

Faith Preparatory School



2019
/ 2020 Handbook



WELCOME TO FAITH PREPARATORY SCHOOL

We believe that your association with us will be a rewarding experience and that the commitment you have made to our school represents an important step in providing a Christ-centered education for your child. Together we share a concern for academic excellence and a Biblical World View. 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 this school. Our standards are high because they follow God's standards. We require that each student abide by the rules and regulations set forth by this ministry, so please, take the time to read through this handbook and discuss its contents with your child. Please keep it within easy reach to answer questions about school and classroom procedures. Questions, suggestions and clarifications are to be directed to the school office.

FAITH PREP is an outreach of **FAITH MINISTRIES** Inc.
It is a multi-denominational ministry.

FAITH PREPARATORY SCHOOL
www.FaithPrep.cc

“Focused on Excellence, Centered on Christ”

- **Member-Association of Christian Schools International**

*NOTE: All persons entering the building after school is in session must first stop at the school office and acquire a **visitor's pass** before proceeding to any child's classroom or any other destination within school grounds. The protection of your children is our primary concern.

PHILOSOPHY OF EDUCATION

F -First God: Underscoring *commitment, dedication* and *faithfulness*.
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. In this way: science becomes the adventure of learning about God's world. Math reveals the structured order of creation. History reveals God's hand in the chronicle of mankind's triumphs and failures. Likewise, literature, economics, health,—in fact, all disciplines, are illuminated through scriptural insight which is integrated to insure the student's future success.

The three defining institutions in a child's life are the home, the church and the school. In order for children to develop to their fullest potential, all three areas should be working together. As God gave ultimate authority and responsibility for the raising of 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 opportunities in athletics and the arts.

Students are taught that we have the responsibility to care, not only for the earth, but also for our fellow man. Called to be the "light and salt of this world," students must learn to lead and display the Christ-like qualities of love and compassion. Since God does not view a person by sex, color, ethnic or socio-economic background, our students are expected to develop an appreciation of cultural diversity without compromising morality. Likewise, the individuality of the students themselves is precious and they are encouraged to see themselves as the masterpieces they were created to be. It is the unique privilege of the teacher to nurture them to allow their gifts and talents to flourish. The respect for the individual does not, however, preclude other aspects of education. A spirit of excellence is expected with the understanding that we should do our best for God. Therefore, the classroom is a place where we appreciate and learn from our differences, but continue to hold a high standard in both academics and behavior.

STATEMENT OF FAITH FAITH PREPARATORY SCHOOL

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 physical healing, as well as our salvation, 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 Christians, 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 of our income as support for the local church as our "first fruits" to the Lord.
- In sharing Christ with others as commanded by Jesus.

ADMISSION PROCEDURES

Faith Prep does not discriminate on the basis of race, color, national origin, or ethnic background in administration of educational policies, athletic programs, and other school programs. Students must exhibit the ability to do grade level schoolwork and to 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.)

After receiving an admissions package from the office, a separate application must be completed and returned for each child in the family.

An appointment will be scheduled with the school administration for parents and prospective students. Parents should bring any report cards, achievement test results, and work samples they may have to this meeting.

Students applying for K-5 Kindergarten must be 5 years of age by December 31st of the entry year. (For younger students, WOW daycare offers a K-4 Kindergarten. Information is available at the WOW desk.)

Students applying to grades 5-12 must profess a personal relationship with the Lord and are required to sign the “Honor Code Pledge” which reflects the standards and principles taught at **Faith Prep**.

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

In order to reserve a student’s place in a class, parents will need to complete the required registration forms and provide health information as well as pay the non-refundable registration fee.

As per the enrollment contract, tuition at **Faith Prep** is not a monthly fee but rather 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 for a small yearly fee per family.

***Note: Tuition must be paid in a timely manner. Any tuition that falls in arrears of two months will require the withdrawal of the student until the account is made current. Students may not be re-enrolled until accounts are made current.*

SCHOOL HOURS

Grades K—12

7:55 a.m. – 2:50 p.m.

