

Faith Academy

Student Handbook

2019-2020



Home of the Warriors!

"Whatever you do, work at it with all your
heart, as working for the Lord"
Colossians 3:23

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- Pursue Excellence and Honor God -

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The Mission of Faith Academy

- Pursue Excellence and Honor God -

We recognize the sacrifice that our parents make to bring their students to a Christian school. Our goals are the same as yours: to provide a strong academic basis to help them achieve scholastic success and stand out above their peers in their future scholastic experiences and ultimately, succeed in their lives as adults.

Therefore, Faith Academy is committed to providing students with the highest level of academic and spiritual development possible. We focus in three areas:

- **GOD:** We instill the Word of God through strong Christian curriculum, prayer, memorizing verses, and attending chapel. To see spiritual growth in each student, we teach love and respect for God's Word and encourage students to live by its principles. The opportunity to accept Jesus Christ as his/her personal Savior is always presented.
- **EDUCATION:** We offer the Abeka Christian curriculum, a challenging program that pushes our students beyond their current grade levels. We adhere to and exceed state and national standards by providing a higher level of learning and content. Our standards aim for higher and broader goals than the minimum requirements of the state and national standards. We offer a supportive environment for students to work to master new concepts in learning and we believe it is important to help each student develop creative and critical thinking skills.
- **CHARACTER:** In this challenging time of moral decay in our society, we work with parents to develop strong, godly character traits in our students. Students are encouraged to show kindness and compassion in the classroom and on the playground.

Our motto “- Pursue Excellence and Honor God -” describes our deep desire to support and develop each student to succeed at every grade level.

Educational Philosophy

Educational Foundation: Faith Academy believes that the Bible is the Word of God, God's truth revealed to man, and the supreme and final authority in faith and life. Therefore, our foundation for education is the Bible. Our main goal is to train each child academically, socially, morally, and spiritually.

Declaration of Faith: Faith Academy is a non-denominational Christian school and stands on a foundation of basic biblical truths revealed in the Bible:

1. We believe the Bible to be the only inspired, infallible, authoritative Word of God.
2. God is triune - one eternal God existing in three persons: Father, Son and Holy Spirit - and man is created in the Father's image.
3. Christ is God, manifested in the flesh, and born of a virgin. He lived a sinless life, suffered and died on our behalf, arose bodily from the grave, ascended to the right hand of the Father, and is coming again in power and glory.
4. We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.
5. We believe, that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary for each individual.
6. We believe in the resurrection of the saved and the lost. Those who are saved will be resurrected to life. Those who are lost will be resurrected to eternal damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.

The Role of the Teacher: The goal of each teacher is to integrate biblical truth into all subject areas. The teacher, therefore, is a born again believer and adheres to biblical truths.

The Role of the Parent: We believe that God made the home and family to be the primary means for educating children. With that in mind, Faith Academy seeks to serve parents who share our goals and philosophy by helping them to achieve this task of education. We encourage regular church attendance and involvement to help develop a Christ-centered home for your child.

Enrollment and Admissions Procedures

Registration Procedures: Re-enrollment packets for currently enrolled students are available in the spring. The re-enrollment packet and the non-refundable registration fee will reserve a space for your child. Please see Tuition and Financial Information for further details.

Entrance Requirements: Prospective students and their parents/guardians must attend an entry interview with the principal. A student who has been expelled from another school may not be considered eligible for enrollment.

The following items are needed to complete your child's registration:

1. Copy of child's birth certificate (new students)
2. Current Immunization Records (K, 7th, new students)
3. Emergency Information Card
4. Handbook Compliance Agreement
5. Student Information Card / Registration Card
6. Consent of Treatment form
7. Search and Seizure form (7th – 8th grades)
8. Request for school records (new students)
9. Personal interview with principal (new students)
10. Physical Examination (1st Grade)

Non-Discrimination Statement: Faith Academy does not discriminate on the basis of sex, race, color, national or ethnic origin in administering its policies and programs or in admitting new students.

