Faith Academy, in addition to being an institution of education, is a channel through which the Lord Jesus Christ can be more clearly revealed. However, in this context, it is necessary for us to present a clear statement of our faith in the Lord Jesus Christ and the Holy Bible. We should combine with that statement a substantive and definitive school purpose.

1. **STATEMENT OF FAITH**

1.1 We believe the Bible to be the inspired, the only infallible Word of God.

1.2 We believe that there is only one God.

1.3 We believe in the deity of our Lord Jesus Christ, in his Virgin birth and His sinless life, in His miracles, in His vicarious death through His shed blood, in His ascension, and in His personal return in power and glory.

1.4 We believe that for the salvation of lost and sinful men, there must be a plan. Three parts are included in this plan of salvation: 1) repentance, 2) water baptism (in the name of Jesus and for remission of sin), and the 3) infilling of the Holy Spirit. (Acts 2:38, John 3:5)

1.5 We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

1.6 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.

1.7 We believe in the spiritual unity of believers in our Lord Jesus Christ.

1. **SCHOOL PURPOSE**

Our school purpose is to offer a Christ-centered program which will effectively instruct the student in our basic Christian heritage, lead him to a personal knowledge of Jesus Christ as Lord and Savior, and help him develop the qualities of Christian character and Christian leadership. A superior academic program with emphasis on the subjects, meaningful experiences, and problem solving is offered at Faith Academy. A strong reading program is maintained. Careful attention is used in curriculum planning, K through 2nd grade will use Abeka and using the Ignitia Program for 3rd-8th, so that our academic program satisfies the requirements of the Florida Department of Education (as published in their Rules, Regulations and Minimum Standards), and the requirements of the other points of our school purpose. Our curriculum and standards each year reflect age-appropriate challenges that prepare our graduates to be admitted to college upon graduation. Our curriculum plan exceeds standard school requirements. Classes such as Career Exploration, College Prep, Physical Education, Bible, and Arts are included in their general studies.

Faith Academy, as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school.

1. **OBJECTIVES IN EDUCATION**

Our objectives in the education of your children are as follows:

3.1Prepare children spiritually by instilling in them a personal responsibility to and appreciation for the Lord Jesus Christ.

3.2Prepare children to successfully live in a democratic system helping them to develop a sense of responsibility as a citizen and a Christian.

3.3Offer an instructional program that meets the academic needs of children, one that encourages them to think clearly, logically, and independently, achieving mastery in the tools of learning and communication.

3.4To develop moral, ethical, and spiritual senses.

3.5Provide them with opportunities to develop an understanding of, and an appreciation for their own personal worth and that of others.

3.6Provide opportunities to develop skills necessary for making a living.

3.7Offer opportunities to participate in wholesome forms of recreation.

3.8To intensively prepare all graduates for college entry through College and Career Preparatory Programs.

1. **BIBLE CURRICULUM**

Bible study is recognized in Faith Academy as a fundamental requirement for all students. It augments the subjects of Math, English, History, Social Studies, Science and Health. Without Bible study, a student can hardly be called educated in the true sense of the word. The Bible says, “The fear of the Lord is the beginning of knowledge.” The Bible offers the best guide for this life and the only hope for the life to come. There is no book that can enrich and influence the minds and the hearts of children like the Bible. It is with this in mind that we use a curriculum, which will take the student systematically and progressively on his grade level through the Word of God.

1. **TEACHER STANDARDS**

The Administration of Faith Academy approves all the teachers of Faith Academy academically, morally, and spiritually before they join the faculty. The foremost requirements for teachers of Faith Academy, are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. Now you see why our teachers are highly esteemed and valued at Faith Academy.

**7. ADMISSION PROCEDURE**

7.1 Application forms are to be filled out completely and returned to the school office. These forms are a means of supplying basic information concerning the student as it would relate to his/her educational experience and general background. The registration fee must accompany each application form. Parents must sign the statement of cooperation.

7.2 An appointment for an interview by the principal with the student and parent will be requested. This interview may include informal questioning of the student and the parents to establish a foundation of understanding for home and school relationships. In the case of an application for re-admission, the principal may feel an interview with the returning student and his/her parents may be productive for the student and the school.

7.3 Final registration is only complete when we have: (1) the child’s complete registration forms, (2) health records, (3) the registration fee, (4) at least one month’s investment, (5) book fees, (6) previous school records, (7) and signed statement of cooperation. There is a two-business day processing period on all student applications submitted. Students will not be admitted to class until applications have been processed.

