronomy 6:6-9*

### 4.06-3 – SCOPE AND SEQUENCE

A Scope and Sequence for each subject will be written and used to guide teachers in the use of the curriculum materials provided by the school.

### 4.06-4 – TEXTBOOKS

Faith Academy Bellville students in grades NS-12th grade pay a yearly book fee.

Students will be held responsible for damage to books owned by Faith Academy. Fee assessment will depend on the severity of the damage. The final decision will be made by the administration.

#### **4.06-5 – STANDARDIZING TESTING**

1. Students in grades K-8 will be tested annually by a reputable nationally referenced standardized test.
2. Students in grades 9-11 will be given the PSAT and high school students will be encouraged to take the SAT / ACT at appropriate grade levels.
3. Students in K4 may be tested at the request of the administration. The tests may be used for individual target teaching to remediate special needs of students, but will primarily be used to assess the strengths and weaknesses of the school's curriculum, student progress and the staff's instructional skills.
4. Home-schooled students may be allowed to test with enrolled students, IF:
  1. FAB is able to accommodate the students logistically.
  2. they pay a \$30 testing fee due on the first day of testing.
  3. FAB is notified of their desire to be included no later than December 1.
5. For junior high students there are to be no extra-curricular activities, practices, or competitions during the week of standardized testing. (High school students do not have standardized testing.)

#### **4.06-6 – EVALUATION OF STUDENT WORK**

1. EEC: The progress of EEC students will be encouraged and evaluated through classroom observation, participation, and progress made of each individual child on an ongoing basis throughout the school year. This information will be communicated to parents through progress reports, report cards, and parent conferences. The administration will be kept informed of classroom progress and made aware of any struggling student(s). The grading system for EEC will be: M = Mastered    NM = Not Mastered
2. K-12: Grades will be given in a numerical format.
3. Papers or tests will be graded by teachers in a timely manner.
  - a. Tests and homework should be graded within two school days. They must be graded within one school week.
  - b. Major papers or projects should be graded within one school week.
  - c. Using the above days/weeks to grade, the grade is to be posted in FACTS the following Tuesday by 3:30 p.m.
4. Teachers are to notify students of grades in a private manner so that students will not be embarrassed in front of their classmates.
5. Teachers will communicate student progress to parents when the student is working below his/her ability or is doing poorly in a class.
6. Progress reports are to be sent out to all students at the end of each three-week grading period.
7. Teachers are to use grades as the means to evaluate the effectiveness of students' learning.
8. Anytime that 1/3 or more of the students fail a test, the teacher should re-teach, then reassess the material. Students who earned a passing grade on the original assessment do not have to reassess unless they desire to. The second assessment grade should be recorded in the grade book. The first grade will be recorded only with administrative approval.
9. Students will be tested by a nationally referenced test annually and the results supplied to teachers, parents, Administrators and the Board of Directors.



#### 4.06-7 – TEACHER GRADE BOOK

1. The teacher grade book in FACTS is considered a legal document and should provide an organized record of a student's evaluation.
2. Grades for the week are to be posted in FACTS by 3:30 p.m. each Tuesday following that week. Exceptions are major projects and tests (see Section 4.06-6 – EVALUATION OF STUDENT WORK)
3. The teacher should have sufficient daily work, quiz, and test grades entered for each quarter. Teachers should have an adequate number of grades in order to evaluate a student's progress. Adequate may be defined as:
  - a. **Test = 1 per grading period (each 3 weeks)**
  - b. **Quiz = 2 per grading period (each 3 weeks)**
  - c. **Daily = 3 per grading period (each 3 weeks) at least one per week**
4. EEC and K-2 do not have to adhere to the above gradebook guidelines but will be required to have an adequate number of grades.
5. Grade books in FACTS will be checked regularly by administration.
6. All grades are to be labeled in FACTS as D = Daily and, Q = Quiz
7. Tests in FACTS are recorded in a separate section and are automatically known as such.
8. **Teachers of K – 12<sup>th</sup> grade students will use FACTS for their grading system. There should NEVER be any blanks left in the grade book. If a student is missing a grade, one of the following letters must be entered in the grade box.**  
I = Incomplete work that needs to be made up.  
E = Student is exempt from the work. **Entering an “E” requires administration approval**
9. An “incomplete” (I) is given only when the teacher feels there are justifiable reasons for the work to be late.
10. **Nursery School, Pre-School, and Pre-Kindergarten** teachers will use FACTS for their grading system. Grades should be entered by the deadline for each Progress Report and Report Card.
11. Students and parents should not view the teacher's grade book unless they are viewing it in the parents' FACTS account.
12. Teachers are not required to keep a hard copy of grade book. However, if they choose to do so or to keep a printout of the official grade book in FACTS, these should be kept in a secure place and turned into the office at the end of the school year.

#### 4.06-8 – TESTS AND QUIZZES

Teachers should remember:

1. Test days for junior high and high school subjects will be assigned each year by the administration and a list will be given to all teachers and published for students.
2. No more than two tests may be given to a grade level on any given day.
3. Grades 3-5 shall maintain a calendar to ensure that students are given no more than two tests on any day.
4. Teachers must have an adequate number of grades in order to evaluate a student's progress. (see SECTION 4.06-7 TEACHER GRADE BOOK)
5. To emphasize learning, all incorrect test questions are to be corrected by the student and returned to the teacher.
6. Projects which provide a reasonable learning experience may be counted as a test grade.

#### 4.06-9 - HOMEWORK

Faith Academy Bellville recognizes the educational value and importance of homework for students and believes that its assignment should be regular and reasonable. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of regular homework. Care must be taken though, not to take away from the family unit by too many assignments.

The four types of homework are as follows:

1. **Practice:** The most common type of homework given to help students master specific skills which are presented in class.
2. **Preparation:** Given to prepare students to gain maximum benefit from subsequent lessons.
3. **Extension:** Given to determine if students can transfer a skill or concept to another situation.
4. **Creative:** Requires a student to integrate skills and concepts in the process of producing a response or product.

Further guidelines:

1. Teachers should plan meaningful homework assignments in conjunction with their daily lesson plans.
2. Teachers are to utilize the Daily Planners issued to students for recording assignments.
3. The homework assignments should clearly lead to the accomplishment of the course's instructional objectives.
4. Students should clearly understand the specific objectives, related purposes, process, and due date of each homework assignment.
5. A variety of homework should be assigned to include practice, creative, preparation, and extension assignments.
6. Term papers, book reports, and other long-range projects are to be assigned no less than three (3) **weeks** in advance to allow students sufficient time for completion and a **definite due date**.
7. The timely and complete response to the student's homework assignment by the teacher is essential.
8. Homework should be reviewed, recorded, and included as part of the student's progress evaluation.
9. Homework should not be given for disciplinary purposes or merely as "busy" work.
10. **No homework should be assigned on Wednesdays.**
11. Teachers should have an assignment board.
12. Students MUST record all assignments in the provided Daily Planner.
13. It is the responsibility of the student to complete assigned homework and/or classwork and turn it in on time.
14. Adequate time will be given for classwork. It may become homework if it is not completed. Every effort will be made to focus/refocus students on assignments to be complete in the class period.
15. Students will receive:
  1. full earned credit for assignments turned in on time
  2. up to 90% of earned credit for assignments turned in one (1) day late
  3. up to 80% of earned credit for assignments turned in two (2) days late
  4. up to 70% of earned credit for assignments turned in three (3) days late
  5. Students will receive NO CREDIT (0) after the third day
  6. If a student is absent, please reference policy 4.07-5 Make Up Work

#### 4.06-10 – TUTORING OPPORTUNITIES (TO)

In an effort to raise the standard of excellence in education, FAB offers access to supplemental instruction to enhance student understanding and retention of material.

1. Tutoring Opportunities (TO) will not result in a change of grade on any specific assignment.
2. Teachers, parents, and students will partner together to ensure the learning process is a **shared** process.
3. FAB students will take an active role in their learning objectives.
4. Students in need of academic support should **ask for tutoring** as needed.
5. Peer to peer tutoring is also an acceptable option for all students.

#### **4.06-11 – EXTRA WORK REQUEST**

Students often ask for extra work in order to improve their grades. If the student is not doing well with the regular work, how can he or she do better with a greater amount of work? **Therefore, extra work is not permitted for the purpose of improving grades.** Teachers may allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment to replace a low grade only if required/stated accommodations were not fully met. The repetition of an assignment, however, must be completed within a short time of the original work. It is not permitted at the end of a semester as a desperate effort to improve a low grade in the subject.

#### **4.06-12 – GRADING SYSTEM**

Grades earned at Faith Academy Bellville are calculated to the nearest 10<sup>th</sup> place (90.74 = 90.7 or 69.86 = 69.9). Students will earn one grade in each subject scheduled each nine weeks by employing the following numerical scale.

**4.06-13 – ACADEMICS GRADING SCALE**

Letter Grade	Percentage Range	GPA Minimum Plan	GPA Recommended Plan	GPA FA Honors, AP & Dual Credit Plan
A+	100	4.0	4.5	5.0
A	99 – 99.9	3.9	4.4	4.9
	98 – 98.9	3.8	4.3	4.8
	97 – 97.9	3.7	4.2	4.7
	96 – 96.9	3.6	4.1	4.6
	95 – 95.9	3.5	4.0	4.5
	94 – 94.9	3.4	3.9	4.4
	93 – 93.9	3.3	3.8	4.3
	92 – 92.9	3.2	3.7	4.2
A-	91 – 91.9	3.1	3.6	4.1
	90 – 90.9	3.0	3.5	4.0
B+	89 – 89.9	2.9	3.4	3.9
	88 – 88.9	2.8	3.3	3.8
B	87 – 87.9	2.7	3.2	3.7
	86 – 86.9	2.6	3.1	3.6
	85 – 85.9	2.5	3.0	3.5
	84 – 84.9	2.4	2.9	3.4
	83 – 83.9	2.3	2.8	3.3
	82 – 82.9	2.2	2.7	3.2
B-	81 – 81.9	2.1	2.6	3.1
	80 – 80.9	2.0	2.5	3.0
C+	79 – 79.9	1.9	2.4	2.9
	78 – 78.9	1.8	2.3	2.8
C	77 – 77.9	1.7	2.2	2.7
	76 – 76.9	1.6	2.1	2.6
	75 – 75.9	1.5	2.0	2.5
	74 – 74.9	1.4	1.9	2.4
	73 – 73.9	1.3	1.8	2.3
	72 – 72.9	1.2	1.7	2.2
C-	71 – 71.9	1.1	1.6	2.1
	70 – 70.9	1.0	1.5	2.0
F	0 – 69.9	0	0	0

#### **4.06-14 – GRADING/REPORTING PERIODS**

Each semester will be divided into two nine-week grading periods. Official grades will be issued every three weeks. Report cards will be issued twice each semester. In computing the final grade for the course, all grades will be determined by daily work, quizzes, tests, and/or special projects. Lab projects should be graded as a test. Lessons should go on as planned that includes labs. When a student is absent and needs to make up that lab, it is likely the lab cannot be reproduced. Therefore, the teacher should have an alternative assignment that would cover the same concept and count as a test grade.

#### **4.06-15 – COMPUTATION OF GRADES**

1. EEC teachers will calculate student grades as determined by administration.
2. K-12 grades should be entered in FACTS as a NUMBER.
3. Quizzes are given double weight (daily and homework are single weight) in the grade book.
4. All calculations are done automatically by FACTS.
  - a. Nine Week Grades
    - i. Tests 50%
    - ii. Daily Work / Quizzes 50%
  - b. Semester Grades
    - i. Tests 40%
    - ii. Daily Work / Quizzes, 40%
    - iii. Semester Exam 20%
  - c. End of Year Grades
    - i. 1<sup>st</sup> Semester Average 50%
    - ii. 2<sup>nd</sup> Semester Average 50%

#### **4.06-16 – DROPPING / CURVING GRADES**

1. Grades should not be dropped unless administrative approval has been given.
2. If the lowest daily grade or the lowest quiz grade is dropped, it must be dropped for every student in the class, regardless of if it is failing or not.
3. All students should have the same number of grades to average at report time. If a student is short grades, the administration shall request a reasonable explanation from the teacher.
4. Faith Academy Bellville DOES NOT curve grades.

#### **4.06-17 – GRADING / ATTENDANCE FOR A SUSPENDED STUDENT**

The Administration will notify teachers when a student is suspended from school or will spend time serving in-school suspension. Teachers will then follow these guidelines concerning grading and attendance for the student:

1. The student will be counted absent in each class.
2. All quizzes and daily work will receive a grade no higher than 70.
3. Example if a student makes 100, a 70 is recorded. If a student makes 68, 68 is recorded.
4. Tests proctored by administration will receive full credit.

#### **4.06-18 – PROGRESS REPORTS**

Progress reports will be sent electronically to parents at the third and sixth week of each nine-week grading period. The third nine-week period may have one additional progress report due to additional calendar days.

1. The teacher should make sure he or she has adequate grades to average for the progress report. It helps to mark the cut-off date for grades each grading period as a reminder.
2. Teachers must enter all grades into FACTS by 3:30 p.m. on the day designated by the administration.
3. Conduct grades must be entered under the appropriate tab in FACTS.
4. Progress Reports will be processed by office personnel.
5. Progress Reports will be EMAILED to parents on the Wednesday (beginning January 2024 - previously was Thursday) after the grading period ends.

