

Faith Academy 2009-2010



"Put on the whole armor of God"

Ephesians 6:11

320 South J St., Imperial, CA. 92251

(760) 355-1114

www.ivfaithassembly.org

Pastor Dan Bruce, Administrator

Mrs. Donna Freeman, Principal

Home of the Warriors!

Faith Academy Student Handbook

**“Put on the full armor of God....”
Ephesians 6:11**

Located at:

**Faith Assembly of God Church
320 South J Street
Imperial, CA 92251**

Telephone: (760) 355-1114

Administrator: Pastor Dan Bruce

Principal: Donna Freeman

**School Board: Kenny Ashurst
Danny Berg
Randy Hines**

**Office Staff: Cindy Bruce
Kathy Magana**

Table of Contents

I.	Educational Philosophy.....	5
II.	Enrollment and Admissions Procedures.....	7
III.	Academic Curriculum & Grading.....	9
IV.	Tuition and Financial Information	11
V.	General Information	13
VI.	School Rules & Regulations.....	14
VII.	Dress Code.....	17
VIII.	Other Information.....	19
IX.	Church Information.....	19
X.	Parking Lot Procedures.....	20

I. 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. The Bible is the Word of God, divinely inspired as originally given, and the supreme authority in matters of faith and practice.
3. God is triune - one eternal God existing in three persons: Father, Son and Holy Spirit - and man is created in the Father's image.
4. Christ is God, manifested in the flesh, and born of the 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.
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 present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a Godly life.
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
8. We believe that heaven and hell are definite places.
9. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Academic Excellence:

Faith Academy promotes high academic standards. We offer a supportive environment for students to attempt to master new concepts in learning. Also, we believe it is important to help each student develop creative and critical thinking skills.

Spiritual and Moral Goals:

It is our desire to see spiritual and moral growth in each student. In order to do this we want to help each student develop an attitude of love and respect for God's Word, learn to live by its principles, and have the opportunity to accept Jesus Christ as his/her personal Savior.

The Faculty Role:

The goal of each teacher is to integrate Biblical truth into all subject areas. The teacher, therefore, is a born again believer.

The Role of the Parent:

It is the goal of the staff to communicate closely with each child's parent or guardian. 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.

Communication:

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.

II. 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:

We ask that students and parents be willing to abide by the requirements and rules of the school. Prospective students and their parents/guardians must attend an entry interview with the Principal and/or Administrator. 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. Request for school records (new students)
8. Personal interview with Principal and/or Administrator (new students)
9. 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. Items found in the CUM File may include:

1. Registration Forms
2. Student and family information
3. Health History
4. Copies of Report Cards
5. Stanford Achievement (SAT) and Ability Tests results.
6. Information from Doctors, Psychologists, tutors, outside school testing, I.E.P. test results, if applicable, etc.
7. Record of Suspensions and Expulsions

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 administrator or 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.

III. Academic Curriculum & Grading

Curriculum:

The curriculum of Faith Academy will include academic and Biblical instruction, chapel, physical education, music, special events, field trips, and special programs. 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.

The basis of our reading program in the primary grades is phonics.

Textbooks:

All 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. The 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 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.

The Grading System is as follows:

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

Promotion Requirements:

Basic requirements:

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

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.

IV. Tuition and Financial Information

Registration:

Registration Fees are as follows:

If paid by June 9, 2009	\$200.00
After June 9, 2009	\$250.00

ALL REGISTRATION FEES ARE NON - REFUNDABLE!