Each student’s record is reviewed by the administration yearly, and the student’s admission is based on specific criteria.

FAITH ACADEMY (FA), as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone it so chooses and to suspend or expel anyone who violates the standards or rules of conduct as defined by the school

1. **THE SCHOOL DAY**

The school day at Faith Academy begins at 8:30 a.m. and dismissal is 3:00p.m..Please have your child/children arrive no earlier than 8:15a.m. or remain no later than 3:15 p.m. unless previous arrangements are made with Faith Academy.

1. **REGISTRATION FEES**

Upon acceptance, the registration fee ensures a place in the classroom for each student and is non-refundable and is payable with each application yearly. Early registration is offered during the month of May and is $40. General registration is $50 June –July. Late registration is $60 and begins August 1.

1. **INVESTMENT**

Investments are set up on a ten-month payment plan for your convenience, and the first payment is due August 1. Payments must be made monthly and are due on the first of each month. A late payment fee will be charged if the payment is received after the tenth of the month. There is also a service charge for returned checks. Post-dated checks cannot be accepted.

Accounts must be current before anyone will be allowed to pre-register. All delinquent accounts must be paid in full before the start of a new school year. If an account becomes delinquent at any time during the school year, the student will not be allowed to attend classes until the past due balance is paid. If a grading period should end and an account is not current, grade cards will be withheld until the past due amount is paid. Parents whose accounts are not current will be notified and no grade cards, diplomas, or other records will be given until the amount owed is paid in full.

1. **STANDARDS OF CONDUCT**

Any Christian school must provide an environment conducive to the spiritual growth and development of its young people. We believe that Christian students should avoid practices which causes the loss of sensitivity to the spiritual needs of the world and the loss of the Christian’s physical, mental, or spiritual well-being (Romans 23:1-2). In order to allow spiritual growth, Faith Academy has adopted the following standards for students in attendance while they are at school and at home.

11.1 Refrain from swearing, smoking, using indecent language, gambling, dancing, participating in occult activities, use of intoxicating beverages, experimenting with illegal drugs, or promiscuous conduct (being sexually active).

11.2 We do not allow any commercial, over-the-counter drugs to be taken at school. Before medication can be taken, it must be a prescription drug, and a doctor’s note must accompany it. This note is good only on the prescription; if the drug is refilled, a new note from the doctor must accompany it. We adhere to this rule for the safety of our students.

11.3 Maintain high standards of courtesy, kindness, morality, and honesty.

11.4 Be dressed appropriately and modestly.

11.5 Be kind and helpful to young children and always respect those in authority. In this atmosphere of definite and positive Christian standards of conduct, there are opportunities for the development of strong and stable Christian character. Students found to be out of harmony with the Faith Academy ideals of work and life may be requested to withdraw whenever the general welfare demands this.

11.6 Social Media & Apps -Posting negative comments regarding Faith Academy, Faith Academy staff, etc. on social media sites will not be tolerated as it is out of harmony with Faith Academy standard of conduct. Failure to comply with this policy may result in withdrawal of student. Students should refrain from visiting websites and using other social media tools or apps that are out of compliance with Faith Academy standard of conduct.

1. **DISMISSAL PROCEDURE**

All students will be dismissed from class at 2:45. Pick up starts at 3:00pm. All students must be picked up by 3:15pm unless prior arrangements have been made. If child is picked up after 3:15pm there will be a $15 aftercare fee. Aftercare officially closes at 5pm. Arrangements must be made for pick up by that time.

1. **DISCIPLINE**

While discipline is basically positive training in the right directions (Proverbs 22:6), there is a negative side of correction and adherence to rules. Several areas of infractions should be noted:

13.1 Disrespect to teachers or students.

13.2 Disorderly conduct in the classroom, in chapel, or on the school grounds such as: communicating without permission, interrupting the class, throwing objects indoors, chewing gum, running in the building, or cheating of any kind.

13.3 Not completing assigned work.

13.4 Destroying or defacing school property.

13.5 Meddling in other student’s property or taking personal things without permission.

13.6 Fighting or pretending to be fighting.

* 1. Leaving the school grounds without permission.

13.8 Believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the authority to enforce disciplinary procedures.

1. **WITHDRAWALS**

Withdrawals from school must go through the administration office. Students transferring to another school should do this at the end of a grading period. If one day of any grading period is attended, the full nine-weeks investment will be charged. Report cards and other records will not be issued to a transferring student whose account is not current.