#### **4.06-19 – REPORT CARDS**

Report Cards will be handed to parents at mandatory conferences at the end of the 1<sup>st</sup> and 3<sup>rd</sup> nine-week grading periods. Report Cards will be sent electronically to parents at the end of the 2<sup>nd</sup> and 4<sup>th</sup> nine-week grading periods.

1. The teacher should make sure he or she has adequate grades to average for the Report Card. It helps to mark the cut-off date for grades each nine-week period as a reminder.
2. Teachers must enter all grades into FACTS by 3:30 p.m. on the day designated by the administration.
3. Conduct grades must be entered under the appropriate tab in FACTS.
4. Report Cards will be processed by office personnel.
5. Report Cards for the 2<sup>nd</sup> and 4<sup>th</sup> nine-week grading periods will be EMAILED to parents on the Wednesday (beginning with the 24-25 school year - previously was Thursday) after the grading period ends.

#### **4.06-20 – CONDUCT / PARTICIPATION MARKS**

Parents will also be informed of their child's conduct on the report card only (see # 1 and #4 below).

1. The conduct grades are per nine-week grading period and should be entered using the system below, at the end of each nine weeks. Parents will receive email notification of any behavior infraction during the nine weeks.
  - a. E = Exemplary 0-1 behavior infraction
  - b. S = Satisfactory 2-3 behavior infraction (NO detentions)
  - c. N = Needs Improvement 3-5 behavior infraction (or 1 detention)
  - d. U = Unsatisfactory 6+ behavior infraction (or 2+ detentions, ISS, other)
2. Each nine-week period stands alone.
3. Teachers should factor in school suspensions only if the child was suspended as a result of actions in their classroom.
4. Using the Love and Logic process of handing the problem back to the student to solve, parents will not be notified when the student successfully solves their problem. Should the student choose to not solve the problem, parents will be notified.

#### **4.06-21 – SEMESTER EXAMS**

1. The teacher should have exams completed by the date established by the administration. This is usually during the first days of December and May. All requested copies of exams, accommodations, and keys should be turned in to the administration.
2. The exams or finals are to be comprehensive for each semester.
3. A variety of question types should be used on the exam.
4. Tests should be typed and proofread for mistakes. An answer key should be made and point values given to each question.
5. Open book exams should not be given.
6. Students should be given review sheets or notes for each class an adequate time before the test.
7. Class time should be spent reviewing for the exams.
8. Parents will be notified with an explanation of the importance of the exams and an exam schedule.
9. Teachers should follow strict testing procedures during exams.
10. Graded exams should be filed with the administration.
11. For junior high and high school students there are to be no extra-curricular activities, practices, or competitions during finals week.
12. For junior high students there are to be no extra-curricular activities, practices, or competitions during the week of standardized testing. (High school students do not have standardized testing.)

#### **4.06-22 – EXEMPTIONS ON FINAL EXAMS**

All students will take semester and final exams. The only exemptions will be made for seniors during May finals, per subject, if they have an average of 90% or better for the second semester and are absent no more than three times during the second semester. Grades and attendance will be calculated and recorded up until the day before senior final exams are scheduled to begin.

#### **4.06-23 – QUARTERLY ACADEMIC RECOGNITION**

1. Students in grades K-12 with straight A s for the quarter in all academic subjects will be placed on the A Honor Roll.
2. Students in grades K-12 with A s and B s for the quarter in all academic subjects will be placed on the A-B Honor Roll.

#### **4.06-24 – NO PASS / NO PLAY**

A junior high or high school student is allowed to participate in extra-curricular competition or contests only if the student is in good and regular standing which includes, but is not limited to, the following.

1. The student must be enrolled in at least four accredited academic courses.
2. The student can fail NO course at reporting periods for both Progress Reports and Report Cards, beginning with the second Progress Report issued at the 6<sup>th</sup> week of each semester. Reporting periods include:
  - a. All Progress Reports, beginning with the second one issued at the 6<sup>th</sup> week of each semester.
  - b. 1<sup>st</sup> Nine Weeks Report Card grades
  - c. 1<sup>st</sup> Semester Report Card grades
  - d. 3<sup>rd</sup> Nine Weeks Report Card grades
  - e. 2<sup>nd</sup> Semester Report Card grades
3. Any student who is not passing at any of these times will be put on a three-week probation.
4. A “Notification of Academic Probation” report will be EMAILED to parents if a failing grade is listed on the progress report or the report card. However, the probation will not begin until the day following the issuance of the report (either report card or progress report).
5. An “At Risk of Academic Probation” report will be EMAILED from FAB along with the progress report or report card to draw the parents’ attention to the grade approaching failing (70 to 74.9).
6. Additionally, (2025) FACTS will send an automatic email alert to parents when any incomplete or failing grade is entered into the grade book.
7. During the three-week probation, the student will be required to practice, but will not be permitted to compete or travel. This applies also to home games; student may not dress out and may not sit on the sidelines.
8. Students will remain on probation until the next official report is issued. If a failing grade is listed on the next official report, the student will remain on academic probation for an additional three weeks and the next report is issued.
9. Final decisions related to eligibility will be made by the administration.

#### **4.06-25 – THE ACADEMIC STANDARDS COMMITTEE**

The Academic Standards Committee is made up of faculty, principal, Administrator, and parents. This committee convenes upon the request of the Administrator to review the academics and/or conduct status of a student and to determine possible courses of action or to determine if the student should remain at Faith Academy. This committee makes recommendations to the Administrator who in turn will make the final decision if required.



#### 4.06-26 – PROMOTION POLICY

1. **Early Education Center**

Upon satisfactory completion of academic course materials, along with meeting the age requirements necessary for promotion, and teacher and administrative approval, a recommendation for promotion will be made for each child enrolled in the EEC.

2. **Grades K-5**

Only students meeting grade level requirements will be promoted to the next grade level. The Administrator, Principal, Academic Standards Committee, and at least one parent will review the student in question prior to the final decision.

3. **Grades 6-8**

In order to be promoted to the next grade level, the student must have an overall average of 70%. The student must also attain a yearly average of 70% or above in language arts, mathematics and either social studies or science.

4. **Grade 9**

Students must have a minimum of 5 units at the end of the freshman year.

5. **Grade 10**

Students must have a minimum of 11 units at the end of the sophomore year.

6. **Grade 11**

Students must have a minimum of 17 units at the end of the junior year.

7. **Grade 12**

Students must meet graduation requirements at the end of the senior year to receive a diploma.

#### 4.06-27 – EARNING CREDITS

##### GRADES 1-8

1. Students in grades 1-8 are required to repeat the year if they earn more than two "Fs" for the year in major subjects (Bible, English, Math, Science, and Social Studies). A student at this level who fails less than three courses is encouraged to attend summer school and/or receive tutoring to strengthen skills prior to the next school year.
2. Students may take approved summer school courses and upon completion and passing, may be promoted to the next grade level. If a student does not complete and pass an approved summer program, he or she must repeat the failed grade level. A student at this level who fails any course is encouraged to attend summer school or receive tutoring to strengthen the skills prior to the next year.
3. Faith Academy Bellville reserves the right to refuse to allow a student to repeat a grade based on conduct and/or age.
4. Faith Academy is responsible to make sure that every student is presented with curriculum required in accordance with Faith Academy's accreditation through the Association of Christian Schools International (ACSI). Students are assigned to classes by the administration and must remain in the assigned classes.

##### Grades 9-12

1. A one semester course must be completed with a final grade of 70% or higher to earn credit.
2. A two-semester course must be completed with a final grade of 70% or higher when averaging the two semester grades.
3. If a student fails one semester, but has a final grade of 70% or higher when averaging the two semester grades, the failing grade will be changed to a 70 (passing), but will NOT be calculated in the student's GPA. Full credit will be awarded.
4. If a student does not successfully repeat failed core courses (Bible, English, Math, Social Studies, Science) in an approved summer school program, the student will not be promoted to the next grade level.
5. If a student fails any non-core course, credit will be received only after successfully repeating the course in an approved summer school program or during the subsequent year at Faith Academy.

#### **4.06-28 – STUDENT REFERRAL PROCEDURE FOR DIAGNOSTIC TESTING (EE – 12)**

1. The teacher or a parent will inform the administration of the need for diagnostic testing.
2. The teacher and/or administration will meet with parents to obtain parental permission for testing.
3. The parents, teacher and counselor will complete the necessary paperwork.
4. The qualified testing personnel will administer the test on the Faith Academy Bellville campus.
5. A written plan of action to help the student will be made.
6. A parent/teacher/Administrator conference will be held to discuss FAB's plan of action.
7. The plan of action will be attached to the diagnostic results and placed in the student's cumulative record.
8. If a student's work is to be modified notation will be made on the child's future progress reports, report cards, and transcripts.
9. If a student is to receive accommodations, those will be written and distributed to parents and all teachers.

#### **4.06-29 – STUDENT RETENTION**

**EEC --** At Faith Academy Bellville it is our goal and belief that every child can become a successful learner. The teacher assigned to the classroom will make every effort to prepare the student to progress to the next level of learning.

However, upon careful consideration and review of a student's progress throughout the year, and in the best interest of the child, it may become necessary for a teacher to recommend retaining a child. This recommendation will come only after every avenue of supplemental help has been offered and applied to the student.

There are various factors that will be considered when making such a recommendation. The teacher will be in communication with both the parent/guardian and the administration throughout the year in an effort to keep them abreast of their child's progress. This recommendation will come with administrative approval.

**K-12 --** Faith Academy Bellville believes that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. In rare cases, retention is necessary because of academic failure. This is more likely to occur in an upper grade.

The goal of our school is to minimize the need for retention. Our strong effort in developmental screening, while not infallible, is intended to be a part of this effort. Early communication between the home and the school combined with vigorous intervention efforts will always be made to reduce the potential for retention. Retention decisions will be more frequent among our early elementary children. This is based on research which clearly indicates that children benefit far more in their academic progress when retention occurs during early years.

The general policy regarding retention is that a child may not be retained more than one time while enrolled at Faith Academy.

**PROCEDURE --** If after careful observation during the first semester, a teacher feels retention of a student is a possibility, he or she will:

1. Consult with the administration.
2. Schedule a parent conference to discuss the child's academic and developmental progress. At this conference, the possibility of retention will be suggested as well as specific plans for remediation.
3. In some cases, in spite of appropriate intervention, retention will still be necessary.
4. The administration and Academic Standards Committee and at least one parent of the student in question will meet at the earliest time possible during the second semester.
5. The administration will make the final decision.

#### **4.06-30 – ACADEMIC DISMISSAL**

If the administration, in its professional judgment, concludes that the needs of a student are not being met by the academic program at Faith Academy Bellville (determined after reviewing test scores, report cards, and the student's progress), a conference will be held with the parents, classroom teacher, and administration. At this time, it will be decided if it is in the best interest of the student to repeat a grade level at Faith Academy Bellville or be withdrawn from school.

The Academic Standards Committee will review students consistently receiving unsatisfactory conduct grades, and strategies for correction will be suggested to the parents and involved teachers; or the administration will determine if the student may not be permitted to continue at Faith Academy.

All students who attend Faith Academy Bellville are expected to maintain passing grades in all subjects. When a student does not maintain the standards set forth in the promotion policy, that student becomes ineligible for re-admission at the beginning of the following school year.

### 4.06-31 – GRADUATION REQUIREMENTS

All students who attend Faith Academy Bellville are expected to maintain passing grades in all subjects. When a student does not maintain the standards set forth in the promotion policy, that student becomes ineligible for re-admission at the beginning of the following school year.

DISCIPLINE	FOUNDATION PLAN (25 credits)	RECOMMENDED PLAN Credits = State Recommended Plan + Some State Distinguished Achievement Program (DAP) Requirements (28 credits)
Bible	— Credits ~Required as ADDITIONAL COMPONENTS if enrolled at FA for four years. Transfer students must earn these credits for the years enrolled at FA.	4 Credits ~Required if enrolled at FA for four years. Transfer students must earn these credits for the years enrolled at FA.
English	4 Credits ~ English I, II, III, IV	4 Credits ~ English I, II, III, IV
Mathematics	3 Credits to include ~ Algebra I ~ Geometry ~ Algebra II or other approved course	4 Credits must consist of ~ Algebra I ~ Geometry ~ Algebra II ~ Fourth credit may be approved course offered at FA or Dual Credit College Level Course
Science	3 Credits to include ~ Biology ~ IPC (earned in 8 <sup>th</sup> or 9 <sup>th</sup> grade) or Chemistry and Physics with Physics being counted as an elective ~ Earth Science	4 Credits must consist of ~ Biology ~ Chemistry ~ Earth Science or Anatomy & Physiology ~ Physics
Social Studies	3 Credits must consist of ~ W. Geo or W. History ~ U.S. History Since Reconstruction ~ U.S. Government (1/2 credit) ~ Economics (1/2 credit)	4 Credits must consist of ~ World History ~ World Geography ~ U.S. History Since Reconstruction ~ U.S. Government (1/2 credit) ~ Economics (1/2 credit)
Foreign Language	2 Credits to include ~Level I and Level II (must be in the same language.)	2 Credits ~ Level I and Level II must be in the same foreign language
Physical Education	1 Credits (1 additional credit allowed as elective) ~ Athletics / Physical Education ~ Cheerleading ~ Other approved programs	1 Credit (1 additional credit allowed as elective) ~ Athletics / Physical Education ~ Cheerleading ~ Other approved programs
Speech	½ Credit ~ Can be earned in 8 <sup>th</sup> Grade	½ Credit ~ Can be earned in 8 <sup>th</sup> Grade
Fine Arts	1 Credit	1 Credit
Additional Components	7.5 Additional Credits selected from ~ Bible I, II, III, IV ~ W. Geo or W. History ~ Courses approved by FAB ~ Driver Education (0.5 credit)	3.5 Additional Credits selected from ~ Courses approved by FAB ~ Driver Education (0.5 credit)

The credits for the Recommended Plan meet the standards of the Association of Christian Schools International (ACSI) and the Texas Education Code.

