



**PRINCIPLES *of* FAITH  
A C A D E M Y**

**PARENT/STUDENT HANDBOOK**

Office Hours: 8:00 am – 3:30 pm

Monday- Friday (excluding Federal/Student Holidays)

Address: 1234 Martin Luther King Jr. Avenue, Lakeland, FL 33805

Administrator: Karena Maultsby

***Notice of Nondiscriminatory Policy as to Students***

*Principles of Faith Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, and athletic and other school-administered programs.*

## **Principles of Faith Academy**

**Founded:** 2018; Lakeland, Florida

**Grades:** K-9

**Colors:** Grey, White, Light Blue, Dark Blue

**Slogan:** “Inspired to learn”

**Scripture:** Do unto others as you want them to do unto you. Luke 6:31

**Mission Statement:** Educating and Instilling Godly Character in every student and equipping them for their purpose.

The goal of our academy is to provide a quality educational program that challenges and encourages children to achieve their fullest potential. We fully support the mission “Educating and Instilling Godly Character in every student and equipping them or their purpose.” We recognize each child as a unique gift from God to each of his or her parents, and we pledge to always show God’s love by our words and deeds. Therefore, each staff member has been chosen to reflect the ideals and goals of the academy. We teach Christian principles, not doctrine, in our Academy. All academy staff and families are expected to maintain regular attendance.

### **Academy Belief Statements**

- Each student is unique and capable of achievement.
- Provide a safe environment in which to teach and learn.
- Students learn in diverse ways and require a variety of teaching strategies.
- Students learn best in an environment that is disciplined, fosters respect for authority, encourages learning and fun
- Students learn best when family members are actively involved in their education.
- Students are challenged by a curriculum that is dynamic and responsive to the changing needs of society
- Teachers and administrators are professionals who work continuously to upgrade their knowledge and engage in activities that enhance their effectiveness as educators.
- School community is inclusive and culturally competent.
- Provide students with an environment that inspires them and is joyful, unique and engaging.
- Provide flexibility for changing learning needs over time.
- Provide technology for learning and maintaining communication with parents.
- Teachers and administrators will seek to develop innovative and creative strategies that enhance the educational climate.
- School personnel, students, parents, and the community will work in partnership and demonstrate an active commitment to education.
- Education is lifelong learning and learning for life.
- Provide before and after school opportunities to include child-care, tutoring, clubs, athletics, and community service. (where applicable)

## **Principles of Faith Academy Statement of Faith**

We believe...

...the Bible is the inspired and only infallible and authoritative written Word of God

(II Timothy 3:16).

...there is one God (Father, Son, and Holy Spirit (II Corinthians 3:14).

...the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ (I Peter 2:24).

**Creed:** Interdependence with God, Yeshua (Jesus Christ) and Holy Spirit

**Core Values:** Considerate, Obedient, Resilient and Effective

Principles of Faith Academy is guided by our love for God and for others. In an effort to please God, we choose with his help to be considerate, obedient, resilient in him and effective in sharing his character and kingdom standards in the earth. We are citizens of God's kingdom, we are peculiar, set apart and chosen by God.

**Considerate (Empathy):** Students and staff understand that in order to love others, we must first love God. He gives us the ability to be mindful, thoughtful, cooperative, patient, and compassionate to the needs of others. We are all unique. We have been fearfully and wonderfully made by God (Psalm 139:14). God helps those who have a loving and humble heart. We choose to work as a team to get the best outcomes for all. I treat you as I desire to be treated.

**Obedient:** Students and staff understand that we must first be obedient to God, by submitting to him before we are able to submit to those in authority. We must be quick to hear, slow to speak and slow to anger (James 1:19). Disobedience brings forth confusion and every evil work. Staff and students must submit themselves to God and resist the devil and his evil ways, and this in turn removes him from the equation.

**Resilient in God:** Staff and students will be resilient; each understands that they can overcome any challenge. If anyone fails, we will advise them to be not afraid, to start again and go through the process of relearning with the help of God, their teachers, staff and fellow students. Forgive and be forgiven. Staff and students receive God's will and recognize that his plan for their lives is good. Staff and students accept trial and error. If one way does not work, there is another way. Resilience says, I have a choice and I choose to be flexible to make things better.