Cumulative Files: A Cumulative (CUM) File is kept in the office on every student as they progress through the grades. Copies of these records are passed from school to school as the student moves on. This file contains a student's history at Faith Academy and previous schools.

Only the administration and designated school personnel may have access to student records in order to protect the privacy of the student and his/her family. The parents of currently enrolled or former students have the right to see school records, which pertain to their child, by making an appointment with the principal.

New Student Probation: Any new student at the school is placed on a probation period of one grading quarter to provide ample opportunity for students to get acquainted with curriculum and school policies, regulations, and procedures.

Dismissals: A student may be expelled from school any time he/she is in violation of the rules and policies of the school.

Withdrawals: Withdrawals from Faith Academy must be made through the school office. Accounts must be paid in full before records are released.

Academic Curriculum & Grading

Curriculum: The curriculum of Faith Academy will include academic and biblical instruction, chapel, physical education, special events/programs, and field trips. All areas of the curriculum are intended to be used to help in the overall development of the student.

The Abeka curriculum has been developed to meet the course of study requirements prescribed by the Department of Education of California. Emphasis is placed upon the mastery of fundamental academic growth, the spiritual development, and the social adjustment of each student.

Textbooks: Some textbooks are the property of Faith Academy. Workbooks are the property of the student. The teacher issues textbooks to the student and will keep a record of each book issued and its condition. Students are responsible for all books and workbooks issued to them. If a student should lose or damage a book, he/she will be required to pay for its replacement. Final grades will not be issued until payment has been made.

Biblical Instruction and Chapel: The biblical instruction given at Faith Academy is non-denominational but emphasizes a strong basic biblical foundation and the principles of Christian conduct and character. Chapel attendance is required of all students, as well as learning the weekly memory verse. The memory verse is part of the Bible grade.

Report Cards: Report cards are issued quarterly.

Parent/Teacher Conference: At the end of the first quarter, a parent/teacher conference will be scheduled. Sign-up sheets will be made available in the office. Additional conferences may be scheduled as needed. Teachers may be contacted during school hours by leaving a message in the office. They will return your call at their earliest convenience.

Grading Policy: Student performance is measured in class work, homework, class participation, and tests. Written grades are given to inform the parents and students of progress. We are concerned that each student works to his/her fullest potential and frequent parental contact may be necessary. We believe that homework is vital to the student's academic development. Therefore, all students are expected to complete their assigned homework or they may be excluded from field trips, school events, classroom parties, etc.

The Grading System is as follows:

A+ = 100% = O+	B- = 80-83% = G-	D = 64-66% = N
A = 94-99% = O	C+ = 77-79% = S+	D- = 60-63% = N-
A- = 90-93% = O-	C = 74-76% = S	F = 0-59% = U
B+ = 87-89% = G+	C- = 70-73% = S-	
B = 84-86% = G	D+ = 67-69% = N+	

Promotion Requirements:

1. Satisfactory completion of the basic program of study.
2. Approval and recommendation of the faculty.

Promotion Requirements for 8th grade:

1. End of semester report cards must reflect **2.00 G.P.A.** minimum.
2. Receive no more than **two** semester “F” grades annually.
3. Miss no more than fifteen (15) school days.

Retention: Early communication between home and school will be made to reduce the potential for failure. Retention will be more frequent at the primary level since these students benefit far more in their academic progress when retention occurs during the early years.

Parent Involvement: A child succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of his/her education.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested and ready to learn.
- Monitoring your child’s academic progress and contacting teachers as needed. Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with his/her teacher or the principal, please call the school office for an appointment.
- Helping your child arrive to school on time each morning to ensure that he/she takes part in our 8:00am pledges and prayer. Arriving to school on time each day allows students to experience positive interactions with others, and it develops future professional habits.

Tuition and Financial Information

Registration Fees:

If paid by June 4, 2019	\$200.00
After June 5, 2019	\$250.00

ALL REGISTRATION FEES ARE NON - REFUNDABLE!