#### **4.06-32 – HONOR GRADUATE POLICY**

The following shall be used in determining honor graduates, salutatorian and valedictorian.

1. To be eligible for honor graduate, a student must be enrolled at Faith Academy Bellville from the beginning of the spring semester prior to graduation.
2. To be eligible for valedictorian/salutatorian, a student must have attended Faith Academy Bellville for a minimum of two entire high school years, BOTH of which must be the entire junior year and entire senior year.
3. To qualify for honor graduate, valedictorian or salutatorian, a student must be enrolled in the school's Recommended Plan.
4. Course ranking and the weighted grading scale will be used to convert numbered grades to a grade point average for ranking only.
5. Using the Recommended Plan GPA Scale: After the FINAL PROGRESS REPORT OF THE 4<sup>TH</sup> NINE WEEKS of the senior year, the student with the highest GPA of 3.5 or above (90 average or above) will be the valedictorian. The student with the second highest GPA of 3.5 or above (90 average or above) will be the salutatorian. Any other student with a GPA of 3.5 or above (90 average or above) will be an honor graduate. Students must also be on the Recommended Plan
6. Final averages will be computed at the close of the 4<sup>th</sup> Nine Weeks.
7. Summer school credit will not be counted in determining valedictorian, salutatorian and honor graduates. For class ranking, summer school credit cannot count above the regular grade point average.
8. Distance learning courses will be counted only if approved by the principal. A maximum of two credits can be earned through this program.
9. Exams for acceleration test grades will be averaged the same as any other course.
10. Home school credits accepted from ABeka or another approved agency, but graded by the parent or other individual not employed by ABeka or another approved agency will be recorded on the student transcript as only a "P" for passing. These credits will not be averaged in the student's GPA. Upon graduation, this student may be considered for honor graduate status, but will not be considered for valedictorian or salutatorian.

#### **4.06-33 – QUARTILE RANKINGS**

The following quartile ranking system is used to determine class placement and will be reflected on graduating students' transcripts. In addition, students in the 1<sup>st</sup> Quartile will also receive an individual class rank.

Using the Recommended Plan GPA Scale:

- 1<sup>st</sup> Quartile 3.5 and up
- 2<sup>nd</sup> Quartile 3.0 to 3.4
- 3<sup>rd</sup> Quartile 2.5 to 2.9
- 4<sup>th</sup> Quartile 1.5 to 2.4

## 4.07 ATTENDANCE

### 4.07-1 - ABSENTEEISM

Faith Academy Bellville teams with the parents for their student's education and it is understood by all that students must be present and on time to receive the maximum benefit of their education. FAB accepts the parents' decision for allowing their student to be absent. **Therefore, Faith Academy Bellville does not classify absences as excused or unexcused.** Work must be made up in accordance with school policy (see below, 4.07-6 – MAKEUP WORK and 4.07-6 – PLANNED ABSENCES).

Students are scheduled to attend school 175 days per year. **They may be absent no more than 10% of those days (17.5 absences). This has been rounded to 18 to simplify. This makes 9 per semester.**

#### ELEMENTARY

- If an elementary student misses three- and one-half hours of a school day, he or she is considered absent for the entire day.
- To account for opening exercises and preparation for dismissal, a student arriving after 11:30 or leaving before 11:30 will be counted as absent.
- If an elementary student misses two hours of an **early release school day**, he or she is considered absent for the entire day. Arriving late or checking out before dismissal may affect the required two hours in attendance to be counted as present for the day.

#### JUNIOR HIGH AND HIGH SCHOOL

- Attendance is taken each class period.
- If a student is absent for 20 minutes or more during a class period, he or she is considered absent for the entire period.

Any absence, with the exception of those listed below, will be counted toward this maximum allowed per year (August – May). If there are reasons why a student must be absent from any class for more than 10% of the scheduled days per year, those extenuating circumstances must be approved by the administration for the student to receive credit for the school year. *Excessive absences could result in no credit for the year.* (see 4.07-3 – EXCESSIVE ABSENCES)

**The authority for determining the legitimacy of an absence rests with the administration.**

**All absences are counted toward the student's yearly total except for school functions as defined below. These are recorded as ASF (Absent School Function) or AFR (Absent FALCON Required)**

1. School-sponsored field trips, class trips, club trips
2. School-sponsored athletic events
3. Absences and/or tardies incurred by students participating in FALCON required/recommended appointments for vision exams, audiologist appointments, etc. A note from the attending physician is required when student returns to campus.
4. College day (2 allowed during 11th grade and 2 allowed during 12th grade – must have administrative approval before the absence and signed proof from the college required upon returning to school)
5. Student participation in one local county fair per school year. The student may choose to participate in the county in which he/she resides or the county in which he/she attends school. These days are not to exceed 4, and must have prior approval by the appropriate 4-H extension agent and/or the student's FFA advisor.
6. If a student is participating in an off-campus fundraising event with their parent/s or under the supervision of a coach, the student is counted as ASF. The fundraising event must be sponsored by FAB. Currently approved events are FAB Golf Tournament and Booster Club Shooting Sports Events. Free dress

guidelines will be followed in respect to the participant's involvement in the activity and specialized clothing/safety gear necessary for safety.

7. Other events approved by the administration.

**Absences for which missed work cannot be made up are defined below:**

1. An "off-campus" suspension
2. Truancy and/or skipping school (see 4.07-8 – TRUANCY)

**4.07-2 – TARDIES**

A student is considered tardy if he or she is not in the classroom or designated assembly area when the tardy bell rings.

- Three tardies in the same class period for a JH/HS student will be considered an absence.
- Excessive absences or tardies will be reported to the administration and board.
- If any aged student is tardy to school, he or she should receive an admit form from the office personnel before being admitted to class.
- Parents will be notified, and a plan of punctuality will be discussed for Kindergarten – 12th Grade.

**FOR ALL FAB STUDENTS:** A student that receives a tardy during the entirety of the school day will not be eligible for Perfect Attendance or to receive the Perfect Attendance Award certificate.

**4.07-3 – EXCESSIVE ABSENCES**

Attendance at school provides a student with a progressive and sequential learning experience. Though some schoolwork can be made up, the actual classroom experience will be missed.

**HIGH SCHOOL**

- Students passing a given course but exceeding the number of allowable absences within that course, may not receive credit unless the administration determines the student's absences were due to extenuating circumstances.
- The final decision can be referred to the board of directors and each case will be determined on an individual basis.

**ELEMENTARY and JUNIOR HIGH SCHOOL**

- The student's mastery of the missed subjects will be reviewed to determine promotion to the next grade.

**4.07-4 – NOTIFICATION OF ABSENCE**

Parents are requested to notify the attendance office by at least 8:45 a.m. if a student is to be absent or tardy. Notifications can be submitted via text message, mobile app, website, or a phone call directly to the attendance desk. When a student is absent from school and a notification from a parent is not received, then the following procedure is followed:

1. A text message will be sent to the parents cell phone between 8:30am – 8:45am.
2. If no reply to the text message by 9:00am, a phone call will be made to the parents' home or cell phone

Parents should let the attendance office know why their student was absent upon return to school. This information can also be provided via text message, mobile app, website, or a phone call directly to the attendance desk, in person, or in a written note. If your student has a doctor's appointment, it is recommended but not required to get a doctor's note and submit it to the attendance office. Faith Academy Bellville does not have excused or unexcused absences. These notations will be used only in the event that a student has excessive absences (more than 18).

#### 4.07-5 – ATTENDANCE RECORDS

1. Each teacher is to keep accurate attendance records for his or her class and enter into FACTS within 5 minutes of the beginning of each class for JH and HS. Elementary teachers see below.
2. Office personnel will run an attendance check for every grade level between 8:00 and 8:15 a.m. each school day.
3. **Teachers of Grades K-2** should keep attendance for the grade level of their 1<sup>st</sup> period class in FACTS. This information should be put in the system by 8 a.m. each school day
4. **Teachers of Grades 3-5** should keep attendance for each of their classes.
5. **Teachers of Grades 6-12** should keep attendance for each of their class periods in FACTS. This information should be put in the system within the first 5 minutes of each class period.
6. If a student arrives TARDY, office personnel will notify the appropriate teacher. Then an absence is changed to TARDY.
7. The Attendance Clerk will maintain records and initiate parent communication concerning same.
8. All EEC classes will record attendance in the online portal using the following guidelines.
  - Attendance is taken daily, first thing in the morning.
  - A student is marked as either "P" for present, "A" for absent.
  - A notation of NS indicating "No School" will be marked to reflect a teacher workday, or school closing.
  - Calls home will not be placed for any absence in EEC.

#### 4.07-6 – MAKE UP WORK

1. Students who are absent for any reason are required to make up the work missed in each class.
2. All course work and homework assignments are due on the second day back to class, calculating two days for every day the student was absent.
3. Any make up exam must be scheduled within 3 school days after the student returns. Lab projects are graded as a test. When a student is absent and needs to make up that lab, it is likely the lab cannot be reproduced. Therefore, the teacher should have an alternative assignment that would cover the same concept and count as a test grade.
4. A student with an absence of 5 days or more will be given a reasonable opportunity to make up assignments and exams missed, but not to exceed 2 weeks for completion.
5. It is the responsibility of the student and/or parent to obtain the assignments and schedule the exams with the teacher.
6. **Parents may obtain all daily lessons, homework assignments, and tests or quizzes missed in FACTS.**
7. EXTRACURRICULAR ACTIVITY ABSENCES / EARLY DISMISSALS
  - a. If a test is scheduled at a time when students will be absent because of an extracurricular activity, the students must make up the test prior to the early dismissal. Lessons should go on as planned that includes labs.
  - b. Tests may be taken the prior day before school, during lunch, or after school, or on the day of the early dismissal before school or during lunch.
  - c. Students must make arrangements with their teacher.
  - d. Daily work and quizzes are to be made up prior to the absence or no later than two days after absence at the teacher's discretion.
8. PLANNED ABSENCES / FAMILY DAYS
  - a. To assist the student in obtaining the required assignments, the parent is asked to notify the administration in writing as to the dates and reason for the absence request.
  - b. Notification should be given to the administration not less than one week prior to the expected student absence.
  - c. It will be the student's responsibility to obtain all assignments prior to the absence.
  - d. All assignments for K-12 should be completed according to the guidelines listed above.



#### **4.07-7 – ATTENDANCE FOR A SUSPENDED STUDENT**

Using Love and Logic, FAB beginning in the 23-24 school year will not have arbitrary suspensions but will determine each as the situation warrants. This includes the decision if grades are affected. However, the guidelines in 4.06-17 will be likely followed.

#### **4.07-8 - TRUANCY**

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the school day or staying out of any scheduled class without permission. These absences may result in disciplinary action by the administration.

#### **4.07-9 – EXTRACURRICULAR ELIGIBILITY**

Students must be present at least  $\frac{1}{2}$  of the regular school day in order to be eligible to participate in extracurricular activities and/or any practices scheduled on that day. Any variance requires administration and/or board approval.

## 4.08 MANAGEMENT / COMMUNICATION

### 4.08-1 – CHAIN OF COMMAND – STRUCTURE OF AUTHORITY

The members of the board of directors are given the responsibility for the establishment, guidance, and spiritual headship in the operation of Faith Academy Bellville. The board is the sole authority in the establishment of school policy. The policies it establishes, the personnel it employs, and the manner in which it functions affects the daily life of the staff, faculty, and students. Responsibility ultimately rests upon the board for directing the growth and quality of Faith Academy Bellville's programs. The Administrator has the responsibility for the implementation of the board's policies.

Your immediate supervisor as designated on your job description should be your first contact.

