

# WELCOME TO THE 2018-2019 SCHOOL YEAR!

Dear Students and Parents:

As we anticipate the new school year, our theme is “do hard things.” The current culture wants us to believe that children and teenagers are incapable of doing hard things because they all want to escape hardship, avoid pain, and dodge duty. However, God tells us something different about His plan for our youth. In I Timothy 4:12 God says, “Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.” Rather than expecting young Timothy to escape hardship, God encouraged him to be an example to those who are older than him.

Building on last year’s theme of resilience, we will continue to use our educational platform to encourage our students to “do hard things.” Whether it is working hard to complete a difficult assignment or putting in extra practice to reach an athletic goal, we want to provide opportunities for our kids to be examples that defy modern culture. Our core values of reverence, respect, and responsibility embody the high standard we expect in our school community, and we expect great things in 2018-2019.

Sincerely,

Mary Strickland, Principal

Jeanna Bickerstaff, Assistant Principal of Curriculum and Instruction

# **FAITH WEST ACADEMY ELEMENTARY HANDBOOK**

**2018-2019**

## **MISSION STATEMENT**

Excellence without compromise shall be defined as being equipped to fulfill each student's God-given potential.

Compromise shall be defined as anything other than God's design.

## **MOTTO**

Excellence Without Compromise

## **CORE VALUES**

Our Christian environment is influenced by what we call the 3 R's

Reverence - for God

Respect - for self, others, and authority

Responsibility - taking personal responsibility for our actions

## **COLORS**

Navy, Scarlet and White

## **MASCOT**

Eagle

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## **I. WELCOME**

Dear Parents and Students:

Welcome to a new year at Faith West. We are a corporate organization governed by a board of trustees and a School Leadership Board made up of pastors and elders. This Leadership Board has oversight of the administration and other ministries that are essential in carrying out the vision and heart of the organization. We are excited about this ministry opportunity and what God will do in the lives of our Faith West families!

The Faith West mission is "Excellence Without Compromise," and it is in the "Excellence" that we challenge our students to discover God's awesome plan for their life, ascertaining all that God intends for them to be. Therefore, our goal is to provide the Christian environment where a biblical worldview is presented so they can discover God's "Excellence" for their life. Additionally, as a college preparatory school, we pride ourselves in academic excellence and quality education.

This handbook is prepared so that you will know the policies, procedures, and requirements of Faith West and to understand our heart for God and the students. Once God has called you to be a part of this exciting educational journey, we expect you to partner with us in this ministry through prayer and participation.

Please read and become familiar with the information contained in this handbook. Parents, please review the handbook with your child to help them feel confident about their school and understand the policies and procedures that are necessary to be successful in God's eyes.

We continue to be committed to biblical principles and we are looking forward to a great year of learning and growing together in our Lord. If we may assist you in any way, please do not hesitate to call.

Serving Him with you,  
Mary Strickland, Principal  
Jeanna Bickerstaff, Assistant Principal of Curriculum and Instruction

## II. FOREWORD

Simply stated, the purpose of Faith West Academy is to provide EDUCATIONAL EXCELLENCE for our students in a CHRISTIAN ENVIRONMENT.

EDUCATIONAL EXCELLENCE - shall be defined as the attainment of the knowledge and skills necessary to achieve excellence in academic and productive endeavors undertaken during and beyond attendance at Faith West Academy. The achievement of excellence for each student shall be defined as being equipped to fulfill his or her God-given potential. Faith West Academy shall provide educational excellence for all students who 1) have needs it can meet and 2) fulfill enrollment requirements. The mean achievement test composite score for Faith West Academy students as a group shall be in the top 25% of students tested nationally.

CHRISTIAN ENVIRONMENT - The Christian environment is most notably characterized by love, peace, and joy. In this atmosphere, Faith West Academy students shall be taught by teachers who believe and live such Christian principles as "seek ye first the kingdom of God" and "love your neighbor as yourself." Students shall receive ministry that will help them develop a positive self-image as well as love and respect for authority and their fellow students. Faith West Academy seeks to integrate Christian faith and academic learning so that God is glorified, non-believers come into relationship with God, believers mature in principle and practice, and believers are trained in Christian service and ministry to others.

PARENT INVOLVEMENT - For the education program at Faith West to be a success, it is absolutely essential that parents assist and support both student and staff through involvement, encouragement, and prayer. It is our goal to communicate this to all parents upon enrollment and throughout the school year.

This handbook has been prepared to include directives for both students and parents. It is the responsibility of both parents and students to become familiar with its contents, thereby enabling us to work in harmony toward school and family purposes.

We extend a welcome to all of our school family. We sincerely appreciate the sacrifices and dedication on the part of many to make this school possible. We will endeavor to present high quality education from a Christian perspective.

God by His Spirit has said, "In these last days I am raising up an Army that will go out and possess the land." Part of this mighty army is the children who are being trained within Christian schools. These young people will be the signs and wonders that will cause many to come to acknowledge Christ as Lord. They are the ones who will do mighty exploits for God. The students in these schools will go out from the schools under the anointing of the Holy Spirit, empowered by the Holy Spirit, knowing their authority in Christ Jesus, using the Word of God with great authority, and will move in and take over the schools, churches, universities, and corporations, and will literally turn this world right side up. These students will not boast or glory in their skill or wisdom, but will glory in the fact that they know and understand God and that He is a rewarder of those who diligently seek Him.

### **III. FAITH WEST ACADEMY STATEMENT OF FAITH**

We believe that you have every right to know what your child will be exposed to at the school he or she attends. Therefore, our foundational beliefs are included in this handbook for your examination.

A. We believe the Bible to be the inspired and only infallible, authoritative Word of God. (II Timothy 3:16)

B. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (I John 5:4-7)

C. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (1 Cor. 15:3, 1 Peter 2:21-24, John 3:16)

D. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Romans 3:21-30, Galatians 4:4-7)

### **IV. A MESSAGE FROM THE ADMINISTRATION**

Students will be expected to exhibit a supportive attitude toward the standards of FWA, and to cooperate fully and cheerfully to the glory of God. Those who are consistently negative toward the standards, faculty, or administration will be counseled in Christian love, and appropriate action will be taken by the administration. The school reserves the right to dismiss or refuse admittance to any student whose personal conduct and/or attitudes, in the judgment of the administration, is inconsistent with the Christian spirit and standards that the school seeks to maintain.

The educational philosophy of Faith West Academy is based on a God-centered view of both truth and man as they are presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of education as a means used by the Holy Spirit to bring about certain aims and objectives in a student's life.

The authority for this educational philosophy comes from both God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parents' request, Faith West Academy becomes a partner in providing part of their children's education. Parental support of the teachers is essential. When the Administration observes that a set of parents does not consistently give this support, a meeting between Administration and parents will be set to determine a solution.

**A. For the Student's Spiritual Development, the School Aims to:**

TEACH the Bible as God's inspired Word and to develop attitudes of love and respect toward it.

TEACH the basic doctrines of the Bible, for example: God, Jesus Christ, Holy Spirit, Man, Salvation, Church, Scriptures, Satan, Angels, etc.

LEAD the student to a decision of confessing Jesus Christ as Savior and Lord.

DEVELOP a desire to know and obey the will of God as revealed in the Scriptures.

EQUIP the student to carry out the will of God daily and to maintain fellowship with God.

IMPART an understanding of each Christian's place in the church and its worldwide task of witnessing and evangelizing, and to stimulate the student's identification in this task.

DEVELOP the mind of Christ in the student toward godliness and sin, and to teach the student how to overcome sin.

ENCOURAGE the development of self-discipline and responsibility in the student, based on respect for and submission to God and all other authority.

HELP the student develop for him or herself a Christian worldview by integrating both life and studies with God's truth.

TEACH students how to see what God is doing and get involved with it.

MODEL and help impart a passion for Jesus Christ that develops into a life of intimacy and worship.

DEVELOP the Biblical ability to cultivate, sow, and reap in relationships with pre-Christians.

**B. For the Student's Personal and Social Development, the School Aims to:**

HELP the student develop their personality based on a proper understanding and acceptance of themselves as a unique individual created in the image of God and on the fullest possible development of the student's own capabilities.

TEACH the student to treat others with love and respect as unique individuals made in God's image.

MAKE the student a contributing member of society who realizes his dependence on other members of society and the need to serve them.

PROMOTE an understanding of time as a God-given commodity and the individual's responsibility for the effective use of it.

SHOW a biblical view of life, work, and relationships, and to develop proper attitudes in those views.



PROMOTE physical fitness, good health habits, and wise use of the body as the temple of the Holy Spirit.