**Effective:** Students and staff are beneficial, productive, and helpful. Students and staff work toward solutions. Student and staff understand that challenges and issues may arise, but that team- work, compromise and an optimistic perspective is key to mastering difficulties. Staff and students depend on the help of the Holy Spirit and the word of God to keep their hearts, minds and emotions in order. Staff and student are effective in sharing his character and kingdom standards in the school, in their homes, communities and wherever they may go.

## **Professional Affiliations:**

### **Florida Virtual School**

Florida Virtual School (FLVS) is an established leader in developing and providing virtual K-12 education solutions to students all over Florida, the U.S. and the world. A nationally recognized e-Learning model and recipient of numerous awards, FLVS was founded in 1997 and was the country's first, state-wide Internet-based public high school. Today, FLVS serves students in grades K-12 and provides a variety of custom solutions for schools and districts to meet student needs. NOTE: FLVS does not grant diplomas. The credits are transferred back to The Oaks Private School.

### **Florida Department of Education**

Principles of Faith Academy is incorporated as a Florida Limited Liability Corporation as defined by Florida Statutes. We are listed on the FLDOE website under School Choice/Private Schools/Polk County. Our Florida School Code is 9410.

### **School Pledges**

We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and the love for the flag and country.

#### **PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

#### **PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG**

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands; One Savior, crucified, risen and coming again with life and liberty for all who believe.

#### **PLEDGE OF ALLEGIANCE TO THE BIBLE**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and I will hide its Word in my heart that I might not sin against God.

## **Our Structure**

PFA is a Christian private school primarily serving students in grades K-9. Our school student enrollment is limited to 16 students per class in our multiage academic classrooms, with no more than 50 students on campus at any time. The multiage grouping approach allows children to work at their own level to reach understanding of concepts, with specific time set aside to directly teach new skills or skills with which students are experiencing difficulty.

Our academic program operates Monday through Thursday and includes English/Language Arts, Math, Science, and Social Studies. Our Fridays are reserved for flexibility to implement elective “core” classes, character/spiritual development sessions, group projects, smaller group learning, STEM learning, etc. all which to ensure students can explore and develop academically, socially and spiritually. Elective “core” classes are offered in 9- week long blocks.

## **Administration, Leadership and Faculty**

Principles of Faith Academy (PFA) seeks to maintain a dynamic administration, leadership and faculty that will make a serious commitment to the students’ academic and spiritual growth. This commitment is a vital part of the learning and growth process and allows for the exchange of information in a healthy environment.

The Administrator oversees the daily operation of the Academy and office staff, ensuring that the operations’ process is handled with a spirit of excellence from start to finish. Principle of Faith endeavors to create a staff of professionals that is balanced in terms of age, experience, training, and spiritual maturity.

The faculty is selected on the basis of their character, academic background, teaching experience and capacity to relate to students as individuals. The faculty maintains its vitality by pursuing additional studies, as well as attending educational conferences.

## **Admissions**

PFA values each child’s right to receive an excellent education in a spiritual atmosphere. Therefore, no child will be refused admission to PFA for reasons of race, color, nationality or ethnic origin. However, the academy administration reserves the right to dismiss or refuse admission to anyone unwilling to comply with the academy’s regulations, academic standards, behavioral standards, and/or Statement of Faith. PFA is unique in that the school was founded to help students with individual education plans (IEPs) and learning disabilities. PFA will work in connection with the appropriate educational resources and community services to assist students that have any special needs. These services will provide support, assistance, tutoring, and testing to ensure the educational need of our students are addressed.

Enrollment requirements include the following completed items of information:

- Online/Paper admission application; Completed/Signed
- Parent and student conferences
- Student's Birth Certificate
- Parent/Student handbook signature page
- Registration Fee (non-refundable)
- Health and Immunization records
- Entrance examination
- Prior academic records (if transfer student)
- Legal parental/guardianship documents
- Any other necessary documents (student specific)
- Scholarship Award ID

The registration process will not be complete until all of the enrollment requirements have been met. **The registration process does not guarantee placement for enrollment.** All required forms and information can be obtained from the PFA office. All transfer students may be expected to complete entrance placement testing and must submit previous cumulative records. A non-refundable registration fee must be paid in full prior to placement testing.

