

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.

We have included the links to the Secondary Handbook, which includes the Internet and Personal and Device Use Policy, and the Honor Code. You can conveniently submit an electronic signature to show that you have read the policies. We have highlighted a few sections below that will be of particular interest to our parents and students.

- **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.**
- Graduation Requirements and Endorsements (Section VI, Subsection B, pages 12-13)
- Schedule Changes (Section VI, Subsection G, page 15)
- Late Work/Make-up Work/Projects (Section VI, Subsection J, page 16)
- ParentPlus Portal (Section VI, Subsection O, page 19)
- Basic Requirements for Valedictorian/Salutatorian, 3-way tie (Section VI, Subsection U, page 21)
- School Hours (Section VII, Subsection A, page 21)
- Tardy Policy (Section VII, Subsection C #2, page 22)
- Student ID Badges (Section VII, Subsection L, page 26)
- Dress Code General Information (Section VII, Subsection L, #12, page 27)
- Network/Internet and Personal Device Use Policy (Section VII, Subsection P, page 29)
- Discipline/Code of Conduct (Section VII, Subsection Q and R, pages 29-33)
- Arrests (Section VII, Subsection R, #9, page 38)
- Locker Fees (Section VII, Subsection X, page 40)
- FWA Honor Code (page 45)
- Addendums (pages 46 and 47)

We look forward to what God will accomplish in the lives of our teachers and students this year.

Sincerely,

Mary Strickland, Principal and Jeanna Bickerstaff, Assistant Principal of Curriculum and Instruction

8/31/2018

FAITH WEST ACADEMY SECONDARY 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 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 families. 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. They will be 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 will reward those who diligently seek Him.

III. FAITH WEST ACADEMY STATEMENT OF FAITH

We believe that you have every right to know what your student 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. MESSAGE FROM THE ADMINISTRATION

Students will be expected to embrace and follow the standards of Faith West Academy, 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 to admit any student whose personal conduct and/or attitudes, in the judgment of the administration, are 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 in on 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 Reenrollment 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. The student's conduct as indicated on report cards, transcripts, personal recommendation, and administration forms.
 - 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, achievement test results, and entrance exam 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 (all forms signed by parent/guardian)
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. Personal Recommendation
8. Student Questionnaire/Honor Code
9. Transcript
10. Entrance Exam

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

D. Finances and Tuition

Tuition and fees include: tuition, curriculum, yearbook, technology/device* (5th – 12th grade), and other classroom materials essential to the education of the student. These fees do not include extended care, gifted and talented program, learning lab, school supplies, school pictures, field trips, commencement, prom, etc. As with most schools, additional costs may be associated with certain programs such as Fine Arts, Athletics, and FFA. These costs may vary by program and may include optional or mandatory fees or both.

***This is a school-owned and managed device that must be returned at the end of the school year**

REQUIRED FEES (non-refundable)			
Reenrollment Fee (for returning students)	\$200 (Feb. 1 – Feb. 15) \$250 beginning Feb. 16		
New Student Fee – Kinder – 12 th 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, which 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, because 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.

Tuition deductions will not be made 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 new student to FWA that enrolls. The new student must pay registration, book fees, and be 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 student and parent; therefore, we require at least one parent from every family to attend. Parent orientation will be held before school begins.

G. PTO

The purpose of the FWA PTO 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 as our dues and our 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 non-credible ones. 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. 1. Graduation Requirements

Course	Credits
English	4.0
Physical Education	1.0
Social Studies	4.0
Mathematics	4.0
Science	4.0
Required Electives	5.0
Foreign Language	2.0
Communications	.5
Health	.5
Fine Arts	1.0
Academic Electives	3.0
Biblical Studies	4.0
Recommended Total	26.0

Any senior failing three or more semesters of required courses will not be able to participate in commencement exercises.

2. Graduation Endorsements

Incoming freshman will be required to complete the above foundation requirements (B 1 above) and will also be required to complete one or more of the following Endorsements:

<u>STEM</u> <u>Science, Technology,</u> <u>Engineering, & Math</u>	<u>Business & Industry</u>	<u>Arts & Humanities</u>	<u>Multidisciplinary</u> <u>Studies</u>
<p>Math:</p> <ul style="list-style-type: none"> ● 4x4* ● Algebra I ● Geometry ● Algebra II ● Pre-Calculus ● AP Calculus/5th math <p style="text-align: center;">OR</p>	<ul style="list-style-type: none"> ● 4x4* ● 4 Agriculture Class <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ● 4 Journalism Class 	<ul style="list-style-type: none"> ● 4x4* ● 4 Fine Art courses in same area <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ● 2 courses in one Fine Art area, and 2 courses in a different Fine Art area 	<ul style="list-style-type: none"> ● 4x4*
<p>Science:</p> <ul style="list-style-type: none"> ● 4x4* ● Biology ● Chemistry ● Physics ● Anatomy & Physiology ● AP Chemistry/5th Science 			<p>*Definition of 4x4</p> <ul style="list-style-type: none"> ● 4 Math courses ● 4 English courses ● 4 Science ● 4 Social Studies

Distinguished Level of Achievement

- A total of four credits in math, including credit in Algebra II
- A total of four credits in science
- Completion of curriculum requirements for a least one endorsement

Performance Acknowledgements

1. For Outstanding Performance:
 - In a dual credit course
 - On a AP or IB exam
 - On the PSAT, the SAT, or the ACT
2. For earning a nationally or internationally recognized business or industry certification or license.

C. Mission Trip/Community Service

It is our desire to build a heart for missions in our students. Therefore, we encourage all of our students to participate in a mission trip during any of their four years of high school. We will also strive to provide many mission and community service opportunities for the students throughout the school year.

D. 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.

E. Homeschool Applicants

The registrar's office will issue a "Homeschool Documentation Form" requesting the following information from all incoming homeschoolers entering secondary classes: incoming credits, curriculum, grade level of course, length of time taken to complete course, scope and sequence of the course, numerical grades for each grading period, copy of graded tests, achievement test scores, and course instructor or satellite school verification. Parents will fill out the documentation form and return it to the registrar's office. Any student transferring to FWA must have attended at least their junior and senior years at FWA to be in the class ranking for Valedictorian or Salutatorian.

F. A la Carte Students

Faith West Academy will offer a la carte courses to homeschool students. It is our utmost desire to insure a safe Christian learning environment for all students at Faith West Academy. It is with this in mind that all students requesting a la carte classes will be asked to sign the honor code and commitment to follow all policies as indicated in the *Faith West Academy Secondary Parent/Student Handbook*. Homeschool applicants for a la carte classes will follow Faith West Academy's enrollment procedures and adhere to all FWA's policies and procedures as outlined in the *Faith West Academy Secondary Parent/Student Handbook*. Homeschool students seeking a la carte classes at FWA may be placed in the requested courses as room in each course allows. A la Carte students will also be required to take Bible if their schedule permits. If the Bible classes will not fit into their schedule, they will be required to attend chapel on Friday mornings. The student must check in with the head of the Bible department upon arrival at chapel.

Please note: In order to graduate from FWA, the student must attend full time.

