



Expectations Handbook for Homeschoolers at FAITH

FAITH Homeschool Academy is happy to support and provide classes to homeschooling families. The Academy 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. While all of our curriculum is Christ-centered and/or consistent with biblical truths, we do not provide instruction in specific denominational doctrines. Those wishing to attend the Academy are not required to be proclaimed Christians. However, because the Academy is founded on Christian beliefs, all members must acknowledge and abide by the Academy'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 Academy, which include staff, students, parents, and volunteers, at any time that they are representing FAITH. This includes, but is not limited to, classes, events, activities, and field trips.

Proverbs 22:6

Train up a child in the way he should go: and when he is old, he will not depart from it.

Section One: Dress Code

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. Repeated dress code offenses will require disciplinary action.

Dress Code Expectations

Modesty is the goal for young ladies (1 Timothy 2:9) and respect is the goal for young men. The dress code is not punitive, but is another way for students to practicing loving their neighbor as themselves. When available, FAITH staff may provide a student with a change of clothes.

- No spaghetti straps, muscle shirts, low cut tops, bare midriffs, undergarments showing, sheer or see through materials, short shorts/skirts (above mid thigh).

- Leggings may not be worn as pants (leggings under appropriate length dresses and skirts are acceptable).

- Clothing should not be tight-fitted.

- No clothing with inappropriate messages, slogans, or pictures will be tolerated; this includes clothing advertising alcohol.

- Students in a P.E. class must wear socks and sneakers.

- This dress code applies to all teachers, volunteers and students representing FAITH. Please see attached pictures for examples of proper and improper dress.

See Appendix 1 for examples of appropriate and inappropriate attire.

Section Two: 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.

Behavioral Expectations:

- Students will show respect to all people – authority and their peers.

- Students are expected to immediately obey the requests of adults, use polite language, and address adults with "sir" or "ma'am" at all times.

-All people will respect the building and property at all times. If a student damages church or FAITH property, parents may be financially responsible for the damage. Please remember that we are NOT a ministry of or affiliated with our host church. The owners of our locations 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 FAITH is a place of business with the goal of glorifying God in all we do. With that said, walk in the building, use “inside” voices, and keep your hands to yourself and your own belongings. Students are expected to clean up after themselves in all areas. Failure to do so will be met with an appropriate consequence.

-Swearing (including taking the Lord’s name in vain), cussing, insulting, and/or threatening others will not be tolerated and is considered a level 3 behavior. Please see Appendix 2.

Section Three: Cell Phone and Electronic Device Policies

Parental Responsibility

We respect and appreciate the right of a parent to remain in contact with his or her child, and understand that many parents provide their children with cell phones or other devices for this purpose. However, the content on and use of social media platforms, YouTube, and the internet is rapidly devolving among young people. Non-sanctioned cell phone use during class is very distracting and detrimental to the classroom environment.

FAITH cannot be held accountable for or be expected to resolve issues that result from a student’s use or access to these platforms, as the majority of the behaviors (including cyber bullying) occur outside of FAITH Homeschool Academy hours and/or are in direct violation of the below expectations. Please be sure that you and your child(ren) have read and thoroughly understand these expectations as well as the consequences for non-compliance. Additionally, FAITH is not responsible for lost, damaged, or stolen electronic devices, including cell phones. Cell phones must remain off or on silent/do not disturb and in the student’s backpack throughout the entire school day. Cell phones may not be stored in pant pockets, coats, purses, or anywhere on the student’s person.

-The use of cell phones and all other electronic devices (including the use of Apple watches etc., earbuds and headphones) is prohibited in all general use areas (cafe, gym, hallways, etc) and the classroom, unless specified by the teacher for a learning activity. Unauthorized use during the teacher sanctioned activity will be treated as non-compliance with this policy. Permission must be granted to students using electronic devices during study hall for educational purposes. Students must work individually and will be monitored.

-Cell phones/electronic devices are never, under any circumstances, allowed to be used in the restrooms.

-If a student needs to contact his or her parent at any time (including during the lunch/recess hour), the student should request permission from a staff member and remain in close proximity to that staff member.

-If a student chooses to disregard this policy while in class or in a general use area, a staff member will confiscate the electronic device and place the device with front desk personnel to be picked up by the parent at the end of the student's academy day. Repeated infractions will result in a suspension. Cell phone use in the restroom will result in a mandatory parent meeting and suspension, without exception.