Legal parental and/or guardianship documents must be submitted with the required registration paperwork in all cases where an individual other than the child(ren)'s biological parent is applying at PFA. In all matters of your child's education, the PFA staff and administration will only share information with the parent on record.

### **Application Process**

#### **a. Application**

Please understand that Principles of Faith Academy takes each individual's application very seriously and will thoroughly analyze each application. If a student has had problems of any kind (discipline, learning disabilities, criminal offenses, etc.) prior to applying at the Academy, it is the parents'/guardians' responsibility to provide the Academy with the details. This will help the Admissions' Department determine whether Principles of Faith Academy can meet your child's particular needs. If past disciplinary problems are revealed after acceptance in the Academy, the Administration reserves the right to immediately disenroll the student.

#### **b. Tuition Commitment**

Each application requires a non-refundable registration fee. Tuition must be paid in monthly installments. Students are admitted year-round, parents assume obligation under the terms of the contract for the annual tuition and fees regardless of the circumstances surrounding the child's attendance (e.g. if the student is withdrawn or expelled before the school year ends).

### **c. New Student Testing**

All applicants in grades K – 9 are administered an Entrance Assessment. Results of testing will be used to measure student academic growth, learning gaps and progress needs.

### **d. Acceptance**

An interview with both parents/guardians and the student is required as part of the student's acceptance into the Academy. Upon acceptance into the Academy, parents will be notified of any upcoming Academy events for the student and family to attend to become more acclimated to the school. These events are highly beneficial and informative. Attendance is strongly encouraged. Any additional questions regarding admittance should be referred to the administrative office.

### **Placement**

PFA students will be enrolled in the appropriate grade based on the child's age. Students entering kindergarten must reach age 5 on or before September 1<sup>st</sup> of the academic year. Students entering first grade must reach age 6 on or before September 1<sup>st</sup> of the academic year and must have successfully completed kindergarten. Students enrolling in PFA from other schools may be tested to confirm appropriate grade placement according to developmental progress.

### **Promotion**

Students will be promoted each year based on individual achievement of their established academic goals. Students must attain at least average placement on standardized tests to be promoted each year.

### **Retention (Recharge)**

Every effort will be made to encourage each student to reach academic success. Teachers will communicate with parents at least quarterly or as often as needed to advise of the child's progress. At the first indication that a child may not achieve grade level expectations, a parent-teacher conference will be held in consultation with the School Administrator. Parents, teacher, student and administrator may develop an Individual Development Plan for any student requiring special attention in any academic, social, emotional or spiritual area. Any student who does not meet or exceed the promotion expectations will not be promoted to the next grade level without summer remediation and subsequent re-testing. PFA will make recommendations to address retention concerns.

### **Withdrawal/Transfer**

When a student transfers to another school, parents should have the new school request a copy of records from PFA. The withdrawal process includes the following:

- Parent and/or student exit interview
- Payment of unpaid accounts

- Return of academy property (including textbooks and library books)
- Signed statement of withdrawal
- Completion of withdrawal form by teacher and School Administrator

Records cannot be released until all steps in the withdrawal process are completed. When a student withdraws, a notice will be given to the appropriate teachers. The notice will show the official date of the withdrawal. It is important that this information be correctly transcribed to the teacher's attendance record. The teacher should provide the withdrawing grades, number of absences, and a list of any books not turned in or fees owed to PFA.

The school administrative office maintains the student's cumulative record. Parents may request copies of their child's current Report Card at a charge of \$5.00 per copy. Student transcripts can only be released to a requesting school to which the student is transferring, and only after the school office receives a written request signed by the parent.

Please understand that student records will not be released until all financial obligations are cleared with the accounting office and any books/equipment are returned in good condition. At no time are official student transcripts released directly to students or parents. Official transcripts will be sent at the written request of the receiving school. Parents may request an unofficial transcript in the office. A \$5.00 fee will be charged for this service.