Tuition: Tuition rates for the 2019-2020 school year will be as follows:

<u>K – 8th Grade</u>	<u>Annually</u>	<u>10 Month</u>	<u>9 Month</u>
First child	\$3,550	\$355	\$394
Each additional child	\$2,663	\$266	\$296

Tuition Policies:

1. Discount offered: Tuition paid in full by September 1st will receive a 5% discount.
2. Payment due date: Tuition is due the 1st of each month.
3. Late fees: Tuition paid after the 10th of the month will be assessed a \$20.00 late fee.
4. Installment plan: For our parents' convenience, annual tuition may be divided into 9 or 10 equal monthly installments beginning September 1st. The final installment for a 9 month contract is May 1st and for a 10 month contract is June 1st.
5. Checks: Check are payable to Faith Academy. We also accept credit cards.
6. Check returned fee: \$20
7. Re-enrollment: No student will be allowed to register for the following year until all fees are paid for the present school year.
8. Records released: All accounts must be paid in full before the final report card or any records will be released.
9. All delinquent accounts will be reviewed by the School Board. When an account is delinquent – after the last day of the month – the student's parents will be contacted to explain their situation to the School Board. A payment schedule will be agreed upon. Failure to complete the agreed upon schedule will result in the student's termination.

Before and After School Supervision Rates:

Morning – 7:00am to 7:30am	\$1.00 per day
Afternoon – 2:45pm to 5:30 pm	\$5.00 per day
Half Days – 12:15pm to 2:30pm	\$5.00 per day
and 2:30pm to 5:30pm	\$5.00 per day

1. School grounds open at 7:00am for a \$1.00 fee. Children may be dropped off after 7:30am for no charge.
2. The school grounds close at 5:30pm. The student's account will be charged a late fee of \$10.00, per half hour, per student, if they are not picked up by 5:30pm.
3. No child will be released to anyone whose name is not listed on his or her Student Information Card. For your child's safety, our daycare workers may ask to see a driver's license for proof of identity by an individual that is not known or recognized.

General Information

Communication between Parent and Teacher: Questions about classroom procedures, activities, or concerns may arise throughout the school year. The first person to contact with a question or concern is the teacher. Usually, the “concerns” that arise can be resolved by talking directly with the teacher. Your child’s teacher will be happy to schedule an appointment to discuss your child’s progress or any concerns you may have.

If you need to contact your child during school hours, please call the office and a message will be delivered to his/her teacher.

Fundraisers: Student tuition does not cover the entire cost of our school. In order to keep tuition as low as possible, fundraisers will be scheduled during each semester. Each family’s participation is vital.

Lunch & Snack: Students may bring a lunch, snack and drinks or they may purchase hot lunch each day.

School Colors and School Spirit: Faith Academy School colors are Blue, Red and White. Faith Academy School Spirit is three-fold:

1. Courtesy: towards teachers, fellow students, and other staff.
2. Pride: in everything our school stands for and accomplishes.
3. Sportsmanship: the ability to win or lose gracefully, as well as have good attitudes on and off the playground or court.

Faith Academy’s Mascot is taken from Ephesians 6:11 and is a Warrior, symbolizing who we are in Christ.

Schedules: Each day begins at 8:00am with a salute to the American Flag, Christian Flag, and the Bible, as well as prayer. Every Wednesday there is a chapel service, which includes prayer, Bible verses, and other Christian related activities. Students have breaks throughout the day and a lunch break. School is dismissed at 2:30pm.

Pledges: The following three pledges are recited by the student body each morning.

American Flag: “I pledge allegiance to the flag of the United States of America and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.”

Christian Flag: “I pledge allegiance to the Christian Flag and to the Savior for whose kingdom it stands; one brotherhood, uniting all true Christians, in service and in love.”

Bible: “I pledge allegiance to the Bible, God’s Holy Word: I will make it a lamp unto my feet and a light unto my path, I will hide its words in my heart that I might not sin against God.”

Equipment and Supplies: Each student will be given a list of supplies needed for the classroom that should last throughout the year. However, with items like markers, pencils and paper, it may be necessary to purchase new items as the year continues. This is the parents’ responsibility. All personal property, such as lunch pails, jackets, and backpacks should be clearly marked with the student’s name.

