



2017-2018 Family & Student Handbook  
FAITHFUL SCHOOLING  
Beaumont, Texas

# TABLE OF CONTENTS

Academic Policy.....	2-3
Attendance Policy.....	3
Dress Code.....	3-4
Behavior Policy.....	4-5
Parent-Teacher Communication.....	6
Technology Policy.....	6
Field Trip Policy.....	6-7
Food Policy.....	7
DOJO System.....	7
Friday School Policy.....	7-8
Handbook Updates/Revisions.....	8

*\*\*Lack of knowledge of a particular policy provided will not excuse a parent or student from the responsibilities and accountability for failure to obey them. \*\**

## ACADEMIC POLICY

### Grades K-8

Since students are legally homeschooled, we will not be taking official grades/report cards for these academic levels. Upon entry, students will be assessed to evaluate their current academic level of ability. We focus on quality over quantity in our classes, therefore minimum to no homework will be assigned. However, if a child chooses to not use their time wisely during class, any unfinished work may be assigned for them to complete at home that evening. If the child returns to school without their assignment complete, they may be assigned “Friday School” upon the discretion of the teacher to complete their assignment. See “Friday School” for more information.

We accommodate to each child’s academic learning needs and it is our mission to help each child understand each concept taught before moving on, therefore our students are required to correct all of their daily work. During testing, each student is required to make an 85% or above in order to move on, otherwise they will be retested. Again, this is all in place to help our students maximize their learning potential.

### Grades 9+

Our high school program is partnered with Bridgeway Academy so our high schoolers will receive a fully accredited transcript, including daily, test, and semester grades. Our high schoolers will follow the same daily work guidelines as the younger grades, able to correct their work to help them fully understand the concepts being taught. Similarly, they will be able to retest most of their tests one time if they have received below 85% mastery on each test, except under special circumstances.

Our high school level students will receive minimal homework, and will be required to complete everything in a timely manner, with the expectation that they are using their time wisely in class and at home. Similar to our younger grades, students will be required to attend “Friday School” if they fail to use their time wisely. See “Friday School” for more information.

## All Levels

Students will be held accountable for all assignments and tasks required by teachers, including but not limited to gathering project materials outside of school, finishing incomplete assignments sent home, community service assigned to different grade levels, etc.

## **ATTENDANCE POLICY**

Since our students are legally homeschooled, ultimately it is the parent or guardian's responsibility to ensure their child is attending class, as missed class time = missed learning. However, due to limited class sizes and our mission to help students maximize their full learning potential, we require children to attend their classes on a regular basis. When a child misses 5 classes per semester, which is the equivalent of 1 full class day, they will be required to attend one day of "Friday school." This includes excused absences for reasons such as doctor's appointments. Absences are counted per semester, with a fresh slate for each semester.

Drop off time for students will start at 7:45 a.m. Monday-Thursday and pick-up time will be until 4:00 p.m.

If a child arrives to school late, any class that they have missed or are arriving late to will count as 1 absent class.

In the case of special circumstances such as the death of a family member, please see administration for make-up work and/or the assignment of Friday classes.

In the case of extreme excessive absences, Faithful Schooling retains the right to terminate any and all contracts of enrollment at any time upon the discretion of administration.

## **DRESS CODE**

Students are required to follow our dress code during school days unless otherwise specified for special events. All tops must be embroidered with the Faithful Schooling logo, which may be done at Jubi's print shop in Beaumont, Texas. Students may wear:

- Maroon, white, or grey Polo Shirts of any material
- White, maroon, white/maroon pinstripe, maroon/grey pinstripe button up "oxford style" shirts
- Maroon outerwear with school logo, such as fleece jacket or hoodie
- Khaki or dark blue jean pants with no holes/rips
- Khaki shorts (Must fall over 1" past fingertip length)
- Girls: Khaki skirts/skorts, must fall over 1" past fingertip length, must have some kind of shorts underneath
- Girls: belts must be worn for bottoms that have belt loops
- Boys: Must wear belts with shirts tucked in
- Closed toe shoes

In the case of dress code violation, the child will receive negative points in our DOJO tracking system, parents will be contacted to immediately bring dress-code approved clothing to school for their child, and the student will receive an absence for any class they do not get to attend until their dress code situation is resolved appropriately.

We strive to help students dress for success, dress appropriately, and be comfortable, so we remain flexible on the types of specific fabric materials your student's uniforms are made of. If you have any questions about uniforms, please email us at [faithfultservantseducation@gmail.com](mailto:faithfultservantseducation@gmail.com) with your question and/or a picture of what you would like to get approved and we will review it and get back to you.

## **BEHAVIOR POLICY**

We strive to teach our children to live their life for the Lord and want to ensure our schooling facility to be a safe environment, therefore we hold our students to a high standard of behavior expectations. Each teacher may provide students with additional classroom responsibilities, however all students are required to follow the school-wide expectations at all times.