### **Transportation Procedures**

When a student has three tardies, excused or unexcused, in a nine-week grading period, a mandatory parent conference may be scheduled with the School Administrator by the teacher.

To accommodate parents' work schedules, PFA will assist parents and permit students onto school grounds beginning at 7:50 a.m. Parents are requested to drive with extreme caution while entering and departing the school grounds. School grounds' speed limit is 5 MPH. Parents are asked to follow all faculty and/or safety patrol directions while dropping off or picking up children. Parents should park **ONLY IN THE DESIGNATED AREA** while signing students in or out. Other students will remain in vehicles with the parent/guardian until 7:50 am.

Students **ARE NOT** permitted on campus before 7:50. Students should exit automobiles on the passenger side only and go immediately to the designated supervised area. At no time may students be dropped off on the main road or unauthorized areas of the parking lot.

Parents, friends, family or guardians dropping off students before school must immediately exit the school grounds. No loitering will be allowed by anyone on school grounds at any time before, during and/or after school. Only individuals designated by the parent/guardian and documented on the Student Application Pick-Up List will be allowed to check students out early. In the event of an emergency or special circumstances, the office will make a one-time courtesy call to the parent of the child in an effort to secure authorization.



## **Student Dismissal**

Parents/Guardians picking up students before 3:00pm, must report to the office to sign the students out. Parents are asked to remain in their automobiles while waiting for students to be dismissed. Students, parents and anyone picking up students must be off campus by 3:30 p.m. Principles of Faith Academy cannot and does not assume responsibility for students remaining on the grounds after 3:30 p.m. If, for any reason other than supervised after-school activities, a child is still on campus after 3:30 p.m., parents will be responsible for a fee of \$1.00 per minute until child is picked up.

Students who have written permission on file to ride the public service transportation must go directly to the bus stop at dismissal and board the first bus to the destination. Any students who are documented as walkers, will be released at 3:00pm. Please understand that your child's safety is our priority.

## **Parking**

Anyone visiting the school grounds during school hours must park in the designated parking areas (ADVISED DURING ORIENTATION). Once arriving on school grounds, all visitors (including parents and faculty relatives or guests) must report to the school administrative offices for a visitor pass before proceeding to the classrooms. All visitors and/or guests will provide a valid driver's license or state photo ID in exchange for a visitor's pass.

Principles of Faith Academy has a closed-campus policy. ONCE STUDENTS ARRIVE ON CAMPUS, THEY CANNOT LEAVE THE SCHOOL CAMPUS WITHOUT PERMISSION FROM THE OFFICE. Students will only be permitted to leave school if their parent/guardian comes to the office and signs them out. Any student that leaves the campus without permission, the student's parents will be contacted and local law enforcement where appropriate.

## **Transportation Services**

While the Academy does not currently offer transportation services, we do allow outside transportation services to drop/pick students off as long as the service follows the arrival and dismissal procedures outlined above and parents have signed and approved of these services.

## **Walkers, Bike Riders and Public Transportation**

Any student whose parents allow them to walk to and from school, ride a bike or ride the public transportation bus must have indicated such on the Enrollment Application Form giving the school permission to allow their child to leave the grounds at dismissal. Students walking home, riding a bike or riding the public transportation bus will not be permitted to loiter on the grounds after school, but must depart school grounds immediately upon dismissal. Once the student departs the school grounds, the school is no longer responsible for the student. Bikes must be locked in the designated area (if applicable) upon the student's arrival on school grounds. The school is not responsible for any damages or theft of bikes while they are on school property. Students should remember that they represent the Academy and should conduct themselves properly while walking to and from school, riding public transportation bus, or riding their bike

to or from school. Parents should remind their child about safety precautions as they walk, take public transportation or ride their bikes to and from school.

