



# FAITH HOMESCHOOL ACADEMY

## *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.

- 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 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 non-appropriate 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 First NSB or Tomoka Christian. 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.
- Swearing (including taking the Lord’s name in vain), cussing, insulting, and/or threatening others will not be tolerated.

### **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. Please prepare your child with reading material, coloring sheets, extra practice pages, or other material to be used in place of electronic devices during free time or study halls.
- 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 remove himself/herself to the designated cell-phone use area.

- 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. 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 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 Brandi Woodlee 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 Nicole Kocsis and/or Brandi Woodlee with any questions.*

- Tier One behavior and/or one demerit : Student will be encouraged to better behavior and reminded of the expectations.
- Tier Two behavior and/or two demerits: Parents will be notified via QuickSchools.
- Tier Three behavior and/or three demerits: Parent meeting with disciplinarian and other necessary individuals will be scheduled to discuss how to help student correct disruptive behavior.
- Tier Four behavior and/or four+ demerits: Student will be suspended and/or expelled at the discretion of the disciplinarian and/or director. This may include needing to be picked up from school by parent before the end of the student's academy day is over.

***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 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 your child's education. It is expected that parents will become very familiar with student curriculum and will lead or assist with home learning assignments on the "off" days. Parents are encouraged to reach out to the classroom teacher and/or Nicole Matute for clarification, help, or training with curriculum 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 8:55 A.M. each Academy day. Classes begin promptly on the hour.***

- If a student is absent from class, they will turn in all missing assignments, homework, and take missed tests upon their return. Teachers will take prolonged 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 undroppable (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***

**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 grade-book 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 Academy day, Thursday, 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.

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 own work and complete their own assignments to the best of their ability. Perfection is not the goal, but learning is. It is anticipated and even desired for students to have 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 or AI detectors at their discretion. 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 and a mandatory parent meeting with the student, parent, teacher, and/or Nicole Matute. Opportunities to redo the assignment for partial credit will be at the teacher and parent discretion.

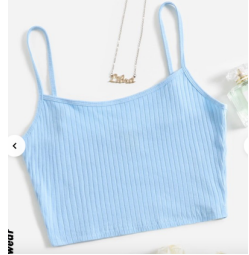
### **Section Eight: Payment Policy**

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, or Zelle to [allfaithpayments@gmail.com](mailto:allfaithpayments@gmail.com).

## Appendix 1

**Inappropriate attire includes, but is not limited**

**to:**



**Appropriate attire includes, but is not limited to:**



### **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 Brandi Woodlee, Nicole Matute, or Nicole Kocsis for clarification. Thank you in advance for your help and cooperation.



## Appendix 2

### Tiered Behavior Examples

