

FAITH PREPARATORY
SCHOOL

2026-2027

STUDENT HANDBOOK



K-5th Grade

Welcome to Faith Preparatory School!

Faith Preparatory School is an outreach of Faith Ministries Inc., a multi-denominational ministry. At Faith Prep, we aim to provide a safe and welcoming environment for all students regardless of age, culture or background. We value the importance of balancing education with everyday life. We believe that your association with us will be a rewarding experience and that your commitment to our school is an important step in providing a Christ-centered education for your child. Together, we share a concern for academic excellence and a Biblical worldview. With this in mind, we encourage you to take an active part and interest in the school and to familiarize yourself with its policies.

In this handbook is the information that will acquaint you with the guidelines that manage the school. Our standards are high because they follow God's standards. We require that each student abide by the rules and regulations set forth, so please take the time to read and discuss the following information with your child. Questions and clarifications are to be directed to the school office.

PHILOSOPHY OF EDUCATION

F- First God: Underscoring *commitment, faithfulness, and dedication*

A- Academics: Promoting *knowledge, wisdom, and excellence*

I- Innovation: Inspiring *creativity, originality, and leadership*

T- Team: Encouraging *cooperation, assistance, and accountability*

H- Honor: Stressing *integrity, reliability, reputation, honesty, and responsibility*

At Faith Preparatory School, we believe that while learning facts provides knowledge, only God gives true wisdom. Therefore, we do not attempt to educate without integrating the Word of God as the supreme authority for knowledge.

The three defining institutions in a child's life are the home, the church, and the school. All three areas should work together for children to develop to their fullest potential. As God gave ultimate authority and responsibility for raising children to their parents, the teachers at Faith Prep work as an extension of the home and as partners to the family's local church.

Since students are three-fold persons, every attempt is made to cultivate students intellectually through academic classes, spiritually through the moral environment that pervades our school's mission, and physically through athletics and the arts opportunities.

As God does not view a person by gender, race, or socio-economic background, our students are expected to develop an appreciation of cultural diversity without compromising morality. Likewise, each student's individuality is precious, and it is the unique privilege of the teachers to nurture them and allow their gifts and talents to flourish.

A spirit of excellence is expected with the understanding that we should do our best for God. Therefore, the classroom is where we appreciate and learn from our differences but continue to hold a high standard in academics and behavior.

STATEMENT OF FAITH

We believe:

- In the Scriptures of the Old and New Testaments, as inspired by God, inerrant and supreme as the final authority in faith and life.
- In one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- In the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, his vicarious atoning death through His shed blood, His ascension to the right hand of the Father, and His imminent personal return.
- That man was created in the image of God, and that through sin incurred not only physical death but also spiritual death, which is separation from God, leading to all human beings being born with a sinful nature.
- That all who receive Jesus by faith are born again of the Holy Spirit and become children of God.
- In the bodily resurrection of the just and unjust: the everlasting blessedness of the saved and the everlasting separation from God of the lost.
- In the spiritual unity of believers in our Lord Jesus.
- That Jesus paid the price for our salvation and physical healing, and that healing is for all.
- That God is a personal God who responds to the prayers of believers.
- In the operations of the gifts of the Spirit and in the infilling of the Holy Spirit with the evidence of speaking in tongues.
- That as a Christian, our daily conduct should meet the standards of God's Word, and that the fruit of the Spirit should be evident in every believer's life.
- In keeping the ordinances of water baptism and the Lord's Supper.
- In tithing to support the local church as our "first fruits" to the Lord and in sharing Christ with others, as commanded by Jesus.

ADMISSION PROCEDURES

Faith Prep does not discriminate on the basis of race, national origin, or ethnic background in the administration of educational policies, athletic programs, and other school programs. Students must be able to do grade-level schoolwork and respond appropriately to correction and moral teaching. The principal evaluates all enrollment requests. (References may be requested from the student's pastor or former teachers.)