### *Expectations in Behavior*

- Students should arrive to class on time and come fully prepared with any classroom materials needed for that class, including keeping their iPad charged to use in class.
- Proper respect should be shown to all other students and all adults throughout the day. This includes not interrupting when someone else is speaking, respecting others' property, keeping their hands to themselves, etc.
- Students should direct their attention to the lesson at hand, whether they are listening to the teacher and the lesson, reading/working on their own, or working in groups.
- Students are expected to obey directions by teachers and/or any other adult authoritative figure at Faithful Schooling.
- No food or drink in classroom other than labeled water bottles, unless otherwise specified by a teacher for a special circumstance.
- There will be no foul language tolerated and will result in the student being sent home for the day and/or suspended, and the assignment of Friday school.
- There will be no inappropriate conversations amongst students such as discussing content of sexual nature, and will result in at least suspension of the student, and the assignment of Friday school. The exception to discussion over certain topics will pertain to Bible class or if a child comes to a teacher in private to discuss something serious. However, under these circumstances, conversations must remain mature and appropriate according to age level.
- Students at Faithful Schooling are expected to respect the school-owned equipment, materials, and supplies as well as each other's personal property. Stealing includes not only taking someone else's personal property, but also borrowing either school property or someone else's personal property without permission. Stealing will result in either the immediate suspension and Friday school assignment for a student, or expulsion.
- No horseplay will be tolerated. This includes running, jumping, pushing, yanking, throwing, etc. Students may play appropriately (including running/jumping/throwing) in our outside play area but no horseplay at all will be tolerated indoors.

Failure to comply to Faithful Schooling's behavior expectations will result in immediate disciplinary action, based on the severity of the offense. Disciplinary actions include but are not limited to:

- Negative points to our weekly behavior tracking system, DOJO
- Immediate assignment of Friday School

- Suspension (length based on offense) plus Friday School assignment
- Expulsion

As we strive to help children build their relationship with Christ, most, if not all, of these expectations will be the natural result of their developing relationship. However, we encourage parents to hold their children to similar expectations at home, as this will develop consistency in their child's life and our teachings will be rendered more effectively into each child's character, ethic, and overall sense of self. If we hold students to a certain standard in class, but guardians do not support these standards in their own homes, it makes it harder for students to personally grow and mature within themselves and within their relationship with Christ.

### Harassment Policy

Harassment of students by other students or by employees of Faithful Schooling is contrary to Biblical teaching and violates federal law. Harassment is defined as speech or conduct which is severe or pervasive enough to create a hostile or abusive environment and will not be tolerated. Harassment includes **sexual harassment, verbal or nonverbal bullying, and cyber-bullying**. Faithful Schooling will not tolerate harassment of students or employees based on race, color, sex, national origin, religion, age, or disability. Any student who feels he or she is a victim of harassment **should immediately report the incident to an administrator**. School authorities will investigate all such reports immediately. Civil authorities will handle criminal charges. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion for students or termination for employees. All such reports will be handled discretely to maintain confidentiality to protect the student making the report. However, law requires the school to report any incidents of child abuse to the appropriate state agencies. If a student has concerns about the nature of any conduct or physical contact by an adult employee of Faithful Schooling, by a fellow student, or by a member of the public, the student is encouraged to report this conduct to an administrator as well as to discuss the concern with his or her parents or guardian. Examples of harassment include: obscene or suggestive remarks or jokes, verbal abuse, insults; display of explicit, offensive or demeaning materials; physical or verbal hazing; threats; comments which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, class, age, or disability.

Failure to comply to Faithful Schooling's harassment policy will result in appropriate disciplinary action for the party who has committed the offense.

### Suspension Policy

If a child receives the disciplinary action of suspension, your child will be assigned work to do during their time at home as this is not a time for them to relax and we do not want them to miss out on education or get behind on their work.

Upon returning to school, students are required to submit all work completed they have received during their suspension period.

In the case of suspension, Friday school will be automatically assigned for the week of suspension.

## **PARENT-TEACHER COMMUNICATION**

Besides our general email system, which serves as the primary communication system between parents and Faithful Schooling, the teacher is the primary contact between parents and the school regarding specific concerns. This said, please check the email you have provided the school on a regular basis to keep up with important updates going on with Faithful Schooling. Parents will be held responsible for any knowledge pertaining to school activities, field trips, etc. that has been distributed to them via email. If we do not have an updated email address, you may provide one by speaking with administration or emailing [faithfultservantseducation@gmail.com](mailto:faithfultservantseducation@gmail.com).

Please contact your child's teachers for any concerns that you have about your child. Parents should feel free to solicit the teacher's perspective on how their child is doing and, when necessary, set up conferences for more detailed communication. Good communication will head off a host of problems and help ensure that Faithful Schooling best serves your child's academic and environmental needs. Faithful Schooling encourages parents to take a proactive approach and try to avoid problems rather than waiting until a problem has developed.