1. **SUSPENSION OR DISMISSAL**

A student may be suspended or dismissed from school at any time he is found out of harmony with the rules and policies of Faith Academy. In the case of suspension, the opportunity of make-up work will not be granted and there must be a conference between student and administration before the student will be allowed to return to classes. Decisions in these matters are the full responsibility of the administration and further reviews or appeals will not be considered.

FAITH ACADEMY (FA) expects full cooperation from both student and parents in the education of the student. If at any time FA feels that this cooperation is lacking, the student may be requested to transfer.

1. **TEACHER COMMUNICATION**

Please feel free to consult with the school administration about any problems or questions concerning the welfare of your child. It is the desire of FA to be of service to both parents and student. We must ask that visits be made by appointment with the teacher at a convenient after-school hour. No parent is allowed in the classroom during the school day. FA policy is that teachers do not communicate with parents concerning school issues by text message. Please do not text your child’s teacher concerning school related matters. Emails are fine.

1. **ABSENCES**

In case of absence, the parent or guardian must call the school office at 386-627-3627 by 9 a.m. to explain the absence. When the student returns to school, They must bring a note from a parent or guardian informing us of the absence. This note is for our files.

Excessive absences may result in dismissal from school. No refunds on tuition is made because of absences. Any student that misses 15 or more days per semester, excused or unexcused, will automatically fail that semester. FA will accept 10 days absence per year on parent’s note and 15 days absence per year on doctor’s note. After 10 days on parent note, the student must have a written doctor’s note to be admitted back to class. The State of Florida recognizes the following as excusable absences:

17.1 Sickness of the student whose attendance would endanger his health and the health of other students.

17.2 Serious illness of a member of the student’s immediate family, which would necessitate absences.

17.3 Death in the family may be excused for a reasonable period of time.

17.4 Pre-approved absence by the principal.

**Absences will be assessed by homeroom class and 3 tardies = 1 absence.**

When absences are excusable, the teacher will permit the student to make up missed assignments. If an absence is anticipated, the student must secure permission to be absent and therefore, make up assignments. We strongly urge that dental and medical appointments are not made during school hours.

After 5 absences in a semester, parents will be required to meet with FA Administration.

After exceeding days of absences for the year, the student must complete course recovery work by an approved institution to be re-admitted to Faith Academy.

**18. TARDIES**

A student arriving after 8:30 a.m. shall be considered tardy and must report to the school office before they will be admitted to class. A student leaving early after 11 a.m. will be treated as tardy. **Three tardies within any grading period will be assessed as one unexcused absence. Students may not exceed 10 tardies per semester. After 8 tardies in a semester, parents will be required to meet with FA Administration.** We are required by law to report each successive accumulation of five (5) unexcused absences by a student to the Volusia County Juvenile Court for disciplinary action.

If a student rides to school with someone other than their parents and is tardy, the student will be required to contact their parent by phone in the office. Excessive tardies may result in dismissal from school.

1. **MAKE-UPWORK**

The responsibility of initiating make-up work belongs to the student and parent. Students will have an equivalent number of days missed to make up work. For example, if three days were missed, then the student will have three days to complete any missed assignments, take quizzes or make up tests. If a student misses class on a day that a test is scheduled, or an assignment is due, then the student must take the test and/or turn in the due assignment on the first day he/she returns to school. Unless otherwise instructed by Faith Academy.

1. **SENIOR POLICY**

A student who is enrolled in school and becomes 20 years of age within the school year is not eligible to attend. Our graduation ceremony is generally held the first Sunday in June at 6:00 p.m. Each graduate will need to prepare for the following their last month of school:

19.1 Reception Table at Graduation (memories, pictures, guest book). Outside food will not be permitted at senior table. All items must fit on 6ft. tabletop (no free-standing items around table).

19.2 Student will need to submit 15 pictures from childhood through current school year to the school office. All pictures must be in harmony with FA standard of dress and conduct.

19.3 Graduation Fee (Covers diploma and reception cost) and is included in investment.

1. **DUAL ENROLLMENT**

Students eligible for college dual enrollment program must submit a proposed college schedule to FA administration prior to college registration. Once approved by administrators, the student must bring a master schedule to school office for records. Faith Academy must receive a copy of college transcript each semester. Please note this program is an additional cost and will be paid directly to college.