### 4.08-2 – GENERAL OFFICE PROCEDURES AND SERVICES

1. Each teacher has a box for communication located in the office. This box should be checked several times daily for messages, etc.
2. The teacher should communicate with the office regularly.
3. The discussion of school problems in the office where parents, students, or salesmen may overhear should be avoided.
4. Any assistance needed from the administrative assistant, receptionist, computer technician, and/or maintenance personnel should be made in writing.
5. Purchase orders must be filled out and submitted for approval by the Administrator.
6. The purchase of teaching supplies, etc. must be approved by the Administrator beforehand if reimbursement is expected.
7. When collecting money for various reasons, the teacher should collect the **total amount** before turning it in to the office. (The money may be kept in the office at night if necessary.)
8. **All communication sent home to an entire class must be approved by administration. First-year teachers must have all correspondence approved.**
9. A copy machine is available for use.
10. General supplies such as paperclips, staples, dry erase markers, etc. are kept in the office.
11. Daily attendance records are kept.
12. General first aid is administered by the teacher or authorized personnel.
13. **All medication** is administered by the authorized personnel and recorded on the medication log. (No self-medication, including cough drops, is allowed.)
14. Repairs needed should be recorded on the maintenance log.
15. Incident forms must be filled out and turned in to the office.
16. Parent/teacher conference reports and parent/teacher correspondence forms should be placed in the appropriate administrator's box. Appropriate administration should receive a copy of all emails sent to parents.
17. Weekly FYIs are sent via email to parents unless otherwise requested. Teachers will be asked to distribute requested hard copies.
18. A "Lost and Found" is maintained in the office.
19. A field trip schedule will be given early in the school year.
20. Pay checks are dispersed through direct deposit to the teachers' bank account unless other arrangements are made.

### **4.08-3 – CLASSROOM MANAGEMENT**

God has blessed Faith Academy Bellville with a beautiful campus. Order, cleanliness, and beauty all bring glory to God; therefore, teachers and students should be good stewards of all He has given us.

1. The teacher should provide a bright, cheerful classroom conducive to learning.
2. Rooms should **always** be neat and clean.
3. Clutter should be avoided. Everything should have a place and be in its place.
4. Decorations should be current, age appropriate and changed at least each semester. Bulletin boards should reflect Biblical and seasonal themes, display student work, motivate, and instruct.
5. Nothing should be attached permanently to the walls or furniture without permission.
6. Proper material should be used to attach posters, etc. to the walls.
7. Classroom rules should be displayed.
8. Students should be taught to keep their desk area neat and clean.
9. Junior high and high school students should keep their lockers and locker area clean. Backpacks should be stored inside the lockers if at all possible. Items found on the floor surrounding the lockers should be taken to the office.
10. Teachers should leave their desks clean and neat at the end of the day.
11. Consideration should be shown to the other teacher if a classroom is shared.
12. Classroom doors are to be closed and locked at all times.
13. Lights should be turned off and the door locked when the classroom is not in use.
14. Thermostats should be set as instructions above the thermostat indicate at the end of each school day.
15. While inside the buildings or classrooms and outside, all staff are to pick up any trash and dispose of properly.
16. Teachers are responsible for the care and return of PE equipment used during recess.
17. PE teachers and coaches are responsible for equipment and the locker rooms.
18. All necessary repairs should be submitted on a blue maintenance request form immediately.

### **4.08-4 – PARTISAN POLITICS / DOCTRINE IN THE CLASSROOM**

The classroom is not a forum to promote partisan politics. This does not mean that political matters are never discussed. Christian school students should be exposed to a wholesome presentation of our political system and to the basic truths of our American heritage.

Faith Academy Bellville has students of many beliefs represented. While we attempt to lead them to Christ and strengthen them in the Word, the teacher should use utmost discretion in discussing denominational doctrines. Students should be referred to their parents and their church/minister for guidance on controversial subjects.

### **4.08-5 – PREPARING FOR A SUBSTITUTE TEACHER**

Good planning is essential to good teaching. It seems reasonable, therefore, to expect the classroom teacher to keep a written record of his/her planning-both long and short range-and have it readily available for use by a substitute.

1. Each teacher should keep a substitute handbook folder in the classroom in easy view.
2. The following should be provided for the substitute:
  1. Daily plan for substitute
  2. Weekly schedule for substitute
  3. Lavatory directions
  4. Entrances, recess and dismissal responsibilities and procedures
  5. Special classes information and schedule
  6. Room habits and regulations
  7. Seating chart
  8. Note concerning special problems
  9. Lunchroom and recess rules and procedures

3. The regular teacher should discuss any dissatisfaction with the substitute's work with the Substitute Coordinator. It is unwise to discuss such things with other teachers or with pupils. The substitute's work can be improved if the administration is made aware of any shortcomings. Conversely, a note or expression of appreciation can be given on behalf of a substitute who has done a good job with your class.

#### 4.08-6 – VIDEOS, DVD, AUDIO RECORDINGS AND ANY DIGITAL MEDIA

1. In order to use every possible moment of the school day for academic instruction, films, DVDs, or videos of **only entertainment purposes are not allowed** during regular school hours. This includes rainy day recess time. Indoor exercises and/or games should be used instead.
2. A FAB designated staff person prior to any viewing must screen all visual productions seen by students. The only exception is any film that has been stamped with the FAB logo and we have used previously and has known content that does not violate the Biblical standards to which we are committed. There is a list of the videos in the office or library.
3. Use of audio recordings that have Christian lyrics are encouraged at the appropriate times. Use of recordings using non-Christian lyrics must be approved by the administration.
4. Use of instrumental recordings of an upbeat or soothing nature as appropriate to the moment are encouraged. Examples are classical music, marching music, etc.

#### 4.08-7 – GENERAL CAMPUS MANAGEMENT

1. Teachers should be alert to any trash or disorder anywhere on campus. Students should be taught to pick up after themselves.
2. Teachers should be security conscious. The last person to leave a building should be certain all doors are locked, and lights are turned off.
3. Students should be encouraged to keep the restrooms clean.
4. ***Students should not be out of the classroom unsupervised or without a hall pass.***
5. ***Visitors on campus without a "visitor's name tag" should be sent or escorted to the office.***

#### 4.08-8 – DAILY PROCEDURES AND MANAGEMENT INFORMATION

1. Remember that the teacher wears a "Minister's Hat" on the FAB campus.
2. Be prompt to class and prepared to teach from the first day.
3. Be organized..... Have all materials ready for class. Always have an extra activity pertaining to the day's lesson for students to do if they finish early.
4. Greet your students. Be friendly. Smile.
5. Adhere to the schedule. Teach until the bell!
6. Begin class with a "teaser" or review activity for bell work each day.
7. Make a seating chart and enforce it.
8. Use signals to direct the class. Develop that "special look" that means business.
9. ***Rarely*** sit during class----move about. Do not teach from one position.
10. ***Use*** the school's Love and Logic discipline plan.
11. Keep the communication lines between students, parents, and teacher open.
12. Teach from the heart! Be "real" with the students; they already know the real ***you***.
13. Be willing to admit your mistakes.
14. Remember teaching can be fun and rewarding.
15. Be willing to bend on nonessentials.
16. Try spontaneous ideas.
17. Use strategies to motivate the students.
18. Encourage the students to "strive for a spirit of excellence" in all they do.
19. Remember to keep the administration informed of any incidences.

20. Show pride in Faith Academy.
21. Watch for and do not allow student bashing and gossip. Be aware of cliques among the students. Do not allow students to make fun of another student. Make students aware of the No GOCSH phrase and remind them of it often.
22. Practice the Matthew 18 principle.
23. Do not hesitate to pray with your students at any time during the day. Bible teacher will take prayer requests daily.
24. **Let the students see Christ through you.**

#### **4.08-9 – PARENT AND TEACHER COMMUNICATION**

1. Faith Academy Bellville teachers and parents are partners in each child's education.
2. The key to a good partnership is communication.
3. Teachers should strive to build a good relationship with each parent. When this is accomplished, the teacher will have help, cooperation, success, and great satisfaction.
4. The appropriate member of the administration should be copied on all parent emails.

#### **4.08-10 – COMMUNICATION GUIDELINES**

1. Communication should be open and frequent.
2. Be friendly and approachable.
3. Be professional.
4. Avoid discussing students or school in a social setting.
5. Return phone calls, emails, or written messages **the same day**.
6. When placing a phone call, always begin by asking if you are calling at a bad time. If the answer is yes, ask when an appropriate time is and be sure to call at that time.
7. Some parents will request that the teacher keep them informed by phone of their child's progress in addition to sending reports home. **Do not obligate yourself to do this but** assure the parent you will welcome their inquiries at any time they wish to call or write.
8. Document all parent conferences and phone calls.
9. \*\*\*\*Notify the Administration immediately if there is a problem with a parent.\*\*\*\*
10. *All letters or notes sent to an entire class must have the approval of the administration.*

#### **4.08-11 – PARENT AND TEACHER COMMUNICATION TOOLS**

1. Student Handbook
2. Parent / Student Orientation
3. Parenting Classes
4. Parent Classroom Observation
5. Parenting Points
6. Open House
7. Teacher Introductory Letters
8. Room Moms & Dads
9. Scheduled Conferences
10. Phone Calls
11. Teacher/Parent Form
12. Positive Notes and Awards
13. FYI / Email
14. Wednesday Folders
15. Christmas or Mid-term Letter
16. Progress Reports
17. Report Cards

18. Class News

*REMEMBER: All letters or notes sent to an entire class must have the approval of the administration.*

#### **4.08-12 – PARENT / TEACHER CONFERENCES**

Two parent-teacher conferences are required each year; however, conferences may be arranged at any time. Many needs can be met through a simple conversation between the parent and a teacher. Concerns need to be shared first between the teacher and parent. If needed, the administration will be available after the initial parent-teacher contact.

#### **4.08-13 – PARENT / TEACHER CONFERENCE TIPS**

1. Sit facing the parent or sit around a table.
2. Avoid surprises. If another teacher or Administrator is to sit in, let the parent know ahead of time.
3. Open the conference with prayer.
4. Start with positive comments about the student.
5. Address the academic problems and produce a plan for both school and home.
6. Address behavioral problems last. Ask what the parent does at home concerning behavior.
7. Explain what you are doing to help their child.
8. Leave room to think. If you cannot find a solution to the student's problems at the time, tell the parents you will get back to them.
9. Stick to your time frame. Stand up to dismiss the conference.
10. Thank the parents for coming. Let them know that you want to continue effective communication.
11. Fill out a parent / teacher conference form.
12. Keep your word as to promises made to the parents.

#### **4.08-14 – PARENT OBSERVATIONS**

Observing one's child in the classroom setting can provide the parent with helpful insight into his child's "world". Each parent is required to observe his/her child(ren) in the classroom for a total of one hour per semester (fall & spring) to fulfill the Parent Partnership Agreement.

Parents are to be provided a copy of the following rules.

##### **Rules to remember:**

1. Please sign in at the main office when you observe, receive and wear your official identification badge.
2. You may visit any time, but you should avoid observing during testing times, the first and last 2 weeks of class each semester, the day before a holiday and special event days.
3. FAB reserves the right to deny or shorten parent observation visits if deemed necessary by administration.
4. There is a maximum of 2 adults allowed in the classroom at a time.
5. Younger children are not allowed in the classroom.
6. There should be little or no conversation with observers and the children.
7. Please take a seat in the back of the room. Two chairs are provided in all classrooms.
8. Please do not sit next to your child's desk.
9. Please turn off all electronic devices, including but not limited to cell phones.
10. Please do not take pictures in the classroom without prior permission of the teacher and administration.
11. If you wish to discuss your child's progress, you may set up a teacher parent conference to do so. Please refrain from conversations with the teacher during class time.

### **Things to look for:**

(Please realize your child will not react exactly the same way when you are not in the classroom.)

1. Observe your child's response to the teacher.
2. Notice your child's interaction with other children. (lunch or PE also)
3. Does your child prefer group activities or being alone?
4. Do you see areas of weakness in your child's academics?
5. Do you see certain areas of his life where you need to help him develop Godly character qualities?
6. Is your child attentive?
7. Does your child ask questions when he does not understand?
8. Does your child seem sleepy, tired or fidgety?
9. Does your child seem prepared for the day's work?
10. Is your child easily distracted?

### **4.08-15 – PARENT PARTICIPATION**

It is important to have a partnership between FAB and every parent / guardian of enrolled students. Each semester, parents are urged to participate fully in the areas of

- **PARENT CLASSES:** Attend Parenting with Love and Logic six-week series. The series will be offered once in the fall and once in the spring. Dates are on FAB calendar. Parents should make sure to sign in at the parent class to receive credit for attending.
- **FALL: GOLF TOURNAMENT**
- **SPRING: NIGHT OF KNIGHTS**
  - Volunteer to help make these two important fund raisers a success.
  - Volunteer opportunities abound and will be available in the months leading up to the events, as well as the many hours needed on the day of the events. Information about volunteer opportunities will be announced in the weekly FYI emails. Parents should make arrangements with the Fund-Raising Coordinator to receive credit for volunteering. The recommended volunteer time should be planned for a total of 4 hours.
- **CLASSROOM OBSERVATIONS**
  - Observe enrolled child(ren) in the classroom for at least one hour each semester. If multiple children are enrolled, the one hour may be broken up between them all. Parents must sign in at the front office and follow all policies regarding campus visits to receive credit for a classroom observation.