-Students shall not, under any circumstances, photograph or record (audio or visual) themselves, other students, or adults without their consent in or outside school grounds, for any purpose. Such activities will be immediate grounds for disciplinary action, including, but not limited to, suspension, on the first offense.

If a student wishes to have a photograph or recording of something, they may ask a teacher or staff to take it to send to their parent via QuickSchools.

-If there is an emergency while your student is attending class, parents should contact the classroom teacher, front desk personnel, and/or the director if you need to be in immediate contact with your child. Please see your child's teacher's classroom syllabus/information sheet for instructions on how to best contact him or her during the school day.

Section Four: Consequences for Policy Non-Compliance

We use a demerit system in QuickSchools to record, send notifications, and keep track of behavioral incidents and patterns. Please reach out to your campus director with any questions. Should a student choose to disregard rules and directions, the following steps will be taken.

-Level 0 | **Warning:** Student will be encouraged to better behavior and reminded of the expectations.

-Level 1 | **In class time out:** teachers may choose to make parents aware of the behavioral incident at this stage via a note home, but no demerits will be assigned.

-Level 2 | **Administrative time out:** Student will be removed from class to sit with their location's director for the remainder of the class period. A note will be sent home and an incident report will be recorded in QuickSchools (Tier 0).

-Level 3 | **Suspension.** If the same or a similar behavioral incident reoccurs after the administrative time out (in any class or circumstance), students will receive one demerit in Quickschools (Tier 1) and may not attend FAITH the next academy day.

In the event that a student receives 3 demerits within the academic year, a mandatory parent/student/director meeting must be scheduled to discuss the next steps for the student's continued participation at FAITH Homeschool Academy. We reserve the right to call a meeting at any time during the school year, regardless of the number of accrued demerits. FAITH also reserves the right to discontinue enrollment if a student is not meeting behavioral expectations.

Please note: Creating and maintaining a safe and pleasant learning environment for all students and teachers is the goal. Correctional methods and consequences are designed to help students make respectful choices, and to love their neighbors as themselves.

Section Five: Classwork, Attendance, and Grading Policy

Parental Responsibility

Supporting a parent-directed home education program is one of our core values. All of our students are legally homeschooled. It is up to parents to maintain attendance records and to ensure that students are adequately completing their learning assignments to the best of their ability. While our teachers do facilitate assignments and activities, curriculum pacing, classroom instruction, and keep grades, parents are expected and encouraged to maintain a very active and lead role in the child's education. It is expected that parents will become very familiar with the student curriculum and will lead or assist with home learning assignments on non-academy days. Parents are encouraged to reach out to the classroom teacher and/or director for clarification, help, or training with curricula and any other academic concern.

Out of respect for our teachers and other students within the class, we ask you to please arrive on time to FAITH each day. Corporate pledge of allegiance and prayer begins promptly at 8:50 A.M. each Academy day. Classes begin promptly on the hour.

If a student is absent from class, he/she will turn in all missing assignments, homework, and take missed tests upon his/her return. Teachers will take prolonged student absences into consideration and adjust accordingly. Teachers may use discretion when collecting late assignments or allowing for test taking outside of this timeline.

In lieu of retaking a test or quiz for a better grade, teachers may drop one test or one quiz of the student's choosing if requested per semester. Students must inform teachers of the assignment they wish to drop before the end of the semester. Teachers reserve the right to make certain assignments un-droppable (such as long-term projects or summative assessments, etc).

Standard Grading Scale

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

Lower Elementary Grading Scale | K4-2nd grade

E 90-100 Excellent

S 75-89 Satisfactory

N 0-74 Needs improvement

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

*Please note that tests/quizzes are not the only assignments that can be labeled in the gradebook as “tests” or “quizzes”. These labels could include essays, labs, projects, etc. at the teacher’s discretion.

Midterms & Report Cards: Parents will be advised to review their student’s progress at the five week mark within the quarter. This merely serves as an update on your student’s progress and/or a way for parents to see grades and missing assignments. This will be available on Quickschools through the parent portal.

Report cards will be posted at the end of every quarter (8 weeks). This report card is simply for the parent’s records. This will be emailed and will also be available on Quickschools through the parent portal.

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

Section Six: 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, their work would be due the next 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 absence 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 teachers are required to post home learning assignments on QuickSchools. If a student is absent, they will be aware of their missed assignments via the QuickSchools platform. If your student needs help or clarification on an assignment, please reach out to the classroom teacher via Quickschools or email. Please take note of the teacher’s scheduled office hours and preferred method of contact.