(An after-school program for students up to 12 years of age is available through WOW Learning Center & Child Care from 3:00 p.m. – 6:00 p.m. For information, please visit the WOW desk or call 860-210-3623.)

NOTE: Early dismissal times are assigned to the school by the New Milford Public Schools Department of Transportation. Should unexpected changes occur, parents will be contacted via the student management system.

GENERAL POLICY

ATTENDANCE

Students should report to school by 7:45 a.m. as classes begin promptly at 8:00 a.m. The school day ends at 2:50 p.m. Students are expected to remain on the campus until dismissal unless appropriate arrangements are made with the office. **Students will not be dismissed to anyone other than their own parents or bus assignments, without written permission from their parents.**

If your child is absent, please notify the school office that morning before 9:00 a.m. to allay our concerns and provide direction for our prayers.

If you know in advance that your child is going to be absent, please be courteous and 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 at home or at work and be requested to make arrangements for the child to be picked up within 30 minutes by yourself or an **authorized** friend, neighbor or relative. *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 returning to school including the reason for the absence. Students with 3 consecutive days absent will be required to provide a written statement from an examining physician indicating that the condition is not contagious and that the child may return to school. No child affected with diarrhea, vomiting, fever or ecto-parasites (head-lice, etc.) shall be permitted in school. Your child must be able to participate fully in all facets of school life, which includes outdoor play. *Please do not send your child to school if he or she is not well enough to participate in all activities.*

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 that are missed during an absence are to be taken on the day the student returns to class.

In the interest of keeping absences to a minimum, parents will be informed

of excessive absences from school. If a student has been absent for 5 days during a quarter or has missed the same class more than 5 times, a re-evaluation of the student's standing will take place. **As per state requirements, students with an excess of 15 absences must be reported to DCF.** Students with more than 20 absences may be subject to retention.

TARDINESS

Students arriving after 8:00 a.m. are marked late and must report to the school office before being admitted to class. 3 tardies in a given quarter will be considered an **absence**; negating eligibility for perfect attendance awards and will be considered part of the totals that lead to a mandatory report to DCF (see the preceding paragraph) Additionally, recurring tardies may result in an in-school detention.

EARLY DISMISSALS

A student who must be dismissed from school early is to 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 preferable that medical, dental and other appointments be scheduled for children at times other than school hours. If it is urgent that you remove a child from school in the middle of the day, please notify the school office in writing with as much advance notice as possible.

CANCELLATIONS

Faith Prep follows the decisions of the New Milford Public School system when deciding to close school for weather related conditions. Closings, delays and early dismissals are broadcast on Connecticut's ABC, CBS and NBC affiliates (channels 3, 6 & 8 on most CT cable services).

Please check regularly on school mornings, especially if the weather is changing, so that you will be apprised of these decisions as they are made. Also, several of the TV stations' websites offer weather alert services that will text you directly should school be canceled, delayed or dismissed early. It is strongly advised that parents make use of this additional notification.

Please use discretion when driving your children to school. Weather conditions occurring in your area may be different than 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

As stated above, parents are not permitted to enter the school building during school hours without obtaining a pass from the office. Likewise, to expedite dismissal, please do not enter the building at dismissal time so that

teachers may remain undistracted for the safety of our students. If you are going to be late picking up your child, please notify the school. **Parents arriving after 3:00 p.m. will be required to retrieve their children personally from the school office.**

STUDENT DRIVERS

Students with valid driver's licenses may request permission to drive to and from school and a contract will be provided for the approval of both student and parent so that they are registered with the office. Student drivers may not transport other students (besides siblings) without **written** permission from parents of **both** the passenger(s) **and** the driver. Students who drive recklessly, do not abide by the contract or accumulate excessive tardies will have this privilege revoked and parents will be expected to make other transportation arrangements.