1. **REPORT CARDS**

The purpose of our report system is to give parents and students an indication of the progress, or lack of progress being made. Each child’s ability, attitude, and application are considered in grading. The teacher will be using a number grade when issuing the report card. Our faculty consistently endeavors to know each of the students and to help each student to experience academic success. It is our firm belief that when a student experiences academic success, learns a skill, he/she is pleased, thus enhancing a healthy self-concept. However, if a student lacks academic motivation and does not respond to instruction, the academic progress will not be realized. Our observation has been that academic success produces more academic progress in the non-motivated student. Our grading system may not be the same as other schools and should not be used for comparison. We encourage our students to work hard and to develop good study habits and to work up to his or her capacity.

Optional elective courses can be dropped until third-class, but book fee will still be applied. Dropping an elective course after week 2 of class will be considered a failed class.

1. **HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance in his/her studies. Therefore, each student is required to complete his/her homework assignments. Homework is given for the following express purpose:

2.1 For practice. It is given so that the material will be mastered.

22.2For remedial activity. As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

23.3Teaches the student responsibility to finish unsupervised tasks.

Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention, particularly on the junior high and senior high levels.

We do request parent’s full cooperation in seeing that the assignments are completed. Repeated delinquent homework will result in a less than acceptable grade.

1. **CELL PHONE POLICY**

All cell phones must be left in the student’s vehicle or in a holding bin at the reception desk during the school day (8:30am-3:00pm). Failure to do so will result in confiscation of the cell phone. A parent or legal guardian must retrieve the cell phone from the school office. The second violation will result in the parent being asked to sign a contract stating that the third violation will result in the student being banned from having any cell phone on campus. After the third offense, if the student is caught with any cell phone, it will result in 2 days of suspension. Apple watches or any other smart watch devices are not permitted during the school day. Students should keep them in their vehicle or in a holding bin at the reception desk. If a student is wearing their device during school hours, it will be taken to the office for a parent/legal guardian to pick up. FA will not be held responsible for lost, damaged or stolen property.

1. **TABLET DEVICE POLICY**

Unless authorized by school authority. All tablet devices must be left in the student’s vehicle or in a holding bin at the reception desk during the school day (8:30-3:00pm) Students may not video or take pictures during the school day (8:15-3:00pm) with their phone, laptop, or tablet device. FA will not be held responsible for lost, damaged or stolen property.

1. **INCLEMENT WEATHER**

In case of bad weather conditions, we follow the Volusia County School cancellation schedule. If Volusia County schools are closed or delayed, FA will be closed or delayed also.

1. **LOST AND FOUND**

Lost and found will be located in the cabinets under the stairs. Lost and Found will be cleaned out each Friday by 3:15. All students need to label their uniforms. Lost and found will be tagged and disposed of in 7 days.

1. **SEARCH AND SEIZURE**

Faith Academy reserves the right to search lockers, desks, vehicle or personal belongings for objects or materials deemed noncompliant with school rules or which threaten the safety of the school or the students. Confiscated property will be returned at the discretion of the school administration.

1. **COMPUTER LAB**

Teacher may from time to time require students to use the Internet to conduct research or complete a class project. Computers are available at the school in the computer lab. Students who have been assigned projects, but who do not have access to the Internet at home, should work with their homeroom teacher to schedule time in the computer lab.

1. **SCHOOL DRESS**

Boys shall have their hair cut neatly above the ears and collar. Facial hair, including sideburns below the earlobe, mustaches, etc. are not permitted. Long pants, shirts, and shoes are required. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed.

Girls shall wear dresses or skirts that cover the knee. No pants, pant dresses, shorts or sundresses are allowed. No fur or lace. Sleeveless or brief cap sleeves are not permitted. No extreme fads in dress or hair (including dying of hair), nor sloppiness will be allowed. The wearing of jewelry (with exception of one ring of purpose and a brooch on Fridays only) and makeup, including colored nail polish on fingernails or toenails is not permitted.

The dress code is to be followed at all school functions. This includes orientation, special services, ceremonies, meetings, and programs. FA upholds the biblical standard of modesty. Since modesty is subject to interpretation, the school reserves the right to define modesty in situations not covered herein.

If your child is out of compliance with the school dress code he/she will be sent home or parents will be required to bring appropriate clothing.

1. **FA UNIFORM DRESS CODE GUIDELINES FOR GRADES K-12**

•All clothing must be clean and neat. Clothing should be free of wrinkles, strings, frayed edges, holes, and tears.

•Students must wear clothing that fits appropriately: no oversized clothing or skintight clothing.

•Only FA school logo and emblems will be allowed on clothing.

•Clothing marked with an asterisk (\*) must be purchased from French Toast or Lands’ End. These items include burgundy and the FA burgundy and gray plaid.

•General colors are black, \*burgundy, and gray.