Tuition:

Tuition rates for 2009-2010 school year will be as follows:

<u>K – 8th Grade</u>	<u>Annually</u>	<u>10 Month</u>	<u>9 Month</u>
First child	\$2850	\$285	\$317
Each additional child	\$2140	\$214	\$238

Tuition Policies:

1. Annual Tuition paid in full by September 8th will receive a 5% discount.
2. Monthly tuition payments must be paid on the 1st of each month. Tuition not paid by the 10th of every month may be assessed a \$20.00 late fee on that month's payment. If the account is not brought current by the last day of the month your child will not be allowed to attend school until the account is brought current.
3. Annual tuition may be divided into 9 or 10 equal monthly installments beginning September 1st.
4. Make checks payable to Faith Academy.
5. There will be a \$20.00 charge for any check returned by the bank. If a second check is returned we will require all future payments to be made either by cash, cashier's check, or money order.
6. No student will be allowed to register for the following year until all fees are paid for the present school year.
7. All accounts must be paid in full before the final report card or any records will be released.

Before and After School Supervision:

After school supervision rates for students are:

Morning – 7:00am to 7:30am \$1.00 per day
Afternoon – 2:45pm to 5:30 pm \$5.00 per day

1. School grounds open at 7:30am
2. The school grounds close at 5:30pm. The student's account will be charged a late fee of \$10.00, per student, if they are not picked up by 5:30pm.
3. An adult who is authorized by the parent/guardian must sign students out each day. Please do not honk for your child.
4. No child will be released to anyone whose name is not listed on his or her Daycare 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.

V. General Information

School Colors and School Spirit:

Faith Academy School colors are 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 tries to accomplish or has accomplished.
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, songs and prayer. Every Wednesday there is a chapel service, which includes singing, 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. If your child does not know any of these pledges, please practice the following with them at home:

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.

VI. School Rules & Regulations

Behavior:

Students are expected to be respectful and courteous while adhering to the school rules and regulations. Because Faith Academy's student body includes very young students, (pre-school, kindergarten, and elementary) it is especially important that older students behave in a safe, courteous manner. Older students must be aware that they are to be good examples 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

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 or 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 and harassment of others

Consequences (may include but are not limited to):

1. Teacher Discretion: Teacher may determine in-class penalties.
2. Work Detail: Lunchtime trash pick up and/or other on campus-supervised work.
3. Detention: 50 minutes of supervised time in the school office beginning at 2:40pm and ending at 3:30pm AND the completion of the detention packet. (A written assignment)
4. In-School Suspension: One day in a structured and supervised environment-with isolation from peers and all school activities. Study of schoolwork and completion of class work is required.
5. Home Suspension: Parental supervision at home. Study of schoolwork and completion of class work is required.
6. Expulsion: Permanent removal from school.

Serious violations may result in immediate expulsion. The school reserves the right to determine the appropriate action necessary for each offense.

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 without a note from the parent or guardian. All students must report to the office to be signed in and/or out by their parent/guardian.

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. Therefore, regular daily punctual attendance is expected. 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. This allows us to fulfill the attendance requirements of the Education Code of the State of California.

Tardiness:

It is very important that students be punctual. The tardy bell rings at 8:00am. All students who are not in their room when class begins are considered tardy. Likewise when returning from breaks, P.E., lunch, etc., students must arrive at the designated time.

Excused Tardy: A student who arrives to school tardy first thing in the morning may receive an excused tardy when they present a note of explanation from the parent/guardian.

Excessive excused tardies will be considered on a case-by-case basis.

Unexcused Tardy: Students are assessed a tardy when arriving after the start of the school day without a parent's note.

1. The student will serve a detention when they are assessed their 5th unexcused tardy.
2. For every 3rd tardy beyond 5 the student will serve a detention.
3. Excessive unexcused tardies will be considered on a case-by-case basis.

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.

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.

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:

Visitors and parents must check with the office before going to the classroom.

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.

Parties:

Birthday parties must be coordinated through the teacher.

Cell Phones:

Cell phones may be used before and after school, at lunch and during breaks only. During class hours, cell phones must be in silent mode and must remain in backpacks or purses. Students who use phones other than at the designated times will have their phone sent to the office. Parents may pick phones up from the office.

Toys/Other Electronic Devices:

Tape players, tape recorders, CD players, radios, MP3 players, electronic games, and playing or trading cards (Pokeman, Yugioh), 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.