Students requesting placement in Honors, Pre-AP, or AP courses must meet the criteria outlined in *Faith West Academy Secondary Parent/Student Handbook*. The criteria are as follows:

1. 85th percentile or above on the Stanford Achievement Test
2. Teacher recommendations
3. Previous performance in related content area course
4. Completion of the prerequisite course

G. Schedule Changes

All schedule changes must be requested within the first two weeks of the semester. After that time, schedule changes will only be made at the request of the teacher.

H. Pre-AP and AP Classes

FWA offers Pre-AP and AP classes. These classes are demanding and require more effort, attention, independent work, and skill. These classes are designed for highly motivated students.

Because schedule changes may disrupt a student's entire schedule, students may withdraw from these classes only after a conference attended by the student, the parents, the teacher, and (possibly) the administrator. No scheduling changes will be allowed after the first grading period. A student who does not fulfill his commitment to the requirements of this agreement or who has problems with the level of work may be asked by his teacher to transfer to an on-level class.

AP credit is received after the student has taken the AP test or tests and the test has been scored. For complete details, please refer to the Pre-AP/AP Parent/Student contract, which will be handed out in class during the first week of school.

1. Homework: the daily average of the time allotted for homework will be 30-45 minutes per Pre-AP/AP course. Students are often assigned reading or long-term projects that require them to plan and manage their time carefully so that they are not overwhelmed by deadlines. Developing self-discipline in the areas of time management is a goal of all Pre-AP and AP classes.

2. Late work: late homework is not accepted in any FWA class, including Pre-AP and AP classes. A grade of zero will be given for any assignment not turned in the day it is due. All major projects must be turned in at the beginning of class on the due date. Major projects turned in after the beginning of class on the due date will receive the following reductions: Late on due date 20% (turned in by 3:30 p.m. at FWA)

1st day late	40% (at beginning of class)
2nd day late	60% (at beginning of class)

No credit for projects turned in more than two days late will be given. This late policy includes weekends.

I. Pre-AP/Advanced Placement Criteria

Pre-AP and Advanced Placement is determined by looking at all the diagnostic tools available and classroom availability. Students previously enrolled in Pre-AP or AP classes are not guaranteed enrollment in the FWA Pre-AP or AP classes.

The following criteria are in effect:

1. 85th percentile or above on the Stanford Achievement Test
2. Teacher recommendations
3. Previous performance in related content area course
4. Completion of the prerequisite course

The teacher evaluation will include such areas as:

1. Student's ability to be taught
2. Work ethic
3. Ability to grasp new concepts
4. Critical thinking skills

For those students entering Algebra I Pre AP, the Iowa Algebra Aptitude test will also be used in the placement decision. Any student in Algebra I, whether in Pre AP or college prep, must demonstrate that they are able to maintain at least a B average by the end of the 1st nine weeks. If they are unable to do so, they will be moved to the standard 8th grade math course at the beginning of the 2nd nine weeks. If it is determined that it is best for a college prep Algebra I student to move to 8th grade math, the student will move to college prep 8th grade math. If the student must move out of Algebra I PAP, they will move into 8th grade Pre AP Math.

All Pre-AP/AP courses will receive one additional grade point. The grading scale will be:

Grade	90-100	80-89	75-79	70-74	Below 70
	(A)	(B)	(C)	(D)	(F)
Academic	4	3	2	1	0
Pre-AP/AP	5	4	3	2	0

J. Classwork Policies

1. Homework

- a. The daily average for homework for academic track students will be 20 minutes per course.
- b. All homework is due at the beginning of class. Students may not leave class to get materials including homework.
- c. Late homework is not accepted.
- d. If absent on the day homework is due, homework must be turned in before class on 1st day returning. Teachers will not ask for student's homework. It is the student's responsibility to turn his or her own homework in. (Refer to Attendance Policy and Procedures, pages 16 and 17)
- e. Homework assignments, class work, and handouts are to be picked up in the student's classroom on the day returning to school, or parents may call the front office by 9:00 a.m. requesting assignments, class work, and handouts and they will be available for pick up in the Etc. Office after 2:00 p.m.

Traditionally, Wednesday evenings have been set aside for Church, youth, and children's programs; In support of FWA philosophy, Wednesday evenings will have no homework. However, students may have tests the following day and should plan accordingly.

2. Make-up Work

Students have the same number of days, as they were absent to turn in make up work. It is the student's responsibility to make up all work in the allotted time.

3. Testing

- a. 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.

- b. It is not the responsibility of the teacher to remind the students of their need to make up a quiz or test. It is the student's responsibility to arrange a make up time or date with the teacher within the allotted time. Failure of student to do so will result in a "0" quiz or test grade.
- c. 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.
- d. Students who will be absent for announced, extra -curricular activities or field trips are responsible to get their assignments and class hand outs from their teachers and to make arrangements to make up any quizzes or tests from their teacher(s) within the prescribed time table.

4. Major Projects

Major projects are due on announced date whether student is present or not. Students may turn a major project in early, or have a friend or parent turn it in for them before the beginning of their class. This policy includes school-sponsored events. Major projects turned in after the beginning of class on due date will receive the following reduction:

Late on due date	20% (turned in by 3:30 p.m. at FWA)
1st day late	40% (at beginning of class)
2nd day late	60% (at beginning of class)

No credit for projects turned in more than two days late will be given. This late policy includes weekends.

K. Final Exams and Exemptions

In order to properly prepare our students for what they will face in college, we have amended our exam exemption policy. Ninth, tenth, eleventh, and first-semester twelfth grade students may exempt one exam. Twelfth grade may exempt all exams in the 2nd semester. A student may not exempt the same exam both semesters, except in the case of a second-semester senior. The entire exemption policy is available on our website.

In order to qualify for an exemption, the student must have:

“A” average can have 3 or less absences in that class

“B” average can have 2 or less absences in that class

There must be no grade less than a “C” in any nine weeks to qualify for an exemption in a class.

A semester average of a "C" may not exempt.

Semester exams will be counted as follows:

Sixth grade – exams count as the last grade of the term

Seventh grade – 10% of the semester average

Eighth grade – 15% of the semester average

Ninth and Tenth grade – 20% of the semester average

Eleventh and Twelfth – 25% of the semester average

All teachers will give students a written review and will spend at least two days doing a teacher-led review in class.

If the student misses a class because of a doctor, dentist, or orthodontist appointment AND brings a notice from that office indicating the time and date of the appointment, he/she will be allowed to dismiss that absence as it applies to exemptions. This policy also applies to students going to DPS to obtain or renew driver's license. Again, documentation from the DPS must be presented (and remain on file in the Etc. office) upon student's return to school.

Other absences may be dismissed by appeal only. An appeal form must be submitted with documentation and will be reviewed by administration prior to exams. **The following will be the only absences considered for appeal:**

- a. Funerals
- b. Extended Hospital Stay
- c. Injury at School
- d. Serious Medical Condition

Second Semester Exams: students taking AP courses who also take the AP exam may be automatically exempt from their end of the year course final exam if they meet the attendance and grade requirements listed above. Exemptions in an AP course are in addition to those listed above.

Parents should not make plans for students to take semester finals early. Those who miss finals will receive an "I" and will have to make up the final exam during the summer. If it is necessary to request a student take an exam early, the parent must email Mrs. Derry, the academic advisor. Teachers cannot give permission to take exams early.

On the days that midterm exams and final exams are given dismissal time will be 12:00 noon. All secondary students must leave campus at that time. Please arrange for your child to be picked up promptly.