•All visible undershirts, tank tops, t-shirts, and camisoles worn under shirts and blouses must be solid white, black, or gray.

•All males must wear a belt. Belts for males and females must be made of leather or cloth. Belt buckles must be plain and standard size: no oversized buckles or buckles with emblems, signs, logos, or any other embellishments. Silver metal on belt buckles is permitted (gold buckles are not permitted.).

•If a skirt has belt loops, the female student must wear a belt.

•All skirts and jumpers must cover the knees completely (even when the female is seated). Make sure that approved items from French Toast or Lands’ End will fit your child appropriately (length, tightness, etc.).

•Outerwear worn in the classroom such as coats and jackets must be solid black or gray.

•All shoes must be closed toe and closed back. Only athletic shoes approved by administration may be worn in the classroom.

**31 GIRLS**

31.1.A. Jumpers

a. Colors –solid black, gray, \*burgundy, \*FA plaid

b. Material –cotton, cotton twill, polyester, cotton poly, chino, etc. NO DENIM OR CORDUROY

c. Length –must be long enough to cover the knees completely (even when the student is sitting)

d. No painter or cargo style jumpers

e. Hems must be sewn and intact

31.1.B. Traditional Uniform Skirts

a. Colors –solid black, gray, \*burgundy, \*FA plaid

b .Material –cotton, cotton twill, polyester, cotton poly, chino, etc.NO DENIM OR CORDUROY

c. Length –must be long enough to cover the knees completely (even when the student is sitting)

d. No painter or cargo style skirts

e. No lace

f. Hems must be sewn and in tact

g. Splits may not extend past the bottom of the knee

31.1.C. Classic Polo Style Shirts

a. Colors –solid black, gray, \*burgundy

b. Sleeves –short or long-sleeved: no cap sleeves and underarms must be covered

c. Standard 2-3 buttons

d. Collar –turn-down collar

31.1.D. Sweatshirts or Fleeces Worn inside the Building

a. Colors –solid black, gray, \*burgundy

b. School crest is suggested

c. No hoods or hoodies

d. No furor lace

e. Must be worn with a collared shirt or turtleneck

31.1.E. Leggings, Socks, Tights or Hose

a. Colors –black, white, or gray

b.\*Burgundy printed socks, tights, leggings must be purchased at French Toast or Lands’ End

c. Leggings must be solid color (black, white, or gray)

31.1.F. Belts

a. Colors –black or gray

b. Must be made of leather or cloth

c. Belt buckles must be plain and standard size, no oversized buckles or buckles with emblems, signs, logos, or any other embellishments

d. Silver buckles are permitted (gold buckles are not permitted).

31.1.G. Outerwear

a. All coats must be black or solid gray if worn in the classroom.

31.1.H. Gym Uniform

a. Must wear black split skirts by approved school seamstress(Order from school office)

b. Athletic shoes must be worn in gym. Athletic shoes must be school colors (Ex. black/white, solid black, black/gray, gray/white, etc.)

c. Socks must be white, gray, or black

d. Tank tops under gym shirts must be white, if worn

BOYS

32.1.A. Traditional Uniform Pants

a. Colors –solid black, gray, \*burgundy

b. Material –cotton, cotton twill, polyester, cotton poly, chino, etc. NO DENIM OR CORDUROY

c. No painter or cargo style pants

d. Hems must be sewn, intact, and may not touch the ground

32.2.B. Classic Polo Style Shirts \*must be tucked in at all times

a. Colors –solid black, white, gray, \*burgundy

c. Sleeves –short or long-sleeved

d. Standard 2-3 buttons

e. Collar –turn-down collar

**Uniforms:**

**Shirts – Polo** – Grey, Burgundy, Black

From – Frenchtoast.com – Item #1012

**Skirts** – From French toast as well – Black, Khaki,– Item #1066

Plaid – Item #1065 – Burgundy and grey plaid

**Boys Pants:** Black or Khaki from - Frenchtoast.com

**33. VISITORS**

All persons entering the school campus must report to the reception desk to obtain a visitor's pass. Visitors will be required to sign in and out. The visitor pass must be worn while in the building. Parents will need to write a note or email of permission for a person to visit their child. Arrangements must be made one week prior to the visit. No visitor is allowed upstairs without authorization

**34. ELECTIVES OFFERED**

Faith Academy offers many elective options for students. These electives will be revealed as the year goes forward. As this is our first year. We will inform you ahead of time what electives will be offered at each grading period. A student transferring after ninth grade will take course first semester.