

# Parent-Student Handbook

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# Faith Academy Parent-Student Handbook

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## **Our Mission**

To provide a rigorous Christ-centered education to low-income students in the Iowa City area.

## **Our Vision**

To encourage students to passionately pursue learning while understanding that it is Jesus Christ who leads to a life characterized by loving God, loving others, and serving the world. Faith Academy pursues this aim by partnering with families and raising tomorrow's leaders with a focus on excellence. This Christ-centered school will radiate with the gospel message, transform the community, and elevate the value of education and redemption.

### **Statement of Faith**

#### **God**

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

#### **The Bible**

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

#### **The Human Condition**

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

#### **Jesus Christ**

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus-Israel's promised Messiah-was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

#### **The Work of Christ**

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

#### **The Holy Spirit**

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

#### **The Church**

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

#### **Christian Living**

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

#### **Christ's Return**

9. We believe in the personal, bodily and premillennial return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

#### **Response and Eternal Destiny**

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

Taken from the Statement of Faith of the Evangelical Free Church of America

# **Policies and Procedures**

## **Attendance**

Parents are required to call the school by 8:00 a.m. to report the cause of the absence from school. Failure to call will result in an unexcused absence.

<b>Excused</b>	<b>Unexcused</b>
Death in the family	Family vacation
Illness confirmed with staff	Outside/personal appointments
	Oversleeping
	Babysitting siblings
	Repeated early pick ups/tardies

Regular school attendance is mandatory for the growth and success of the students. Therefore, excessive unexcused absences will not be tolerated.

<b># of unexcused absences per trimester</b>	<b>School procedures</b>
<b>1</b>	Phone call from Family Liaison
<b>2</b>	Student placed on probation for the remainder of the trimester
<b>3</b>	Student may be dismissed from Faith Academy

Upon returning to class, it is expected that students make up all missing work in a timely manner. A plan for making up the missing work should be promptly discussed with the classroom teacher.

## **Summer Session**

All students will be required to attend a mandatory six week summer session. There will be a one week break following the school year, followed by the summer session. Hours will run from 8-12 Monday through Thursday.

## **Accidents**

- Parents or legal guardians are called promptly whenever there is an accident.
- The school must have 4 current day and evening phone numbers for parents of every child.
- The teacher will act in place of the parent if the parent cannot be reached.
- The school keeps a record of any accident.

## **Admission and Application Process**

- Students will be accepted without preference to race, sex, or religious background according to available space.

- All enrollments must be made through the Admissions Office.
- Parents must agree to have their child taught in accordance with the statements of belief, mission, vision, and goals of the school.
- Parents are encouraged to be active members of a Bible teaching church.
- Parents are responsible for paying or arranging the payment of tuition.
- Registration for returning students will occur by January 31st after which registration will be open to new students.
- Immunization records and dental forms must be completed before admission is finalized.

## **Appointments**

Please make every effort to schedule doctor's appointments either before or after school hours. We understand that this is not always possible. Parents should call the office or send a note ahead of time so that the teacher can prepare for the dismissal of the student. All students leaving for and arriving from appointments should check in and out at the school office.

## **Before and After School**

Students should not be left at the school before 7:50 a.m.. There will be no supervision before this time. Children must leave the school premises by 3:35 p.m., unless enrolled in an after-school program.

## **Birthday Celebrations**

- Student birthdays will be celebrated according to teachers of individual classrooms.
- Parents should coordinate with the teacher if they want to provide a store bought treat for the entire class.
- Please do not send party favors to school without the teacher's permission.

## **Child Abuse**

The staff of Faith Academy is required by state law to report any suspected signs of child abuse to the Iowa Department of Human Services. This report may be made directly to the DHS without first contacting the parents.

## **Conferences with Teachers and Parents**

- Attendance at the two scheduled parent-teacher conferences (Fall and Spring) is mandatory.
- Teachers and parents may request conferences at other times as well.
- In the event that a parent is not able to make their conference at the scheduled time, they will be given a one week grace period to reschedule. If the conference is not performed during that time, students will be unable to attend class until it is performed.