Student drivers are to park in the north parking area by the school entrance (New Milford side). They are also to remain clear of the south side parent pickup carline at dismissal and the daycare area in the back of the building.

PARKING LOT

All drivers on school grounds are expected to use extreme caution. Parents and students alike are to remain clear of the 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 during the day.

EMERGENCY DRILLS

In cooperation with local fire and law enforcement agencies, Faith Prep will conduct periodic Fire and Security Lockdown drills. These will be nondescript safety and evacuation drills, designed to accustom students to respond quickly to emergency instructions 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, of course, welcome to bring lunch from home as well. PLEASE NOTE that there are no facilities for heating up lunches brought from home as per Health Dept stipulations.

PARENT VOLUNTEERS

Parental assistance with parties, field trips and even monitoring is encouraged and greatly appreciated. (It is hoped that families receiving tuition aid will offer their services in this way when possible.) However, volunteering parents may not bring along younger siblings as undivided

attention is needed when assisting in this capacity. **Please note:** any volunteers who will be in contact with our students are subject to a background check.

LOST AND FOUND

The school does not operate a “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 for you. However, belongings are the responsibility of the student, not the school.

E-MAIL 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 the Faith Prep Parents Facebook page.

STUDENT DRESS CODE POLICY

Faith Prep adheres to a dress code in order to instill pride, promote excellence, replace materialistic and slothful attitudes and establish self-discipline for the future endeavors of our students. We hope to enhance the uniqueness of our individual personalities and encourage understanding of the *inner* makings of a person rather than their outward appearance.

Grades K-12

Students are required to purchase uniforms from our official uniform provider, *Lands’ End*, which has our official 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. Information and catalogs are available in the school office.

- Shirts: All students are required to wear the red or white *Lands’ End* polo shirt with the **FAITH** logo on the upper left. Undershirts must not be visible through polo shirts.
- Sweaters: As the weather turns colder, only red uniform sweaters with logo (cardigan or pull-over style) **or** red uniform fleece jackets with logo are accepted as part of the school uniform. Jackets, sweatshirts or non-uniform sweaters are not permitted in the classrooms or chapel. **(Uniform sweatshirts may be worn *only* on gym days.)**
- Pants: Both boys and girls are to wear Lands’ End khaki “chino-style” pants or shorts. No jeans-type, baggy or cargo pants, jeggings or body-molding pants of any type are permitted.

- Skirts: Girls in the primary grades may wear khaki jumpers. (Pants are preferred) Skirts worn for non uniform functions must not be higher than knee length
- Footwear: Students must wear clean, neat, sensible footwear. Laces must be tied. Backless shoes are not permitted. No heels more than 1 inch are permitted. Slippers are not appropriate footwear for school days. Sneakers are *required* for gym.
- Grooming: Hair should be neat and well-groomed, off the face and a natural hair color. Boys must keep hair shorter than collar length and may not wear ponytails or “man-buns” in school. Facial hair is not permitted for students.
- Jewelry: Tasteful jewelry may be worn by girls only; piercings are limited to earlobes. **Any other visible piercings must be removed during school hours or functions.** For safety sake, no large, hoop or dangling earrings are permitted.
- Make-up: Make-up must be simple and modest. Students may be sent to the office if a teacher feels that make-up is inappropriate.
- Tattoos: As they are a distraction and can be considered controversial, enrolled students are not permitted to obtain any visible tattoos (actual or simulated). New students with pre-existing tattoos may be enrolled; however the above rule still applies to the acquisition of new tattoos.
- Headgear: Hats, bandanas, hair combs and sunglasses are prohibited in class as are any headbands deemed distracting.
- Gym: Students are required to wear their **Faith Prep** gym uniform to school on scheduled gym days. The uniform consists of official sweatpants, sweatshirt, tee-shirt, and shorts. Purchase of all four pieces is required. Clean, neat sneakers are also required on gym days. **Students coming to school on gym day without the proper gym uniform will be prohibited from participating in gym class and will not receive credit for the day’s activities.**

“Appropriate dress code” judgments are at the discretion of the administration. If it is determined that a child is not dressed properly, 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 will result in disciplinary action and may require that a student be sent home.