L. Standardized Testing

1. **TERRANOVA ACHIEVEMENT TEST:** Faith West Academy will administer the Terranova Achievement Test or similar standardized tests to sixth graders each spring. Results are normed with other Christian schools throughout the nation. It is very important that a student be present during this week of testing.
2. **PSAT 8/9:** Will be administered in October to all seventh, eighth, and ninth grade students.
3. **PSAT 10:** Will be administered in October to all tenth grade students.
4. **PSAT/NMSQT:** The National Merit Scholarship Qualifying Test is administered each October to all eleventh grade students. An information booklet is given to students prior to taking the test. Test results are explained to the students.
5. **SAT and ACT:** The Scholastic Aptitude Test (SAT) or the American College Test (ACT) is required by over 90 percent of all colleges in the United States. Each student should check with specific colleges he/she is interested in attending to determine which of the two tests he should take. Each test is administered approximately seven times a year, always on Saturday. Costs for these tests are the responsibility of the family. The school code for Faith West Academy is 443733.

M. Textbooks

Students are responsible for their textbooks, and should damage or loss occur, their parents will be expected to pay for a new book. To insure the longevity of the book, it is necessary that all hardback textbooks be covered.

N. Report Cards

Report cards will be issued approximately 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
B	80 - 89
C	75 - 79
D	70 - 74
F	69 and below

O. ParentPlus Portal

To keep parents informed about their child's academic progress, FWA utilizes Rediker Software's ParentPlus Portal that allows parents to track student's grades at any time. Teachers view ParentPlus as the primary source of communication with parents. They are required to update ParentPlus once per week. Families will receive instructions for ParentPlus Portal log in within the first two weeks of school. If you have questions regarding this process, please contact the school office.

P. Electives

Please refer to the Elective Sign-up Sheet for the elective choices. The following electives are required for graduation: two years of a foreign language, health, speech, and fine arts (band, choir, theater production, photography, Ag mech., floral design, or art). A third year of a foreign language may be strongly recommended or even required by some universities. Please check with the universities that are of interest to you for their requirements and advice.

Q. Failing Grades

In junior high, failure in any core course will require summer school. Failures adequately made up in summer school will allow the student to progress to the next grade level.

Failure in three or more courses will result in the student being retained in that same grade level for the following year.

In high school grade levels, each semester stands on its own. The number of credits the student has accumulated toward fulfilling graduation requirements determines grade level. Failed courses may be made up in a certified summer school program. Please be aware that a failed course is likely to be a prerequisite to another course. Therefore, it is likely that a failed course will make it impossible for that student's scheduling needs to match our course scheduling.

It is uncommon for a student at FWA to fail a subject for the year. It is 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.

Students that fail a semester are not guaranteed enrollment at FWA for the following semester. A meeting with the principal will be required.

It is our desire for FWA students to graduate on time. Students who require summer school for credit restoration two consecutive years may not be allowed to reenroll.

R. Extra/Co-Curricular Eligibility

Eligibility for extra-curricular activities (athletics, ComedySportz, praise band, etc.) will be determined by grades on the nine-week report cards. Students failing two courses or more at the nine-week grading period are ineligible for two weeks after report cards are issued. At that time, according to TAPPS rules, if a student is not failing more than one course they will become eligible at that time. This eligibility policy is in accordance with the TAPPS by-laws.

Sponsors, teachers, and coaches are encouraged to "keep current" regarding their students' grades so that students will be continually encouraged to make their academics a priority. "Keeping current" will also help sponsors, teachers, and coaches, plan for necessary adjustments in their program or team should students become ineligible.

FWA views its co-curricular activities as an integral and necessary part of a student's overall education, however co-curricular activities are a privilege earned and maintained by thorough and diligent attention given to respect and responsibility in the academic areas.

Any student failing a class on the nine weeks report card may not miss that class in order to participate in an extra/co-curricular activity. After the two-week period, students may regain their eligibility to participate but will not be allowed to miss any class they are still failing in order to travel or participate in an extra/co-curricular event until the end of those nine weeks.

In order for a student to participate on any given day in an extra/co-curricular activity, they must be in the classroom by 8:30 a.m. and must remain in school for the rest of the day. Exception: A student who has a doctor, dentist, or orthodontist appointment must return to school before 3:00 p.m. and sign back in at the Etc./Attendance Office with a doctor's note verifying the appointment. Any other exceptions must have prior approval from the principal.

FWA meets or exceeds all TAPPS requirements for co-curricular activity eligibility.

S. Co-Curricular Activities and Clubs

FWA is committed to encouraging and providing opportunities for every student to be in a co-curricular club or activity. Before and after school activities provide a much-needed environment for additional educational enhancement and the developing of closer friends around similar interests and goals.

As interests and needs arise, we desire to continue adding new clubs and activities as our resources (human and financial) provide. If parents would like to see FWA begin a new club or activity, we ask them to bring their ideas and suggestions to the administration through the PTO.

T. National Honor Society and National Junior Honor Society

The objective of FWA's Chapter of the National Honor Society and National Junior Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students. Membership shall be based on scholarship, service, leadership, and character.

Eligibility to membership in the NHS and NJHS requires full time attendance for a period of one semester preceding induction. Only sophomores or juniors are eligible for induction into the NHS and 7th and 8th graders for NJHS. All need a minimum cumulative grade point average of 3.5 for NHS membership and 3.7 for NJHS membership. Any 7th through 12th grade student who transfers to FWA and is already an NJHS or NHS member, in good standing at their previous school, may be eligible for membership at FWA. This scholastic achievement level shall remain fixed, and shall be the required minimum scholastic achievement for admission to candidacy.

The final selection of members shall be by a majority vote of the Faculty Council, which shall be held at least once a year during the second semester of the school year. The application selection process will involve:

1. Student's academic records reviewed to determine eligibility
2. Student's who are eligible scholastically will be asked to complete an Information Form for further consideration
3. The faculty shall be requested to comment on candidates
4. Students must have two letters of recommendation from an adult, non-family member and one letter of recommendation from an FWA faculty member
5. The Faculty Council shall review the Information Form, faculty comments, and all recommendations

U. Basic Requirements for Valedictorian/Salutatorian

For a student to be eligible to receive valedictorian or salutatorian status, he/she must have attended at least their junior and senior years at FWA. Valedictorian and salutatorian status is based on the highest cumulative GPA for four years. In some years, there may be a two-way tie for either valedictorian or salutatorian. These ties will stand. In the event of a three-way tie, valedictorian and salutatorian shall be determined by averaging the grades from courses taken in common by all students involved in the tie.

In order to qualify for valedictorian or salutatorian, the overall graduation plan (including courses taken during the summer and off-campus courses taken during the senior year) must be determined before the senior year begins for the course to count in the final GPA.

A student is eligible to receive an end of the year subject or highest GPA recognition only if they have completed a full year at FWA.

VII. SCHOOL POLICIES

A. School Hours

Class begins at 7:45 a.m.

School ends at 3:30 p.m.

Early dismissal is at 12:00 p.m.

Students remaining at school at the end of 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. If they are found to be staying, they will be taken to extended care and fees will be assessed.