Records of participation in these three areas will be maintained by office. If parents fail to participate in any of these areas, they will be contacted by an Administrator. Failure in fulfilling participation in these areas may forfeit the privilege of attending Faith Academy. (see **PARENT PARTNERSHIP AGREEMENT 1.01-15 & 16**)

### **4.08-16 – SCHOOL COMMUNICATION**

1. Emails will be sent to families as needed. Parent Alerts are texted for quick reminders or changes.
2. The school website will be updated, and parents are encouraged to visit it regularly.
3. The school mobile app will be updated, and parents are encouraged to download it and use it regularly.
4. Notes and announcements will be sent home with students as needed.
5. Texts will be sent to parents as warranted using the contact information on FACTS that parents are responsible for keeping updated.
6. Weekly FYI is posted on FAB's website and mobile app.

### **4.08-17 – CLASS PLANNERS**

Faith Academy Bellville provides class planners for students in grades 3-12. These planners should be used as instructed by the administration. The planners have the school-wide weekly memory verse printed each week.

## 4.09 ENRICHMENT

### 4.09-1 – ENRICHMENT ACTIVITIES

Faith Academy Bellville teachers are to encourage and promote the desire to learn in their students. Classes should be enriched with guest speakers, videos, special activities, Discover Education Streaming and field trips.

**\*\*\*\*\*Remember all videos, guests, field trips, and special activities must have prior approval of the Administration. These should be included in the Quarterly Projections.**

**Books and games brought to school by students should also have administrative approval..\*\*\*\*\***

### 4.09-2 – GUEST SPEAKERS

1. Resource people must be approved in advance by the administration.
2. The person should present material relevant to the class.
3. See 3.12-7 – RESOURCE MATERIAL AND PEOPLE

### 4.09-3 – VIDEOS / INTERNET

1. All videos / internet viewing must be approved by the administration prior to showing.
2. Any video / internet program should enrich the curriculum.
3. The teacher should **always** preview a video / internet program before showing it.
4. The school library has a collection of videos available for use.

### 4.09-4 – SPECIAL ACTIVITIES

1. All special activities must be approved by the administration.
2. All special activities should enrich the curriculum.

### 4.09-5 – FIELD TRIPS

1. All trips are handled by FAB's Event Director with teacher input.
2. Dates for field trips will be set by the Event Director and confirmed with the teachers.
3. If a student does not attend a field trip, he or she will be counted absent for the day.
4. If the administration or a parent desires that a student (secondary only) not attend a field trip, but to remain on campus, arrangements must be made no less than one week prior to the scheduled event.
5. The teacher is responsible for working with the Event Director to confirm details of field trip.
6. The teacher should follow the instructions on the **Check List**.
7. SUPERVISION
  - a. The Event Director, working with the teacher, should make sure that field trips are well supervised.
  - b. If students return to school after a field trip and the regular after-school supervisory staff has left, the teacher(s) are responsible to stay with students until the last student has been picked up.



#### **4.09-6 – FIELD TRIP RULES FOR STUDENTS, PARENTS, CHAPERONES**

Field trips are an extension of our learning into the community to gather more information that is relevant to our scope and sequence for a particular subject area. Therefore, all students are expected to attend for the entire field trip, ride the bus to the venue with their classmates, and to be able to respond to the field trip experience in future assignments and activities.

1. As FAB student numbers grow, we are faced with the reality that many venues limit the number of participants for school groups. The invitation flyer announcing the field trip will state whether or not parents are able to attend.
2. For safety reasons, siblings are not allowed on field trips regardless of if parents are able to attend or not.
3. Therefore, parents please be aware that the rules below pertaining to parents, apply to those trips in which “parents invited” has been printed on the invitation.
4. Except when specified otherwise, students are asked to wear FAB polo shirts for field trips: Blue for elementary, White for JH and Black for HS.
5. If the trip instructions ask each student to bring specific items, like a sack lunch, please follow exact instructions. Even if the parent attends, the trip flows better if all participants follow the same procedure.
6. Elementary students must be accompanied by an adult at all times, including restroom visits.
7. Secondary students are to always be accompanied by another student, including restroom visits.
8. During the entire trip, the designated FAB Staff Leader/Teacher is in charge, but FAB Designated parents/chaperones are asked to assist the teacher in watching all students to ensure their safety and discipline.
9. Once group assignments are made, students are to respect the authority of the adult in charge of their group the same as to their teacher when in class.
10. Field trips are an “out of classroom” educational experience. Students must remain in their designated groups with the assigned chaperone at all times.
11. All parents are expected to stay with the group at all times. If it is necessary to leave the group, the leader is to be notified and a time of rejoining the group will be decided upon.
12. Parents are asked to refrain from purchasing souvenirs for students other than their own child. Parents should loan money to other students only for emergency needs.
13. Consequences as determined by administration are to be given for any misconduct the same as on campus. Guidelines are... Put God First! Respect Others! Have Ready Obedience! Be Diligent to Duties!
14. All students will ride the FAB transportation to the Field Trip destination with the class unless approved with Event Director.
15. If parents are attending the trip, students may ride home with their parent at the conclusion of the field trip activities. Students must attend the entire field trip to get the intended learning experience unless prior arrangements have been made with the Events Director.
16. The same passenger assignments are to be used on the return trip unless an emergency occurs or the student has been checked out by their parent/guardian.
17. When traveling on the FAB bus, all efforts will be made to have male and female students seated separately, with groups being divided between either front and back, or left side and right side. No one should sit in the back seat unless no other seats are available; then the back seat should be occupied by all boys or all girls.
18. If boys and girls are in a van together, all efforts should be made to have boys and girls in separate bench seats.
19. Only scheduled stops are to be made unless there is an emergency.
20. If a parent (driver) plans to make a personal stop when returning from a field trip, they should only carry their child.
21. In class the day following the trip, the teacher and class will discuss what parts of the trip were good, not so interesting, wonderful and so on. To show respect to those who have given their time, effort and talents to make this trip possible, all adults and students should refrain from negative comments until that designated time.

#### **4.09-6A – OUT OF TOWN / OVERNIGHT STAYS**

FAB policy (4.03-26) remains in place for searches of bags and personal belongings.

Involvement in the following is automatic termination of the trip for student/students involved. Parents will be expected to come and pick up their student/students.

- Alcohol
- Tobacco/vaping
- Drugs
- Inappropriate materials
- Inappropriate behavior
- PDA (public display of affection)

Bus Transportation:

- Cell phones must be turned in at the beginning of the trip.
- Girls will ride on one side of the bus and boys on the other. No exceptions.
- Students will ride the bus to and from the event. See “Event” below.
- Pillows and blankets are allowed on the bus for those who want to sleep.

Event:

- The rules concerning the possession of phones and/or electronic devices during the day will follow the school’s policy during bus rides, games, activities, etc.
- Phones may be given to students to check in with parents at the end of the day as determined by the staff member in charge. However, phones are to be taken up at bedtime and kept in that adult’s possession until the following morning at breakfast. This includes watches with internet capability and/or tablets or laptops.
- The students are under the direct supervision of the faculty/coach assigned to the event.
- Students are expected to keep up with their belongings and clean up after themselves.
- At the close of the event, the parent/guardian may sign out the student by giving written permission to the coach/teacher authorizing their student to leave the group/team.

Rooms:

- Rooms are to be of the type that open to the inside (hotel) rather than motel type that open to the outside.
- Any destruction of property will require parents and students to be financially responsible.
- Students may not be outside alone. All students/team members are to always go in groups of at least 2 persons but never to go outside the designated area (home, hotel, lodge, dormitory, etc.)
- All rooms must have chaperones. Example: 3 students / one chaperone. In venues where larger accommodations are provided as a bunk room setting, at least one chaperone must stay- more if deemed necessary. The suggested ratio is no more than 6 students per chaperone.
- All room occupants must be of the same sex.
- Lights out/bedtime will be determined by the faculty/coach in charge of the event.
- If parents/guardians or other family members attend the event, the students are to stay with their classmates or team members as assigned by the teacher/coach. The student/students may not leave the group for separate activities even with parents until the event is over.

#### **4.09-7 – AUTHORIZED SCHOOL VEHICLES**

Only pre-approved, authorized vehicles may transport students of Faith Academy Bellville to and from extra-curricular events. Vehicles for use of transporting students must be approved by school administration and drivers must provide proper documentation.

Students that drive will not be able to drive him/herself or transport other students without prior parental approval by all parties. ***This regulation is important to remember when planning field trips.***

#### **4.09-8 – EXTRA-CURRICULAR ACTIVITIES**

Teachers or other staff, charged with supervising students at extra-curricular activities, are responsible to ensure that students' behavior is respectful, safe, and represents Faith Academy Bellville and Jesus Christ well. After the activity is over, the teacher(s) or staff member(s) responsible are to stay with the students until the last student is picked up.

#### **4.09-9 – CHAPEL SERVICES**

Faith Academy Bellville seeks to provide for the spiritual growth of its students. In order to help each child develop a personal relationship with Jesus Christ, weekly chapel services are held which include praise and worship, prayer, and Biblical teaching. These services will take the place of Bible class for that day only in elementary. Guest speakers, area ministers, and students' pastors are invited to share.

Chapel services are held on Monday mornings. Speakers for chapel services are ministers from the area representing the many Christian denominations of the FAB student body, or other invited guests. All students are to wear their chapel uniforms and bring their Bibles.

EEC students may attend chapel on special occasions (ex. Grandparents' Day.).

#### **4.09-10 – ACSI STUDENT ACTIVITIES**

Faith Academy Bellville participates in the Association of Christian School International (ACSI) Student Activities Program.

The goals of the program are:

1. To encourage and inspire students toward a standard of excellence in leadership, communication, and performance by enhancing the academic and fine arts education programs.
2. To provide opportunity for practical application and development of skills necessary for confident Christian leadership.
3. To impact the educational and spiritual growth of each student, encouraging them to be a testimony of the gospel of Jesus Christ.
4. To provide opportunity for Christian fellowship and positive interaction between students and teachers of participating students.

The awards program at the ACSI student events seeks to affirm the individual effort of each participant while recognizing those whose skill and abilities provide an inspiration and challenge to excellence.

Faith Academy Bellville will participate in the following ACSI Student Meets when possible and also other activities made available by other organizations:

1. Grades 1-5 ***Young Authors and Illustrators Olympics***
2. Grades 1-5 ***Elementary Speech Meet***
3. Grades 3-5 ***Elementary Math Olympics***
4. Grades 6-8 ***Junior High Speech Meet***
5. Grades 6-8 ***Junior High Math Olympics***
6. Grades 6-12 ***Creative Writing Festival*** (Mail-in)
7. Grades 6-12 ***Science Fair***
8. Grades 9-12 ***High School Speech Meet***
9. Grades 8-12 ***Math League*** (Mail-in)
10. Art Students ***Art Festival***

The Events Director will inform the classroom teacher of the preparation needed for the events in which his or her students will be participating. Most are held in March or April; however, preparation must begin in January and February. Each teacher will have the opportunity to attend at least one event. These activities are important in the educational and spiritual growth of Faith Academy Bellville students. Teachers and parents are expected to encourage and help the students achieve a standard of excellence in all they do.

#### **4.09-11 – FALCON CENTER**

Faith Academy's FALCON Center is one of the ways Faith Academy Bellville helps all students reach their maximum learning capability. Students are referred, recommended, required or chosen for this one-on-one service through the Faith Academy Bellville School Admissions Process. Other opportunities for students to be referred, recommended and/or chosen for FALCON Services are through observations by parents/guardians, classroom teachers and/or FALCON Staff throughout the school year. Students may join the program at any time. All students and community members are eligible to receive FALCON Services.

##### **FALCON Center Student Referral Procedures:**

1. If a teacher and/or staff member believes a student would benefit from FALCON Center activities, a FALCON Center referral form should be completed and turned into the FALCON Center via mailbox, electronic mail and/or the FALCON Director. Time limit for observations will be based on scheduling.
2. The FALCON Director and/or a FALCON Staff Member will conduct (2) classroom observations: 1) In the referring teacher's classroom 2) Another academic, PE or speciality course. The FALCON Director and/or FALCON Staff Member will speak with the person(s) submitting the referral for any clarifications needed within 24 hours of the last classroom observation.
3. The teacher referral and FALCON Observations will be discussed with FALCON Director and/or FALCON Staff before parent contact is made to assure all appropriate observations and assessments are complete. Initial referral, observations, and parent contact should be completed within 5 school days.
4. The referred student's parent/guardian will be notified via phone to share the FALCON referral and the FALCON classroom observations and discuss the need to have the student participate in FALCON Services. A follow up email to the parent/guardian will always accompany the phone call for documentation purposes.
5. The FALCON Director will meet face-to-face with parent/guardian to discuss FALCON Services and share results.
6. A written plan of action for the student will be discussed during parent meeting based on teacher referral, FALCON observations, FALCON assessments and parent/guardian meeting. Those in parent meeting attendance will be FALCON Administration, appropriate FALCON Staff Members, parent/guardian, and teacher as time permits on his/her schedule.
7. The student plan of action will be shared with teachers via email/in-person as time allows, accommodation sheet made as needed, and placed in the student's FALCON Center folder for FALCON Staff to follow.