NOTE: Dress code policy applies to field trips and evening events unless otherwise noted. For events where uniforms are not required, “Sunday Best” dress is still expected unless specifically addressed prior to the event.

DISCIPLINARY POLICY

So as not to impose on the rights of other students, 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 the student is enrolled at **Faith Prep**, whether school is in session or not. (Please refer to the Honor Code.)

DETENTION

Students who violate the school policies outlined in this handbook may be required to forfeit recess periods or to serve an in-class or after-school detention (which may include a monetary fine). Three violations for the same or similar offense may result in suspension or disciplinary probation.

SUSPENSION

In the case of serious offenses or three violations of the same school policy, a suspension from school and a subsequent conference will be arranged with the parents. The duration of the suspension will be determined based on the severity of the infraction as well as the student’s history of prior infractions. Upon reinstatement there will be a zero tolerance policy for a same or similar violation. 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 anytime. Upon suspension, a disciplinary

board will meet to decide if the student will be reinstated or expelled.

DISCIPLINARY PROBATION

Students who frequently violate school policy will receive disciplinary probation and will not be allowed to participate in any school functions, athletics, or extra-curricular activities for the current or upcoming school quarter. (The administration reserves the right to extend or reduce this period after reviewing the particular circumstances of the probation.)

EXPULSION

Expulsion may become a final necessity if suspension does not produce satisfactory results. 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, as well as any other form of vandalism is unacceptable and subject to suspension and/or expulsion. All costs to repair damaged properties will be billed to the student's parents.

VAPING/TOBACCO/ALCOHOL/DRUGS

Illegal drugs and smoking or vaping products of any kind are not allowed in school or on the premises and will be confiscated. Failure to abide by these drug/tobacco-free guidelines both on campus and off, will result in disciplinary action.

VIOLENCE & BULLYING

As per recommendation of the State of Connecticut, **Faith Prep** follows the "Zero Tolerance Policy" with regard to threats, verbal abuse, violent behavior and/or the possession of weapons of any kind that are capable of effecting bodily harm. Any and all incidents of aggravated assaults causing bodily injury to other persons will be reported to the local police. In addition to any legal action, school disciplinary policies will be enforced.

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.

HEALTH INFORMATION

Faith Prep is in compliance with 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 not providing the required documentation will not be allowed to attend school until such information is made available. A registered nurse is provided by our town on a part-time basis. Questions concerning state requirements should be addressed 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 not available, 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 he/she is symptom free and without an elevated temperature.

MEDICATION POLICY

Any prescription medication that needs to 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. It will be the student's responsibility to report to the nurse at the appropriate time to take the medication. On days that the nurse is not in, the student may make arrangements with the principal for administering medications. Please contact the nurse if you have questions regarding medication or state and federal guidelines for taking medication while at school. Please Note: Teachers are not permitted to administer any medication, either prescription or over-the-counter.

ATHLETICS

Faith Prep offers sports programs for boys and girls in grades 6-12. We have competed in a number of competitive sports but since student interests and abilities change each year, sport offerings may be adjusted to meet interest and enrollment each year. In addition to performance development & skill training, team sports will also stress good sportsmanship, team unity and leadership abilities. Students participating in athletic programs are required to maintain passing grades in all classes with a minimum 70% average. Grade related suspensions will be week-long and will be re-evaluated on a week to week basis. **Students who are absent from school or tardy past 10:00 will not be permitted to participate in afterschool activities for that day.**

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 will receive instructions 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

Each school day begins with chapel where teachers, pastors, students and guest speakers present pledges, spiritual songs, teachings and prayer before students are released to their academic classes. Chapel attendance is mandatory for grades K through 12.