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. Absences, Tardies, and Early Dismissal

1. Attendance Policy and Procedures

- a. While absences are always discouraged, it is understood that occasional illnesses or other family emergencies can occur. To get credit for the semester, 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 semester due to excessive absences.
- b. Attendance is taken each period. A student needs to be in attendance for 25 minutes of a class in order to be counted as present.
- c. When students return to school after being absent, in order to be admitted to the class (es) the missed, they are to take their parental written excuse before school to the attendance office to receive an admit slip. Even if they do not have a parental written excuse, they will need an admit slip to enter class.
- d. Students coming to a class they missed without an admit slip (excused or unexcused), will be sent to the attendance office to get an admit slip where the student will be issued an admit slip and infraction from the attendance office. Each teacher will sign the student's admit slip when they come to class and mark excused absences in their grade books.
- e. If a student forgets his parental written excuse, he has until the following school day to bring his parental excuse note to the attendance office. On the second day, a detention will be issued for an unexcused absence.
- f. A student absent from school will not be allowed to participate in school related activities on that day or evening unless participation is approved by the principal and conforms to the TAPPS rules.
- g. Skipping a class will result in an in-school suspension with a zero earned in that class. Skipping a day of school will result in an out of school suspension and zeros will be earned in all classes. Continual skipping of classes or school will result in further disciplinary measures up to and including expulsion.
- h. Unexcused absences are absences in which the student does not have a written parental note or doctor's note.
- i. Students may not leave the campus for any reason unless: 1) student has permission from their parents (written or phone call to Etc. Office), and has signed out through the attendance office; 2) parents sign out the student through the Etc. Office or 3) student is participating in a school-sponsored event.

- j. All requests for early dismissals from school must be taken to the attendance office before school to receive an early dismissal slip. Students must sign out in the Etc. Office before leaving campus and sign back in through the Etc. Office upon returning to school. This is required even if the student returns to campus during lunch or in between classes. Should it become necessary for a student to be taken out of school during the day, release of the student must be made through the Etc. Office. Students must bring their signed parental release note to the office before school begins so teachers will know that the student will not be in their class that day. Parental release notes should include the student's name and time to be released.
- k. Students that are in the clinic for illness will receive an excused absence; however, it will count against exemptions.
- l. Homework assignments, class work, and handouts are to be picked up in the student's classroom on the day returning to school, or parents may call the front office by 9:00 a.m. requesting assignments, class work, and handouts and they will be available for pick up in the Etc. Office after 2:00 p.m. Students have the same number of days, as they were absent to turn in make up work. It is the student's responsibility to make up all work in the allotted time. Zeros will be assigned for all homework not completed within that time.

2. Tardy Policy

- a. Students arriving to school after 7:45 a.m. must go to the Etc. Office to obtain an admit slip before going to A period. If the student does not have documentation from a doctor or dentist excusing the tardy, he/she will receive an infraction for “tardy to school”. After the 6th “tardy to school” infraction, the student will receive a detention for each subsequent “tardy to school.”
- b. A student’s signature will not be required for tardy to school infractions.
- c. For all periods after A period, students not in their classrooms when the bell rings are considered tardy to class and will receive an infraction; four infractions for tardy to class will result in a detention.
- d. A student arriving to class unexcused and more than five minutes late will receive an automatic detention. A student arriving to class unexcused and more than 15 minutes late will receive an in school suspension (ISS).

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 addresses are used by the school to email the weekly newsletters and other important information throughout the school year.

Email has become the primary communication between parent and school, it is very important that we have an email address for all families.

E. Transportation

Information on carpools 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. Early Morning Drop-off

Early morning drop-off will be available at 7:15 a.m. in the gym only.

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. Afternoon Carpool Pick-up Procedures

Carpool procedures are subject to change during the school year. 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.

Basic procedures are as follows: vehicles enter the school grounds on Katex Drive and proceed around the back of the gym.

All students must be picked up through the carpool line. If necessary, for an appointment, parents may park, sign in at the Welcome Desk, and pick up their child from the auditorium.

J. Student Drivers and Parking Lot Regulations

All vehicles parked on campus are required to be approved by Administration and have an FWA parking sticker/placard identifying registration. Driving and parking a motor vehicle on the FWA campus is a privilege and all rules and regulations are to be obeyed at all times. Violation of any parking regulations or unsafe driving practices in the parking lot, or traveling to and from school, will result in the suspension of driving and parking privileges. Students may only park in the designated student parking lot and not in staff or guest parking areas.

Driving and parking a motor vehicle on the Faith West campus is a privilege granted by the Administration of FWA. In order to obtain campus driving privileges, the following guidelines must be adhered to:

- All vehicles must display a current FWA parking placard hanging from the rearview mirror, or sticker on back windshield. Placards/stickers will be sold in the Business Office beginning the week prior to the start of the school year. Placards will be sold for \$20. Students must present a completed application form and a driver's license at the time of pickup. If a student loses a placard, a replacement may be purchased for a non-refundable fee of \$20.00.
- The student parking lot is located at the northeast corner of the school property. Students are to park in designated spaces only. Students are not to park in spaces marked for handicap parking, straddle more than one space, or block parking lot traffic flow.
- Student-athletes and performing arts students participating in approved after school programs may not move their vehicles for after school practices or events.
- After vehicles are parked, students must enter the main campus immediately. Loitering in the parking lot is not permitted.
- Music from vehicles is not permitted to be heard outside the vehicle
- The parking lot is secured and off limits to students during the school day. Pedestrian gates to the campus will be locked once school is in session.
- All rules and regulations as stated in the student handbook, including the dress code, apply to the student parking lots on the FWA campus.
- Safety and security are of the utmost concern. Students are to abide by the Texas Department of Public Safety Code at all times (see www.txdps.state.tx.us/). Violation of any parking regulations or unlawful/unsafe driving practices will result in the notification of law enforcement and suspension of parking privileges for a period of time determined by the Administration. This includes any reported unsafe driving or speeding while traveling to or from school.

Important: If your space is occupied, please do not park in another student's parking space. Park in the main lot and notify the main office. We will take care of it immediately.

Understand that failure to comply with the student Driving and Parking Regulations is a violation and will result in a detention and may result in forfeiture of driving privileges at FWA. The parking permit is to be placed in the lower left corner of the back windshield so that it is easily seen from the outside. Detentions will be issued after September 8 to students whose vehicle does not have a permit. YOU MAY NOT USE YOUR PARKING PERMIT FROM PREVIOUS YEARS. YOU ARE TO PURCHASE A NEW

PARKING PERMIT EVERY SCHOOL YEAR. Please remember that any time you switch cars you need to switch your parking permit to that car, and please remember to call the school office at 281-391-5683 to update your information with the main office. There is a \$20.00 fee per parking permit, per student. Please make checks payable to FWA. *For questions, please contact the Business Office at 281-391-5683*

K. 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.

The flow for conflict resolution should go as follows to reach a resolution:

1. Teacher/Coach
2. Department Head/Athletic Director
3. Administration

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.

It is of the utmost importance to the administration of Faith West Academy to resolve any problems or concerns you may have as quickly as possible. If you have not heard a response from a teacher within 48 hours, please call administration.

L. 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 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.

Secondary students must carry their badge every day. On days that the student does not have his/her badge, they will receive an infraction and will be required to purchase a temporary one-day badge for \$1.00 which will be charged to their tuition account. If the badge is lost, the replacement cost will be \$5.00.