Emergency Protocol: Faith Academy staff are trained on how to handle emergency situations. If you have questions regarding our protocol, please make an appointment with the principal.

Policy Changes: Faith Academy School reserves the right to make policy or procedural changes during the course of the school year. Parents will be notified of any changes.

School Rules & Regulations

Behavior: Students are expected to be respectful and courteous while adhering to the school rules and regulations. Because Faith Academy's campus includes very young students, (pre-school, kindergarten, and elementary) it is important that older students behave in a safe, courteous manner setting a good example for younger students. Behavior, dress, and attitudes are always being observed by others.

The following behaviors are not appropriate: disruptive behavior, rudeness or "put downs" of others, chapel misconduct, littering, food throwing, gum chewing, inappropriate display of affection, general misconduct, selling merchandise.

More serious violations include (but are not limited to): possession of or actions involving fire, fireworks and/or matches, weapons (firearms, knives, etc. real or toy), disobedience, defiance, disrespect to a teacher or staff member, use or possession of illegal substances: tobacco, alcohol or drugs on/off campus, obscenity, profanity, pornography, dangerous or violent behavior, vandalism/destruction of property (students will be financially responsible for repair and clean-up), derogatory racial, ethnic, sexist remarks, cheating, lying and immoral behavior, truancy, fighting, harassment of others, threatening language of any kind may be considered a crime and may require police involvement.

Consequences (may include but are not limited to):

1. Verbal Warning: Identify problem and discuss appropriate behavioral expectations. Depending on the severity of infraction, teacher may give a disciplinary report form to student.
2. Corrective Action: Determine appropriate corrective action. Corrective action will be based on student's developmental level, past history, as well as the frequency and severity of their behavior. (Includes but is not limited to strikes, detention, loss of recess time, exclusion from field trips, school events, classroom parties, etc.). Each teacher will determine their class "Strike Policy".
3. A parent conference may be needed to discuss the situation.

Continued infractions may result in:

1. Probation: A student can be placed on behavioral probation for habitual misconduct or anytime that is deemed necessary in the best interest of the student and school and length will be determined by the principal. A plan for improvement in the student's behavior will be developed at a parent/student conference with the teacher and principal. Failure to improve may result in more severe disciplinary action, such as suspension or expulsion from the school.
2. In-school Suspension: Schoolwork to be done in the office. The Principal determines the length of suspension.
3. Home Suspension: Parental supervision at home. Study of schoolwork and completion of class work is required, length to be determined by the Principal.
4. Expulsion: Permanent removal from school. Serious violations may result in immediate expulsion.
5. The school reserves the right to determine the appropriate action necessary for each offense.

Attendance: Daily, uninterrupted attendance is of immeasurable influence in the total development of the child. Regular and punctual attendance is essential for success as a student and is expected per the requirements of the California State Education Code. If there must be absences for reasons other than illness, arrangements must be made in advance with the teacher. Dental and doctor appointments should be made after school hours. Excessive mid-day departures, early pick-ups, and/or absences due to medical appointments will require a doctor's note.

Leaving Campus: All students are required to remain on campus from the time they arrive until school is out. No student may leave the campus during the school day. Parents must sign in and/or out their student in the office. Parents wishing to treat their child to lunch may do so during the child's regular lunch time. Students may not be pulled out of class early for the purpose of an extended lunch. All students who are not in class by the end of their lunch recess are considered tardy.

Make-Up Work: Please call the office to make arrangements for your student's make-up work in the event of an absence. Work can be picked up after 3:00pm.

Tardiness: All tardies are recorded quarterly on the student's report card. It is very important that students be punctual. The whistle blows at 8:00am each day. Students are considered tardy if they are not in line ready for pledges and prayer. Likewise, when returning from breaks, P.E., lunch, etc., students must arrive at the designated time or they will be considered tardy.

1. Excused Tardy: A student who arrives to school tardy first thing in the morning may receive an excused tardy slip when a valid excuse from the parent/guardian is provided to the front office.
2. Excessive excused tardies will be considered on a case-by-case basis.
3. Unexcused Tardy: Students are assessed a tardy when arriving after the start of the school day with a tardy slip from the front office that indicates an invalid excuse for being late.