ENCOURAGE an appreciation of the fine arts through the development of the student's understanding and personal expression.

**C. For the Student's Academic Development, the School Aims to:**

PROMOTE high academic standards and to develop the potential to each individual as uniquely created by God.

ENCOURAGE the learning of the necessary skills required in communicating and dealing with others.

TEACH and encourage good study habits, pursuit of independent study and research, and reasoning logically.

DEVELOP creative and critical thinking and the proper use of biblical criteria for evaluation.

PROMOTE understanding and appreciation of privileges and responsibilities of our Christian and American heritages.

PROMOTE understanding and appreciation for God's creation and man's responsibility in it.

## **V. REGISTRATION AND ADMISSIONS**

### **A. Nondiscriminatory Policy**

Faith West Academy admits students of any race, color, national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admissions policies, scholarship and loan programs, athletic, and other school-administered programs.

### **B. General Registration Information**

1. Registration fee for enrollment at Faith West Academy (FWA) is \$550.00 for the first student and \$250.00 for each additional student and is non-refundable and non-transferable.
2. The family must pay the appropriate fees before the registrar will begin to process the paperwork for enrollment.
3. To offer our currently enrolled families first priority at a limited number of classroom seats, FWA holds a re-enrollment period each year from February 1 until February 15.
4. After February 15, remaining classroom seats are opened to prospective new students.
5. FWA has a Selective Admissions Policy. Applications of prospective new students will accumulate for not more than one month unless incomplete. All of the applications will be assessed and remaining classroom seats will be allotted at the FWA administration's discretion.
6. Factors affecting FWA admission include:
  - a. Appropriate match of the student's needs and FWA's ability to meet those needs.
  - b. Former enrollment at FWA or siblings enrolled at FWA.

- c. Academic performance as indicated on report cards, transcripts, and achievement test results
  - d. Conduct performance as indicated on report cards, administration forms, personal recommendations, and transcripts.
  - e. Cooperation, attitude, and effort as indicated on report cards and transcripts.
  - f. Information gleaned from the application and recommendations.
  - g. Information gleaned from interviews with the student and parents.
7. A student may be offered admission under one of the three following conditions:
    - a. Unconditional acceptance (no academic or behavioral issues).
    - b. Academic probation (due to low academic performance in the previous year(s)).
    - c. Behavioral probation (due to unacceptable conduct or behavior issues).
  8. The administration reserves the right to refuse admittance to any student it determines to be incompatible with the philosophy, purposes, and/or procedures of the school, or potentially detrimental to other students in the school.
  9. The registration process begins when all fees, signed paperwork, report cards, birth certificate, entrance exam results, and achievement test results are received in the registrar's office. Administration will review the entire file to assess how well FWA may be able to meet the applicant's needs. All students and their parents are required to interview with the principal before admission is granted. Those required to attend the interview include: the student and all parents or legal guardians responsible for the care of the student. If the application process begins in the summer, it may take 30 days or longer to complete the process.
  10. Students who transfer to Faith West Academy must meet all registration requirements, including current report card and/or withdrawal forms from their previous school

### **C. Registration Requirements**

1. Faith West Academy Application Form
2. Registration fee paid
3. Current and two previous years' report cards/achievement test scores
4. All disciplinary records
5. Health Record - Should include immunization record
6. Birth Certificate
7. All forms signed by parents/guardians

Grade placement for all students will be determined by the administration.

## D. Finances and Tuition

REQUIRED FEES (non-refundable)			
Reenrollment Fee (for returning students)	\$200 (Feb. 1 – Feb. 15) \$250 beginning Feb. 16		
New Student Fee – Kinder – 12 <sup>th</sup> grade	\$550 for first student, \$250 for each additional child in the same family		
New Student Fee - Preschool	\$250 for all preschool students		
PAYMENT PLAN OPTIONS			
ACH Withdrawal	\$5 convenience fee added to tuition payment each month	Auto-drafted from checking account on first of each month	NSF (Insufficient Funds) fee: \$25.00
Credit Card or Debit Card Withdrawal	3.67% convenience fee added to tuition payment each month	Auto-drafted from credit/debit card on first of each month	
Checks will be accepted for Annual Tuition and Semester Tuition payments only. A \$35.00 late fee is charged if payments are not posted into your tuition account by the tenth of the month.			

Upon becoming two months delinquent in payment of tuition, the parent(s) will be contacted by accounts receivable to achieve a reconciliation of their account. If reconciliation is not achieved, you will be issued a withdrawal letter for your student that will be sent to you via certified mail.

The students of parents who have an outstanding balance from one school year will not be permitted to attend the Academy the next school year until the balance is paid in full. All report cards, standardized test scores, and transcripts will also be held.

Re-enrollment for the following school year will not be permitted if a balance remains (for example: tuition, athletic fees, cheerleading fees, etc.) All fees that are paid must first be applied to the outstanding balance.

The purposes of these policies are:

1. To keep those who pay from having to subsidize those who do not
2. To keep the staff from having to subsidize (in the form of lower salaries) those families
3. To keep families from working themselves into financial difficulties that would be virtually impossible to solve

Because Faith West Academy has an obligation to its employees, students are considered enrolled for the entire school year. Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations or school holidays. If a student enters after the school year has begun, the charges are prorated according to actual number of months enrolled.

No deductions will be made for tuition due to absence during the school year, regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when written notice is delivered to the registrar. Parents remain responsible for the entire year's tuition after the first day of school.

## **E. Referral**

A \$250.00 referral payment will be given to any FWA family or staff member that refers a enrolled for a minimum of three months. At the end of the three months a check will be issued to the referring family or staff member, or a credit applied to your tuition account.

## **F. Parent Orientation**

Parent Orientation is vital to each child and parent; therefore, we require at least one parent from every family attend. Parent orientation will be held before school begins.

## **G. PTO**

The purpose of the FWA Parent Teacher Organization is to support educational excellence for our students in a Christian environment. It is the PTO's goal to encourage volunteer involvement in our school. The PTO provides parents with opportunities to serve at FWA by organizing and mobilizing volunteers in every area of our school.

Membership is open to all parents/guardians of FWA students. PTO membership is voluntary. The annual membership drive is kicked off during school orientation; at that time, membership information, and volunteer opportunities are made available. All FWA families are encouraged to join the PTO. The dues and volunteer efforts are used to directly enhance classroom academics, assist teachers by providing supplementary resources, and for teacher appreciation.

# **VI. ACADEMIC PROGRAM**

## **A. Accreditations and Memberships**

The International Christian Accrediting Association (ICAA) accredits FWA. The ICAA accreditation is recognized by the Texas Private School Accreditation Commission (TEPSAC), a commission established by the Texas Education Agency (TEA) to help public schools distinguish the credible private school programs from the others. TEPSAC recognition was designed to afford the same credit for courses and credibility for diplomas earned by our students as those earned in public schools.

The National Council on Private School Accreditation also recognizes ICAA. NCPSA is working to establish credibility for its recognized organizations on the national level similar to what TEPSAC has done in Texas.

FWA is a member of the Oral Roberts University Educational Fellowship (ORUEF) and the Association of Christian Schools International (ACSI). ORUEF is an international association of schools who hold similar philosophies and purposes. Membership in ORUEF provides many types of assistance, workshops and seminars, and a built-in network of schools to support one another and to ask and answer questions.

FWA is also accredited through AdvancED. AdvancED is the largest community of education professionals in the world. They are a non-profit, non-partisan organization that conducts rigorous, on-site reviews of a variety of educational institutions and systems to ensure that all learners realize their full potential. While their expertise is grounded in more than a hundred years of work in school accreditation, AdvancED is far from a typical accrediting agency. Their goal isn't to certify that educational institutions are good enough. Rather, their commitment is to help these institutions continuously improve.

## **B. Scope and Sequence**

We do not operate an outcomes-based education system at FWA. We have clearly stated our objectives for each course we teach and they are available for inspection. Please contact the school office for viewing these.

## **C. Standardized Testing**

Faith West Academy will administer a standardized test each spring. Results are normed in comparison to Christian schools throughout the nation. These tests are mandatory for all 2<sup>nd</sup> – 5<sup>th</sup> grade students. It is very important that a student be present during this week of testing, as there will be no makeup dates.

## **D. Textbooks**

Students are responsible for their textbooks. Should damage or loss occur, their parents would be expected to pay for a new book. To ensure the longevity of the book, it is mandatory that all hardback textbooks be covered.

## **E. Homework**

1. Homework is given as needed to aid the students. Each student is required to complete his homework assignment on time. Homework is given for several reasons:

**FOR DRILL:** We believe that most students require solid drilling to master material essential to their educational progress.