Skorts for junior high and high school girls are no longer part of the FWA dress code. 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 - The student's appearance is a parental as well as a personal 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 primarily directed toward the parents, though such actions will, by necessity, impact the student himself. Each student is responsible for adhering to regulations regarding dress codes and personal appearance at school and school functions. This adherence is an indication of the student's willingness to submit to authority, to abide by school regulations, and express a heart attitude of appreciation for being a student at FWA.

All teachers, both full and part-time, are responsible to see that dress code regulations are met. Infractions, detentions, and/or suspensions will be given to students violating the FWA dress code. Dress code infractions will be handled through the principal's office upon receipt of a teacher-generated email stating the violation. Some dress code violations will require a parent to bring an appropriate uniform in order to bring the student into dress code compliance.

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 must be at the knee. Shorts and skorts 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/shorts designed with loops. No decorative attachments will be allowed on belts. Belts are not mandatory but should be worn when shirts are tucked in. Shirts may be left untucked, and should be hip length.
5. **Pants** must be worn at the waist and not lower.
6. Only white, long or short-sleeved undershirts may be worn under appropriate polo shirts.
7. **Shoes and Socks:** House shoes/slippers, sandals, or shoes with open toes are not permitted. Footwear that resembles slippers in any way may not be worn. 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. Socks may be white, black, or school colors (red/navy), either solid or patterned). Flesh tone tights or hose are also acceptable. Footless tights and leggings are not acceptable.
8. **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). Students will be given three days to receive a haircut after an infraction has been issued.
9. **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.
10. **Tattoos:** FWA discourages the acquiring of tattoos as a statement or lifestyle choice. All tattoos and body writing must be covered during school hours.
11. **Sweatshirts:** Pullover or zipper sweatshirts 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 are acceptable. All other outerwear and heavy coats may be worn as weather appropriate, but must not be worn inside the buildings.
12. **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.) Red FWA uniform polo shirts may also be worn with jeans on Wednesdays.

13. **Friday Dress Code:** Approved FWA T-shirts may be worn with uniform slacks, shorts, and skirts. An approved T-shirt is any T-shirt that has “Faith West” or “Faith West Academy” on it, or blood drive T-shirts. Seniors must wear an approved T-shirt with jeans (no holes, frays, or patches on jeans).
14. **Hats** may not be worn in the building during school hours. Exception: baseball caps may be worn during P. E. on the baseball field only.
15. A student enrolled midyear or during the semester will have no more than five school 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.
16. Excessive, gang, or drug related jewelry must not be worn.
17. All students must wear FWA P. E. uniforms during P. E., athletic periods, and athletic practices. Shirts cannot be cut off at the sleeves or altered in any way.
18. **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.
19. If a class, grade level, or entire school body earns a “Jeans Day” as a special promotion or event, it will be held on the last Thursday of the month.
20. Whenever jeans are worn in school (special promotion jeans day, or Red-out Wednesdays, etc.), they may not have holes, frays, or patches.

Dress Code Descriptions

BOYS

GIRLS

Shirts Short or long sleeve Polo shirts in red or navy only with Faith West logo.

Shirts Same as boys.

Pants Slacks and shorts in twill khaki

Pants Slacks and shorts in twill khaki. Skirts 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.

FWA will have P. E. uniforms available for purchase throughout the school year in the Athletic Office.

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.

Any special clothing needs for a student may be brought to the attention of the administration for consideration.

M. 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 student, 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.

Visitors are limited to parents, siblings, and alumni. All visitors must sign in at the Welcome Desk.

Parents are welcome on campus to:

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

N. Custodial Rights

FWA complies with all court-mandated custodial orders. It is the parent's responsibility to provide FWA with such documentation, which will remain confidential.

O. Child Safety

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

P. Network/Internet and Personal Device Use

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

Q. Code of Conduct (Romans 13:1-4, I Tim 4:12, Proverbs 13:1, 18, 24)

Because God endorses discipline in His Word, FWA strives to be a disciplined school that follows the biblical commands regarding respect for all authority. In the Christian school, the teachers and administration stand "in loco parentis," that is, in the place of parents, representing them; therefore, the directives of the Bible regarding child-parent relationships are applicable during school.

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. FWA 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.

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. 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 are required, and students who refuse to comply may be 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)

EXAMPLES OF VIOLATIONS OF THE CODE OF CONDUCT

Assaults/Fighting

FWA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. FWA is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, including suspension or expulsion.

An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another person.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Drugs/Alcohol

No student shall possess, deliver, use or be under the influence of any of the following substances on any occasion or in any location (on or off campus).

The following items are prohibited:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate, and includes any unauthorized prescription medication.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.
5. Any and all drug paraphernalia.

“Possess” encompasses the act of having or taking into control, either on your person or in property under your control, any of the above forbidden substances.

“Deliver” encompasses the transmittal, sale, or attempted sale of what is, or what is represented to be, any of the above forbidden substances.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, or drunk a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, regardless of whether or not the student is legally intoxicated.

Violation will result in stringent disciplinary response, and law enforcement agencies may be notified by FWA officials.

Minimal disciplinary response to drug and/or alcohol offense is as follows:

Off-Campus

- Alcohol: 1st Offense: Automatic 3-day suspension, Disciplinary Watch initiated
2nd Offense: Automatic 5-day suspension, possible expulsion and all extracurricular activities suspended, Disciplinary Probation initiated
3rd Offense: Automatic expulsion
- Drugs: Automatic expulsion
(see expulsion)

On-Campus (or any school-sponsored events)

- Alcohol: 1st Offense: Automatic 5-day suspension (**student will no longer be permitted to participate in any extra-curricular activities for as long as they remain a student at FWA**)
2nd Offense: Automatic expulsion
- Drugs: Automatic expulsion

All alcohol offenses are cumulative and span all years a student is in attendance at FWA.

Cheating

To help students understand what kinds of behavior are dishonest (and therefore violations of the Code of Conduct), the following examples have been collected. This list is not exhaustive, but should serve to illustrate the principles of honest behavior.

- Looking on someone else's paper during a test or quiz is cheating.
- Giving or getting information about a test or quiz before or while taking it is cheating.
- Looking in a book or at notes during a closed-book test or quiz is cheating.
- Collaborating with someone on an assignment or project is cheating, unless such work has been specifically cleared with the instructor in advance.
- Looking at someone else's answers on a PSAT test is cheating.
- Getting information from someone under false pretenses is cheating. Examples of this behavior include telling someone you have taken a test (when you have not) and then asking about his answers; or, listening to other students discuss a test without telling them that you have not taken it yet; or, staying in class while a teacher discusses a test that you have not taken without reminding the teacher that you have not taken it.
- Copying sentences or parts of sentences from someone else's writing is cheating.
- Including false citations or false data in an essay, paper, or lab is cheating.
- Spending more than the allotted amount of time on a take-home test or other assignment is cheating.
- Receiving more help on an at-home paper than the teacher's guidelines allow is cheating.