##### **FALCON Center Staff Procedures**

1. The student's progress will be evaluated by the FALCON Staff and FALCON Director during August, December and April Parent Conferences.
2. Weekly Teacher Communication Notes (1-2 sentences) will be shared by FALCON Staff to ensure teachers and appropriate staff are kept updated on what FALCON is working on with the student.
3. All student documentation will be securely filed in the FALCON Office. That documentation will include, but is not limited to: FALCON Student Screen, Individual Student Plan, Activity Checklist, FALCON Parent Meeting Notes and Teacher Referrals and any outside diagnostic assessments and daily student session notes.
4. FA Administration, Parents and FA Teachers can request access to their students' FALCON Session information at any time or to assist FALCON with information regarding a FALCON student.
5. The administration will be kept informed through conferences with the FALCON Director, classroom teacher, and official correspondence or conference report.

#### **4.09-12 – NATIONAL HONOR SOCIETY**

A chapter of the National Honor Society is available for membership to students who meet requirements in high school. A chapter of the National Junior Honor Society is available for membership to junior high students who meet requirements.

#### **4.09-13 – STUDENT COUNCIL**

Student Council is available to students who meet requirements in grades 6-12.

#### **4.09-14 – EARLY EDUCATION CENTER (EEC) ACTIVITIES**

##### **1. NURSERY / TODDLERS**

1. Tandalay
2. FALCON
3. Music
4. Fine Motor Activities
5. Art projects
6. Nursery Rhymes

##### **2. PRE-SCHOOL / PRE-KINDERGARTEN**

1. Tandalay
2. FALCON
3. Music
4. Fine Motor Activities
5. Art projects
6. Poetry & Nursery Rhymes
7. Handwriting Enrichment

- Tandalay = interactive and engaging curriculum with a focus on gross motor skills
- FALCON= interactive learning with a focus on the integration of developmental reflexes and brain development
- Music = interactive time where students participate in learning new music and movement
- Fine Motor Activities = interactive learning with a focus on fine motor development coupled with fun
- Art = interactive and engaging curriculum that fosters learning and creativity
- Poetry & Nursery Rhymes = introduction to poetry recitation, memorization and dramatic reenactment
- Handwriting Enrichment = teacher led, student involved handwriting enrichment with a focus on basic skills, mechanics, and proper technique

## 4.10 ATHLETICS

### 4.10-1 – PHYSICAL DEVELOPMENT PROGRAMS

Faith Academy Bellville seeks to develop the whole child. The objectives for the physical development of its students are:

1. To promote health, fitness, coordination, and skillful use of the body.
2. To encourage good sportsmanship and a Christian testimony in all athletic endeavors.
3. To obtain the two objectives above, beginning with the 2023-24 school year, students are required to choose either the athletic or the physical education program. A student choosing physical education (PE) will remain in the PE program all year. A student choosing the athletic program (any competitive sport) must remain in the athletic program all year. If not participating in their chosen sport(s), the student will be in athletic off-season strength and conditioning program.

THIS IS LISTED IN 4.06.21 ACADEMICS

13. For junior high and high school students there are to be no extra-curricular activities, practices, or competitions during finals week. This is to allow each student ample time to rest, study and prepare for exams.
14. For junior high students there are to be no extra-curricular activities, practices, or competitions during the week of standardized testing. (High school students do not have standardized testing.)

In order to meet these objectives, when student enrollment and interest allows FAB provides the following programs if student enrollment allows, coaches are available, and team parents volunteer: football, volleyball, basketball, softball, baseball, cross country, track, golf, tennis, swimming and cheerleading.

The Administrator, athletic director and head coach of each sport will determine the minimum and maximum number of players for each athletic team. If necessary, tryouts will be held.

In junior high, every effort will be made to allow all junior high-level players to participate in competition play. If necessary, some sports will assign players to a “traveling team” and a “home team” as travel or tournament play is determined by the Administrator, athletic director and head coach.

### 4.10-2 – TEAM MANAGERS

The students volunteering as team managers must be the same gender as the team members unless

1. the student is completing the school’s athletic trainer curriculum.
2. approval has been granted by the athletic director, Administrator and parents.

### 4.10-3 – TEAM COACHES

Job description for all athletic personnel are listed in the Personnel (Volume III) section of this manual.

#### **4.10-4 – PHILOSOPHY OF ATHLETICS**

The Christian philosophy of athletics must stem directly from the school's Christian philosophy of education. The ultimate goal must be "to be conformed to the image of Jesus Christ" (Rom. 8:29) and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body." (I Thessalonians 5:23)

1. It is the goal that the athletes develop positive Christ-like character qualities and express them through the medium of athletics.
2. Athletics is a microcosm of life. The athletes are confronted with all types of life situations, perfect learning situations for teaching Biblical principles. It is the job of the coaches to properly direct them in these situations as to build Christian character qualities.
3. Athletics should help foster vital relationships among team members coming from the team concept and direct leadership of the Christian coach.
4. There should be a commitment to excellence in each particular sport. "Do heartily as unto the Lord".
5. Athletics are a means to an end, not an end in themselves, in that athletics represent an aspect of the educational program, not the main focus of the program.
6. It is a goal that the student becomes a well-rounded individual, striving toward his God-given potential.
7. The athletic program shall provide well-planned and well-balanced interscholastic activities for as many participants as possible, consistent with available facilities, or personnel, and financial support.
8. The athletic program shall be planned so as to present a minimal amount of interference with the academic program.
9. The athletic program shall function so as to involve not only the participants, but also the student body and school community.
10. The athletic program shall provide an opportunity for the loyalty of parents, and friends of the school, to be renewed, strengthened, and united.
11. It shall be a goal to win the contest. This winning attitude encompasses both spiritual and physical victory. *"Do you know that in a race all the runners run, but only one gets the prize? Everyone who competes in the games goes into strict training. They do it to get a crown of laurel that will not last, but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly, I do not fight like a man shadow boxing. No, I beat my body and make it my slave so that after I have preached to others, I myself will not be disqualified for the prize."* (I Cor. 9:24-27)
12. This is our philosophy at Faith Academy Bellville, and this is what makes our program unique. We also place a strong emphasis on the coach/athlete relationship, knowing that a strong role model in this area is important for a program to be successful.

#### **4.10-5 – ATHLETICS PHYSICALS**

All athletes of FA Junior High or High School teams are required to have an annual medical exam by a physician and submit the approved medical form to the FA Athletic Director prior to any practice or participation in school sports.

#### **4.10-6 – ATHLETICS INSURANCE**

Insurance is required for all student athletes. Coverage via parent/guardian policy or through other means is mandatory. In the event the student is not covered under a current policy, [www.texaskidsfirst.com](http://www.texaskidsfirst.com) is one of many websites available for parent/guardian to select coverage for the student athlete.



#### 4.10-7 – ATHLETICS OUT OF TOWN GAMES / EARLY DISMISSAL FROM SCHOOL

A student involved in any away tournament or game that requires a student to leave classes early or miss school entirely must adhere to FA policies:

1. EXTRACURRICULAR ACTIVITY ABSENCES / EARLY DISMISSALS
  - a. If a test is scheduled at a time when students will be absent because of an extracurricular activity, the students must make up the test prior to the early dismissal.
  - b. Tests may be taken the prior day before school, during lunch, or after school; or on the day of the early dismissal before school or during lunch.
  - c. Students must make arrangements with their teacher.
  - d. Daily work and quizzes are to be made up prior to the absence or no later than two days after absence at the teacher's discretion.
2. A student leaves the school in approved school attire and changes only at appropriate time given by the coach/sponsor.
3. If possible, boys and girls will ride in separate vehicles with their respective coaches.
  - a. Boys and girls may ride in the same vehicle when there is an adequate number of chaperones approved by the administration.
  - b. When traveling on the FAB bus, all efforts will be made to have male and female students seated separately, with groups being divided between either front and back, or left side and right side.
  - c. No one should sit in the back seat unless no other seats are available; then the back seat should be occupied by all boys or all girls.
  - d. If boys and girls are in a van together, all efforts should be made to have boys and girls in separate bench seats.
4. All off-campus trips must begin and end at the school, unless otherwise authorized by the Administrator.
5. Teams are to ride together to the destination with the following exceptions:
6. **Written parental permission is mandatory for a student to ride home from an athletic event in a private vehicle. A signed note should be sent with the student to give to the coach prior to departure. These notes should not be faxed or emailed to the school office. In addition, at the end of the event, the student must be signed out with the coach or other appointed adult.**
7. Electronic devices including phones are not to be used by students while traveling in a school approved vehicle.

#### **4.10-8 – RULES FOR ATHLETIC EVENTS**

1. Once a fan has left the confines of the athletic event, the fan is to vacate the premises and may not re-enter without paying again or showing stamped hand or wrist band.
2. No alcoholic beverages or illegal substances are permitted on FAB premises.
3. All fans must pay to enter an athletic event. Adult rates, children/student rates will apply.
4. Loitering will not be permitted anywhere on campus.
5. No light-producing devices will be used by spectators.
6. Faith Academy Bellville reserves the right to refuse admittance to anyone who appears to be under the influence of alcohol, drugs, or is acting in an inappropriate manner.
7. Proper attire will be required of all spectators.
8. Boisterous, obscene, loud, or argumentative language and/or action will not be tolerated, and the person or persons responsible for such may be asked to leave the premises.
9. Anyone involved in a fight will be immediately removed from the premises.
10. Faith Academy Bellville is a SMOKE FREE ENVIRONMENT. No smoking is allowed on campus.
11. Any refusal of the above rules may be reason for a school representative to contact the Bellville Police Department or the Austin County Sheriff's Department.
12. We expect our coaches, players, parents, and fans to represent the Academy in a manner that is respectful to others on and off the field of play.
13. Opposing teams and fans should be considered and treated as honored guests.
14. Any questioning or challenging communication to any game official/umpire is to be made respectfully by the coach only.

#### **4.10-9 – CHEERLEADER PARTICIPATION DEADLINE**

Students wanting to participate in Faith Academy's cheerleading program must be enrolled as a full-time student for the upcoming year by the day of cheerleading tryouts in order to be eligible for participation unless otherwise approved by administration.

#### **4.10-10 – CHEERLEADING NATIONAL COMPETITION GUIDELINES**

If the Faith Academy Bellville cheerleading squad attends a summer camp and earns a "bid" to a national competition, the following guidelines will be followed.

1. Parents should meet within two weeks after the cheerleaders return home from summer camp.
2. Dates of national competition will be presented.
3. Approximate cost of travel and attending national competition will be presented. "First-draft" details of the trip will be presented.
4. Parents and cheerleaders wishing to participate in the national competition must agree to pay their portion of the total cost.
5. Fundraising must have total team participation. Even if parents agree to pay their child's full amount, ALL squad members must participate in fundraising activities.
6. Practices for the national competition must be separate and additional from FAB cheerleading practices.
7. Faith Academy Bellville facilities can certainly be used; however, practices cannot be part pep rally practice, part learning cheers, and part competition practice.

#### **4.10-11 – ATHLETICS UNIFORMS**

Faith Academy Bellville will provide competition uniforms for athletes. Some practice uniforms may be provided. All issued items must be returned to Faith Academy Bellville within one (1) week. Replacement costs will be due from families for any and all unreturned or damaged items -replacement cost.

#### **4.10-12 – MISSING OR LATE TO ATHLETICS PRACTICE**

The following guidelines will apply to any student missing or late to athletic practice for any reason:

1. A student may be excused from practice only with prior coach approval.
2. For a student who misses practice immediately preceding a competition, the Athletic Director and/or coach will have the discretion on whether that student is allowed to participate in the game.
3. All coaches are to require athletes to attend all practices and state the consequences of missed practices at the beginning of the season. Coaches may designate other tangible consequences as approved by the athletic director and the administration.
4. For students missing practice because of held-after-school discipline session, the same consequences are to be imposed.
5. **When seasons overlap and a student is participating in more than one sport, practice obligations should be fulfilled to the first athletic season unless a mutual agreement between the coaches and student is made in writing.**

#### **4.10-13 – WITHDRAWING / REMOVAL FROM ATHLETICS**

1. An athlete who withdraws from or is removed from a particular sport may not return to that sport without approval from an athletic administrative committee.
2. Medical withdrawals or removals will be reviewed.
3. It is the responsibility of the coach to inform all athletes of this rule at the beginning of each season.
4. This applies to high school athletes.

#### **4.10-14 – STUDENT / PARENT PROCEDURE FOR APPROACHING COACHES**

1. Parents are not allowed to discuss any issues with coaches before, during or after competitions.
2. Any decision made by a FAB coach or staff member that is in question in the eyes of a student or parent must go through the following procedures:
  1. The athlete must make an appointment for a one-on-one meeting with the coach and the Athletic Director and administrator.
  2. The parents may then make an appointment with the coach if matters are not resolved between the athlete and coach.
  3. The meeting with the parent must include the coach, parent, athlete, athletic director and/or administrator.

#### **4.10-15 – ATHLETICS ADMINISTRATIVE COMMITTEE**

As needed, the Athletic Administrative Committee will meet to determine various issues involving the FAB athletic department and athletes. The committee should consist of the Administrator and one other member of the Administrative Pillar team, Athletic Director, Booster Club representative, and Coach(es) of the sport in question.