The Academic Fair, holiday programs and evening events are also mandatory and, when uniforms are not required, students 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 are mandatory. It is our hope that parents or all grades will join their children to recognize the year’s accomplishments and support the graduating classes at our end of the year graduation ceremonies. However, if a parent is unable to attend, students must be accompanied by an adult to whom they will be accountable. Please check the calendar early in order to make arrangements to attend these very important evenings.

LOCKERS: Each student is assigned a single locker by the school office so that students may store books, lunches and school related supplies only. Locks may be used for evenings and weekends, but during the school day locks are to be removed. Valuables are not to be stored in lockers as the school is not responsible for loss or damage to student’s personal property. Students are expected to retrieve needed class supplies before any period. Lockers are the property of the school and as such, may be opened by the school administration if there is a reasonable cause to do so. The interior of the lockers may be tastefully decorated, but no adhesive stickers are to be applied to the inside or outside.

For safety and security reasons backpacks & school supplies must be stored in lockers and may not be left unattended in the hallways.

SUPPLIES: Students are expected to come to class prepared with a fully-charged laptop at the start of the day along with proper writing utensils, notebooks, and supplies as per the class needs. However, to reduce dangerous obstacles in the classroom, backpacks are to be stored in lockers.

STUDENT 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 an item of value it should be turned over to the school office for safekeeping.)

CELL PHONES: Students are not permitted to have cell phones, Apple watches or other communication devices in their possession during school hours. All such devices that are brought into the school are to be turned over to homeroom teachers and may be retrieved at the end of the school day. (Communication between students and parents during school hours may go through office lines as necessary.) Any breach of the school's cell-phone policy will result in the phone being confiscated and secured in the office where it may be retrieved only by a parent.

ELECTRONIC DEVICES: Personal electronic devices such as portable game systems or Mp3 players, are considered a distraction to the education process and may not be used during the school day or at extracurricular activities (including field trips). Students wishing to use tablets or e-readers as educational aids may request to do so from the 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 the approval of the administration.

ELEMENTARY RECESS/LUNCH: Students in grades K-8 will be required to go outside for fresh air at lunchtime (weather permitting). 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 the doctor must be provided. These students will stay with their teacher or another class for the duration of the recess time.

RESTROOM VISITS: Elementary students will use the restrooms as indicated by their teachers. Students in grades 7-12 are expected to use designated break times between classes or at lunchtime to use the facilities.

CHANGING CLASS PERIODS: Five minutes are allowed between classes for high school and junior high students to switch periods. Classes will begin promptly with period attendance and anyone arriving after the bell has sounded will need a note from the detaining teacher or the office to enter the classroom.

LATE ASSIGNMENTS: Points will be deducted from papers, projects, and other assignments, which are turned in late. Due dates are non-negotiable. The student is responsible for all assignments, even if given when the student is absent. Checking MySchoolWorx regularly or making a phone call to a reliable classmate can keep a student current with the class.

MISSED TESTS AND QUIZZES: Tests missed during an absence will be administered to the student on the day of his or her return to school unless prior arrangement is made. At the discretion of the teacher, missed quizzes may be either made-up in the same manner or possibly given as a homework assignment.

HIGH SCHOOL TEST SCHEDULES: It is important, in preparation for college, that high school students become accustomed to preparing for multiple tests and assignments simultaneously. While teachers do their best to avoid overlapping schedules, students are expected to use their time wisely so that they are prepared for any and all assigned tests.

MIDDLE & HIGH SCHOOL ELECTIVE CLASSES: Since elective classes are not held 5 days per week, students who miss more than 4 classes of 1 day per week class electives, or more than 8 classes of a 2 day weekly class elective **will not earn credit for that elective.**

SNACK: A wholesome mid-morning snack will be permitted at the discretion of the teacher. Only healthy, dry snacks are allowed. **Drinks are only permitted if they are in a spill proof container.**

GUM: Chewing gum is not allowed on school grounds; either during the school day or at any school athletic or social functions.