Our admissions process is simple and straightforward. First, schedule an optional tour to view our school. Next, apply for enrollment online and submit your registration fee of \$250. After receiving approval, schedule an in-person student interview and/or classroom observation. Upon acceptance, sign your custom contract that will be emailed to you and create your FACTS account for tuition payments. Lastly, attend our Student Orientation in August.

Students applying to grades 5-12 must sign an "Honor Code Pledge," which reflects the standards and principles taught at Faith Prep.

Placement testing may be administered at the administration's discretion to evaluate further the student's ability to remain on grade level.

In order to reserve a student's place in a class, parents will need to sign their official contract.

Per the enrollment contract, tuition at Faith Prep is not a monthly fee but an annual cost. However, rather than pay the full amount upon acceptance, families may choose to meet their tuition obligations in monthly installments by electronic withdrawal to FACTS Tuition Management Services.

Tuition must be paid in a timely manner. Any tuition that falls in two-month arrears may require the student's withdrawal until the account is made current. Students may only be re-enrolled once accounts are made current.

GENERAL POLICY

SCHOOL HOURS

Faith Preparatory School begins promptly at 7:55 AM and ends at 2:45 PM.

- Students may arrive as early as 7:15 AM, but no earlier.
- All students should be on campus by 7:45 AM to ensure they are ready when classes begin at 7:55 AM sharp.

Faith Preparatory School does not provide daily after-school care, however, programs are available through our partner, WOW Kids Learning Center.

ATTENDANCE

Students should report to school by 7:45 AM as classes begin promptly at 7:55 AM. Students are expected to remain on campus until dismissal unless appropriate arrangements are made with the office. Students will need written permission from their parents to be dismissed to anyone other than their parent/guardian or assigned bus.

If your child is absent, please notify the school office and the child's teacher that morning before 9:00 AM. This must be in the form of written communication. If you know in advance that your child will be absent, please inform teachers ahead of time so that preparations can be made for assignments, quizzes and/or tests.

If your child becomes sick at school, you will be called and requested to arrange for the child to be picked up within 30 minutes by yourself or an authorized individual. If a parent, guardian, or designated physician cannot be reached in an emergency situation, we will call 911. Parents will be responsible for all costs related to the call.

A written excuse from the parent is required upon rerunning to school, including the reason for the absence. No child affected with diarrhea, vomiting, fever or ectoparasites (head-lice, etc.) shall be permitted in school. *Please only send your child to school if they are well enough to participate in all activities.*

Online remote learning is not offered as a substitute for attendance except in cases pre-arranged with the administration.

It is the student's responsibility to make up missed assignments. The student must refer to MySchoolWorx and/or contact a reliable classmate regarding missed assignments that must be completed and turned in upon his/her return to school after an absence. Tests and quizzes missed during an absence are to be taken on the day the student returns to class.

In the event of an absence, in accordance with the State of Connecticut, for absences one through nine, a student's absences can be considered excused when the student's parent/guardian approves such absence in writing. However, for the tenth absence and all absences thereafter, a student's absence will only be deemed "Excused" for specific reasons:

- Student illness, confirmed with a Doctor's note
- Death in the child's family or other emergency beyond the family's control
- Mandated court appearance
- Extraordinary educational opportunities

As per Connecticut State Law, if a student accrues four unexcused absences in one month, or has ten or more absences in a school year, the student is considered truant. If this occurs, notices will be sent to the parent from the Administrator to try to remedy the situation. However, if absences still occur, students may be reported for violation of the Connecticut State Laws for schooling attendance.

TARDINESS

Students arriving after 7:55 are marked late and must report to the school office before being admitted to class. Students must be at school by 10:00 AM in order to be considered present for the day.

Additionally, because of the disruption they cause, recurring unexcused tardies may result in lunch/recess detention. Students who are repeatedly tardy for their classes may be subject to retention.