Faith Academy teachers believe parents are the first and primary educators of each child, and they seek to support you in your responsibility of being a godly parent.

## Confidentiality and Release of Records and Information

- All student records are considered confidential.
- Information regarding admission, academic progress, test scores, health records, attendance or discharge of a student will be confidential and restricted to staff designated to have appropriate access to the information.
- Parents may have access to their child’s permanent record at any time.
- Student academic and health records will be released upon payment of applicable tuition and fees that have accrued on the student’s account.

## Discipline Policy

It is vital for parents and students to realize that maintaining an orderly atmosphere is critical to the learning process. Although it is necessary to set and enforce rules and boundaries, it is our desire to train students to become self-disciplined. We want to encourage our students to obey God and from that obedience to exhibit respect, care, and love towards others.

When a student has become disruptive in class to the point where an office visit becomes necessary administration will meet with the student for shepherding and coaching.

Teachers use three levels of Office Visit slips:

**Green:** Low level infractions require students to spend a short “time-out” in the office.

**Yellow:** Medium level infractions require students to spend 30 minutes to 1 hour in the office.

**Red:** High level infractions require students to meet with the head of school and determine the consequences, up to a suspension from school.

<b>Green</b>	<b>Yellow</b>	<b>Red</b>
Consistent resistance to teacher direction	Lying	Fighting with another student
Difficulty controlling anger	Cheating	Bullying another student
High anxiety over an event in the classroom	Defiance of teacher or staff member	Assault on another student or a teacher
Inability to work in the classroom	Use of vulgar language	Possession of a weapon at school
	Stealing	A second “yellow” offense

## Suspensions

The decision to suspend a student rests upon the classroom teacher in consultation with the headmaster. A re-entry meeting is required before any student is allowed to return to school at Hope.

Teachers will discuss a student's misconduct privately with the student. Teachers will document in writing the use of discipline, and may report disciplinary measures to the child's parent when the teacher believes such reports are necessary. Corporal punishment will not be used.

Parents will be contacted if the school receives a report of student misconduct while being transported to and from school. If a student receives three misconduct reports, they will not be provided with transportation for one week. If that student receives another report of misconduct, they will again not be provided with transportation for a week. If they student receives a fifth misconduct report, they will no longer be provided with transportation to and from school.

## **Dismissal After School**

School is dismissed at 3:30p.m. Children must leave the school premises by no later than 3:35 p.m. unless enrolled in an after-school activity. Chronic late pick up of students from school will not be tolerated, and a fee will be enforced. Only adults whose names you have given the school on your child's authorized pick up list will be allowed to take a student off the school premises unless parental consent is given ahead of time. If you are planning for someone to pick your child up who is not on your authorized list, you must call the school or send a note ahead of time. Your child will not be allowed to go with any unauthorized person.

Any change from the normal after school transportation arrangements must be made by either calling the school office or sending a note by 2:30. No changes will be made after this time.

Students should not be checked out of school before 3:30 except in the case of personal illness. Picking a child up before 3:30 three times in one quarter will be considered an unexcused absence.

## **Extracurricular Activities**

A student who does not attend school will not be allowed to participate in after-school activities that day.

## **Field Trips**

- Field trips will be scheduled periodically.
- Parents will be notified in advance of each field trip.
- Students will not be allowed to participate without a signed permission slip.
- Students will be excused from a field trip only with prior written permission from a parent or guardian.
- Parents may be invited by the classroom teacher to join the class as chaperones.

## **Health Forms**

Every student must have a health history and medical record form filled out by a medical doctor. Immunizations must be up to date as required by the State of Iowa. These records will be kept

on file as part of your child's permanent health record. Any student without necessary documentation of immunizations will be barred from classes after October 1.

## **Illness**

- **Do not send sick children to school.**
- If your child is ill, please call the school by 8:00 a.m. to notify them of the situation.
- The school has no provision for sick children and will not allow them to stay in school.
- If an illness develops while the child is in school, a parent or guardian will be called to pick up the child immediately.
- After having had a fever of 101 degrees or higher, a child should not return to school until 24 hours after the fever has subsided.
- If the child has a communicable disease, (for example, headlice, ringworm, pinkeye, etc.), please notify the office at once.
- After being diagnosed for a bacterial infection, (for example, strep throat, ear infection, etc.), a child may return to the classroom 24 hours after an antibiotic is first administered.