**FOR PRACTICE:** Reinforcement of classroom explanation and illustration on new work. Homework is given so that the new material will be mastered.

**FOR REMEDIAL ACTIVITY:** As instruction progresses, various weak points in a student's grasp of a subject may become evident. Homework following instruction is given to overcome such difficulties.

**FOR SPECIAL PROJECTS:** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

2. In some grades, teachers may require assignments to be copied by the student for parents to review. The teacher, in grades Kindergarten through third, initials the assignment book entry. Parents are required to initial the assignment book and the completed assignments indicating that they have seen their child's work and all assignments have been completed. If the student demonstrates sufficient responsibility in these areas, the teacher may waive these requirements. The assignment book provides a daily account of all assignments and can be used by the student for test review.

Parents are asked to check the child's homework using the following guidelines:

- Examine the work being turned in to class the next morning. See that it is neat and clean.
- See that it has no misspelled words.
- Question what is not clear to you, and have it explained to you until you are sure it is understood.
- Check arithmetic work for neatness only.
- Check assignment book to see that all homework has been completed.

- Sign the completed homework sheet after the work is complete.
- Now check the work has been received from the teacher. If it has errors, ask that the problem be reworked until the answer is correct.

3. Guidelines for homework:

Kindergarten	15 minutes
1st and 2nd	30 minutes
3rd and 4th	40 minutes
5th	60 minutes

4. Generally, homework will not be given on Wednesday's. However, students may have tests on Thursday that would require studying on Wednesday nights. In addition, if a student has not been diligent in completing their seatwork in class, they may be required to complete it that evening.

### F. Make-up Work

Students are expected to make up work missed due to an absence. If a student is absent more than two days, parents should call the Etc. Office by 9:00 a.m. to request the child's assignments. These may be picked up at the Etc. Office at 2:00 p.m. If the work is not picked up when it is requested, the student is still responsible to get the work when returning to school and completing the assignments. It is the student's responsibility to make up all work. Students have the same number of days as they were absent to turn in make-up work. If work is not completed in the allotted time, the student will be given zeros for each assignment.

### G. Make-up Tests

1. Students missing class on the day of a quiz or test must be prepared to take the quiz or test on the day they return, unless there have been consecutive absences of two (2) or more days. In that event, students have the same number of days to make up their quiz or test as the number of consecutive days absent.
2. Missing the day before an announced quiz or test does not provide an excuse to not take the quiz or test on its assigned date, provided the quiz or test has been announced more than 1 day prior.

### H. Report Cards

Report cards will be issued every nine (9) weeks. Their purpose is to inform the parent and student concerning the student's performance. We encourage parents to communicate any concerns regarding students' grades to their teachers.

The grading scale is as follows for Grades K – 12:

A	90 – 100	E	Excellent
B	80 – 89	S	Satisfactory
C	75 – 79	N	Needs Improvement
D	70 – 74	U	Unsatisfactory
D	70 - 74	P	Passing
F	69 and below	NP	No Passing

A conference with the principal will be requested after a student receives two consecutive unsatisfactory report card grades in general conduct.

## **I. Academic Progress**

To keep parents informed about their child's academic progress, FWA utilizes ParentPlus Portal from Rediker Software that allows parents to track student's grades at any time. Teachers will update ParentPlus once per week. If you have questions regarding the ParentPlus process, please contact the school office.

## **J. Failing Grades**

It is uncommon for a student at FWA to fail a subject for the year. It is even more uncommon for a student to fail a grade level for the year. We will make every effort to help the students be successful and to keep the parents informed of concerns about their student's progress.

As soon as a teacher has concerns about a student possibly failing a subject, the teacher will ask the parents to come in for a conference to make sure they are aware of the serious nature of the progress, the possibility of a failure, the factors involved in the lack of progress, and ways to help that student become as successful as he can be.

## **K. Retention**

Any student being retained or having grades that show doubt of mastery of the requirements for the grade, may be required to attend summer school or private tutoring.

We believe that in certain cases, retention is a necessary and appropriate educational strategy used for the development of students. In rare cases, retention is necessary because of academic failure. The general policy regarding retention is that a student may not be retained more than one time while enrolled at FWA.

The teacher and principal on the basis of a child's maturity and academic ability will determine promotion from preschool to kindergarten, and from kindergarten to first grade. To be promoted from one grade level to the next in grades 1 through 5, a student shall be required to earn:

1. An average of 70 or above in mathematics and language arts (reading, phonics, spelling) for the second semester.
2. An overall average of 70 or above for all subjects combined for the second semester.  
This average is derived by averaging the final numerical grades in all academic subjects.

# **VII. SCHOOL POLICIES**

## **A. School Hours**

School Begins at 7:45 a.m.  
School Ends at 3:30 p.m.  
Early Dismissal at 12:00 noon

Early drop-off is available at 7:15 a.m. in the cafeteria. The students must remain in this designated area until released to go to class at 7:35. Please do not drop students off at FWA before 7:15 a.m.; supervision is not provided before that time. Parents will be charged (per child, per incident) if children are dropped off before 7:15 a.m.

Students remaining at school at the end of elementary carpool (approximately 3:50 p.m.) will be taken to the Extended Care Program. The hourly rate for extended care will apply. The first time a student is taken to extended care for late pick-up, the registration fee will be waived. The second time that student is taken, the \$25 registration fee will be applied in addition to the hourly rate per child. These fees are to cover the supervision required for the student. Please refer to section H below, for more information on the extended care program.

The parent or carpool driver will need to pick up the student(s) in the extended care room at the front of the school campus. This is not a time to conference with your child's teacher. Please make an appointment at another time.

Siblings of students in athletics may not stay after school for athletic practices, or for any other reason. Since there is no supervision set up for after-school care, unsupervised students are not allowed to remain at school after carpool. Parents will be held responsible for accidents or property damage.

Parents with Daycare Providers: please notify your provider of FWA's school policies concerning dismissal times, early dismissal times, and late pick-up procedures and fees.

## **B. School Office**

The school office opens at 7:15 A.M. and closes at 4:00 P.M. Please try to take care of all business transactions during that time. The school office staff is eager to help with any questions, conferences, or needs that may arise.

## **C. Tardiness and Absences**

A student is considered tardy if he or she is not in their classroom by 7:45 a.m. A tardy student is disruptive to the class, misses valuable academic time, develops poor habits, and shows a lack of responsibility, which is one of our values. Essentially, it is poor training for the children. If a student is tardy, they will need to get an admit slip from the receptionist (Welcome Desk) to enter class. Kindergarten through third grade students who are tardy, must be accompanied by a parent/carpool driver to the receptionist in order to receive an admit slip. Fourth and fifth grade students who are tardy may be accompanied by a parent or the parent may just send a note for the student to take to the receptionist to obtain a tardy slip. No student will be allowed to enter class after 7:45 a.m. without a tardy slip.

The tardy policy, per semester, is as follows:

- The 8<sup>th</sup> tardy will receive a letter to the parent
- The 10<sup>th</sup> tardy will require communication to the parent from FWA administration
- The 13<sup>th</sup> tardy and every 3 days tardy thereafter will receive an absence

To get credit for the school year, a student must attend 90% of classes (no more than 9 absences per semester). A parent will be contacted in the event the student is in jeopardy of losing credit for the school year due to excessive absences.

When a student returns after an absence or is tardy, he or she must bring a note from the parents stating the reason for the absence or tardiness. Without a note from parents, the absence/tardy will be unexcused. Certain illnesses will require a doctor's note. If a student has a doctor, dentist, or orthodontist appointment either before school or during the day, the student must bring a note from the doctor's office stating the time of the appointment and the time they left.



A student must be in school until 2:00 p.m. to be considered present all day. A student must be in school until noon to be considered present a half-day. If a student arrives after 10:30 a.m. they are considered absent for a half-day.

#### **D. Address, Telephone Number, and Email Changes**

Please notify the school office with any address, home telephone number, work telephone number, or cellular telephone number changes, as soon as they occur. This is essential in being able to contact a parent in case of emergency.

Email has become the primary communication between parent and school. It is very important that we have a current email address for all families.

#### **E. Transportation**

Information on carpools and vanpools is available through the school office.

#### **F. Restrictions in Pick-up**

In any situation where a parent is not allowed to visit or pick up a child, it is the guardian's responsibility to file that written information with the school office and teacher. Any person allowed to pick-up your child must be listed in the student information database.

If there is to be a change in who is picking up a child, there needs to be notification in advance to the school office - by 8:30 a.m. on the day of the change, if at all possible, to avoid confusion and miscommunication. It is difficult to communicate changes to our carpool workers after 2:30 p.m., therefore, please call before that time.