### **Emergency School Cancellation or Dismissal**

In the event of an emergency school cancellation or the need to dismiss before the regular dismissal due to an unforeseeable emergency, the Academy will make every effort to contact parents and/or guardians. Parents are advised to go to our school website, [poffacademy.org](http://poffacademy.org), or Principles of Faith Academy on Facebook for information on school closings. We will additionally send an email, recorded message and/or other notification as information is obtained from local radio and/or television station that advise of inclement weather or other school closings. **It is an absolute necessity that parents keep the school office advised of current contact information for emergency purposes.**

### **Inclement Weather Arrival and Dismissal**

If it is raining when students arrive at school, students will proceed immediately to their classroom or other designated area. When dismissing on a rainy day, students will be dismissed to a designated area to wait for their ride to arrive. We encourage parents/guardians to make additional arrangements for students who are walkers and bike riders when there is inclement weather. If possible, parents should check daily weather forecasts and provide these particular students with umbrellas or raincoats.

Hurricane Days and School Closures. We generally follow the Polk County Public School's decisions about weather related late openings, early closings and cancellation of school. As soon as we know, we will put a notice on the Home Page of our website, [poffacademy.org](http://poffacademy.org) and contact all parents. Make-up days may be added to the school year to comply with Florida law governing compulsory attendance.

### **Attendance**

A direct correlation exists between attendance and academic achievement. It is important that students attend the academy every day. When a circumstance arises, which prevents a child from attending class, she/he must make up all work that was missed during the absence. The student shall have one day per absence to make up missed work. In the event of an extended absence of one week or more, the parent should contact the Academy office to request make-up work.

### **Absences**

The total number of school days under Florida law is 180 days per school year. When a student has excessive absences throughout the school year, ten (10) or more in a nine week period, a parent conference will be scheduled. Excused absences are counted as part of the maximum number of absences allowed in the above regulations. Exceptions are considered on a case by case basis. An excuse does not exempt a student from this rule. Students with excessive attendance are defined by Florida law as truant.

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance.

There are 2 types of absences: **Excused absences** are absences for which students are allowed to make up work and are granted only with a doctor's note or proper documentation of a death in the immediate family. **Unexcused absences** are absences for which students may not make up work. (A doctor's note will only be accepted within five (5) days of the absence). A written excuse signed by the parent or guardian must be presented to the teacher when a student returns to school after an absence. Parents are expected to call the school office no later than 8:30 a.m. on the day of the child's absence. If the absence is foreseeable, a note should be sent in advance. If a note is sent in advance, the school office will not have to contact the parents on the day of the child's absence.

### **Tardy Procedures**

A student is considered tardy if he/she is not in class by 8:07 a.m. Students arriving on campus after 8:07 a.m. must report to the school office to be signed in by their parent or guardian. A tardy pass will be issued to the student allowing them to go to class. The tardy pass must be presented to the classroom teacher for the student to be admitted. If a child reports to class without an office pass, he should be sent to the office immediately to receive a pass.

Students will be allowed four (4) excused or unexcused, in a nine-week grading period. Students arriving tardy more than four (4) times in a nine-week grading period will require a mandatory parent conference to be scheduled by the Teacher. Punctuality is extremely important! When a student is late, it not only disrupts his/her learning, but that of the entire class.

### **Illness and Doctor Appointments**

We ask that you make every effort to schedule doctor appointments on days or times when school is not in session. If a child needs to be dismissed to go to the doctor during the school day, please send a note in advance to the teacher advising him/her of the appointment.

If a child becomes ill during the school day, we ask that parents come to school to check the child out as soon as possible. For an absence of more than three days, a doctor's note (originals only) is required for admittance back to class. **Parents must inform the school if their child has any communicable illnesses or diseases such as, but not limited to, pink eye, lice, ring worm, scabies, and poison ivy, oak, or COVID.** Because germs spread quickly, we ask that you not send your child to school if he/she exhibits any of the following symptoms:

Please keep your child home if they have experienced the following within the past 24 hours:

Vomiting (two or more times in 24 hours)

Rash, lice or nits (body rash, especially with a fever or itching)

Diarrhea (3 or more watery stools in 24 hours)

Eye infection (thick mucus or pus draining from the eye)

Sore throat (with a fever or swollen glands)

Fever (temperature of 100° F) or more, taken under the arm)

Also, we strongly urge you to consider keeping your child home if they are just not feeling very good (unusually tired, pale, lack of appetite, confused or cranky), as it is difficult for them to learn while coping with feeling ill.