Plagiarism

Plagiarism is the appropriation of passages, either word for word or in substance, from the writings of another and the incorporation of those passages as one's own in written work offered for credit. Likewise, the appropriation of ideas, even from another student, is plagiarism if the original source of the ideas is not given credit for them. It is always assumed that all of a student's work at FWA is the student's own unless proper credit is given to someone else. If there is any doubt whether an idea needs to be credited (i.e., footnoted), the instructor of the course must be consulted. Failing such consultation, a student may use only material previously discussed in class and original ideas of his or her own in a paper or test answer without giving credit.

This definition of plagiarism includes the copying of laboratory reports and homework, and the unchanged use of the essential ideas or conclusions of such work, as well as the non-footnoted use of other themes, theses, books, or pamphlets.

The consequences of cheating and plagiarism are as follows:

First Offense

- Zero on the assignment
- Parent contacted
- One-day in school suspension
- Placed on Disciplinary Watch

Second Offense

- Placement on Disciplinary Probation
- Zero on the assignment
- Student placed on ineligible status (for 3 consecutive weeks)
- Parent contacted
- 2 days in school suspension
- Compose a 3-page research document on “The Effect of Dishonesty and Unethical Behavior in the Work Force”

Third Offense

- Automatic out of school suspension and possible recommendation of expulsion

R. Levels of Discipline

1. **Zero Tolerance** - for behavior of this magnitude, there will be immediate disciplinary action taken by administration, whether taking place at school, or at a school sponsored or school related activity on or off campus. The following serious offenses, though not inclusive, are potential grounds for expulsion:
 - a. Possessing, delivering or using any firearm, explosive, or things considered by others as possibly harmful
 - b. Weapons of any nature (no knives of any kind on campus)
 - c. Possession of use of articles not generally considered weapons may be prohibited when, in the administrator’s judgment, a reasonable apprehensive of danger exists to the student in possession, other students, staff, or property by virtue of possession or use
 - d. Possessing, delivering, using, or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; abusable glue, paint, or other chemical substance; any mood-changing, mind-altering, or behavior-altering drugs (including unauthorized prescription medication); over the counter drugs, including but not limited to cough drops, vitamins, pain relievers, etc., or any unknown substance
 - e. Terroristic threat
 - f. Cursing or obscene gestures toward a teacher, authority, or student
 - g. Physical violence threatened or made against a teacher, authority, or student
 - h. Tobacco or lighter/matches or vaping/e-cigarette products
 - i. Stealing
 - j. Defiance or direct confrontation with school faculty, staff, administration, security, or another student (aggression/threat)
 - k. Inappropriate personal internet or electronic correspondence (including but not limited to Facebook, Instagram, Twitter, texting, etc.)
 - l. A second suspension
 - m. Failure to comply with the terms of disciplinary watch or probation
 - n. Repeated instances of cheating
 - o. Chronic violations of FWA rules and regulations not corrected by lesser measures
 - p. Activities outside of school which call for police intervention
 - q. Extortion
 - r. Arson
 - s. Intentional destruction of school property
 - t. Hazing, bullying, harassment, intimidation, or any behavior that makes another member of the community feel threatened or unsafe – physically or emotionally
 - u. Serious moral offenses

2. **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.

Discipline will be administered in the form of infractions, detentions, in or out of school suspensions, and/or expulsions. In view of our philosophy regarding discipline, certain actions warrant that grace be granted or an infraction be issued before a detention is given. This gives the student an opportunity to correct inappropriate behavior or actions. Therefore, for some actions, students will be granted three infractions before a detention is given. After earning three infractions for the same action, it is clear that the student lacks self control in that particular area and a detention is then issued.

- a. The following warrant an infraction prior to a detention being issued. After three infractions for the same offense, a detention will be issued. Every infraction (for the same offense) after the third, during the same semester, will warrant a detention.
 - Failing to follow classroom rules
 - Inappropriate public displays of affection (sensual or sexual behavior, such as kissing, holding hands, etc.)
 - Sleeping in class
 - Tardy
 - Behavior problems
 - Dress code violations (not conforming to policy, dressing inappropriately, etc.)
 - Being in hall or out of class without a hall pass
 - Partaking of food, candy, or liquid refreshment in the classrooms without teacher permission
 - Failure to get an admit after an absence

- b. The following warrant an immediate detention (Grades 5-12).
- Disruption of class
 - Disobedience towards teachers, staff, substitute teachers, or others
 - Defacing school property
 - Use of electronic devices in school building without teacher permission
 - Each unexcused absence
 - Failure to follow school policy
 - Telling lies
 - Falsifying written records and signatures
 - Being in the parking lot without permission
 - Inappropriate language
 - Gum chewing
 - Possession of medication (over the counter drugs, including but not limited to, cough drops, vitamins, pain relievers, etc.)
 - Refusing to sign an infraction or a detention
 - Failure to attend detention
- c. The following warrant an in school suspension
- Cheating/plagiarism
 - Disrespectful behavior toward teachers, substitute teachers, or others
 - Gambling
 - Skipping class
 - Leaving campus without permission
 - Physical aggression toward others
 - Inappropriate sexual/sensual behavior
- d. The following warrant an off campus suspension
- All zero tolerance behaviors
 - Inappropriate behavior
 - Flammable materials (including fireworks, smoke bombs, or stink bombs)
 - Pornography
 - Fighting (ny actions such as punching, slapping, pulling hair, etc. shall be considered fighting)
 - Skipping school
 - Stealing

Students receiving an out of school suspension will receive a quiz grade of zero in each course for each day that they are suspended. Students may still make up any work missed during an out of school suspension.

3. Infractions and Detentions – Cumulative

Students earn infractions or detentions for the above noted infractions. When a staff person issues an infraction or detention notice to a student, the student signs it and is given the white copy. The teacher/staff person retains the pink copy for use as follow up and the yellow copy is forwarded to the principal's office. A copy of the infraction or detention is also emailed to the parents.

The actual detention assignments (indicating when and where the detention is to be served, etc.) are issued by the office and given to the student for their signature. At that time, the student will be given the white copy of the assignment. The student will not be admitted to serve the detention without the fee. Checks may be payable to FWA.

I. **1st - 3rd Detention**

- Served from 6:50-7:50 a.m. Day, time, and room number will be included on the detention form and in the email. Latecomers are not admitted to detention and will be reassigned another detention. Room opens at 6:45 a.m.
- Students will not be allowed to do school work, talk, or sleep. They will be required to face front and have hands visible to detention monitor at all times.
- Fee is \$20.00, paid that morning.

II. **4th and 5th Detention**

- Served from 8:00 - 11:00 a.m. Saturday mornings. Latecomers will not be admitted to detention. Room opens at 7:45 a.m.
- Students will not be allowed to do school work, talk, or sleep. They will be required to face front and have hands visible to detention monitor at all times.
(There is a 10-minute break half way through the detention period)
- Participation in extra-curricular activities may be suspended and additional discipline may be required, along with a student meeting with FWA administration.
- Fee is \$50, paid that morning.

For all Saturday detentions, the following rules will apply:

- Students are required to wear school uniforms and observe dress code policy.
- A student must be picked up from the detention area promptly at 11:00 a.m. If the student is not picked up promptly, the parent will be charged \$5.00 (per child) for the five-minute period between 11:00 and 11:05, and \$1.00 for each five-minute period thereafter until the arrival of the parent.