Consequences for Repeated Tardies, Absences, or Early Dismissals (per quarter):

- 3 Excused/2 Unexcused Parent Contact (phone call, email, etc.)
- 4 Excused/3 Unexcused Loss of Points/Grade Deduction(teacher's discretion)
- 5 Excused/4 Unexcused After-School Detention (teacher's discretion)
- 6+ Excused/5 Unexcused Parent/Teacher Conference

Please note that tardiness is viewed as a disruption to the classroom environment. Arriving late to class not only deprives the student of his/her opportunity to learn, but it also disrupts the education of other students. Students must be in class, prepared to work when class begins. Excessive tardiness may exclude student from field trips, school events, and/or classroom parties.

P.E. Exemption: California State Law requires all students to take a minimal amount of physical education. If a student needs to be excused from physical education for a specific health reason, he/she must bring a written excuse. A parent's note is valid up to a maximum of three (3) consecutive days of illness. Following that, a doctor's written excuse will be required.

Illness: Your child may be sent home if they have symptoms of illness during the day. If your child has been home due to illness, please ensure that they are free from any illness (fever, rash, vomiting, diarrhea, etc.) for 24 hours before they return to school. A parent's note or call is valid up to a maximum of three (3) consecutive days of illness. Following that, a doctor's written excuse will be required.

Medication: Faith Academy cannot administer any form of medication to your child without written notification from the doctor and detailed instructions on dispensing the medication. Please send the prescribed medication in the prescription bottle. Do not put the medication in your child's lunch.

This policy also pertains to vitamins, cold medicines, aspirins, cold tablets, etc., with the written consent of a parent or guardian. This type of medication does not require written notification from a doctor. All medicine must be in the original containers and marked clearly with instructions.

Parent Legal Issues: The school will not be involved in conflicts between husband and wife. If one parent requests the school to withhold the child from the other parent, this request must be accompanied by a court order. Otherwise, the school cannot comply.

Visitor Policy: In order to provide authorized visitors with the opportunity to visit classrooms and to ensure the safety of our students and their rights to an uninterrupted teaching-learning environment, the following procedures are to be followed:

- Visitors and parents must check in with the office before going to the classroom.
- The length of all visits will be appropriate to the nature of the visitation, as determined with the teacher and/or principal.
- All classroom observations are limited to a maximum of 30 minutes and require a parent written request at least 2 days in advance.
- The instructional process must not be interrupted. If a visitor or parent wishes to speak with a teacher or principal, please call before 8:00am or after 2:45pm, or an appointment can be arranged.
- Student shadow (a teacher's aide assigned to student) visitations are limited to certain students only and must be pre-approved and arranged in advance by the principal. Long term "shadowers" must adhere to all requirements explained by the principal and teacher or a request for withdrawal of student will result.

Transferring to Another School: For students transferring from Faith Academy to another school, Faith Academy will grade the student to the day of departure and send the records to the school where he or she is transferring upon request by the new school. The records will be released when the student's bill is paid in full.

Vacations during School Months: For students leaving on vacation or emergency during school time, parents may request – one week in advance – materials to be covered during the student's absence and may pick up these assignments on the day before departure. This make-up work must be given to the teacher the day the student returns. Additional work may be necessary and parents should expect to assist their child with this work. Students are responsible to make-up all missed work and/or all materials covered in class during their absence.