### **Injury or Illness at school**

For the well-being of all students, please do not allow your child to come to school with a fever or other signs of any contagious disease. Students should be free from a fever for at least 24 hours prior to returning to school. Inspections for head lice will occur where appropriate, and students found to be carriers will be sent home immediately. They will not be readmitted to class without a second inspection by school personnel or by doctor's note. If the injury or illness is minor, we often leave the decision with the parent/guardian as to whether or not the child will remain in school. If we request that a child be picked up from school, parents should make every effort to come to get their child. Students should not be sent to school if they are sick.

While students are at school, every effort will be made to supervise them. However, even with proper supervision, accidents or illnesses happen. If your child is injured at school, we will make every effort to contact the parents or other family members provided on the emergency contact form. An accident report will be completed and kept on file in the school office, and any necessary emergency services will be provided for the student. **We reserve the right to take any and all emergency measures in the event that a parent or guardian cannot be reached.**

### **Medications**

If a child is in need of medications during school hours for any reason, a medical form must be obtained from, and returned to the school office. All medications must be retained in the school office and administered by school personnel. Depending upon the type of medication, the Administration reserves the right to decline the responsibility to administer during school hours. In these cases, parents/guardians will be responsible for administering the medication during school hours.

**NO STAFF MEMBER WILL BE ALLOWED TO ADMINISTER MEDICINE OF ANY KIND WITHOUT THE COMPLETED MEDICATION FORM FROM THE STUDENT'S PARENTS OR LEGAL GUARDIAN. THE CHILD'S NAME, TYPE OF MEDICATION, DOSAGE AMOUNT AND TIME OF DOSAGE MUST BE CLEARLY WRITTEN OUT AND SENT WITH THE STUDENT TO THE OFFICE.**

No student may be in possession of any medication or dispense medication at any time during school hours. No medication of any kind should be put in children's lunch boxes. Asthma inhalers --with a doctor's note -- will be the only exception to this policy. All medications must be properly labeled by the authorizing physician clearly indicating the child's name and directions for administering.

## **Lunch and Snack Guidelines**

Use appropriate containers to keep items hot or cold. Use cold packs for items that need to be kept cold. Ensure lunch and daily snack items within the lunchbox are in containers that students can open and close by themselves. Avoid foods that your child cannot manage independently (K-DO NOT send soda or candy to school. Please send a refillable water bottle to school with your child each day. Pack your child a substantial lunch that is nutritious and filling to include a protein or vegetarian option, fruit, carb, vegetables, water or 100% fruit juice.

## **STUDENT-RELATED**

Chapel -Daily sessions – Devotions consist of pledges, praise and worship, Bible readings, prayer, encouragement, and announcements. The Academy places emphasis on building our student’s spiritually, emotionally, mentally and socially.

## **Grading and Grading Scale Learning**

The grading system is designed to give parents a true indication of the student’s progress and takes into account the total picture of a child’s overall effort and achievement. The academic year is divided into four grading periods of approximately nine weeks each. At the end of each quarter, a formal report card is issued, and a Parent/Teacher Conference may be scheduled where necessary. Attendance at these conferences is strongly encouraged. The Parent/Teacher Conference offers parents time to discuss their child’s accomplishments or areas of need.

Two (2) Parent/Teacher conferences are required to be completed per school year.

Mid-quarter Status Reports or interim report provides parents with up-to-date information on their child’s progress. Parents are encouraged to schedule a meeting with the child’s teacher to discuss any concerns regarding student progress.

Duplicate Reports Cards are available at \$5.00 per copy through the school office. The final unit grade in any subject on any level will be comprised of an average of the quizzes taken, projects completed, classwork/homework, notebooks/journals, etc. and final test grade earned.