GROOMING: Personal grooming (application of lipstick, combing of hair, etc) is not permitted during class time. Any lotion, cologne or perfume that is deemed strong enough to be distracting by a teacher will be banned.

TEACHERS' DESKS: Teachers' personal property, desks, computers, closets, file cabinets etc, are OFF LIMITS to students.

GRADING AND PROMOTION

ACADEMIC 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 (claiming ownership of work from another source including that of another student), 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 task and the offending student will forfeit the right to make-up the assignment. Extensive or repeated offences will result in disciplinary action by the administration.

GRADING DIAGRAMS

HIGH SCHOOL

<u>Letter Grade</u>	<u>High Value</u>	<u>Low Value</u>	<u>Letter Grade</u>	<u>High Value</u>	<u>Low Value</u>
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	64.99	0
B-	82.49	79.50			

ELEMENTARY

A	90-100	Excellent
B	80-89	Average
C	70-79	Fair
D	65-69	Below Average, passed
F	64-0	Fail

HONOR ROLL

Honor rolls are determined by the average of all academic classes at the end of the year, but a cumulative tally is indicated on each report card. In June, Honor Roll awards are presented to grades 6–12.

PASTOR'S HONOR ROLL	95% or higher
PRINCIPAL'S HONOR ROLL	90% - 94.9%
GENERAL HONOR ROLL	85% - 89.9%

HOMEWORK

It is the school's policy to avoid "make-work" assignments for the sole purpose of providing homework or to assign work that was not covered during class time, but rather to provide a daily assignment that must be complete by the next class. In an attempt to teach students to budget time wisely, it becomes the student's responsibility to complete that assignment during assigned class time or an available study period. Any work that remains must be completed by the next class which may require the student to work at home. However, it is unlikely that a student should ever be faced with hours of nightly homework. Should this appear to be the case, the parent is asked to contact the teacher and/or administration to determine the cause and plan a strategy to rectify the situation.

Nevertheless, students are still expected to prepare at home for upcoming assignments, papers, projects and exams at home. Additionally there are assignments that do require additional work at home such as review, study, practice sheets and reading passages.

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.)

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. These interim progress reports are generally sent if the student is failing, near failing, or has grades that have suddenly dropped significantly.

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.

BJU Curriculum

BJU provides an academically rigorous curriculum with a strong Biblical World View. **Faith Prep** predominantly utilizes this curriculum in a traditional sense (lectures, discussion, group work, etc.) but enhances the learning experience through the use of technology with grades 5-12 utilizing eTexts in most subjects. (Parents can choose to purchase physical texts which are available for all eTexts and are paginated the same way as the eText.) Elementary grades utilize the physical texts only.

Chromebooks

Each 5th-12th grade student will be assigned a chromebook that will function as the primary textbook; with access to all text material, as well as most classwork, quizzes and tests. **Because the chromebook is the student's primary textbook, all laptops must be *fully charged at the start of the school day.*** To encourage responsibility, there will be a fee for laptops that need to be charged during school hours. Other devices are not an acceptable alternative for an uncharged or forgotten Chromebook.

CARE AND MAINTAINENCE

Students will be required to care for their assigned chromebook responsibly; however Faith Prep will handle all I.T. and software maintenance issues.

Therefore, the computers may not be loaded with any additional software or apps except at the direction of the school administration.

Careless handling that results in damage to or loss of a chromebook will require payment for any repair or replacement costs.

INTERNET ACCESS

Student computers will have access to the school's Wi-fi signal during school hours to complete classwork. However, most students **will need internet access after school** to be able to study or complete unfinished schoolwork. Additionally, it should be noted that administration has access to internet-use records; *school-issued Chromebooks are not to be misused.*

GRADES

MySchoolWorx will provide students and parents with the most accurate and up-to-date assessment of student's current averages and assignments. Teachers will enter grades in a timely manner, (typically within 24 hours) but please understand that grade entries cannot be expected to be instantaneous.