EARLY DISMISSAL

A student who needs to be dismissed from school early must present a note from a parent indicating the time and reason for the dismissal and a phone number where the parent can be reached. Parents must sign their student out before leaving the building.

It is preferred that medical, dental, and other appointments be scheduled outside of school hours; however, if it is urgent that you remove a child from school in the middle of the day, please notify the school office with as much advanced notice as possible.

CANCELATIONS

Faith Prep primarily follows the decisions of the New Milford Public School system when deciding to close school for weather-related conditions; however, due to our students and teachers living in different cities and towns, Faith Prep reserves the right to close the school due to weather at any time. Parents will receive an email notification for all closings, delays, and early dismissals. Additionally, notice will be posted on the school's social media page.

Please use discretion when driving your children to school. Weather conditions in your area may differ from those local to the school. If driving conditions are poor, wisdom may dictate that you should stay home, but please contact the school with your decision.

DISMISSAL

To expedite dismissal, we ask that parents do not enter the building during dismissal time. Please notify the school if you will be late picking up your child. Parents arriving after 3:00 PM will be required to retrieve their children personally from the school office and/or After Care. Please note, After Care is an additional cost.

PARKING LOT

All drivers on school grounds are expected to use extreme caution. Parents and students alike are to remain clear of driving lanes. Children are not permitted in the parking lots before or after school, unless accompanied by a parent or guardian. Please use extra caution when arriving at the school during the day. We ask that all parking take place in the first school lot, leaving the additional lots open for outdoor recess.

EMERGENCY DRILLS

Faith Prep will conduct periodic Fire and Security Lockdown drills in cooperation with local fire and law enforcement agencies. These will be nondescript safety and evacuation drills designed to accustom students to respond quickly to emergency instruction should they ever arise.

LUNCH

A hot lunch program is available to students in grades K-12. Menus, prices, and ordering deadlines are available through the school office. Students are welcome to bring lunch from home as well; however, please note that there are no facilities for students to heat up lunches brought from home. Faith Prep does not permit the use of DoorDash, Uber Eats, or other deliver services.

PARENT VOLUNTEERS:

All Parents who wish to be a part of our Parent Volunteer team and assist with school-wide activities such as Scheduled Lunch Coverage, Dances, Field Day and more must undergo a background check to participate. Siblings and individuals between the ages of 12-18 who do not attend our school, must receive clearance through the Administration and act in accordance with our School's Honor Code in order to volunteer at any school events. Background Checks will be issued via a link sent by the Office Administration.

CLASSROOM PARENTS:

Parents who wish to help with classroom activities and parties outside of the Parent Teacher Fellowship are limited to 1 parent per every 12 students, unless the teacher sees a need for additional help. Those interested can apply through their child's teacher. Classroom Parents must adhere to the School's Honor Code and Statement of Faith, pass clearance from the Administration, and undergo a Background Check.

FIELD TRIP VOLUNTEERS:

This year, all students, in all grades will partake in regular Field Trips. Depending on the grade-level students will have a minimum of 2 Field Trips per year and some will have more.

Parents who wish to volunteer as a chaperone are more than welcome; however, they also will need to undergo a Background Check. Additionally, there are limits on the quantity of volunteers able to join the Field Trip based on the grade level and group size.

PARENT ENTRY:

To protect our students at all times, parents will not be granted entry into the school building during school hours. Parents who need to drop something off or come to the school, are welcomed to stop in the school office; however, they will not receive access into the school.

The exception for this rule would be on appointed days where there is lunch coverage or a special event that involves the PTF or a class parent.

LOST AND FOUND

The school does not have a designated “lost and found”. Please label all of your child’s clothing and belongings and check with your child each day to see that all belongings have returned home. If something is misplaced, immediately contact the school and we will try to locate it. However, belongings are the responsibility of the student, not the school.

SCHOOL NOTIFICATIONS

Instead of sending home endless streams of paper, Faith Prep uses e-mail notifications to keep parents apprised of upcoming events and activities. Most notifications are also posted on Faith Prep’s social media pages.