School Courtyard/Playground/Gym Rules: The school courtyard, playground and gym are always under the supervision of teachers or other staff members. It is the responsibility for those teachers and staff members to keep things orderly and safe for all students involved. Fair warnings are given to students to deter a disorderly playing environment. Students are to take pride in their surroundings and are expected to help keep the school grounds clean and to obey all the rules:

Students may not:

- Eat or drink in the gym unless sitting at a table.
- Run or play on the balcony or the outside stairs and the stairs in the gym.
- Play with footballs or basketballs in the courtyard before and after school. No footballs in the gym.
- Sit on picnic table tops, or lean, hang or climb on the fences.
- Hit each other with balls or play any games that require hitting with a ball.
- Push, grab, hit or wrestle on school grounds.
- Use swings inappropriately. This includes swinging sideways, twisting swings, holding on to another swing while swinging, or jumping off swings.
- Run through or interfere with someone else's game.
- Run or play ball in the sand area of the playground where the swings are located.
- Pile in the tunnel slide. Always slide alone, feet first, and get away from the front of the slide as soon as possible.
- Leave supervised area without permission.
- Complete homework assignments before pledges and during morning and lunch recesses. Please remember that home + work = work to be completed at home. Homework may also be completed during the After School Program.

Students must use common sense when using all playground equipment and when playing soccer. If you decide to play soccer, understand that you might get kicked accidentally every now and then. If rules are not followed, disciplinary actions will be taken.

The teacher on duty is considered the “referee” for all games. He or she will decide all calls when there is a conflict.

Parties: Birthday parties must be coordinated through the teacher. Private party invitations must be distributed outside school hours.

Cell Phones: Cell phones must be turned off and cannot be visible on campus during the school day. Students who use phones during school will have their phone sent to the office. Parents may pick up phones from the office.

- First offense - verbal warning and the phone will be taken away. Student may pick up cell phone from the office.
- Second offense - the cell phone will be taken away and sent to office with a behavior referral slip. Parents will have to pick up cell phone.
- Third offense – the cell phone will be taken away and the student will lose permission to bring cell phone to school.
- Subsequent offense(s) (defiance) – Additional parent contact and more severe disciplinary action – including but not limited to in-school suspension or home suspension.

Toys/Other Electronic Devices: Smart watches are allowed, but any cellular or text functions cannot be used during school hours. Any electronics, toy weapons (guns, knives, bow & arrows, etc.) and playing or trading cards are not allowed on campus. If the school deems that a toy from home is inappropriate, the student will be required to keep it in his/her backpack.

Exceptions to the policy on electronic devices may be made for classroom activities. The school is not responsible for lost, damaged or stolen electronic equipment; students bringing such equipment to school do so at their own risk and bear the responsibility for loss, theft, or damage. The After School Program does allow students to bring toys or electronics to use after homework is complete. These items are to remain in students' backpacks during school hours until permission is given to use them in the After School Program.

Teacher Conduct: Faith Academy encourages a supportive and edifying relationship between employees and students, one that will deepen the spiritual growth of each and encourage a dynamic intellectual life at the school. In order to accomplish these aims, it is imperative that Faith Academy faculty, staff, and students conduct themselves in a Christ-like and professional manner and maintain an exemplary lifestyle. Employees who fail to maintain proper standards of conduct toward their work, co-workers, students, or families, or who violate any of the School's policies, are subject to disciplinary action, up to and including dismissal. Anyone who is concerned about misconduct should refer all such situations to the principal. Administration reserves the right to determine appropriate employee conduct.

Dress Code

Uniforms: Uniforms will be worn by all grades and must reflect the Christian character of the school.

Shirt Requirement:

1. Shirts must be polo shirts or buttoned uniform blouses.
2. Any solid colors for polos, long sleeve, and undershirts, white or light blue for buttoned uniformed blouses.
 - a. Small name brand logos or Faith Academy logos are allowed.
 - b. Appropriately sized, 3 inches below the beltline of pants.

Pants/Skirts:

1. Boys and girls will be required to wear khaki (tan), navy (blue) or black pants or shorts, straight leg fit, not “skinny” fit.
2. In addition to pants or shorts, girls may also wear tan, navy or black skirts or jumpers; as well as polo dresses - any color.
3. Pants must be proportioned to fit (overly tight or loose clothing is not permissible). Pants must be cotton or corduroy. Jeans of any color are not allowed.
4. Shorts, skirts, and dresses must be worn no more than 3” above the knee.
5. Leggings or tights are not to be worn as pants but may be worn under skirts or dresses. Leggings and undershirts can be any color.