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 in April to all students in grades K-12. Parents are notified prior to testing. Test taking tips, explanations and reports of results are provided as they become available.

-The **PSAT** test is offered to high school students in October of each year.

-The **SAT** and other college entrance exams are not available on campus but may be taken at most local high schools. Contact Collegeboard.com for further details on locations. **Students must record the Faith Preparatory School Code, 070026, when taking the SAT.**

CREDIT TRANSFER POLICY

At each level (Elementary, Jr High & High School) transcripts and or report cards are released upon the following conditions:

- Full payment of outstanding tuition and/or fees
- Written release from parent or 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 and Jr High levels, 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.)

At the High School level, a transcript which demonstrates successful mastery of prior grade levels and subject matter is necessary before students can be placed in their “current” grade. Passing grades from prior schools are accepted as fulfillment of graduation requirements. Passing grades are also accepted as evidence of completion for mid-year transfers (either sharing half-credit with the prior school or, more typically, absorbing the other school’s records as sufficient and applying them toward full credit for the school year).

FAITH PREPARATORY GRADUATION REQUIREMENTS

In our pursuit of a standard of academic excellence, Faith Preparatory graduation requirements exceed local and state requirements. Therefore, meeting state minimums is not sufficient to obtain a diploma from Faith Preparatory School.

English	4 credits	Math	4 credits
U.S. History	1 credit	Science	4 credits
World History	1 credit	Foreign Language	2-3 credits
Civics/Economics	1 credit	Christian Life/Bible	1 credit per year
World Geography	1 credit	P.E	2 credits
Electives (fine arts, etc)	2-6 credits (minimum of 2 courses per year)		

*Students who fail to reach the above standard will not receive an **ACADEMIC DIPLOMA** from Faith Preparatory School, but pending an academic review, an adjusted program may be developed with options that will make a student eligible for a **GENERAL DIPLOMA**.

VALEDICTORIAN / SALUTATORIAN REQUIREMENTS:

Each year two class speakers are chosen from the senior class to provide an address at the annual graduation banquet. While grades play a significant roll in the choosing of these representatives, they are not the sole criteria; course-load, school spirit, extra-curricular activities and general character

are also factors considered before a speaker is chosen. Additionally, speakers are required to attend Faith's High School for a minimum of 2 years (4 semesters) to be considered legitimate representatives of their senior class.

HONOR CODE PLEDGE

All **Faith Preparatory** 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 students agree to exhibit Christian Character, both in school and away from it. Implicit in this pledge is an understanding that the student is willing to be held accountable to that standard in all facets of life.

THE PLEDGE:

As a Born Again Christian, I recognize Jesus Christ as the Author and Finisher of my faith, and the Bible as the supreme standard for all wisdom and knowledge; it is my aim to follow the will of God for my life by my Christ-like character. I will endeavor to faithfully follow the call of God on my life and develop the gifts and abilities God has given me by prayer, study, and worship.

I will apply myself to my studies and attempt to develop the full powers of my mind in Christ.

I will practice a lifestyle of good health habits and wholesome physical activities and will not damage my body through the use of drugs, alcohol, or nicotine.

I will yield my personality to the healing and molding power of the Holy Spirit.

I will seek to share the love of Christ with my community through personal witness and Christian service.

I will learn to accept all school policies with a positive attitude and discourage the habit of being a negative and discontent person.

I will refrain from being disrespectful, irresponsible, or destructive in my attitude toward both students and teachers and will not use profanity, offensive slang,

vulgarity and foolish jesting, or rivalry.

I will maintain a high personal code of honor and will not tolerate cheating, lying, or stealing either in myself or in others.

I will submit myself to the leadership of Faith Prep and its rules. I determine to give my best and prayerfully support Faith Prep and its philosophy of providing a quality education without compromising the Word of God.

I understand that following the code will require courage, consistency, conviction, diligence, and genuine enthusiastic effort, but I can do all things through Christ who strengthens me!



FAITH PREPARATORY SCHOOL
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