K-5 GRADE DRESS CODE POLICY

Students are required to purchase uniforms from our official uniform provider, Lands' End, which has our logo set-up and is aware of each item on our dress code list. Lands' End employees are equipped to assist our parents in ordering the appropriate items.

- Shirts:** Students are required to wear a red or white Lands' End polo shirt with the embroidered school logo. Shirts may be short-sleeved or long-sleeved; however, students are prohibited from wearing a long-sleeved shirt under their short-sleeved shirt.
- Sweaters:** Only red uniform sweaters with the embroidered school logo are accepted as part of the school uniform. Jackets, sweatshirts, or non-uniform sweaters are not permitted.
- Pants:** Boys and girls are to wear “chino-style” pants or shorts. All shorts must be to the knee. No jean-type, ripped, baggy, cargo, leggings, or body molding pants are permitted.
- Skirts:** Girls may wear plaid or khaki Lands' End jumpers and skirts. All skirts must be knee-length and worn with either white or navy knee-high socks, leggings, or tights. Athletic leggings are prohibited.
- Footwear:** Students must wear clean, neat, sensible closed-toe footwear. Backless shoes, crocs or croc like shoes, moccasins, slippers, and flip-flops are prohibited.
- Grooming:** Hair should be neat and well-groomed, off the face, and a natural hair color. Students should shower regularly and wear deodorant when reaching pubescent years. If a student's grooming or hygiene is not maintained and becomes disruptive to the classroom environment, the school reserves the right to send the student home until the issue is resolved.
- Jewelry:** Tasteful chains and necklaces may be worn by male and female students. Piercings are limited to female's earlobes. Any other visible piercings must be removed during school hours or functions. For safety, we ask that female students refrain from wearing large hoop or dangling earrings. Gauges are prohibited.
- Headgear:** Hats, headgear/head coverings are prohibited in class, unless approval has been granted by the Administration.

Gym: Students are required to wear the Faith Prep gym uniform on scheduled gym days. The uniform consists of official navy blue sweatpants and sweatshirt along with an official red t-shirt. Official navy blue shorts are optional. Clean, neat sneakers are required. Students who come to school on gym day without the proper uniform may be prohibited from participating in gym class resulting in them not receiving credit for the day's activities.

Nail Polish: Female students are permitted to wear polish on their fingernails.

“Dress Down”: The first Wednesday of each month is designated as a “Dress Down Day” for all students. On these days, students may wear casual attire such as jeans, sweatpants, and other appropriate clothing. Pajamas are not permitted unless specifically designated as part of a school-approved pajama day. Male students may not wear undershirt-style or muscle shirts. Female students may wear leggings only when paired with a shirt or top that extends below the hips. Clothing that is excessively tight, revealing, or low-cut is not permitted. Students should also be mindful of any wording, images, or graphics displayed on their clothing. Clothing featuring inappropriate, offensive, graphic, or horror-themed imagery is not permitted. Ripped jeans or pants may be worn; however, all rips and openings must remain modest and appropriate for a school setting. Crocs are permitted on Dress Down Days. All other school footwear policies remain in effect.

Appropriate dress code/ appearance judgments are at the discretion of the administration. If it is determined that a child is not dressed appropriately, a phone call will be made to the parents in an effort to rectify the situation for the future. Parents may be required to bring the proper clothing to school if a student is out of uniform. Abuse of the school uniform policy can result in staff/student conference, referral to the administration, parent/guardian notification, recess detention, or the student to be sent home.

Note: Dress code policies apply to field trips and evening events unless otherwise noted.

DISCIPLINARY POLICY

All students are expected to conduct themselves in an appropriate manner. Disrespect of any kind including harassment and other forms of demeaning behavior will not be tolerated. The dignity of all members of the school community is a priority. Since no list of norms can cover every situation, the administration presumes that common sense, mature judgment and Godly attitudes are the guidelines by which all students will measure their actions. The administration reserves the right to address inappropriate behavior. Any conduct that threatens the safety or welfare of students or faculty will result in immediate discipline.