If you will be picking your child up early, please send a note to the teacher requesting the time that your child is sent to the Etc. Office. Your child will be waiting for you there when you arrive. Your child will not be released at the classroom.

#### **G. Afternoon Carpool Pick-up Procedures**

Carpool procedures are subject to change from year to year and occasionally during the school year. An explanation of carpool procedures will be given at Parent Orientation. All vehicles are required to have a carpool number visible in their driver's side window during carpool. Numbers will be available at Parent Orientation, which is held before the first day of school.

#### **H. Extended Care Program**

The Faith West Extended Care Program is a service open to children who attend Faith West Academy and have fulfilled the immunization and registration requirements for the Academy. All students who wish to participate in the Extended Care Program:

1. Must be registered each year by a parent or guardian.
2. Must have a new Registration Form completed and on file at the beginning of each school year.
3. Must have paid the annual, non-refundable registration fee.
4. Must have proper signatures on the daily sign out sheets.

Parents/guardians are responsible for keeping information on registration forms updated. On an emergency basis, children who are not registered for the Extended Program may participate. On the first day of attendance, the student's parent or guardian must complete

a Registration Form and pay all fees. If a student is placed in the Extended Care Program by a school principal/administrator because of a late pick up and is counted as present during attendance, he/she will be assessed an hourly attendance charge for that day.

The Extended Care Program requires each family to complete an annual registration form and submit an annual registration fee of \$25 per child (maximum \$40 per family) whether registering for monthly or drop-in care.

### **I. Assignment to Classes**

Grade placement for all students will be determined by the administration. It is the responsibility of the administration to assign the students to their classes. We endeavor to match, in the best way possible, the needs of the student and the strengths of the teacher. While the administration welcomes a parent helping us to understand better the needs of the student, we may not be able to place students in classrooms according to a parent's request.

### **J. Conflict Resolution**

If the parents believe a problem has arisen, they should take steps quickly to bring about a resolution. Communication is always a key to solutions and sooner is better than later. Parents should call the school office to leave a message for the teacher to call them should a problem arise. Teachers will make every effort to respond to parent calls by the end of the next day. However, please keep in mind that in some cases teachers may want to consult with administration in an effort to assist you better.

The flow for problem resolution should go as follows to reach a resolution should be teacher first and then administration.

### **K. Dress Code – The dress code policy begins when the student arrives on campus and will be enforced accordingly.**

**All students will be issued a Student ID Badge w/lanyard on the first day of school. This year, the ID badge will be used for recording late arrivals to school (tardy), and will have a barcode which will be tied to the student's lunch account. The badge will come with a lanyard, but the students are welcome to purchase their own, provided the lanyard complies with the school dress code policy; for example: no vulgar/inflammatory wording, drug/alcohol related, etc.**

**Elementary: students are also required to wear badges everyday, however, the badges will be kept in the classroom. The teacher will give each student their badge in the morning and will collect them before the students go home for the day.**

Only navy blue sweatshirts and hoodies may be worn. Only Faith West outerwear is acceptable in the classroom.

**Purpose Statement** - We believe that a dress code is conducive to good study habits and that physical appearance and self-image are closely related. Thus the student's quality of appearance upgrades the student's attitude toward self, others, their school, and responsibilities.

**Responsibilities** - In the elementary grades, the student's appearance is a parental responsibility. We count on you, as parents, to help your child to be properly dressed each day. Therefore, any actions taken by FWA to enforce the dress code will be directed toward the parents. All teachers will be responsible to see that the dress code regulations are met.

Dress Code Violations - Violations of the dress code will be handled by the classroom teacher:

1. The first three offenses will warrant a written warning.
2. The fourth offense will warrant a call to the parent and the parent will be required to come and correct the violation.

### **General Information**

1. Any look that is sloppy or disheveled is unacceptable.
2. All clothing must not be immodestly tight.
3. The length of girl's skirts and jumpers must be at the knee. Skorts and shorts may be no shorter than four inches above the knee.
4. **Belts** are to be in solid colors of black or brown and worn with pants designed with loops. Shirts may be left untucked, and should be hip length. All pants must be worn at the waist and not lower.
5. **Shoes/socks:** House shoes/slippers, sandals, or shoes with open toes are not permitted. Tennis shoes with non-marking soles are needed for PE if other types of shoes are worn to school. Socks, tights, or hose must be in school colors of white, red, navy, or black. Flesh tone tights or hose are also acceptable. Footless tights and leggings are not acceptable.
6. **Hair** should be clean and neatly groomed. Boys' hair should not cover more than half of the collar, half the ear, or fall below the eyebrows, no mohawks, dreadlocks, ponytails, or buns. Facial hair is not permitted. Sideburns can be no longer than earlobes. Hair attachments (weaves, feathers, etc.) in unnatural haircolors are not permitted. Any hair ornaments such as bows or headbands must compliment the uniform and be in school colors (red, white, navy, and black).
7. **Earrings:** Male students may not wear earrings to school or school-sponsored activities. Female students may wear only three earrings per ear to school. Gauged spacers are not allowed. Visible rings or piercings on other parts of the body are not allowed.
8. **Tattoos:** FWA discourages the acquiring of tattoos as a statement or lifestyle choice. All tattoos or body writing must be covered during school hours.
9. **Sweatshirts:** Pullover, zipper sweatshirts, or sweaters worn in the classroom, cafeteria, playground, etc. must have the FWA logo and be purchased from the designated school uniform provider. An FWA polo shirt must be worn under sweatshirts. Sweatshirts cannot be over-sized, sloppy, or worn below hip level. FWA jackets, FWA hoodies, FWA sweaters are acceptable on campus. Heavy coats may be worn as weather appropriate, but must not be worn inside the buildings.
10. **Hats** may not be worn in the building during school hours.
11. **Wednesday Dress Code:** Purchase an Eagle Nation T-shirt and it may be worn with jeans or uniform bottoms on Spirit Red-out Wednesdays every week during the school year. No other spirit shirts may be worn on Wednesdays. (Order form for Eagle Nation T-shirts is on the FWA website.)
12. **Friday Dress Code:** Approved FWA T-shirts may be worn on Fridays with uniform slacks, shorts, skirts, skorts, and jumpers. An approved T-shirt is any T-shirt that has "Faith West" or "Faith West Academy" on it.

13. **Alterations** to the uniform such as: slit hems in pants, cut shirt sleeves, holes in jacket cuffs, holes in pants, etc. will not be permitted. This does not apply to hems or necessary fitting alterations.
14. Only white long or short-sleeve undershirts may be worn under appropriate polo shirts.
15. Excessive, gang, or drug related jewelry must not be worn.
16. A student enrolled midyear or during the semester will have no more than five days to meet dress code requirements. Dress pants (preferably in khaki), skirts, dresses, and collared shirts will be acceptable on those days. Jeans will not be permitted.

**FWA will have a new school uniform provider for the 2018-2019 school year. Information will be sent to parents as soon as all decisions are finalized. It will always be acceptable to wear Parker uniform pieces.**

### Dress Code Descriptions

	<b>BOYS</b>		<b>GIRLS</b>
<b>Shirts</b>	Short or long sleeve Polo shirts in red or navy only with Faith West logo.	<b>Shirts</b>	Same as boys. Girls may also wear white blouses with red or navy trim under jumpers only.
<b>Pants</b>	Slacks and shorts in twill khaki	<b>Pants</b>	Slacks, skorts, and shorts in twill khaki. Skirts, skorts, and jumpers may also be purchased in khaki and plaid.

Outerwear, to be worn over FWA uniform for both boys and girls, will consist of navy FWA pullover sweatshirts, FWA zipper sweatshirts, and FWA Athletic sweatshirts. When cold weather necessitates a heavier coat be worn, it may only be worn outside of the classroom.

In order for the student to comply with the spirit of the dress code, Administration has the final authority on any look that is distracting from the overall appearance of the student. Mohawk and dreadlock hairstyles, and unnatural-color weaves or hair attachments are just some examples that do not comply with the spirit of the dress code.

## **L. Visitors to Campus**

Each school visitor must check in with the Welcome Desk immediately upon arriving on campus to receive a name badge before proceeding throughout the campus. Our strict campus policy will help us keep FWA a safer environment for our students. It is necessary for classroom visits by parents or prospective students to be scheduled through the registrar's office at least one day in advance due to classroom testing schedules. If a special need arises where the parent needs to see their child, they are to go to the Etc. Office and our staff personnel will send for your child. Do not go directly to your child's classroom and ask to see them. Non-FWA student visits are limited to alumni (graduates of FWA). Pastors are asked to call ahead to the school office in order to arrange for visits during lunch.