#### 4.10.16 – ATHLETIC COMMITMENT – PARENTS FORM

## Faith Academy Bellville (revised October 9, 2023) ATHLETIC COMMITMENT ~ PARENT ~ SPORTS:

FATHER NAME (Please Print) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

MOTHER NAME (Please Print) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

STUDENT NAME(S) (Please Print) \_\_\_\_\_

As a parent of a Faith Academy Bellville (FAB) athlete I understand the commitment of time and energy required to make the FAB Athletic Program a success; in order to accomplish this goal I agree to the following:

1. **I WILL ATTEND EACH PRE-SEASON PARENT MEETING.**
2. I have read and agree to my child's athletic commitment form.
3. I understand FAB has a No Pass / No Play policy and will work with my child and the teachers to ensure academic success.
4. I will pick up my child from practice or games promptly.
5. The FAB Booster Club is responsible for providing all needs of the athletic program including uniforms, equipment, athletic field and facility maintenance, and State playoff expenses. Income for the Booster Club is generated through fundraising events, event admissions and concession stand sales.
  1. I understand that as a parent of an athlete(s), I am required to work at Booster Club events.
  2. I understand that as a parent of an athlete(s), I am required to work the tournaments.
  3. A parent or an adult family representative will sign up to work the number of required times to cover all worker positions for each season's sport(s).
  4. Required times to be worked will be based on the number of athletes on the team and the number of home games that need to be covered.
  5. I understand that I will be given the opportunity to choose my worker slots. After the given deadline, my work assignments will be assigned for me.
  6. I understand that if I cannot work my slots (chosen or assigned) **I WILL DO ONE OF THE FOLLOWING**
    1. **BE RESPONSIBLE FOR FINDING A REPLACEMENT** and inform the athletic coordinator who my replacement will be.
    2. **I MAY HAVE \$50 CHARGED TO MY FACTS ACCOUNT TO PAY FOR A HIRED REPLACEMENT TO WORK MY SPOT.** This is done by contacting the Athletic Director no later than one week before the game.
    3. I acknowledge that if I do not show up for my work assignment and do not send a replacement, I will be assessed a **\$50 fee**. This fine will be due with the next month's tuition and will be deposited in the Booster Club general fund. The fine will accrue late penalties of \$10 per day, the same as overdue tuition.
    4. I will contact the designated person in charge of tracking parent workers with any questions concerning work assignments, not the coach.
    5. I will contact the team parent concerning team snacks, team meals, etc., not the coach.
6. **I UNDERSTAND THAT ALL ATHLETIC FEES, PAPERWORK AND PHYSICALS MUST BE COMPLETED BEFORE MY STUDENT ATHLETE WILL PARTICIPATE IN PRACTICE OR GAMES.**
7. I understand that many FAB coaches are volunteers and receive no compensation. I understand that all decisions made by the Faith Academy Bellville coaches and administration are made in the best interest of the team and Faith Academy Bellville.
8. I understand that Faith Academy Bellville will provide competition uniforms for athletes. Some practice uniforms may be provided. All issued items must be returned **to FAB within one week after the sport is complete**. A \$50 fee will be assessed to the parents' FACTS account for each piece of the uniform not returned. This fine will be due with the next month's tuition and will be deposited in the Booster Club general fund. The fine will accrue late penalties of \$10 per day, the same as overdue tuition.

\_\_\_\_\_ I understand and will abide by the following from the FAB Policy and Procedures Manual:

#### 4.10-4 PHILOSOPHY OF ATHLETICS

The Christian philosophy of athletics must stem directly from the school's Christian philosophy of education. The ultimate goal must be "to be conformed to the image of Jesus Christ" (Rom. 8:29) and to "develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body." (1 Thessalonians 5:23)

#### 4.10-12 MISSING OR LATE TO PRACTICE

The following guidelines will apply to any student missing or late to athletic practice for any reason:

1. A student may be excused from practice only with prior coach approval.
2. For a student who misses practice immediately preceding a competition, the Athletic Director and/or coach will have the discretion on whether that student is allowed to participate in the game.
3. All coaches are to require athletes to attend all practices and state the consequences of missed practices at the beginning of the season. Coaches may designate other tangible consequences as approved by the athletic director and the administration.
4. For students missing practice because of a RAP session, the same consequences are to be imposed.
5. **When seasons overlap and a student is participating in more than one sport, practice obligations should be fulfilled to the first athletic season unless a mutual agreement between the coaches and student is made in writing.**

#### 4.10-14 STUDENT / PARENT PROCEDURE FOR APPROACHING COACHES

1. Parents are not allowed to discuss any issues with coaches before, during or after competitions.
2. Any decision made by a FAB coach or staff member that is in question in the eyes of a student or parent must go through the following procedures:
  1. The athlete must make an appointment for a one-on-one meeting with the coach and the Athletic Director and administrator.
  2. The parents may then make an appointment with the coach if matters are not resolved between the athlete and coach.
  3. The meeting with the parent must include the coach, parent, athlete, athletic director and/or administrator.

	<u>Varsity</u>		<u>JH</u>
<u>Sport</u>	<u>Fee</u>	<u>Sport</u>	<u>Fee</u>
Cross Country (FALL)	\$100.00	Cross Country (FALL)	\$ 75.00
Football (FALL)	\$125.00	Football (FALL)	\$100.00
Volleyball (FALL)	\$125.00	Volleyball (FALL)	\$100.00
Basketball (WINTER)	\$125.00	Basketball (WINTER)	\$100.00
Baseball (SPRING)	\$125.00	Baseball (SPRING)	\$100.00
Golf (SPRING)	\$100.00	Golf (SPRING)	\$ 75.00
Softball (SPRING)	\$125.00	Softball (SPRING)	\$100.00
Track (SPRING)	\$100.00	Track (SPRING)	\$ 75.00
Cheer (YEAR-ROUND)	\$250.00	Cheer (YEAR-ROUND)	\$200.00

HOMESCHOOL RATE FOR ALL SPORTS IS \$200.00

**FEES WILL DOUBLE IF NOT PAID BY THE DEADLINE PROVIDED.**

**FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE**

**(EXCEPTION: If a team does not make, due to some reason, the fee will be refunded)**

As the parent of a Faith Academy Bellville athlete, I understand that my school tuition does not cover any athletic expenses. I understand that a fee of \$\_\_\_\_\_ will be required to participate in this athletic event and that it is due **BY the last day of the announced sports enrollment period. AFTER THAT DATE, FEES ARE DOUBLE.** ADMISSION TO EACH SPORT ENDS FIVE SCHOOL DAYS AFTER THE DEADLINE DATE. This fee will be used to pay Association fees, tournament fees, referee fees and transportation expenses.

## 4.10-17 – ATHLETIC COMMITMENT - STUDENT FORM

# Faith Academy Bellville

## ATHLETIC COMMITMENT ~ STUDENT ~

I, \_\_\_\_\_ understand the commitment required for successful participation with Faith Academy Bellville athletics and am willing to commit the time and effort required to my teammates and the program. I understand that all decisions made by the Faith Academy coaches and administration are made in the best interest of the entire team and Faith Academy Bellville (FAB).

I understand that FAB strives to display a winning attitude which encompasses both spiritual and physical victory... *“Do you know that in a race all the runners run, but only one gets the prize? Everyone who competes in the games goes into strict training. They do it to get a crown of laurel that will not last, but we do it to get a crown that will last forever. Therefore, I do not run like a man running aimlessly, I do not fight like a man shadow boxing. No, I beat my body and make it slave so that after I have preached to others, I myself will not be disqualified for the prize.” ~ I Corinthians 9:24-27*

### 4.10-14 STUDENT / PARENT PROCEDURE FOR APPROACHING COACHES

I understand that for the protection of the coaches, parents will not be allowed to discuss any issues with coaches before, during, or after competitions. I understand that any decision made by a Faith Academy coach or staff member that is in question in the eyes of a student or parent must go through the following procedures:

1. The athlete must make an appointment for a one-on-one meeting with the coach.
2. The parents may then make an appointment with the coach if matters are not resolved between the athlete and coach.
3. The meeting with the parent must include the coach, parent, athlete, athletic director and/or administrator.

### 4.10-12 MISSING or late to ATHLETICS PRACTICE

I understand that the following guidelines will apply to any student **missing athletic practice** for any reason:

1. A student may be excused from practice only with prior Coach's approval.
2. For a student who misses practice immediately preceding a competition, the Coach will have the discretion on whether that student is allowed to participate in the game.
3. The Coach will be responsible for the consequences as deemed appropriate to the sport, which may include physical conditioning. A doctor's note will be taken into consideration when determining the consequence.

### 4.10-13 WITHDRAWING / REMOVAL FROM ATHLETICS

I understand that High School athletes who withdraw from or are removed from a particular sport may not return to that sport without the approval of the Coach and Athletic Administrative Committee. Medical withdrawals and removals will be reviewed.

### 4.10-11 UNIFORMS

I understand that Faith Academy Bellville will provide competition uniforms for athletes. Some practice uniforms may also be provided. All uniforms must be returned to the coach within one (1) week at the end of each season. **If not returned, the parent will be responsible for the cost of the uniforms. Each piece will be a \$50 fee charged to the parents' FACTS account.**

### 4.10-4 PHILOSOPHY OF ATHLETICS

I will remember that the ultimate goal of Faith Academy athletics is “to be conformed to the image of Jesus Christ” (Romans 8:29) and to “develop the spiritual part of the athlete so that the Holy Spirit is in control and directing his mind and body.” (I Thessalonians 5:23)

### 4.10-7 OUT OF TOWN GAMES / EARLY DISMISSAL

I understand that a student involved in any away tournament or game that requires a student to leave classes early or miss school entirely must adhere to FA policies:

1. Prior to leaving, a student **must notify** teacher in advance of their absence and receive assignment(s) for the period of their absence. If it is a test or exam, the student-athlete must make this up the day of return to school. All other work is due within 2 days of return to school (unless otherwise arranged by teacher).
2. A student leaves the school in approved school attire and changes only at appropriate time given by the coach/sponsor.
3. Boys and girls may ride in the same vehicle when there is a chaperon approved by administration.
4. All off-campus trips must begin and end at the school, unless otherwise authorized by the Administrator.
5. Teams are to ride together to and from the destination.

6. Written parental permission is mandatory for a student to ride home from an athletic event in a private vehicle.

**4.10-8 RULES FOR ATHLETIC EVENTS**

I understand that the following guidelines should be followed when watching athletic events:

1. We expect our coaches, players, parents, and fans to represent the Academy in a manner that is respectful to others on and off the field of play.
2. Once a fan has left the confines of the athletic event, the fan is to vacate the premises and may not re-enter without paying again or showing stamped hand.
3. No alcoholic beverages or illegal substances are permitted on FA premises.
4. All fans must pay to enter an athletic event. Adult rates, children/student rates will apply.
5. Loitering will not be permitted anywhere on campus.
6. No light-producing devices will be used by spectators.
7. Faith Academy reserves the right to refuse admittance to anyone who appears to be under the influence of alcohol, drugs, or is acting in an inappropriate manner.
8. Proper attire will be required of all spectators.
9. Boisterous, obscene, loud, or argumentative language and/or action will not be tolerated, and the person or persons responsible for such may be asked to leave the premises.
10. Anyone involved in a fight will be immediately removed from the premises.
11. Faith Academy is a SMOKE FREE ENVIRONMENT. No smoking is allowed on campus.
12. Any refusal of the above rules may be reason for a school representative to contact the Bellville Police Department or the Austin County Sheriff's Department.
13. Opposing teams and fans should be considered and treated as honored guests.
14. Any questioning or challenging communication to any game official/umpire is to be made by the coach only.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 4.11 FOOD SERVICE

### 4.11-1 – EARLY EDUCATION CENTER (EEC) FOOD SERVICE

#### GUIDELINES:

We strive to nurture and meet the needs of the whole child: body, mind, and spirit. In accordance with that, we ask that careful consideration is made when making daily food choices for your child(ren). We ask that the number of sugary items sent to school be limited to one per meal. Water is made available, free of charge. Candy, sodas, energy drinks or drinks containing caffeine are neither served nor permitted.

The determination of “Peanut Free Campus” will be made each year prior to the first day of school. The determination is subject to change throughout the school year as warranted. Should it be determined that we are in fact a “Peanut Free Campus”, we ask that you refrain from sending any items containing peanuts. This will include but not be limited to peanut butter. We ask that you carefully read the labels of any items sent to FAB.

**Breakfast** – Breakfast is offered daily for purchase to be billed through the parent portal.

**Snack** – a morning snack and water is provided each day for every child enrolled in EEC as a part of paid tuition.

**Lunch** – we offer a "hot" lunch option daily for purchase to be billed through the parent portal. Parents also have the choice of sending a lunch from home for their child(ren). **Please see guidelines above.**

**Parties/Special Occasions** – each class will have a Homeroom Parent to help with parties.

**Birthdays** – If you would like to celebrate your child's birthday at school, you may do so by providing a "special snack." In consideration of allergies, we ask that the treat be purchased from an establishment and labeled as "*peanut free*." Parents may also take advantage of FAB's "Birthday Snack" for a small \$10 fee. Once arranged, FAB's Early Education Center staff members will take care of providing a special treat for your child and his/her classmates.