III. **The 6th and 7th detentions will warrant a major disciplinary action and will result in Disciplinary Watch.** This will include a 1-day in school suspension. An in school suspension may include community service. The student will be charged a fee of \$85. (Checks payable to FWA)

IV. **The 8th, 9th, and 10th detentions will warrant a one, two, or three day out of school suspension and will result in Disciplinary Probation.** A student serving an out of school suspension will be given a quiz grade of zero in every class he/she misses due to suspension.

V. **Any detentions over ten may result in expulsion.**

- VI. **Failure to attend a scheduled detention earns a student an additional hour of detention.**
This and the original hour will be scheduled for the next available dates and a fee of \$20.00 will be assessed for each hour. Failure to attend the re-scheduled detentions may result in suspension.
- VII. **Any student having ten or more incidents (infractions and/or detentions) is subject to meeting with parents and administration.**

4. **In-School Suspension**

The student must report to a designated, supervised area and will be met by the teacher supervising the suspension. The fee for an in-school suspension is \$85.00. The parent will be notified as to the following provisions:

- I. This is considered an absence that does count against exemptions.
- II. Students receiving in-school suspension or off-campus suspension will not be permitted to participate in any school activity on the days of suspension.
- III. A student who receives in-school suspension while a member of a team (athletics, ComedySportz, etc.), including drama and choir productions, will be required to miss one game/meet per day of in-school suspension. Athletes who are in more than one sport will miss one game of each sport in which they are participating. These games/meets missed will be the next one on the schedule, if not falling on the day of in-school suspension.

5. **Disciplinary Watch**

As a precursor to Disciplinary Probation, a student may be placed on Disciplinary Watch. This will serve as a warning to student and parent/guardian that, if current behavior does not improve immediately, Disciplinary Probation will be invoked. During this period, parents, teachers and coaches will communicate regarding the student's behavior. A student can be placed on disciplinary watch for receiving an ISS or for recurring behavioral issues.

6. **Off-Campus Suspension**

The following provisions shall apply:

- I. The parents will be notified to take the student home the day of the occurrence.
- II. The term of the suspension shall not exceed three consecutive school days unless drugs or alcohol are involved.
- III. A parent of the suspended student must meet with school personnel after a suspension period.
- IV. Days of suspension are considered unexcused absences from school and student will lose exemption eligibility for the year. The student will receive a quiz grade of zero in each course for each day that they are suspended.
- V. Off campus suspension may initiate Disciplinary Probation.
- VI. A student who receives off-campus suspension while a member of a team (athletics, ComedySportz, etc.), including drama and choir productions, will be required to miss one game/meet per day of off-campus suspension. Athletes who are in more than one sport will miss one game of each sport in which they are participating. These games/meets missed will be the next one on the schedule, if not falling on the day of off-campus suspension.

7. **Disciplinary Probation**

- I. Students placed on disciplinary probation are in imminent danger of losing the right to remain at FWA.
- II. Students on disciplinary probation will forfeit any class office or official position held in any school-related organization for the remainder of the school year.
- III. Students placed on disciplinary probation will neither represent the school in any contest, public program, practices, or games during the duration of the probation.
- IV. Students placed on disciplinary probation will lose exemption eligibility for the year.
- V. If a student is placed on disciplinary probation, the parents will be notified immediately.
- VI. Students placed on disciplinary probation may be required to attend counseling sessions, either with a private counselor or with designated school personnel, during the probationary period.
- VII. Students placed on disciplinary probation will not be allowed on any school trips during the probationary period.

The disciplinary probation period shall begin the day the inappropriate behavior is acted upon. The probationary status of a student will be reviewed at the end of the four consecutive-week probationary period. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If behavior/conduct has not improved, it will be determined whether or not the student will continue to attend FWA. Behavior warranting Disciplinary Probation can include multiple in school suspensions, off campus suspensions, or any violation of zero tolerance.

Further disciplinary actions placing a student on probation for the second time during the current school year may eliminate an offer of reenrollment for the next school year and/or continued enrollment during the current school year.

8. **Expulsion**

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious to warrant FWA's most drastic sanction, then administration will decide if the student should be expelled.

At FWA, we believe that academic and personal integrity is an essential element in creating a spiritual and trusting educational atmosphere for its students, faculty, and school family. The school is committed to not only developing strong creative minds, but also Christ's character, strong morals, and social responsibility.

To accomplish this goal, each student must uphold and follow the school's Code of Conduct. Ours is a system of mutual trust among students, faculty, and administration; it dictates that as members of FWA we will not lie, cheat, steal, or plagiarize.

9. **Arrests**

There are certain criminal charges which occur off-campus at non school-sponsored or non school-related events for which the school is required to remove the student from the regular classroom setting. Upon notification from a law enforcement agency that such a crime has been committed, the school will recommend appropriate disciplinary actions. If the charges for one of these off-campus offenses are later reduced or dropped and documentation of the reduction can be provided, the school will reconsider the disciplinary action. If the charges remain and the student receives deferred adjudication or deferred prosecution, the student will be required to complete the disciplinary assignment.

S. 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.

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

T. Chapel

Chapel services are held for students once a week, on Friday mornings at 7:45 a.m. Parents may attend the chapels. Chapel is a time to worship and praise the Lord, receive instruction from God through His Word, and to learn how to pursue the Lord in great passion.

U. 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.

V. Withdrawal from School

If a student is to be withdrawn from FWA, 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, and all detentions served before any records can be released.

W. Lunch and Food Items

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

No food, snacks, candy, liquid refreshment, or cup of ice are to be consumed in the classroom at any time. Class parties and birthday treats sent by parents for the entire class must have prior teacher approval. Of course, parents and grandparents are welcome to come and eat with their children or to take their own children out for lunch. However, you must sign in at the Welcome Desk before the lunch period. Parents bringing lunch should be aware that students being late to class would still result in an unexcused tardy.

All visitors to campus are to go to the Information 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.

Since we have no control over the prompt timing of delivery orders, and do not desire for students to either be late to class or miss lunch, there will be no phone orders or deliveries allowed to the school. Family members may bring students whatever lunch (home, fast food, etc.) they desire, but students must eat their lunch during scheduled lunchtime only.

Students may not leave the lunchroom without permission (except seniors). FWA does allow seniors off-campus lunch privileges on Friday only; however, students returning late from off-campus lunch will lose this privilege.

X. Lockers

Lockers are provided for students. Food may not be kept in a locker for more than one day at a time. Pictures should be secured with magnetic strips and must reflect Christian character and biblical morality. The administration may inspect a student's locker at any time. Students may use only one locker in the academic buildings and one locker in the gym and must use the one assigned to them. Students are required to purchase a lock to keep their lockers locked at all times to ensure the safety of their possessions. Any books or articles placed in an unlocked locker or a locker not assigned to that student, may be removed and placed in the Etc. Office.

Periodically, administration may conduct searches at their discretion. There will be an end of the year locker inspection and students will be charged \$25 for item removal and \$100 will be charged for any scraping off of adhesives that has to be done by the maintenance department.

Tampering with lockers may result in serious disciplinary action.

Y. Illness - First Aid

If a student becomes ill at school, they will be sent to the school clinic. The parents will be contacted if the student is determined to be too ill to remain at school. A student must be free from fever for 24 hours before returning to 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.