Parents or family members are welcome on campus to:

1. See your child
2. Attend Chapel
3. Eat lunch with your child
4. Chaperone a field trip
5. Observe in the classroom (by appointment only)

## **M. Custodial Rights**

FWA complies with all court-mandated custodial orders.

## **N. Child Safety**

State law requires any adult at FWA to report to Child Protective Services any suspected child abuse (neglect, physical, or sexual).

## **O. Network/Internet Use Policy**

Please see the addendum for Acceptable Use of Technology at the end of this handbook.

The use of technology at FWA is a privilege, not a right. Violations of this policy may result in disciplinary actions such as loss of computer privileges or other actions consistent with the FWA Parent/Student Handbook.

**Faith West discourages students and parents from using social media to express opinions. We cannot be held responsible for inappropriate communication made by Faith West parents on social media outlets.**

## **P. Code of Conduct**

I will do my very best to obey those who have authority over me for this is right in the sight of God. I will, at all times, follow the classroom rules:

1. Stay in my seat
2. Talk with permission only
3. Face to the front of the class
4. Work independently
5. Be respectful of others
6. Behave appropriately as not to disrupt my teacher or other students
7. Be responsible

All children will memorize the classroom code of conduct. Continual failure to follow these rules may result in suspension and eventual expulsion. Students who are repeatedly in need of discipline referrals and/or students involved in a major disciplinary problem will be subject to disciplinary action. Parents will be contacted to encourage cooperation in disciplinary matters.

## **Q. Restrictions on Personal Items**

Personal play items (game boys, iPOD's, MP3 players, etc.) should not be brought to school. This is necessary both to ensure safety and to reduce distractions and disruptions in class. FWA provides all sports and play equipment for the activities we have under adult supervision, but we are not staffed to monitor the pre and post school activities that these articles encourage.

Recorders, and/or mechanical devices, TV's, music devices and personal magazines are **NOT** allowed on campus. All such items will be confiscated immediately. Confiscated items will not be returned to the student, they will be held in the Etc. Office. FWA Administration requires a parent to come retrieve the item. There will be a \$10.00 fee charged immediately upon retrieving the item.

Devices capable of capturing, transmitting, or storing images or recordings may never be accessed or operated in restrooms, sleeping areas, dressing rooms, or other areas where there is a reasonable expectation of privacy.

The content of any personal electronic device may be reviewed by administration as part of any investigation of policy violation or other suspected inappropriate, immoral and/or illegal use.

Cell phones and electronic devices are a privilege that can be revoked at any time. If the device is out without permission, or if it is used for purposes other than those specifically allowed by the teacher, it will be confiscated. Cell phones are not to be seen, nor heard. If cell phones are seen or heard between the hours of 7:45 a.m. and 3:30 p.m. they will be confiscated (including battery and sim card) immediately. A \$10.00 fee will be charged to retrieve any cell phone or electronic device, and a parent is required to retrieve the device.

## **R. Discipline**

Learning cannot take place without appropriate discipline, so discipline is necessary for the entire school. In addition to the classroom code of conduct, which all students are expected to obey, the teachers may establish and enforce individual classroom standards in the manner they feel is in accordance with administrative directives and discipline as set forth in the Scripture. Faith West Academy expects full cooperation from students and parents concerning school and classroom standards. The Three R's: Reverence for God, Respect for authority, and Responsibility for one's actions are the foundation for all discipline.

Respect must be shown at all times for all school personnel, as well as all parents and visitors. Teachers and administrators will have complete authority at all times during the school day, in or out of the classroom, on the campus and at school functions. Students who do not cooperate with any teacher in carrying out instructions, or students who fail to display respect for those in authority, will be subject to disciplinary action. Disrespectful actions displayed in any way, physically or verbally, may result in suspension or dismissal of the student. A student's behavior will be considered in determining the receiving of special recognitions at the end of the year. The use of profane, vulgar, abusive, or disrespectful language will not be tolerated at FWA or any school-related events. When the student deviates in these areas, it is the responsibility of the home and school to help by both correction and guidance.

If a student damages school property, the student and his/her parent(s) will be held responsible for repairs. Parents will be contacted by administration as to the extent of the damage and the cost of repairs. Student may have to complete some extra work (light custodial or maintenance work), in addition to helping with the required repairs. Continual acts of vandalism may result in the student's dismissal from school.

Students are happier and more secure when they know what is expected of them through clearly defined rules, which are consistently and fairly enforced. At FWA, a minimum number of behavioral rules are necessary to allow students and staff to live and work together in a peaceful and orderly environment. Respect for, and observance of, all rules is required, and students who refuse to comply may be suspended or dismissed from FWA. A disruptive student will not be permitted to impede the education of others. A student without self-control cannot be taught effectively.

It is the desire of our faculty and administration to maintain a discipline that is firm, consistent, fair, and tempered with love. Teachers work hard to maintain standards of behavior in the classroom through kindness, love, and genuine regard for students. However, when discipline becomes necessary, it is firmly carried out, and is tempered by love, good judgment, and understanding. With the above in mind, FWA has established the following discipline policy:

- \* The purpose of this policy is to deter irresponsibility and disrespectfulness and bring positive correction to lead to Christ-likeness.
- \* It is our desire to always discipline in the Fruit of the Spirit (Gal. 5:22-23).

## **S. Discipline Management Plan**

The Faith West Academy Discipline Management Plan is to be used as a guide to promote consistency of practices among all FWA elementary teachers. All infractions will be thoroughly investigated and consequences will be fair and appropriate as determined by the campus administrator. Prior to any disciplinary action by an administrator, a conference will be conducted with the student.

At this conference, the student will be given the opportunity to explain the incident.

### **Offenses:**

<b>Level I</b>	Minor/Managed by Classroom Discipline Plan
<b>Level II</b>	Serious/Office Referral
<b>Level III</b>	Persistent Serious Misconduct

### **Abbreviation Key:**

<b>ISS</b>	In-school Suspension (1/2 day \$40.00)
<b>OSS</b>	Out of School Suspension

### **Level I Offenses: Minor**

**A formal office referral is not required for Level 1 offenses**

**Definition:** Discipline for Level I offenses are managed by the classroom teacher/team. Classroom teachers are to follow their classroom plan and document any violations. If behavior becomes persistent, Level I violations may be elevated to Level II violations.

Documentation will be required to show that prior interventions were used and found to be unsuccessful for a Level I offense to become a Level II offense.

### **Examples of Class I Misbehaviors:**

- Any violation of the written/posted classroom and school-wide expectations
- Mild disruptions/talking
- Not following directions
- Mild horseplay between students
- Cheating/copying the work of others
- Failure to do assigned work
- Minor inappropriate comments
- Dress code violations

## **Disciplinary Consequences for Level I Offenses**

- **First Behavior Issue** Verbal Warning/Contact Parent
- **Second Behavior Issue** Student/Teacher Conference and Contact Parent
- **Third Behavior Issue** Lunch Detention and Contact Parent
- **Fourth Behavior Issue** Recess Detention and Contact Parent
- **Fifth Behavior Issue** Office Referral

## **Level II Offenses: Serious Misbehavior**

**A formal office referral is required for Level I offenses**

**Definition:** Level II refers to a serious act of misconduct and/or persistent Level I offenses

### **Examples of Level II Misbehaviors:**

- Inappropriate language toward a student and/or teacher
- Significant disrespect, including refusal to comply, or significant oppositional behavior
- Physical contact against a student (non-fight)
- Inappropriate and persistent manner of insubordination
- Inappropriate physical contact
- Using articles (not considered a weapon) to harm another person
- Forging a signature (notes, school documents, etc.)
- Graffiti or writing on school property/building
- Leaving class without permission
- Persistent misbehavior (incidents documented)

### **Disciplinary Consequences for Level II Offenses:**

- **First Referral** 1 day Recess Detention and 1 day Lunch Detention
- **Second Referral** 2 days Recess Detention and 2 days Lunch Detention
- **Third Referral** 1 day After School Detention (2:45 – 3:30) \$15.00 each detention
- **Fourth Referral** 2 days After School Detention
- **Fifth Referral** 1/2 day ISS \$40.00

## **Level III Offenses: Persistent Serious Misbehaviors, Teacher Removal, and/or Severe Offenses (Zero Tolerance)**

**Definition:** Level III misconduct is defined as “persistent Level II misbehaviors or a severe offense.” It requires a mandatory removal of student from class and a formal office referral is required for Level III offenses