Students are expected to always conduct themselves in a responsible and becoming manner. Therefore, the school reserves the right to take disciplinary action for conduct injurious or dangerous to the student, to others or to the good name of the school even if this conduct occurs off campus. This code of conduct will be in effect as long as a student is enrolled at Faith Prep, whether school is in session or not. (Please refer to the Honor Code.)

DETENTION

Students who violate the policies outlined in this handbook may be required to forfeit recess or serve a lunch detention. Repeated infractions or multiple detentions, particularly for the same offense, may result in the assignment of an after-school detention. After-school detentions will be held monthly from 3:00 PM to 4:00 PM, and a \$15 fee will be applied. Should detentions fail to bring about a change in behavior, additional disciplinary measures may be taken. Please note that after-school detentions may also be assigned at the discretion of the administration for any offense deemed appropriate.

DISCIPLINARY PROBATION

Students who frequently violate school policy or commit a significant offense may be placed on disciplinary probation by the School Administration. While on probation, students will be restricted from participating in school functions, athletics, and extra-curricular activities for the duration of time determined by the administration, with the administration reserving the right to extend or reduce this period based on the specific circumstances. This consequence can also include the student being removed from specials/electives during the school day.

IN-SCHOOL SUSPENSION

In the case of a serious offense or repeated violations of the same school policy, a student may be assigned an In-School Suspension (ISS). During ISS, the student will complete all academic classes, lunch and recess remotely while stationed in the School's Conference Room. Students will be permitted bathroom breaks in the school office but will not have the opportunity to fellowship with classmates. The duration of an ISS will be determined at the discretion of the School Administration, based on the nature and severity of the offense.

SUSPENSION

In the case of serious offenses or three violations of the same school policy, a suspension from the school and a subsequent conference may be arranged. The duration of the suspension will be determined based on the infraction's severity and the student's history of prior offenses. Upon reinstatement, there will be a zero-tolerance policy for the same or similar violations. Violations that may result in a suspension include but are not limited to harassment, bullying, verbal abuse, hazing, lying, cheating, stealing, plagiarism, vandalism, possession of a weapon or object intended to be used as a weapon, leaving the school without permission, and illegal use of drugs or alcohol at any time. Upon suspension, a disciplinary board will meet to decide if the student will be reinstated or expelled. Additionally, depending on the severity of the offense, the student may be referred to law enforcement.

EXPULSION

Expulsion may become a final necessity if suspension does not produce satisfactory results, if a violation is extreme, or if the violation is illegal in a court of law. Immediate expulsion will result if the administration determines that it would be detrimental for a student to remain.

VANDALISM

Students are to respect school property and the property of others. Defacing walls, desks, laptops, lockers, bathrooms, and any other form of vandalism is unacceptable and subject to law enforcement referral, suspension, and/or expulsion. The student's parents will bill all costs to repair damaged properties.

ALCOHOL/DRUGS/TOBACCO/VAPING

Illegal drugs, alcohol, and smoking/vaping products of any kind are not allowed in the school or on the premises and will be confiscated. Students are to abide by all state laws in reference to illegal drugs and alcohol, failure to abide by these laws and guidelines both on campus and off will result in disciplinary action.

VIOLENCE AND BULLYING

Faith Prep follows the “Zero Tolerance Policy” regarding threats, verbal abuse, violent behavior and/or possession of weapons of any kind that can effect bodily harm. Aggravated assaults causing bodily injury or serious threats to other persons may be reported to the local police. Additionally, offenders are subject to school disciplinary actions. The School Administration and Board reserves the right to deem an incident as bullying.

FALSE FIRE ALARM

False Fire Alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire. Possible consequences can include recess or lunch detention, conference with a fire marshal, disciplinary probation, suspension, and/or recommendation for expulsion.

