



## *Expectations Handbook for Homeschoolers at FAITH*

FAITH Homeschool Academy is happy to support and provide classes to homeschooling families. The community center is founded and based on Christian principles and the inerrant Word of God. We are not affiliated with a particular denomination within the Body of Christ and do not provide instruction in doctrine. Those wishing to attend our group are not required to be proclaimed Christians. However, because the group is founded on Christian beliefs, all members must acknowledge and abide by the group's Statement of Faith, Code of Conduct, and Dress Code. These documents do not exist in name only, but are used to outline acceptable behavior by members of the group any time that they are representing FAITH. This includes, but is not limited to, classes, events, activities, or field trips.

## *Dress Code*

Modesty is the goal for young ladies (1 Timothy 2:9) and respect is the goal for young men.

- No spaghetti straps, low cut tops, bare midriffs, no undergarments showing, no sheer or see through materials, or short shorts.
- Clothing should not be too tight.
- No clothing with inappropriate messages, slogans, or pictures will be tolerated. This dress code applies to parents and children alike.

Parental Responsibility: We believe it is the parent's responsibility to ensure that the student is properly dressed for participation in FAITH classes and events. Please familiarize yourself with the dress code. When a student is observed to be in noncompliance with the dress code, the parent will be asked to take the child home to change.

## *Code of Conduct Parental Responsibility*

We believe it is primarily the parent's responsibility to ensure that their children are following the rules and respecting the expectations laid out below. Please familiarize yourself with the expectations and rules below. When a student is observed to be in non-compliance with these, the parent may be asked to comply with the agreed upon consequences outlined below.

### *EXPECTATIONS:*

- Children will show respect to all people – authority and their peers. Disrespect, making fun of others, teasing, calling names, gossiping, yelling, etc. will not be tolerated.
- All people will respect the building and property at all times. If a student damages property, parents may be financially responsible for the damage. Please remember that the owners of our location have graciously allowed us to use their facilities. It is incredibly important that we show them and their facility respect in all areas.
- Respect that this is a place of business with the goal of glorifying God in all we do. With that said, no running, screaming, or otherwise unruly behavior.

## *CONSEQUENCES FOR NON-COMPLIANCE:*

- First offense; Warning: student will be encouraged to better behavior and reminded of the expectations.
- Second offense; Parent will be notified.
- Third offense; Student will be asked to leave the classroom where he or she will spend time in the office of the director. During this time, the student will be expected to write a description of what happened and reasons why he or she is not in class at that particular time, along with what he or she intends to do to make sure they are not in this predicament again.
- If there is a fourth offense, the parent will be required to come to class and stay with the student the following week.
- If a student demonstrates behavior patterns that continually disrupt learning, he or she will be suspended and/or expelled at the discretion of the director.

## *Classroom Procedures*

- Cell phones and all other electronic devices are prohibited in the classroom, unless specified by the teacher for a particular activity. Upon arrival into the classroom, students should place cell phones away in their backpack and turned on silent or off.
- If there is an emergency while your student is attending class, parents should contact the teacher and/or director if they need to be in immediate contact with their child. Students will have access to their phones and electronic devices in between classes and during lunchtime.
- If a student is absent from class, they will have one week from the date they were absent to turn in all missing assignments, homework, and retake missed tests.
- In lieu of retaking a test or quiz for a better grade, teachers will drop one test or one quiz of the student's choosing if requested per semester.
- Out of respect for our teachers and other students within the class, we highly encourage you to be on time to class each day.

## *Grading Policy*

**A 90-100** Outstanding Progress -- Consistently demonstrates in-depth understanding of concepts, processes, and skills.

**B 80-89** Above Average Progress -- Often demonstrates an understanding of major concepts, processes, and skills.

**C 70-79** Average Progress -- Demonstrates a developing understanding of major concepts, processes, and skills.

**D 60-69** Lowest Acceptable Progress -- Demonstrates a beginning understanding of major concepts, processes, and skills.

**F 0-59** Non-completion of important components of tasks

**Weighting system:** Tests 40%, Quizzes 35%, Homework/Classwork 25%

\*Please note that tests are not the only assignments that can be labeled in the gradebook as “tests.” This could include essays, labs, etc., (teacher’s discretion), that will account for the (example) 40% test grade.

**Midterms & Report Cards:** Students will receive a midterm at the four week mark within the semester. This merely serves as an update on your student’s progress and/or a way for parents to see grades and missing assignments.