### **Disciplinary Consequences for Level III Offenses:**

- **Fighting/Mutual combat** 1st referral - 2 half-days ISS  
2nd referral - 3 half-days ISS  
3rd referral – OSS  
Additional consequences will be considered for additional referrals
- **Gross Disrespect** 1st referral - 2 half-days ISS  
2nd referral - 3 half-days ISS



- |  |  |
|--|--|
|  | Additional consequences will be considered for additional referrals  |
| • <b>Possession of a knife or weapon</b>   | Item confiscated/parent picks up student, 3 days OSS   |
| • <b>Theft</b><br>Intentionally taking personal property from a student and/or teacher | 1st referral-2 half-days ISS<br>2nd referral-3 half-days ISS<br>Additional consequences will be considered for additional referrals plus <i>Restitution for all occurrences</i>      |
| • <b>Harassment/Bullying/Intimidation/Threat</b>                                       | 1st referral-2 days ISS/Possible 2 day OSS<br>2nd referral-3 days ISS/Possible 3 day OSS<br>3rd referral- OSS<br>Additional consequences will be considered for additional referrals |
| • <b>Physical Aggression Toward an Adult</b>   | 1st referral-2 half-days ISS<br>2nd referral-3 half-days ISS<br>3rd referral- OSS<br>Additional consequences will be considered for additional referrals                             |

## T. Cheating Policy

- First Offense: Student will be sent to see principal and will call parent.
- Second Offense: Student may receive additional disciplinary action. 5<sup>th</sup> graders may receive a detention.
- Third Offense: Parent meeting with principal.
- Fourth Offense: Student may be asked to withdraw from school.

## U. Corporal Disciplinary Action (corporal discipline)

For more severe offenses or repetitive disobedience, corporal disciplinary action may be taken. Any parent who wishes to be involved in the administration of corporal disciplinary action to his or her child is welcome to do so in the administrative offices. If the parents have requested to be present during corporal disciplinary action, the principal will contact them to coordinate timing. We caution the parents to bear in mind that disciplinary action must take place swiftly in order to be properly effective, and that disciplinary action that is not properly effective is likely to be harmful. It is our desire to partner with parents in finding an appropriate disciplinary action for each student.

### Corporal Discipline Procedures:

1. After repeated disobedience or serious misbehavior, the teacher will request intervention by the administration.
2. The student is removed from class and taken to the principal's office.
3. An administrator will contact a parent prior to the corporal discipline to confirm the course of action.
4. The student is given an explanation as to why he/she is getting paddled.
5. An administrator will administer the corporal discipline with a witness present.
6. An administrator prays with the child and reassures the child that they are loved, and the situation is resolved.
7. A disciplinary action form is sent home for parents to sign and return the next day.

## **V. Chapel**

Chapel services are held for students once a week. Kindergarten through fifth grade will have chapel on Wednesdays at 8:00 a.m. Parents may attend these programs. Please sign in at the Welcome Desk when arriving for Chapel. Chapel is a time to praise the Lord, to study God's Word, and to learn to be more like Jesus!

## **W. Release from Classes**

Should it become necessary for a child to be taken out of school during the day, release of the student must be made through the Etc. Office. The parent must sign a written note, stating the reason for leaving, and the child must be signed out in the logbook in the office before leaving the campus.

## **X. Withdrawal from School**

If a student is to be withdrawn from Faith West Academy, the parent must come to the registrar's office to fill out the proper forms to verify a clear record for withdrawal and to pick up forms necessary for enrollment in the school where the student will be attending. However, any outstanding balance must be paid in full before any records will be released.

## **Y. Lunch and Food Items**

Students may bring their lunch from home or may purchase hot lunches daily. Talking is allowed but must be kept at an appropriate level. Please include all utensils needed for the student's lunch in their lunch box. These are not available at school. Elementary students are not allowed microwave use.

No food is allowed during class or at class breaks with the exception of approved snack breaks, class parties, and birthday treats sent by parents for the entire class to celebrate a child's birthday. Such treats should be brought in the morning, and the teacher will serve them to the class at the appropriate time.

Of course, parents and grandparents are welcome to come and eat with their children. However, you must sign in at the Welcome Desk before the lunch period and let the teacher know you are taking your child. In order to ensure the safety of all students, a parent may not take another student out of the cafeteria without written permission from that student's parent.

All visitors to campus are to go to the Welcome Desk upon arrival in order to sign in and get a visitor's badge. Due to our closed campus policy, only Faith West Academy graduates or parents (or immediate family) may visit students at lunchtime. Pastors are asked to call ahead to the school office in order to arrange for visits during lunch. This policy is set forth in the interest of providing a safe, Christian environment for our students and lunchtime free of outside distractions.

## **Z. Recess**

Recess is a privilege that is provided for kindergarten through 5<sup>th</sup> grade students. The students are supervised by their teacher or another authorized adult.

## **AA. Illness - First Aid**

If a child becomes ill at school, he or she will be sent to the school clinic. The parents will be contacted if the child is determined to be too ill to remain at school. First aid measures will be given as needed. Any student requiring a doctor's attention or hospitalization will be handled in accordance with permission forms signed by the parents. A student must be free from fever for 24 hours before returning to school.

## **BB. Student Insurance**

All students should have primary insurance coverage. FWA carries a secondary insurance policy on all students. Secondary insurance coverage will cover ordinary and customary expenses not covered by the student's primary insurance. FWA is not responsible for any balance that the primary or secondary insurance does not cover.

## **CC. Medication**

It is illegal for students to be in possession of any kind of medicine (including aspirin, acetaminophen, cough drops, etc.) at school. Arrangements must be made with the school clinic (located in the Etc. Office) if the need arises for a student to take any type of medication at school.

To comply with Texas State Law, medicine that must be administered during the school day should be brought to the clinic (in the original container) where a parent permission slip must be filed. A parent permission slip is valid for three weeks, after that a permission slip from the student's physician is required. These forms are available in the clinic. This policy applies to prescription medication and over the counter drugs (including cough drops, Neosporin ointment, alcohol, and hydrogen peroxide).

Medication prescribed or requested to be given 3-times-a-day or less is not to be given at school unless a specific time during school hours is prescribed by a physician.

## **DD. Field Trips**

Field Trips are planned through the year as part of the educational process of the school. They are intended to be extensions of the curriculum. We do not view field trips as taking a break from the curriculum. Parents are needed on these events, and we ask that you volunteer assistance and transportation throughout the year. It is mandatory for all parents interested in becoming chaperones to attend a chaperone training provided by administration. Siblings are not allowed on field trips. Teachers will need to approve any videos shown or music played during drive time.

## **EE. Parties and Special Occasions**

Classroom parties are scheduled for Christmas, Valentine's Day, and Resurrection Day. A small amount of the fees paid by parents are designated to help cover some of the expenses. The room moms help organize the parties and call on parents to help out by providing some of the eats and treats. We urge parents that they not send party favors. Siblings are not to be brought to school parties. No surprise parties are allowed at school. Because we want to emphasize the spiritual meaning of each holiday, we ask that santa clause, easter bunny, etc., be avoided. We prefer that the emphasis of the party be on the birth and death of Christ.

Balloon and flower deliveries are not allowed at school due to the limited space, distraction, and closed campus policy.

Personal party invitations may not be handed out at school unless the entire class is invited; or all the girls for a girl's party, and all the boys for a boy's party.

## **FF. Lost and Found**

The lost and found is located in the Etc. office. All unclaimed articles will be donated at different intervals throughout the year. Please put labels in the clothing of all students in all grades. We hope this will reduce the number of unclaimed clothing articles.

## **GG. Emergency Closing**

FWA has an in-house emergency notification system that is set up to email, text, and/or voice message all parents of students in our database. This notification system will be used for school closures, emergency early dismissals, etc.

The FWA website will always be updated with the most current information.

## **HH. Student Phone Calls**

Students are permitted to use the telephone in the Etc. Office with permission. All other telephones are off-limits to students.

Phone messages from parents should be for emergency situations only. There could be a delay before a student returns a call because of testing, etc. Classes will not be interrupted for messages unless it is an extreme emergency. Incoming calls from one student to another are not permitted.

## **II. Outside Solicitation**

FWA does not allow outside entities to solicit Faith West families through the student body. That is to say, anyone selling, promoting, or charging a fee (such as vendors, parents, churches, YMCA, etc.) is not allowed to send home printed material with FWA students. The only exceptions are summer camps held on Faith West premises or those in which our staff is involved. Since these are usually held in the summer, they are placed in the newsletters. The only other exception to this policy would be when a contract has been entered into with an outside entity to provide services to our students on FWA premises.