SEXUAL HARASSMENT

In accordance with Federal and state laws, it is the policy of the school that sexual harassment on the part of employees, parents, or students at any level will not be tolerated. Any complaints in this area must immediately be brought to the attention of the administration and will be handled with as much confidentiality and sensitivity as possible. The administration will conduct an investigation and take the necessary action or contact the appropriate authorities. Conduct deemed sexually inappropriate by the administration in any form, either on or off campus, will result in disciplinary action, which may include dismissal or expulsion.

STUDENT BEHAVIOR

Students are expected to listen and follow all teacher directions. Students are not to portray insubordinate or disrespectful actions towards their teachers or friends. Possible consequences for offenders can include parent notification/meeting, recess or lunch detention, disciplinary probation, suspension, and/or recommendation for expulsion.

Students are expected to respect the rights of others and act responsibly in the restroom. Any misuse of towels, soap, toilet paper, defacing of restroom facilities, and the like constitutes property destruction. Possible consequences for offenders can include recess or lunch detention, referral to the administration, suspension, and/or destruction fees.

The same standards of behavior that apply at school also pertain at the bus stop or while on school buses. Students who violate appropriate bus behavior can be subject to in-school consequences and/or removal from bus privileges.

Cases of malicious pranks, profanity/vulgar language, and cheating/plagiarism are prohibited. Possible consequences can include recess or lunch detention, disciplinary probation, and/or suspension.

Cases of theft, burglary, possession/distribution/usage of drugs or alcohol, and acts of hate/violence are strictly prohibited. Possible consequences can result in suspension, expulsion, and/or referral to law enforcement.

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HEALTH INFORMATION

Faith Prep complies with the Connecticut State law regarding physicals and immunizations. Physical assessments are required upon entrance to our school. These are also required for Kindergarten students and those entering grades 6 and 10. Any student who fails to provide the required documentation will not be allowed to attend school until such information is made available. The town of New Milford provides a registered nurse on a part-time basis, should questions arise regarding health requirements please direct them to the nurse.

STUDENT INJURY AND ILLNESS

Students injured or becoming ill during the school day will be sent to the nurse. If the nurse is unavailable, the student will be sent to the office, and a parent will be notified. Please be considerate of students and teachers by not returning your child to school after an illness until they are symptom-free and without an elevated temperature.

MEDICATION POLICY

Any over-the-counter or prescription medication that must be administered during the school day must be brought to the nurse in its original container by the parent or guardian with written permission and instructions from your doctor. The student will be responsible for reporting to the nurse at the appropriate time to take their medication. The student may make arrangements with the school administration to receive their medication on days that the nurse is not in. Please contact the nurse if you have any questions.

Please note: Teachers are not permitted to administer any medication, either prescription or over-the-counter.

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GENERAL SCHOOL RULES

The rules outlined below are a general guideline for classroom operations and related procedures. Teachers may alter them slightly to suit their particular classroom needs. Parents and students may receive instruction from each teacher at the beginning of the school year to assist the student in being able to perform successfully in each class.

REQUIRED SCHOOL FUNCTIONS

Daily Chapel attendance is mandatory for grades K through 12. Additionally, the Academic Fair, Holiday programs, and evening events are also mandatory. When such events do not require students to wear their uniforms, they must still dress appropriately. The school calendar is planned to coincide as much as possible with the public school calendar. **Students are expected to attend all announced functions** unless a sufficient explanation has been made to the office by a parent prior to the event and permission has been granted. The “Events Calendar” will be updated with as much advance notification as possible throughout the school year. **Graduation ceremonies and awards programs are mandatory.** We hope parents of all grades will join their children to recognize the year’s accomplishments and support the graduating classes at our end-of-year graduation ceremonies. However, if a parent cannot attend, students must be accompanied by an adult to whom they will be accountable. Please check the calendar early to arrange to attend these significant evenings.