## **Medications**

Medication should be given at home if at all possible. No internal medication of any kind will be administered at school unless specific instructions are given by the parent. Parents will be required to submit a medical authorization form, releasing school personnel from liability. Medications brought to school must be given immediately to the headmaster upon arrival and may be dispensed only by an authorized adult.

## **Non-Discrimination Policy**

Faith Academy admits students of any race, color, religion, national or ethnic origin. It does not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of its educational policies, admission policies, or scholarship and financial aid programs.

## **Parent Service Commitment**

All Faith Academy parents must demonstrate their commitment to the community focus of the school by serving at least 2 school activities. Parents should choose from the list of service opportunities that best fit their gifts, abilities, and schedules. A volunteer coordinator will track, document, and facilitate volunteer efforts and assignments.

## **Report Cards/Parent-Teacher Conferences**

Student progress reports are issued three times a year, at the end of each grading period. Report cards will include evaluative comments from the teacher. Parent-Teacher Conferences are held twice a year to discuss your child(rens) academics, and they are mandatory for parents to attend.

## **Saturday School**

In order to encourage parent/child interaction and build community within the school, we will have Saturday School two times during the year. All students will attend a half day of school together with their parents, becoming involved in classroom and school-wide activities. Please take note of the Saturday School dates on the school calendar as this is a mandatory event.

## **School Closings**

Faith Academy closings due to bad weather will correspond to those of the Iowa City Community School District.

## **School Visitors**

Parents are never to go directly to a classroom without checking in at the office. Parents are encouraged to observe and volunteer in their child's classroom, but arrangements must be made in advance through the school office.

School visitors must check in at the office and wear a visitor badge while in the building. Only authorized school visitors wearing a nametag should be in the building during school hours.

## **Tardiness/Early Pick-Up**

We believe that students at Faith Academy are forming character traits today that will carry them through the rest of their lives and affect their future in powerful ways. Therefore, parents will be expected to model responsibility by making sure their child arrives at school on time and prepared for the day, and that they finish out their complete school day.

Excessive tardiness will not be tolerated. School will begin at 8:00 a.m. Students who arrive at school after 8:15 a.m. will be considered tardy. Late arriving and early dismissal students must sign in at main desk. Three tardies and/or early pick-ups in one trimester will be considered an unexcused absence.

## **Tuition**

The actual cost to attend Faith Academy is approximately \$7,200 per student. Much of this cost is subsidized by contributions made by people who believe in quality Christian education. All parents must pay their monthly Fair Share portion by the 1st day of each month, according to their registration agreement.

The first month's tuition must be paid to the school before the first day of classes. Students will not be allowed to begin school until the first payment is received.

If a family's tuition payments fall behind, the person responsible must make arrangements with the office in order for the student to remain in class. Any student whose tuition is not paid by the

10<sup>th</sup> of that month will be barred from class until appropriate arrangements have been made with the business manager.

## **Uniforms**

Students will be expected to wear pre-approved uniforms at all times. The goal of our school uniform is that our students will have a neat and clean appearance, showing respectfulness in their grooming.

Specific uniform requirements are:

### **Girls**

Khaki pants

Khaki skirt (knee length or longer)

Faith Polo

Faith sweater

Faith dress

Black dress shoes

### **Boys**

Khaki pants

Faith Polo

Faith Sweater vest

Black dress shoes

The following items **may not** be worn to school:

hats

bandanas

leggings

tennis shoes (unless for recess and gym)

Personal items such as: electronics, cell phones, trading cards, toys, distracting jewelry will be confiscated by the teacher if brought to school, and will need to be picked up by the parent.

If a child arrives at school not wearing a complete uniform, the parent will be called to come to the school and bring the uniform.

Students should wear their complete uniform to and from school. Students will not be allowed to change clothes at school. Students must bring tennis shoes to wear during gym.