**If the school year has been determined to be “Peanut Free,” we ask that any snack you provide be purchased from an establishment and be labeled “Peanut Free.”**

### 4.11-2 – ELEMENTARY FOOD SERVICE

FAB strives to nurture and meet the needs of the whole child: mind, spirit and body. In accordance with that, we ask that careful consideration be made when making daily food choices for your child(ren):

1. We ask that the number of sugary items sent to school be limited to one per meal.
2. Water is made available, free of charge and personal water bottles are required.
3. Candy, sodas, energy drinks or drinks containing caffeine are neither served nor permitted.
4. The determination of a “Peanut Free Campus” will be made each year prior to the first day of school. The determination is subject to change throughout the school year as warranted.
5. Students, faculty and staff of FAB may bring a sack lunch each day or purchase one of the hot lunches offered by FAB.
6. FAB offers hot lunches for all students and staff as personnel and facilities allow.
7. Students are not allowed to have open snacks and/or beverages in lockers or in cubbies. Lunch boxes are allowed, but no eating or drinking is allowed between classes except at the designated break time.



### **4.11-3 – JUNIOR HIGH (JH) AND HIGH SCHOOL (HS) FOOD SERVICE**

1. **ALL the guidelines (1-7) listed above in 4.11-2 apply also to JH and HS students**
2. Snacks may be offered for purchase by FAB organizations. To enable all students to be successful in all they do throughout the day, the limit of sugary items is strongly recommended.
3. Each class should clean up their specified lunch area.
4. Students should be taught proper table manners.
5. They should be encouraged to eat **their** own lunches.
6. Teachers should watch for students just eating "junk food" or not eating at all.
7. **ONLY** one sugary item is permitted per meal for students.
8. Students are not allowed to have open snacks and/or beverages, lockers or in cubbies.
9. Lunch boxes are allowed but no eating or drinking is allowed between classes except at designated break time.
10. Personal water bottles are encouraged for students' use throughout the school day.

### **4.11-4 – MICROWAVE USE**

Microwave ovens are available on campus. Only students who are old enough to safely use these ovens will be permitted use.

## 4.12 HOLIDAYS / SPECIAL EVENTS

### 4.12-1 – HOLIDAYS / SPECIAL EVENTS

1. The following is a list of holidays that will be observed by FAB:
  - a. Labor Day
  - b. Thanksgiving
  - c. Christmas
  - d. New Year's Day
  - e. Martin Luther King Jr. Day
  - f. Thursday and Friday of Austin County Fair Week
  - g. President's Day (Bad Weather Make Up Day)
  - h. Good Friday and the Monday (if listed on calendar) after Resurrection Day
2. A holiday that occurs on a Saturday or Sunday may be observed on either the previous Friday or following Monday.
3. FAB teachers' holidays are scheduled according to the school's calendar.
4. Temporary and part-time employees will receive the day off but are not eligible to receive holiday pay.
5. The Board reserves the right to schedule work on an observed holiday. Work on an observed holiday by hourly employees, will be paid as a regular workday.

### 4.12-2 – ANNUAL EVENTS TO ANTICIPATE

1. Class Parties
  - Students in Nursery – Fifth Grade celebrate Christmas, Valentine's Day, and Easter with class parties. These are planned and coordinated by the teacher and room moms.
  - Because FAB emphasizes the Biblical meanings of Christmas and Easter, but respects each family's traditions, FAB staff and teachers are not to discuss the secular symbols such as Santa Claus and the Easter Bunny. Should questions or discussions arise, personnel are to refer the student enquiries to their parents. Also, out of respect for family customs the same applies to discussions of the Tooth Fairy and Halloween. Teachers and staff are not to discuss their personal beliefs, convictions or traditions on these matters.
2. Birthdays -- Students may bring a birthday cake or cupcakes to be shared with classmates during snack, break, or lunch time.
3. Grandparent's Day Chapel (September)
4. Austin County Fair Parade Float (Oct)
5. Golf Tournament (October)
6. Book Fair (November)
7. Fall Athletic Awards Banquet (December)
8. Christmas Pageant (December)
9. Spiritual Emphasis Week or Days (January)
10. Night of Knights (February)

The Night of Knights is Faith Academy Bellville's major community relations event / fundraiser. The event includes a meal, entertainment, student participation, and a dessert and live auction.
11. Teacher Appreciation Week (April)
12. Spring "Academy Awards" (May)
13. Academic Awards Ceremony (May)
14. Elementary Field Day (May)
15. Kindergarten Graduation (May)
16. Senior Send-Off Chapel (May)
17. High School Graduation (May)
18. Many Others

### **4.12-3 – EARLY EDUCATION CENTER (EEC) SPECIAL EVENTS**

1. EEC students will participate in a variety of activities for enrichment DAILY.
  1. NURSERY / TODDLERS
    - a. Tandalay
    - b. FALCON
  2. PRE-SCHOOL / PRE-KINDERGARTEN
    - a. Tandalay
    - b. FALCON
    - c. Music
    - d. Spanish / Poetry
    - e. Handwriting Enrichment
    - Tandalay = interactive and engagement curriculum with a focus on gross motor skills
    - FALCON= interactive learning with a focus on the integration of developmental reflexes and brain development
    - Music = interactive time where students participate in learning new music and movements
    - Spanish = introduction to the Spanish language, beginning with colors and simple phrases
    - Poetry = introduction to poetry recitation and memorization
    - Handwriting Enrichment = teacher led, student involved handwriting enrichment with a focus on basic skills, mechanics, and proper technique
2. EEC special events are planned throughout the year in EEC. Examples are Bear Hunt Day, Pig Day, Candy Land Day, etc. Notification will be sent to parents so that parents may share in the excitement of these special days.

## 4.13 LEGAL MATTERS

### 4.13-1 – CHILD ABUSE AND NEGLECT

Faith Academy Bellville uses as its authority the Word of God, the Bible in establishing this policy. In accordance with the Scripture, this policy balances the principles of:

1. Matthew 18:15-17, which calls for the process of restoration of the believer.
2. The God-given right of parents Deut. 6:5-7 and Eph. 6:4 As a guiding principle, Ephesians 6:4 gives the parameters for legitimate parental responsibility. It includes both the negative (principle of avoiding unkindness or provocation) and the positive (tenderness, character training, and fear of God). In other words, parents are commanded to not only refrain from abusing their children (by direct action or by neglect) but also to take an active role in teaching them the fear of the Lord.
3. The role of state authority (Romans 13:1-7). Romans 13 recognizes state authorities and must not be construed as betrayal of the parent's role. Restoration results in forgiveness but doesn't remove the consequences of a violation of a state statute. Neither parental rights nor religious freedom was ever intended to give refuge to abusive parents. It must never appear to either the parent or the state that the school will allow our freedoms to be used as a "cloak of maliciousness".
4. A Biblical approach to child discipline must acknowledge the legitimacy for corporal punishment. The writer of the Proverbs, observed that Restoration results in the heart of the child, but the rod of correction will drive it far from him" (22:15, 13:24 29:15). It would seem to be a matter of the frame of mind and motive of the parent while he disciplines. Corporal punishment should be a positive teaching tool. If done in anger, this value is lost, and physical abuse easily follows. Faith Academy Bellville staff members do not administer corporal punishment but encourage the parents to exercise their authority to do so when and as appropriate.
5. Attention must be given to defining the difference between verbal/emotional abuses and explaining to children the plan of salvation, which includes the facet of being a sinner and sinners suffering for their sins. Verbal or emotional abuse would include those words or actions that are intended to inflict pain and not healing. It must be conceded that an imbalanced presentation of the Christian Gospel could be construed as a form of verbal/emotional abuse if a child is constantly reminded of his unworthiness and never told that he is the object of divine love. Although the Gospel begins with Romans 3:23 ("All have sinned..."), it goes far beyond to Romans 8:1 ("There is no condemnation...").
6. Since the goal of this policy is restoration and reconciliation of the family, the school must be prepared to minister to the needs of not only the abused child but also the abusive parent, especially when and if the authorities have become involved.
7. These policies and procedures follow established Biblical principles. All conferences and proceedings are to be thoroughly documented.
8. Anyone having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect MUST report the case immediately to a state or local law enforcement agency or the Texas Department of Family and Protective Service (TDFPS). To report to DFPS, call the 24-hour, toll-free hotline at 1-800-252-5400 from anywhere in the United States to report abuse or neglect that happened in Texas.
9. The FAB employee "having cause" as stated above should also alert their supervisor and allow the FAB staff to offer assistance to the student and family.
10. Parents may be informed that FAB has independently made contact with Child Protective Services in accordance with the state law concerning the responsibility of a mandatory reporter.
11. When Child Protective Services or appropriate agency notifies Faith Academy Bellville and requests an interview with suspected abused or neglected child, the following procedure is to be followed:
  - a. Administration is contacted and made aware of the request.
  - b. Child Protective Service worker will be granted permission to conduct interview as directed by state guidelines.

12. If child abuse is determined and has been reported to the Child Protective Service, the process of restoration and reconciliation of the abusive parent is as follows:
  - a. The school recognizes the place of the family's church fellowship and must be careful not to usurp its role in the process. Every effort must be made to support the pastor's involvement with and ministry to the family.
  - b. The school should take initiative to help the abusive parent find counsel. We not only recommend, but also help to arrange professional Christian counsel, if that is feasible. In any case, the parent should commit in writing to seek professional counsel.
  - c. In the likely event that the parent is denied custody of the abused child, and the child is not able to continue attending FA, the school should make a concentrated effort to maintain at least some contact with both the child and the parent.

#### **4.13-2 – CHILD TO CHILD ABUSE**

If there is any known or suspected abuse or sexual "incident" involving one or more children of Faith Academy Bellville, but only children and no adult, it appears that under present law there is no duty to report the knowledge or suspicion to any government agency.

Therefore, if there is any known or suspected abuse or sexual "incident" that occurs or appears to have occurred at Faith Academy Bellville:

1. The knowledge or suspicion shall be reported immediately to the FAB administration.
2. Maintain the strictest confidence, omitting names whenever possible, even for prayer requests.
3. Notify the parents of the victim or apparent victim, as well as of all other children involved.
4. Recommend professional counseling for all involved.
5. Inform teachers of the circumstances if advisable.
6. Require all persons involved to write a report of all known or suspected abuse or of anything else that relates to the circumstances.

#### **4.13-3 – PERMISSION TO INTERVIEW STUDENTS DURING SCHOOL HOURS**

Upon the presentation of proper identification to the Administrator or his/her appointees, duly authorized representatives of law enforcement agencies shall be allowed to interview students. The Administrator or designee must be present at such an interview. Law enforcement personnel entitled to interview students on school premises under the above conditions shall include:

1. City, county, state or federal law enforcement or probation officer.
2. Law enforcement officers of other agencies if deemed appropriate by the administration.

#### **4.13-4 – PERMISSION TO REMOVE STUDENTS FROM SCHOOL DURING SCHOOL HOURS**

No student shall be taken from school during school hours by a person other than a school employee, with the following exceptions:

1. By a parent or guardian when properly identified. In cases in which the parents have been divorced or separated, the child may be released only to the parent having legal custody of the child as FAB's files indicate unless written permission by said parent has been granted and is on file in the school office.
2. By another person upon written request, properly verified, by the parent or guardian.
3. By properly identified representatives of law enforcement agencies
  - a. Making an arrest
  - b. Presenting a warrant for the arrest of the student
4. By properly identified representative of law enforcement agencies when not making an arrest or taking the child into custody as stated above:
  - a. When it appears necessary to the peace officer to remove the child for the purpose of identifying suspects or physical evidence or in other ways aiding a criminal investigation.
  - b. Whenever the assistance of a child is required by the peace officer in the detention or apprehension of a criminal.

A peace officer seeking to arrest, interview or remove a child from school must first contact the Administrator, identify himself and the motive of his contemplated actions. The school official shall then assist the peace officer fully in the accomplishment of his duty.

While it is the duty of the peace officer to notify parents or guardian of the person taken into custody or placed in detention, it is still the responsibility of the administration to confirm this notification with the parent or guardian of the child.

In cases of suspected child abuse, refer to sections 4.13-1 - CHILD ABUSE AND NEGLECT and 4.13-2 - CHILD TO CHILD ABUSE.

#### **4.13-5 – INTERVIEW WITH CHILD PROTECTIVE SERVICES (CPS) DURING SCHOOL HOURS**

If a representative of Children's Protective Services (CPS) requests to interview a child during school hours, the following guidelines must be followed:

1. Get a copy of identification.
2. If the CPS representative does not want the parent to be called, document the request.
3. Set up a meeting place.
4. Escort the child to the room and introduce the CPS worker.
5. Document the TIME the representative arrived, the PLACE of the meeting with the child, the LENGTH of the meeting, and the DEMEANOR of the child when the meeting is complete.
6. Complete documentation.
7. File with the student's records.
8. Give a copy to the Administrator.

#### **4.13-6 – POLICY WITH DIVORCED FAMILIES**

1. FAB will not divulge any information to either party in a divorced family or a family filing for divorce concerning the actions of the opposite party. An example would be that party one cannot call FAB to ask if party two was present at FAB today. FAB's policy is that "we cannot divulge that information".
2. Concerning the above, FAB will only divulge information concerning the wellbeing of the child. An example of information that will be divulged to either party will be:
  1. how the student is doing academically
  2. how the student is doing emotionally
  3. if the student is present at school, but only present or absent with no details.