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, on which the student was present. Teachers may deduct points for late work. Teachers may accept late work at their discretion within the biquarterly marking period.

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

Section Seven: Academic Integrity

As homeschool parents, it is expected that we will do our very best to help our children to learn. We understand that each student is an individual and has varying needs, even within the same family. In simple terms, please do help your child according to their individual needs, but please do not do their work for them, provide answers, or allow them to use extracurricular tools or resources to complete their work, unless specified (e.g. calculator, Google, Alexa, AI, Chat GPT, etc).

It is expected that all students do their work and complete their assignments to the best of their ability. Perfection is not the goal, but learning is. It is anticipated and even desired for students to struggle so that learning may occur. Graded work that is turned in that appears to have been completed by someone or something other than the student will be investigated and followed up with an appropriate consequence as determined by the teacher and/or director and parent.

Teachers may utilize plagiarism, AI detectors, and/or their professional ability at their discretion to detect work that is not the student's own. Assignments that have been completed with the use of AI, Chat GPT, or plagiarized will not be graded and will result in a 0 as a grade. The parent will be notified via the Quickschools platform directly through the student's gradebook. Opportunities to redo the assignment for partial credit will be at the teacher and parent discretion.

Section Eight: Payment Policy

- All classes carry a one-time annual enrollment fee based on the number of contact hours per day.
- Enrollment fees are due upon receipt as they hold your student's spot in the class.
- All tuition fees are monthly and are due the 1st of the month and must be paid 14 days before the start of class.
- Tuition Payments: The total price for the entire school year will be divided into nine months (September-May) and your payment is due on the 1st of the month beginning in September. *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.*
- Note that these fees and terms are subject to change without notice.
- Payments can be made via cash, check, credit card, or Step Up for Students Scholarships (PEP / UA), after enrollment has been submitted.

Appendix 1

Inappropriate attire includes, but is not limited to:



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Other notes:

1. Hats are fine, as long as the student's face is visible and the hat does not display offensive or inappropriate language or pictures.
2. Hooded sweatshirts are acceptable as long as the hood remains down.
3. T-Shirts must not have offensive language or pictures.
4. Students who are dress-coded must alter their attire to meet the dress code standards to remain at the Academy. We may have some appropriate garments available to loan in the event of a dress code violation, but ultimately, it will be the parent's responsibility to ensure that their child is dressed appropriately and may need to bring a change of clothing or bring their child home to change.
5. Students, please show your teachers and fellow students your respect and good heart attitude by choosing your attire thoughtfully each Academy day. If you are unsure whether or not something is FAITH appropriate, simply err on the side of caution and assume it is not. Please understand that no teacher or administrator wants to dress-code a student. It is awkward and difficult, but necessary to maintain a positive learning environment. If you have questions about FAITH's dress code that have not been answered in this document, please see your director for clarification. Thank you in advance for your help and cooperation.

Appendix 2

Student Behavior Management Guidelines

Corrective Feedback and Discipline Model

When corrective feedback is needed, the following discipline model must be followed consistently:

Level	Consequence
0	Verbal Warning
1	In-class Time-out
2	Admin Time-out and Note Home
3	Documented Referral QuickSchools Tier 1, Parent Notification 1 Demerit, and One-Day Suspension

Important Notes:

- At **Level 2, parent notification is required**. Teachers may choose to contact the parent directly or request that the campus **director** make contact. This communication must take place before a demerit is issued.
- If behavior continues after Level 2, **a documented referral** in QuickSchools is required.
- **After 3 demerits, a parent meeting** is mandatory. A contract will be established between the family and the school outlining behavior expectations for continued enrollment at Faith.
- **Level 2 & 3** require reporting the incident to the parent.

Example behaviors at each level: *Directors and staff will use professional discretion to categorize behaviors not listed below.*

- **Level 0** - Talking out of turn, unexcused tardy to class, dress code violation (1st offense), off-task/distracting others, failure to clean up after self (first offense)
- **Level 1** - Disruptive, unauthorized electronic device use, uncorrected level 0
- **Level 2** - Defiance/disobedience, uncorrected level 1
- **Level 3**- Profanity, damaging property, cell phone in restroom, illicit or lewd use of electronic devices while at school, aggressive words or actions (including threats), bringing illegal substances to school (including nicotine products), uncorrected level 2