LOCKERS AND CUBBIES

Students in 2nd-5th grade will be assigned a single locker and K-1st Grade will have cubbies where they may store lunches and school related supplies. Locks on school lockers may be used for evenings and weekends, but are to be removed during the school day. Valuables are not to be stored in lockers/cubbies as the school is not responsible for loss or damage to a student’s personal property. Lockers/cubbies are the property of the school and as such, may be opened by the school administration if there is a reasonable cause. The interior of lockers may be tastefully decorated, but no adhesive stickers are to be applied to the inside or outside. All coats/ backpacks must be stored in a locker or cubby.

STUDEN VALUABLES

Students are cautioned not to bring large sums of money, collectibles, personal electronic devices, expensive jewelry or other items of value to school. Students are responsible for their own personal property. (If there is a reason for a student to be in possession of a valuable item it should be turned into the school office for safekeeping.)

CELL PHONES & EARBUDS

Students are not permitted to have cell phones, Apple watches, or other communication devices in their possession during school hours. All devices that are brought into the school are to be turned in to the student's teacher at the start of the school day. Communication between students and parents during school hours may go through office lines as necessary. Any breach of this policy will result in the phone being confiscated and secured in the office where it may be retrieved only by a parent. Wireless earbuds worn during class time without permission will be confiscated.

ELECTRONIC DEVICES

Personal electronic devices are considered a distraction to the education process and may not be used during the school day or during extracurricular activities. Students wishing to use tablets or e-readers as educational aids may request to do so from the school office. Abuse of this privilege will result in permission being rescinded.

SOLICITATION OR SALE OF GOODS OR ACTIVITIES

Students may not sell or advertise any goods on school property or at any school-sponsored activity without approval from administration.

ELEMENTARY RECESS/LUNCH

Students in grades K-8 have a designated time each day for outdoor/gym recess. Parents must be sure that their children are sent to school dressed properly for weather conditions. If a student is to be excused from outside recess, a written note from their doctor must be provided. These students will stay with their teacher or another class for the duration of recess time. Students are permitted to bring a lunch from home or utilize the lunch service provided; however, students will not have access to heat up food brought from home.

RESTROOM VISITS

Elementary students will use the restrooms indicated by their teachers during designated break times. Elementary bathrooms are in a separate area from junior and high school bathrooms.

ASSIGNMENTS & HOMEWORK

For students in K-5, each teacher will provide their class with the appropriate guideline and penalty for late assignments and homework expectations. Additionally, teachers will provide their class standard for protocols in regard to making up a test or quiz when absent.

SNACK

A wholesome mid-morning or afternoon snack will be permitted at the discretion of the teacher. Only healthy, dry snacks are allowed. Meals and food in a thermos are not permitted during snack time. The student council will have snacks available for purchase during snack times.

Water is the only drink permitted and it must be in a spill-proof bottle.

GUM

Chewing gum is not allowed on school grounds; either during the day or at any after school functions. Offenders will receive an immediate lunch or recess detention.

TEACHER'S DESKS

School Staff and Teachers' personal property, desks, computers, closets, file cabinets etc, are OFF LIMITS to students without appropriate permission. Offenders will receive an immediate lunch or recess detention and are subject to potential suspension.

GRADING AND PROMOTION**ACADMIC INTEGRITY**

Academic integrity is fundamental to education and Faith Prep expects that all students will display honesty in every part of their academic lives. Cheating of any kind, including plagiarism, undermines the academic integrity of the school and is unacceptable. Teachers are instructed to resolve any cheating incidents with a grade of zero for the given tasks and the the offending student will forfeit the right to make up the assignment. Additionally, students are subject to disciplinary action by the administration.