## VIII. ADMINISTRATIVE STAFF

G. K. Kerr	Superintendent
Mary Strickland	Principal
Jeanna Bickerstaff	Assistant Principal of Curriculum and Instruction
David Adams	Athletic Director
Renee Phillips	Preschool Director
Vicky Gough	Office and Business Manager
Cheri Larson	Director of Resource Development
Melody Tryon	Administrative Assistant to Principal
Marsha Boone	Administrative Assistant to Assistant Principal
Paula Harnisch	Executive Administrative Assistant
Mary Rodriguez	Main Switchboard Operator/Secondary Attendance
Cathy Sturm	Admissions Director
Julie Cummins	Registrar
Allyson Woods	Welcome Desk Receptionist and Elementary Attendance
Stella Gomez	School Nurse and Etc. Office
Kim Derry	Academic Advisor
Karen Solomon	Technology
Ron Martin	Facilities Director

## IX. CONCLUSION

We consider it a privilege, as well as a responsibility, to be involved in the life and learning of your children. We endeavor in God's strength to meet their needs -- spirit, soul and body. As we, Faith West Academy, and you, the family, cooperate to "train up these children in the way they should go, when they are old, they will not depart from it." Children are a blessing from the Lord.

Acceptable Use of Technology  
Handbook  
Faith West Academy  
Student Edition  
2018-2019

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## **Statement from Administration**

Faith West Academy is pleased to be able to offer our students, staff, and guests access to computer technology, including access to the Internet and electronic textbooks. We are dedicated to the access and support of appropriate technology, which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us. We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education.

The school's information technology resources, including email, electronic textbooks, and Internet access, are provided for educational purposes. Adherence to the policies outlined in this handbook is necessary for continued access to the school's technological resources. You and your child's signatures will indicate acknowledgment and understanding of the following standards. These standards support those found in the Faith West Academy Student Code of Conduct and violations will have consequences. Please refer to the Faith West Academy Student Code of Conduct for information regarding possible consequences for violating these standards.

As a user of this service, your child will be expected to abide by the rules outlined in this handbook. No policy can detail all possible examples of unacceptable behavior related to technology use. Our school technology users are expected to understand that the same rules, guidelines, and policies that apply to non-technology related student behavior also apply to technology-related student behavior. Our school technology users are expected to use their best judgment when it comes to making decisions related to the use of all technology and the Internet. If there is ever an issue about which you are unsure, seek the advice of a teacher or administrator.

## **Personal Responsibility**

We expect our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by Faith West Academy to its students. Students bear the burden of responsibility to inquire with the IT Department or school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

## **Use of Technology During an Emergency**

During a period of heightened security or an actual lock down of the school, care must be given not to compromise the instructions of emergency or school personnel (i.e., common sense dictates that parents would naturally begin trying to reach their children (and vice versa) during an emergency.) Every effort must be made to limit communication so that instructions of emergency or school personnel are clear and consistent.



## **Internet and Technology Acceptable Use Policy**

The use of all school owned technologies including the school network and its Internet connection is limited to educational purposes. Educational purposes include classroom activities, career development, communication with teachers and administration, communication with classmates, and homework. Commercial and recreational use of school technology resources for personal gain is prohibited. Students may not utilize school technology to play games, visit social networking websites, or send instant messages or emails unrelated to the educational purposes stated above. The school is not responsible for any damages, injuries, and claims resulting from violations of the responsible use of technology.

The use of technology at FWA is a privilege, not a right. Violations of this policy will be met with zero tolerance and may result in disciplinary actions such as loss of computer privileges or other actions consistent with the FWA Parent/Student Handbook. There also may be penalties in individual classes resulting in zeros for projects and class participation.

**Pictures or videos taken in class by a student will not be admissible in any disciplinary action.** Students are expected to adhere to the following guideline concerning the use of the Internet and electronic technologies at all times.

### **1. Personal Safety**

- a. I will protect my personal identity while online by not posting personal contact information about myself or other people without the permission of my parents and teachers. Personal contact information includes but is not limited to photos, addresses, parental information, school name and location, or telephone numbers.
- b. I will protect myself by not meeting with someone I have met online without my parent's approval.
- c. I will promptly disclose to my teacher or other school employee any message I receive that is inappropriate.

### **2. Illegal Activities**

- a. I will use only accounts that have been assigned to me and will not attempt to gain unauthorized access to Faith West Academy's network resources or to any other computer system to go beyond my authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. I will protect the computer system and data by not making deliberate attempts to disrupt services or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. I will use the FWA wireless network for educational purposes only and will not engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
- d. I will respect and protect the data of others by not reading, moving, renaming, editing, deleting, or in any way altering the files that have been created or organized by others.
- e. I will protect the integrity of FWA computers and the FWA network by not installing software without direct supervision or instruction of FWA staff. This includes but is not limited to games brought in on a USB drive.
- f. I will refrain from altering hardware or software setups on any FWA computer resources. This includes but is not limited to backgrounds or desktop photos.

### 3. Security

- a. I will immediately notify a teacher or administrator if I have identified a possible security problem with the network or peripheral computers. I will refrain from looking for these security problems, because this may be construed as an illegal attempt to gain access.
- b. I will take all precautions to avoid the spread of computer viruses.
- c. I will refrain from attaching non-FWA computer equipment or peripherals to the FWA server or its infrastructure. This is not to include data storage devices such as USB drives, flash drives, floppy disks, or CDs.
- d. Students are not to access any secured files, resources, or administrative areas of the school network without express permission or the proper authority.

### 4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- b. I will communicate in ways that are kind and respectful by not using obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. I will respect my teachers and fellow students by not engaging in personal attacks, including prejudicial or discriminatory attacks.
- d. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending messages to them, I will stop.
- e. I will not knowingly or recklessly post false or defamatory information about a person or organization.

### 5. Respect for Privacy

- a. I will respect the personal information of others by not posting or in any way sharing that information.
- b. I will respect the privacy of others by not reposting a message that was sent to me privately without first obtaining permission of the person who sent me the message.
- c. I will not use photos, recorded sounds, or recorded images or videos in such a manner as to embarrass or humiliate another person, student or adult.

### 6. Respecting Resource Limits

- a. I will use the technology at my school only for educational and career development activities.
- b. I will use resources wisely and not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- c. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher.
- d. I understand that FWA personnel may monitor and access any equipment connected to FWA network resources and my computer activity. Faith West personnel may delete any files that are not for a classroom assignment.

### 7. Plagiarism and Copyright Infringement

- a. I will produce my own original works and not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
- b. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

## 8. Inappropriate Access to Material

- a. I will not use school network resources to access or store material that is profane or obscene (pornography or sexually explicit), that advocates illegal acts, or that advocates violence or discrimination toward other people.
- b. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
- c. My parents will instruct me if there is additional material that they think it would be inappropriate for me to access. FWA fully expects that I will follow my parent's instructions in this matter.
- d. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

**Faith West discourages students and parents from using social media to express opinions. We cannot be held responsible for inappropriate communication made by Faith West parents on social media outlets.**

## Privacy

All communication that takes place using personally owned or school owned technology must reflect the mission and values of Faith West Academy as stated in our Mission Statement and our Honor Code. This includes emails, texts, instant messages, and posts online. Your attendance at this school acknowledges your commitment to upholding the values and mission taught at Faith West Academy. Students should not expect that what they write or publish online is private. As such, the school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All emails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Students have a limited expectation of privacy when using their own technology or school-owned technology on school property or at school events so long as no activity violates policy, law and/or compromises the safety and wellbeing of the school community. Parents or guardians can request permission to access their student's email account at any time.

## Technology in the Classroom

Faith West uses a 1:1 school owned device plan. For the 2018-2019 school year, students will be issued a device with keyboard, and charger. This device comes preloaded with the complete MS Office 2016 Suite.

The majority of a student's textbooks are accessed through the student's device. With classroom teacher approval, students may use their devices in the classroom to access and save information from the Internet, communicate with other learners, and use the productivity tools loaded on their devices. Devices should remain turned off and stowed away until the classroom teacher gives permission for use. While devices are allowed for learning purposes, the *Restriction on Personal Items policy* will still be enforced. If the device is used without permission, or if it is used for purposes other than those specifically allowed by the teacher, the protocol found in the Secondary Handbook will be followed.

## Expected Care of Your School Owned Device

The administration and IT department have several expectations for the care and wellbeing of your device.