Z. 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.

AA. Medication

If a student needs to take medicine anytime during the school day (over the counter or prescription), it must be brought to and left at the clinic (located in the Etc. Office). It is illegal for students to be in possession of any kind of medicine (including Tylenol, Advil, cough drops, etc.) at school.

In order for the clinic attendant to be able to administer medication, whether medicine is prescription or over the counter, two things are required to comply with Texas state law:

1. Parent permission form filled out and signed by parent. Medicine must be in original container.
2. Medicine may be left in the clinic for three weeks with above permission slip. Beyond that time, the clinic must have a physician's permission slip signed by the student's doctor.

Medications prescribed or requested to be given 3-times-a-day or less are not to be given at school unless a physician prescribes a specific time during school hours.

BB. Field Trips

Field Trips are planned throughout 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 the administration. We ask parents not to bring siblings along on the field trips for safety reasons.

Teachers will require written permission from parents for their student to go on a field trip. FWA cannot send students without written parental permission.

CC. Parties and Special Occasions

No surprise parties are allowed at school. No deliveries (balloons, flowers, cookies, etc.) are 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.

DD. College Visits

Visits by juniors and seniors to college campuses with their parent will be excused and not count toward exemption. Students must bring a verification of the visit received from the college registrar's office. Students are allowed one (1) trip each semester during their junior and senior year. Approval for additional college visits must be obtained from the academic advisor. College visits should be pre-approved through the academic advisor's office a minimum of 48 hours in advance.

EE. Lost and Found

All unclaimed articles will be donated at different intervals throughout the year. Please put names in the clothing of all students in secondary grades. We hope this will reduce the number of unclaimed clothing articles. Lost and found articles can be procured through the Etc. Office. There will be a \$1.00 charge to reclaim each item.

FF. 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.

GG. Student Phone Calls

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

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.

HH. 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.

III. 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 for Preschool – 12th Grade Admissions
Allyson Woods	Welcome Desk Receptionist and Elementary Attendance
Stella Gomez	School Nurse and Etc. Office
Kim Derry	Secondary Academic Advisor
Karen Solomon	Technology
Ron Martin	Facilities Director

IX. ATHLETICS

Faith West Academy offers a dynamic athletic program to the secondary students. The athletic department's goal is to build Christian character as well as athletic abilities used in competition.

The junior high athletic program participates in the North Houston Athletic League. We will abide by the guidelines that are set forth by the conference.

The high school athletes compete at the 3A level of TAPPS (Texas Association of Private and Parochial Schools). TAPPS is a statewide program governed by a Board of Directors. They form the rules, regulations, districts, and levels of competition that we adhere to.

An Athletic Handbook will be distributed to each athlete at the parent athletic meetings, which are held prior to the beginning of each sport. The athletic department will charge an athletic fee per sport (as outlined in the Athletic Handbook), with the exception of cheerleading. This fee will help defray the cost of league fees, meets, tournament entry fees, uniforms, equipment, officials, transportation, field maintenance, EMS service, etc. This fee along with the required forms must be returned to the athletic office. All fees must be paid before any athlete will be able to compete in a game. Without these requirements, a student is considered ineligible.

Physical examinations, performed by a physician, will be required to participate in any sport. An exam performed within the last twelve months will be accepted. FWA also requires each athlete to submit "Authorization for Emergency Medical Care" in order to participate in any sport.

Every athlete's family will be required to work the concession stand a minimum number of times per sport. This is essential to a successful concessions operation. The proceeds help us keep the athletic fee to a minimum. Families will be expected to volunteer in various areas of athletics such as tournaments.

We are excited about the FWA Athletic Program. Please watch the newsletter for dates and times to sign up for each sport. Also, please check our website for current athletic events and game schedules.

FWA Athletic Booster Club will function as a support wing of the Athletic Department of Faith West Academy to actively support both physically and financially the athletic programs, which are approved and supported by the Administration of Faith West Academy.

X. 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 help 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.

We have read the Parent/Student handbook and are aware of the policies and procedures therein and will abide by them. Please click here to print and sign this confirmation letter. Please return to the Etc. Office during the first week of school.



FAITH WEST ACADEMY

HONOR CODE

6th – 12th graders only

Students in secondary school (6th through 12th grade) are required to follow the school Code of Conduct and all policies stated in the Parent/Student Handbook. This pledge becomes part of their permanent file.

As a student of Faith West Academy, I pledge to exhibit reverence for God, respect for myself, others, and those in authority, and to take responsibility for my own actions.

Reverence to God – Reverence can be defined as “a feeling of deep awe and respect.” It is through obedience to Him that we truly display reverence.

Respect to myself, others, and authority – From its Greek root timao, respect literally means “to place a great value on something.” We are living examples of Christ as we show respect to others.

Responsibility for my own actions – Responsibility involves being personally accountable for words, attitudes, and actions. When our words, attitudes, and actions are consistent with the commands of Christ, we are living responsibly.

I will live out reverence, respect, and responsibility by committing to honesty, academic integrity, sportsmanship, and gratitude.

I will submit myself to the leadership of Faith West Academy and to the Code of Conduct (found in the Secondary Handbook). I realize that my attendance at Faith West Academy is a privilege and not a right. I determine to give my best and to prayerfully support FWA and its philosophy of providing a quality education without compromising the Word of God.

ADDENDUMS:

- 1. FWA Guidelines for Socials and Dances**
- 2. Acceptable Use of Technology Handbook**

Guidelines for Faith West Academy Dances and Socials

In keeping with Faith West Academy's vision, we want to provide our students and parents with the goals for the FWA school social events. Our mission is to provide a fun, wholesome environment in which students may socialize and fellowship. Through these events, we hope to provide a training ground for the students to develop skills in social etiquette and conduct. In order to accomplish these goals, the following guidelines will be observed.

- Once a student enters the designated area of the event, that student will not be allowed to leave and re-enter. When the student leaves the designated area, the student must leave the property. (No hanging out in parking lot or vehicles.)
- All FWA social events are alcohol, tobacco, and drug free. Our zero tolerance policy will be strictly enforced.

The following will **not** be acceptable:

- Skin tight clothing
- Any skin showing in the midriff area
- Low-cut or backless tops (if it is too low in either the front or the back for a strapless bra to be worn, it is not acceptable.)
- Skirts, dresses or shorts that are shorter than tips of finger when standing with arms by side
- Male students may not be shirtless and shirts must have sleeves
- Inflammatory or vulgar logos/costumes
- Sensual dancing
- Inappropriate closeness while dancing

Any student who is dressed inappropriately will be asked to fix the problem or that student will not be admitted to the dance or social.

If the event is only for high school students, then no junior high students will be allowed to attend. No exceptions. If a student wants to invite someone from outside of Faith West Academy, they must get approval from the administration. **Please see Mrs. Rodriguez to get your guest's name on the approval list and to obtain the Reservation and Release of Liability form (which is attached for your convenience.)** Approval for a guest may not be given at the door. The guest will not be admitted unless the Reservation and Release of Liability form is returned to Mrs. Rodriguez by Friday, February 3. Please note that when bringing a guest from outside of Faith West Academy, that guest should be of the opposite gender and be no older than twenty. Please also note that all Faith West Academy policies will be enforced at dances and socials.

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 that comes preloaded with the complete MS Office 2016 Suite, antivirus software, and Internet filter.

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 5th through 12th 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 6th through 12th 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.