Shoes:

1. Pointed toe boots, flip-flops, or strapless step-in sandals are not to be worn for safety reasons.

Head Wear/Hair:

1. Head wear is prohibited. This includes caps, hats or hoods.
2. Hair color must be natural tones and neatly styled, no Kool-Aid dyed or bleached.
3. Hair should be neat and clean, and should not cover over the eyes of the student, be below the collar (boys only), or draw undue attention to oneself. If boys choose to have their hair below the collar, they need to pull it back in a ponytail.
4. No mohawks or hair tattoos.

Makeup/Jewelry/Belts/Tattoos:

1. No makeup.
2. Jewelry should be traditional and appropriate. No earrings for boys. Other than pierced ears for girls, no other body piercing for boys or girls.
3. No tattoos or body “graffiti” (Permanent or temporary)
4. Belts should be plain, no logos/symbols/imagery on any part of the belt or buckle.

Chapel: Chapel dress consists of the school uniform.

P.E.: For P.E., 3rd through 8th grade boys and girls must wear a plain solid gray t-shirt with black shorts or sweat pants. Gym shoes with laces must be worn at all times. Clothing must comply with dress code requirements. No tight fitting clothing is allowed.

If there is a question about the appropriateness of any student's clothing and/or accessories, school personnel will make the final determination using the above guidelines. Students that arrive at school with clothing that does not meet the dress code guidelines may be sent to the office and the parent contacted to bring in appropriate dress.

Dress Code Violations:

1st violation A verbal warning.

2nd violation A dress code violation form is sent home with the student requiring parent signature. Student may also receive a disciplinary consequence for violation of the school's dress code guidelines.

3rd violation If your child should again arrive at school not properly attired, you will be asked to take him or her home and correct the situation.

Continued violation of the dress code may result in student being asked to withdraw from school.

Free Dress Guidelines: The school has dedicated certain days such as minimum days or certain field trips for free dress. Free dress must meet the school's standards for appropriateness. Guidelines are as follows:

1. Skirts and shorts must be no higher than 3" above the knee.
2. Pants and shorts must be fitting. No excessively tight or baggy pants.
3. Leggings or tights are not to be worn as pants but may be worn under skirts or dresses. Leggings and undershirts can be any color.
4. Shirts must not be see-through or too tight.
5. No spaghetti straps. Sleeveless shirt straps must be at least 2" wide.
6. Wording on clothing must be acceptable in a Christian school. Any student wearing clothing with inappropriate wording will be required to change.
7. Shoes should be appropriate and conform to the handbook guidelines.
8. Makeup/Jewelry/Belts/Tattoos/Head wear guidelines in the handbook shall continue to be in effect.

Fridays and Field Trip Days: Faith Academy t-shirts can be worn only on Fridays and on field trips with uniform or denim bottoms, such as pants, shorts or skirts.

Denim should:

1. Be dark colored – blue or black
2. Fit appropriately (overly tight or loose jeans are not permissible)
3. Not have fading, frays, rips or holes, and no extra embellishments
4. Not be jeggings - leggings made to look like jeans

Church Information

Faith Assembly: Faith Academy is a ministry of Faith Assembly. Faith Assembly places a high priority on the family and we encourage our school families to actively participate in a local church. In the event you do not have a church home, we invite you to join our services:

Sunday	9:00am	Sunday Service
	11:00am	Sunday Service
	1:30pm	Servicio en Español
Wednesday	7:00pm	English Adult Bible Studies
		Spanish Bible Study
		Faith Students (6 th -12 th grade)
		Royal Rangers (Boys K-6 th grade)
		Extreme Kidz (Girls K-6 th grade)
		Rainbows (Boys and Girls, 3-5 years)
		Nursery (Birth – 3 years)

We offer additional Faith Groups throughout the week to help you connect with other believers and grow in your faith. Please contact the church for more information.