GRADING DIAGRAM

A+	100	-	97.50	C+	79.49	-	76.50
A	97.49	-	92.50	C	76.49	-	72.50
A-	92.49	-	89.50	C-	72.49	-	69.50
B+	89.49	-	86.50	D	69.49	-	65
B	86.49	-	82.50	F	65	-	0
C	82.49	-	79.50				

All special classes are graded on a Satisfactory scale. Students who successfully complete course requirements will earn a grade of Superior Satisfactory, Standard Satisfactory, Satisfactory, or Needs Improvement.

MySchoolWORX

MySchoolWorx is a multi-feature program that enables parents and students to check assignments and grades on the internet. It is the primary source of student progress before the report cards are printed and the primary parent/teacher communication tool. (Access information is available in the school office.)

GRADES

MySchoolWorx will provide students and parents with the most accurate and up-to-date assessments of student's current averages and assignments. Teachers will enter grades in a timely manner, but please understand that grade entries cannot be expected to be instantaneous

REPORT CARDS

Report cards are made available online through MySchoolWorx at the end of each quarter. Parents may request a physical copy of the report card from the office at that time. Additionally, mid-quarter progress reports may be sent home if a teacher has concerns.

CONFERENCES

A mandatory parent/teacher conference will be scheduled at the end of the first and third quarters. Parents and students are invited to discuss grades and behavior or to express concerns. For the remainder of the year, parents are welcome to contact the office at any time to schedule a conference with a teacher.

CURRICULUM

Our primary curriculum from BJU provides an academically rigorous standard with a strong Biblical worldview. Faith Prep predominately utilizes this curriculum in a traditional sense (lectures, discussion, group work, etc.). Grades K-4 have textbooks of their subjects and teachers may provide additional supplemental material. Grade 5 integrates technology utilizing eTexts in most subjects.

CHROMEBOOKS- 5TH GRADE

Each 5th-12th grade student will be assigned a Chromebook that will function as their primary textbook. Since the Chromebook is the student's primary textbook, all laptops must be fully charged at the start of the school day. To encourage responsibility, students who fail to have a charged Chromebook for class are subject to a detention.

Students are not permitted to use their Chromebooks for leisure during the school day. This includes but is not limited to: Youtube, Netflix, Music, Social Media, Games and more. Students are permitted to utilize their Chromebooks for appropriate leisure at home.

All Chromebooks are monitored by the Administration.

STANDARDIZED TESTING

The use of standardized testing provides useful insight to administrative and instructional personnel for evaluating school teaching programs.

IOWA Standard Achievement Tests are used to evaluate yearly student progress and school comparison to nationwide norms. Tests are administered each year for 4th-5th Grade in the spring to all students. Parents are notified prior to testing. Test taking tips, explanations and reports of results are provided as they become available. Students in K-3rd Grade participate in LetsGoLearn Assessments in the Fall and Spring.

CREDIT TRANSFER POLICY

At each level transcripts and/or report cards are released upon the following conditions:

- Full payment of outstanding tuition and/or fees
- Written release from parent/guardian
- Request from the institution to which the student is transferring

Once these criteria are met, the office will release a transcript and/or report card via mail or fax to the student's new educational institution

CREDIT ACCEPTANCE POLICY

At the Elementary level, a request is made for a report card or transcript from the previous school to determine initial placement. However, students may also be given placement tests to determine if the level at which they are placed is in accordance with their level of academic knowledge. (Mid-year transfers are generally placed in the same grade level as their previous school unless it is evident that they are not prepared to perform at that class level as suggested by prior grades or testing).

required to attend Faith Prep's High School for a minimum of two years (4 semesters) to be considered legitimate representatives of their senior class. Please note, poor attendance, repeated tardies, and disciplinary issues may invalidate candidates.

HONOR CODE PLEDGE

All Faith Preparatory School students in grades 5-12 are required to sign the school's honor code pledge.

In accordance with the Scriptural principle of a public declaration of faith, this pledge acknowledges that Faith Preparatory School students agree to exhibit Christian character, both in school and away from it. Implicit to this pledge is an understanding that the student is willing to be held accountable to that standard in all facets of life.

Please see the School's Honor Code for further details.