VII. Dress Code

Uniforms:

Uniforms will be worn by all grades.

Polo Shirt Requirement:

1. Shirts must be polo shirts
2. Solid colors- navy, burgundy, light gray, or white
 - a. Logo is allowed: Faith Academy logo only
 - b. Appropriately sized, 3 inches below the beltline of pants

Pants/Skirts:

1. Boys and girls will be required to wear khaki (tan) or navy (blue) slacks or shorts.
2. In addition to khaki pants or shorts, girls may also wear tan or navy skirts.
3. Slacks must be proportioned to fit (not tight or baggy).
4. Slacks must be cotton (Dockers type).
5. Shorts and skirts must be worn no more than 3" above the knee.

**Please note that the dress code states that pants/slacks are to be cotton (Dockers type).
Jeans are not allowed to be worn as part of the school uniform or as part of chapel dress.**

Shoes:

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

Hair:

1. Hair color must be natural tones and neatly styled.

Makeup/Jewelry/Belts/Tattoos:

1. Girls' makeup should be neatly and modestly applied.
2. Jewelry should be traditional and appropriate.
3. Boys-no earrings or makeup.
4. Other than pierced ears for girls, no other body piercing for boys or girls.
5. No tattoos or body "graffiti" (Permanent or temporary)
6. Belts-plain belts and buckles only, no logos, symbols, or imagery on any part of the belt or buckle.

Chapel:

Chapel dress consists of the school uniform.

P.E.

For P.E., 5th through 8th grade boys and girls must wear red or navy shorts that comply with dress code length (within 3 inches of the knee) and gray t-shirts. Screen prints or see-through material will not be allowed. Failure to dress for P.E. will result in a failing grade.

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:

1 st time	A verbal warning
2 nd time	Work Detail-lunch-time trash pick-up and/or other on campus supervised work.
3 rd time	Detention-50 minutes of supervised time beginning at 2:40pm and ending at 3:30pm and the completion of the detention packet (a written assignment).
4 th time	A parent conference may be required and the student may be asked to withdraw from school.

Free Dress Guidelines:

The school has dedicated certain days for all-school free dress days. Free dress must meet the school's standards, however, 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. Shirts must not be see-through or too tight.
4. No spaghetti straps. Sleeveless shirt straps must be at least 2" wide.
5. Wording on clothing must be acceptable in a Christian school. Any student wearing clothing with inappropriate wording will be required to change.
6. Shoes should be appropriate and conform to the Student Handbook Uniform guidelines.
7. Makeup/Jewelry/Belts/Tattoos guidelines in the handbook shall continue to be in effect.

Fridays and Field Trip Days:

Faith Academy t-shirts can be worn on Fridays and on field trips with dress code pants (no jeans).

VIII. Other Information

Parent/Teacher Fellowship:

Parent/Teacher involvement is an integral part of our total school program. Meetings will be scheduled to organize school activities. Room Mothers/Fathers are needed to help plan and aid in social events, parties, and field trips. Please see your child's teacher for more information.

Lunch & Snack:

Students may bring a lunch, snack and drinks or they may purchase hot lunch each day. Snacks and drinks are available for sale at the Snack Shack.

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.

IX. Church Information

Faith Assembly:

Faith Academy is a ministry of Imperial Valley's 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 would love to invite you to our services:

Sunday	8:00am	Early Service
	9:00am	Sunday School for children, youth and adults
	10:00am	Morning Service
	6:00pm	Evening Service
Wednesday	7:00pm	Adult Bible Study and Prayer Young Adults Focus Group Rockhouse Youth Powerhouse Boyz (K-6 th grade) Mpact Girls (Girls K-6 th grade) Rainbows (Boys and Girls, 3-5 years) Nursery (Birth – 3 years)

X. 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 ask your child to run across the lot to your parked car.
- Please park only in the middle parking lot spaces.
- Please obey the teachers on yard duty and follow their instructions.

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 the 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.