Parking Lot Procedures

GENERAL RULES:

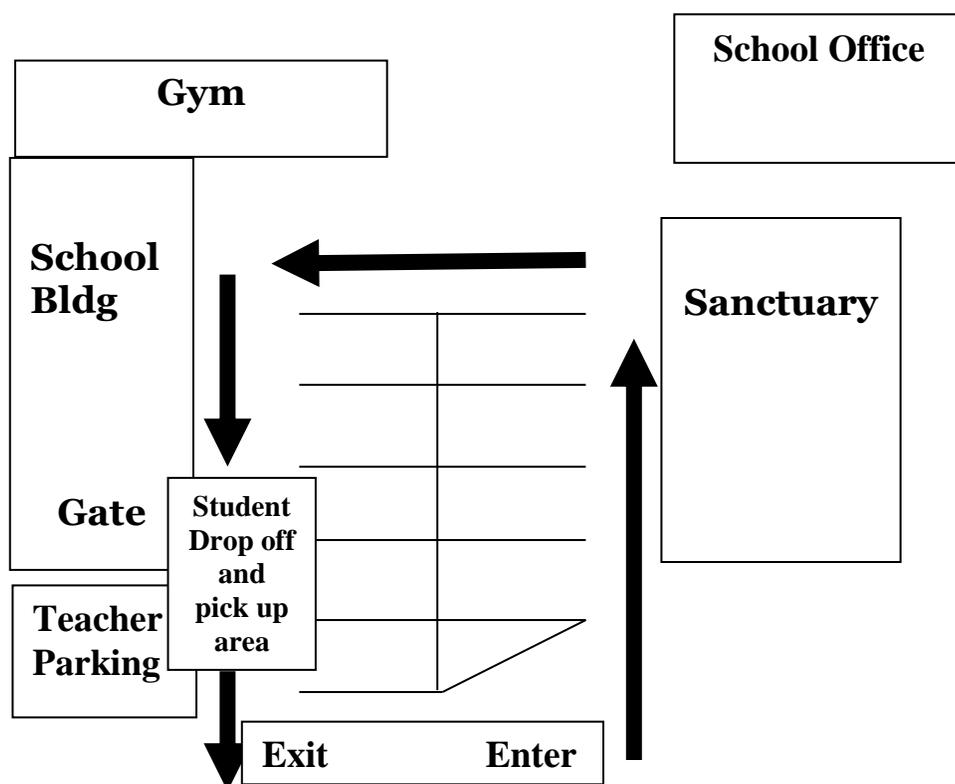
- Speed Limit 5 MPH
- Do not leave your car running and unattended.
- For your child's safety, do not honk or call to your child to run or walk to your parked car. Please turn your engine off and go to your child.
- Please park only in the middle parking lot spaces.
- Please obey the teachers on yard duty and follow their instructions.
- If you arrive before 2:30, please wait in your car or on the benches in the breezeway by the main office. Please do not enter the school campus.

WHEN DROPPING OFF YOUR CHILD IN THE MORNING:

- Please enter the parking lot and complete the circle.
- Do not drop off your child anywhere except designated drop-off area.

WHEN PICKING UP YOUR CHILD IN THE AFTERNOON:

- Please enter the parking lot and complete the circle.
- Your child will not be allowed to run across the parking lot to get to you.
- If you get to the pick-up area and your child is not waiting at the gate, please make another lap around the circle so other parents do not have to wait & the drive way is not blocked.
- Please park and walk over to your child if he/she is unable to strap on the seat belt.



Staff

School Board:	Mr. Kenny Ashurst Mr. Michael Bawarski Mr. Todd Evangelist Mr. Alan Franklin Mr. Carlos Roacho
Administrator:	Pastor Dan Bruce
Principal:	Pastor Cindy Bruce
Office Staff:	Ms. Kathy Magana Mrs. Julie Monita
Teachers:	Mrs. Dani Franklin Mrs. Miriam Tewalt Mrs. Christina Soledad Mrs. Dianne Darr Mrs. Sheree Mejia
Afterschool:	Mrs. Lupita Bawarski
Chapel/Recess:	Mrs. Lorraine Couch Pastor Matt Dudley
Kitchen:	Ms. Irene Robles
Facilities:	Mr. Manuel Suarez