Report cards will be handed out at the end of every quarter (8 weeks). This report card is simply for the parent’s records.

\* FAITH is not responsible for keeping grades/report cards on file.

## *Payment Policy*

School tuition can be determined using the price list (found on the website). A \$50 registration fee per class is due before school begins. This holds your student’s spot in their classes, as well as helps to provide curriculum for the teachers. Tuition is the price for the entire school year. The total price for the entire school year will be divided into nine months (September-May). The helpfulness of this layout allows the school and you, as a parent, the ability to budget the same exact price every month. The price will not change monthly because you are dividing the total tuition into nine months. So, for months like December and May, where there are not as many classes, you are still paying the same exact price each month. Payments can be made via cash, check, Zelle, or PayPal. If using PayPal, please add 3% for additional fees.

## *Make-up Work Policies (excused and unexcused)*

Excused work can be defined as work that was missed due to a student's absence from the classroom. Students are responsible for obtaining work they miss due to absences. It is understood that the nature of some work may be impossible to complete, e.g., group activities, in class labs, etc., and will be taken into consideration based on individual teacher decisions. Students will have one day per absentee day to complete their missing assignments. For example, if a student was to miss a Tuesday of the school week, their "grace day" would be Thursday, and all assignments would be due on Tuesday to receive full credit. In certain circumstances where a prolonged illness or other situation is involved, an extension of this limit may be arranged individually with the teacher.

Tests and quizzes that are missed due to an absentee must be made up within one week of returning to school. Missed exams must be scheduled with the teacher to be taken either before school, at lunch, or in class based on the teacher's preference. Failure to make up an exam within a one week time period will automatically result in a 0.

Please note that all teachers post every assignment on Edmodo. If a student is absent, they will be aware of their missed assignments via the Edmodo platform.

Unexcused work can be defined as work that was assigned while the student was present in class, but resulted in incompleteness of the assignment to be turned in on time.

Late work is work handed in after the teacher has already collected the assignment on the original due date and will not be accepted for full credit under any circumstance.

Homework or assignments where answers are gone over in class or posted to Edmodo are unable to be made up for any credit and will automatically result in a 0.

If a student fails to turn in an assignment on time, the student will have until the next class meeting to receive a grade of up to 90%. By the following class meeting, the student will have the opportunity to receive a grade of up to 80%. Unexcused work will not be accepted after this point and will automatically result in a 0.

## *Code of Conduct Agreement*

This copy should be returned to FAITH Homeschool Academy.

I hereby acknowledge that I understand and have familiarized myself with the contents of and consequences of the information outlined in the FAITH Homeschool Academy handbook and code of conduct.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

\*You may sign one sheet for multiple children attending

## *Plagiarism Contract*

Plagiarism can be described as submitting another person's ideas, words, images, data, etc., without giving that person credit or proper acknowledgement. Plagiarism, a form of academic dishonesty, is tantamount to stealing and will not be tolerated. In order to clarify what constitutes plagiarism, you should be aware that you have committed plagiarism when you and/or your student:

1. Use phrases, quotes, or ideas that are not their own
2. Paraphrase the work of another even though you may have changed the wording or syntax.
3. Use facts or data not considered common knowledge.
4. Cutting or pasting phrases or sentences from a website and/or outside source.
5. Submit a paper, presentation, or other assignment written for another class.
6. Submit a paper, presentation, or other assignment from an essay service or agency.
7. Submit a paper, presentation, or other assignment by another person even if he or she gives you permission to use it. You should also note that plagiarism not only encompasses written work, but also computer data, research, visual arts, etc.

Plagiarism is a serious issue, especially in an academic environment. Teachers must be able to rely on the integrity of a student's work in order to maintain a climate of successful learning. Plagiarism reflects on character, therefore, you should diligently avoid inadvertent plagiarism. When you are unsure if acknowledgment is needed, ask your teacher. As teachers and parents, let's work together to encourage our students to think independently and share their own thoughts and ideas with us. The penalties for blatant plagiarism will result in the loss of all credit for the paper, presentation, or other assignment. Furthermore, plagiarism, a form of cheating, can result in further disciplinary action by administration depending on the severity of the plagiarism and/or any recurring events.

I, \_\_\_\_\_, am aware of the serious nature of plagiarism and will not intentionally use or submit someone else's work without acknowledgment and/or as my own. I am also aware of the disciplinary actions that will take place if I intentionally commit this act of misconduct. I have read this and understand the nature and consequences of plagiarism.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_