- Please keep the device in the provided case to minimize potential damage to the device and its screen. Many backpacks come with a padded compartment for laptops and tablets.
- Unless the IT department grants explicit permission, students are not allowed to alter, change, modify, repair, or reconfigure settings on school owned devices. This includes deleting cookies and history and re-setting the time and/or date on the device.
- Students should exercise care when eating or drinking while using any school-owned devices or other technologies.
- Students may not alter the settings on a computer in such a way that the virus protection software would be disabled.
- If the device is dropped and broken, it is insured and a replacement device will be issued. Even though the device is warranted, the keyboard, and charger are not. In the event of loss or damage to the keyboard or charger, a replacement fee will be charged—keyboard=\$130 and charger=\$80.
- If the device is lost, families will incur the replacement cost of the device. Contact the IT department immediately so every effort can be made to locate the device.
- The IT department can assist if your device becomes infected with a virus, if you are having internet issues, or if other problems arise that prevent you from using your device.

## Frequently Asked Questions

***Will there be a penalty if I do not have my device?***

Yes. Since textbooks will be accessed using your device, you must bring it to class just as you would a hard copy of a textbook. Failure to have your device with you will carry the same penalty as not bringing the proper supplies to class.

***I have my device with me in class. How do I get on the Internet now?***

The Faith West owned devices have been set to connect automatically to the **FW\_Student** wireless network while the device is on the Faith West campus.

***I just can't get my device to connect to the network. Can I get some help from someone?***

Contact someone in the IT Department preferably before or after school or during an off period.

***I need to print the spreadsheet I just created. Why is there no printer listed when I try this?***

Any assignments that need to be printed and submitted to a teacher should be printed from home.

***Why can't my little brother bring his laptop to school? He is in the 4th grade.***

Currently, we are limiting this privilege to 5<sup>th</sup> through 12<sup>th</sup> grade students.

***Am I able to connect my device to an open network port and gain access to the internet?***

No. FWA is only providing access to personal and school owned devices through the wireless network.

***Can I use the 3G or 4G technology on my device to access information?***

No. These devices do not have 3G or 4G technology.

***As a parent, I have read the terms of service and I do not wish to have my daughter accessing the Internet using her own laptop. I would like to allow her to use her computer for productivity, but not the Internet. Is this possible?***

Filtering software is installed on school owned devices. You are always free to inspect the internet history of your student's device.

### ***What are the campus/classroom rules for using student owned devices including phones?***

Teachers make the final decision for any tools used in the classroom; student owned equipment would be no different. It will be up to the individual teachers to communicate their expectations to parents and students. Please refer to the student handbook for further details.

## **Wireless Access**

Faith West Academy is providing wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of the FWA wireless network is entirely at the risk of the user, and Faith West is not responsible for any loss of any information that may arise from the use of the wireless connection, or for any loss, injury, or damages resulting from the use of the wireless connection. All users of the FWA network are bound by the Faith West Academy *Acceptable Use Policy*.

## **Filtering**

Our school adheres to the requirements set forth by the United States Congress in the Children's Internet Protection Act. This means that all access to the Internet is filtered and monitored. The school cannot monitor every activity, but retains the right to monitor activities that utilize school resources. By filtering Internet access, we intend to block offensive, obscene, and inappropriate images and content including pornography.

## **Restrictions on Personal Items**

Personal play items (game boys, iPOD's, MP3 players, etc.) should not be brought to school. This is necessary both to ensure safety and to reduce distractions and disruptions in class. FWA provides all sports and play equipment for the activities we have under adult supervision, but we are not staffed to monitor the pre and post school activities that these articles encourage.

Recorders, and/or mechanical devices, TV's, music devices and personal magazines are **NOT** allowed on campus. All such items will be confiscated immediately. Confiscated items will not be returned to the student, they will be held in the Etc. Office. FWA Administration requires a parent to come retrieve the item. There will be a \$10.00 fee charged immediately upon retrieving the item.

Devices capable of capturing, transmitting, or storing images or recordings may never be accessed or operated in restrooms, sleeping areas, dressing rooms, or other areas where there is a reasonable expectation of privacy.

The content of any personal electronic device may be reviewed by administration as part of any investigation of policy violation or other suspected inappropriate, immoral and/or illegal use.

Cell phones and electronic devices are a privilege that can be revoked at any time. If the device is out without permission, or if it is used for purposes other than those specifically allowed by the teacher, it will be confiscated. Cell phones are not to be seen, nor heard. If cell phones are seen or heard between the hours of 7:45 a.m. and 3:30 p.m. they will be confiscated (including battery and sim card) immediately. A \$10.00 fee will be charged to retrieve any cell phone or electronic device, and a parent is required to retrieve the device. An immediate detention will be issued.

**Since students will be using laptops and tablets, cell phones can only be used for educational purposes with teacher permission.** To avoid the temptation of your phone during and between

classes, the Administration strongly suggests that cell phones remain in your locker during the day. Because you are also required to have a lock on your locker, this is the most secure place for your phone. Cell phones and wearable technology such as the Apple watch are prohibited during tests and quizzes. To avoid the consequences of receiving a zero, being fined, and receiving a detention, leave cell phones in your locked locker.

Teachers reserve the right to have the class turn in their wi-fi enabled devices (including wearable devices) during class instruction, tests, etc. Loss or theft of the device at these times remains the liability of the student. If students are concerned about loss or theft, personal devices should be left at home or in their locked locker.

**Since students will be using laptops and tablets, cell phones can only be used for educational purposes with teacher permission.**

FWA will not be liable for damaged, lost, or stolen items.

## **Personal Boundaries**

Students should respect the personal and professional boundaries of other students and of teachers. Therefore, it is not acceptable for students to initiate electronic communication with teachers or administrators in any form other than through a Faith West student email account. All Facebook or other social media requests made by students to teachers will be reported to Administration.

## **Email Accounts**

Each 5<sup>th</sup> through 12<sup>th</sup> grade student is provided a Faith West email account for use when registering textbooks and for communication with administration, teachers, or other students. It is each student's responsibility to monitor this email account on a regular basis. You are free to forward mail from this account to another personal email account, but all communications from the school will be sent to your Faith West student email account.

Student email accounts are the property of Faith West Academy and have limited privacy. Parents or guardians can request permission to access their student's email account at any time. The Administration also reserves the right to request a student to provide access to an account as part of any investigation of policy violation or other suspected inappropriate, immoral, and/or illegal use.

## **Network Accounts**

Students are given a network account for accessing their device. Network accounts are also used to filter and track internet use. Even when you log onto your school owned device away from Faith West, your account still restricts and tracks internet access.

## **Termination of Accounts and Access**

Upon graduation or other termination of your official status as a student at Faith West, you will no longer have access to the school network, files stored on the school network, your school-provided email account, or school-provided technology. Prior to graduation, we recommend saving all personal data stored on school technology to a removable hard drive and set up an alternative email account.

## **Social Network and Website Usage**

There are educationally sound exceptions to many of the rules stated in this section. It is up to Faith West administration to grant specific exceptions to these rules. Aside from the outright dismissal of these policies, some leeway is allowed.

Social networking websites, profiles, or accounts, may only be accessed through the school's technology or via personally owned technology devices when directed by a teacher or administrator for educational purposes.

Because the terms of service of most photography sharing websites transfers ownership of uploaded images from the individual (or school) to the website itself, extreme caution must be taken when accessing any photography sharing websites including, but not limited to, Photo Bucket, Webshots, Flickr, and Fotki. If the terms of service indicate such a transfer of ownership (i.e., the website can do as they wish with the photos), such websites must not be used, even for educational purposes. Students are not permitted to access through the school's technology or via personally owned technology devices accessed via commercially available networks (i.e., AT&T, Verizon, etc.) any rating or dating websites including, but not limited to, RateMyTeacher.com, RateMyCoach.com, or JuicyCampus.com.

Students may not access material that is offensive, profane, or obscene including pornography and hate literature. Hate literature is anything written with the intention to degrade, intimidate, incite violence, or incite prejudicial action against an individual or a group based on race, ethnicity, nationality, gender, gender identity, age, religion, sexual orientation, disability, language, political views, socioeconomic class, occupation, or appearance (such as height, weight, and hair color).

Students are not permitted to access through the school's technology any instant messenger services including, but not limited to, AOL, AIM, Skype, Yahoo! Messenger, MSN Messenger, and Gtalk. It is not acceptable for students to create social networking pages, accounts, sites, or groups that impersonate or misrepresent teachers or administrators, other students, or other adults in the community. Students may not utilize social networks or websites to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community, including adults. This is unacceptable student behavior known as cyber-bullying and will not be tolerated. Any cyber-bullying, on or off-campus, that is determined to substantially disrupt the safety and/or wellbeing of the school is subject to disciplinary action.

## **Right to Update this Policy**

Since technology is continually evolving, our school reserves the right to change, update, and edit its technology policies at any time in order to continually protect the safety and wellbeing of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time.