We recognize that, as with all things of this world, questions or conflicts may arise that need to be addressed. Knowing whom to go to with these questions and conflicts helps facilitate resolution. Should an issue arise, please

1. The parents and students MUST first physically meet with the teacher to facilitate a resolution.
2. If a satisfactory solution is not found, then the parents can request a second meeting with administration. The administrator will not meet or discuss issues with the parents without the first meeting having occurred with the teacher.
4. Decisions made at the Administrator level are final.

\*Note the proper order for resolution of questions and conflicts in the following areas:

Curriculum: Teacher, Administration, Director of Education

Student performance: Teacher, Administration, Director of Education

Discipline: Teacher, Administration, Director of Education

Daily operations of the school: Administration, Director of Education

Advice and Guidance: Director of Education, Advisor (available for high school level or above)

## **TECHNOLOGY POLICY**

We require each student to bring an iPad to school to use in class for educational purposes. Students are required to stay on task when using their iPads, and are not allowed to be in any non-school approved app during school hours. Failure to comply to the school's, or an individual teacher's technology rules will result in the loss of points in our behavior tracking system, DOJO. Cell phones cannot be out at any time during the hours of 8:00 AM – 4:00 PM Monday-Thursday or during Friday School at any time. Our office phone number is 409-926-3081.

## **FIELD TRIP POLICY**

Field trips will be announced via email to parents and will not require permission slips unless the venue we are visiting requires them or if your child will be participating in a physical activity such as swimming. Details for all field trips including times of departure/arrival, location, etc. will be communicated via our school email system. We car pool to each field trip and welcome our parents to help in our car pool system and to chaperone at each field trip we attend.

Since our field trips are educational and planned for a specific purpose, they count as a regular school day and in the case of an absence for a field trip day, students will be counted as absent and will be required to attend Friday school, as per our attendance policy.

In the case of a field trip being to a water park/physical activity venue, we require parents or guardians to attend these trips if their personal students have any physical limitations and will require **direct supervision**. This includes but is not limited to the poor ability to swim.

## **FOOD POLICY**

Due to findings on how nutrition is directly linked to the behavior and academic retention of school-aged children, we ask that you do not send beverages that contain caffeine, or beverages made with artificial dyes (especially drinks that stain carpet!). Students will be required to bring their lunch to school each day, except on specially announced days in which we allow our students to order from a local vendor or a parent is providing lunch (like pizza) for the class or school.

## **DOJO SYSTEM**

To help our parents have efficient communication about how their child is behaving in class, we use a system called DOJO to help keep students accountable to classroom rules and behavior expectations.

The assignment of points is automatically communicated to parents via the “Class DOJO” app. We require parents to connect to this system so they can stay up-to-date of how each of their students is doing in class.

Students have an equal opportunity to earn points in this system simply by following the classroom behavior expectations and by going above and beyond in their actions. Students will get points taken away by failing to follow behavior expectations.

Each week all student points will be reset to zero so each child can start fresh from week to week.

## **FRIDAY SCHOOL POLICY**

“Friday School” has been set in place at Faithful Schooling to help us maintain a system of accountability for our students. As we only school Monday-Thursday, we hold our children to a high standard of behavior and teach our students to use their time wisely, incorporating quality work over quantity work in the classroom. Students may be assigned Friday School based on several factors revolving around work ethic and/or behavior offenses.

It is our intention to teach children to use their time wisely and give 100% of their effort when they show up to school to teach a high level of work ethic. We know that one day our students will be adults in the workforce and teaching responsibility now is an essential life skill they will use for the rest of their lives.

Friday school will be held on Fridays of school weeks unless otherwise specified upon assignment and will be from 8:30 A.M. to 11:30 A.M. Pick-up time for students must not exceed 11:45 A.M. During this time, students will receive personalized teaching, be able to work on any incomplete or additional "Friday School" assignments, receive character building counseling from an adult staff member, or build on any skills your child needs additional help with. There is a \$40 group tutoring fee for any Friday that a student is required to attend Friday school, which is due within 1 week of the assignment of Friday School. **The \$40 fee will be waived if your child is coming to Friday school due to an absence and has a doctor's note for the date(s) they have missed.**

If your child is assigned Friday school, attendance is mandatory. In the case of a pre-scheduled family vacation or special circumstance such as the death of a family member, the student will be required to attend Friday school on the following week.

Failure to attend Friday school except for the reasons listed above will result in the automatic suspension of a student in addition to the automatic assignment of Friday school for the following school week.

Friday school assignment must go through and be approved by the Director of Education, Rhonda Sparks. Please note that Friday school will only be assigned if deemed appropriate and necessary based on each situation.

Some, but not all, reasons Friday school may be assigned are from an **excess** of the following:

- Excessive re-testing
- Absences of 5 class periods
- Incomplete assignments/not using time wisely
- Poor attitude/work ethic
- Disrespectful behavior
- Excessive negative DOJO's
- Etc.

## **HANDBOOK UPDATES/REVISIONS**

Any updates/revisions may be made to the Faithful Schooling Family-Student Handbook at any time at the discretion of the Director. All updates will be deemed effective immediately upon revision and a downloadable copy of our handbook will be kept up-to-date on our website at all times.