### Academic:

A = (90-100)

B = (80-89)

C = (70-79)

D = (60-69)

F = (below 60)

### Explorations & Character Development

O = Outstanding

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## **Homework Policies and Procedures**

Homework is an important extension of the classroom learning process. While we encourage students to complete their assigned work during the course of the school day, responsibility for daily assignments rests with the student. In order to be successful in completing a year's work, a student **MUST** complete daily schoolwork. Failure to complete all or part of daily assignments will ultimately affect the child's overall progress, and lead to an incomplete year's work, deficient for the year and the need for attendance in summer school. Homework may be assigned weekly to reinforce concepts and skills learned during the academy day. Homework is not an activity to introduce new concepts or assign meaningless repetition. Homework will be constructive and enriching to the student's learning and will not extend past an average of 10 minutes. The Academy will focus on, study time, rather than homework, on Wednesdays, Fridays, holidays or program nights. Some exceptions may apply.

Parents are expected to support students in their homework and are responsible to make sure it is completed. We strongly recommend that you have a regular time and place set aside for the child to do homework. The amount of time necessary to complete homework will vary from grade to grade.

## **Study Skills**

While the school faculty will make every reasonable effort to help your child achieve success, parents are encouraged to do their part in the academic process. We encourage parents to facilitate their child's study habits in the following ways:

- Set aside a regular distraction-free space and time for homework
- Set up a checklist of things your child should accomplish
- Encourage your child to read regularly and study daily
- Assist your child in keeping track of assignments and materials
- Break down large tasks into smaller tasks
- Maintain proper exercise and good eating habits—breakfast is a necessity!
- Help your child study ahead for tests and quizzes
- Orally quiz your child on vocabulary and lessons
- Allow your child to read to you
- Be involved in your child's school by attending conferences and special events
- Know what your child is studying
- Do not allow your child to give excuses for avoiding challenging work

- Do not permit your child to study while watching television or listening to the radio

### **Incomplete Work and Academic Probation**

A student will be placed on academic probation if he/she is in danger of failing one or more core subjects or is in violation of repeated daily incomplete work. If a student is on academic probation, he/she will not be permitted to participate in any school-sponsored teams or activities. Both the student and parents must adhere to any conditions set by the school's administration until the student's grades have been brought up-to-date and passing.

It is the parent/student's responsibility to seek, prepare and schedule any and all make up work for an excused absence. Please understand that students with unexcused absences will receive a grade of "0" for any work, quiz and/or test missed. (A doctor's note is required within five (5) days of the absence).

The following procedures will be followed when a student repeatedly fails to complete work, is in danger of failing, and/or fails two or more subjects on any Quarterly Report Card:

Parent Conference: Parents will be called for a conference with the teacher (and administration, if necessary) in an effort to identify the problem. If the situation does not change, the student will be officially placed on Academic Probation. In the event of a Parents' failure to comply with the teacher/administration's request for a conference regarding academic concerns will result in the student not being allowed in class until the conference is held.

Academic Probation: Students on academic probation who fail to make the necessary changes, as agreed upon in the Parent Conference within the time set by the administration, may be considered eligible for disenrollment.

Suspension/Expulsion: After every effort has been made to bring a student into academic achievement, Principles of Faith Academy reserves the right to suspend and/or expel the student for failure to comply with the rules that govern PFA standards.

### **Use of the Internet & Equipment**

With increased use of technology in the classroom, lesson objectives may require students' use of the Internet. As a result, PFA has established guidelines for acceptable use of the Internet by its students and faculty. All hardware and software belong to the Academy. Students are given the privilege of using these computers, iPads and all associated items, and do not maintain a right to use it whenever they want or for whatever purpose they choose. Students will be held liable for any damages done to the computers on which they are working. Students are only permitted to use the technology under the supervision and with the permission of their designated classroom teacher, the administration or those specifically appointed with authority in this area.

The use of technology is to enhance learning and may only be used for purposes that are acceptable in a Christ-centered learning environment. Students may not use the computer or iPads for their personal use. Students may not use email or open personal web pages or blogs of themselves or others on school technology, on their personal laptops or other personal devices while under school supervision.

Additionally, students are not allowed to adjust computer settings including, but not limited to, screen savers, hiding/removing or adding icons or adjusting/hiding task bars.

The following uses of the Academy's technology is strictly prohibited: plagiarizing copyrighted materials, viewing threatening or obscene materials, unauthorized websites (all social media, MySpace, Face Book, Twitter, SNAPchat, Instagram, etc.), any sites not directly related to their prescribed academic instruction and/or educational research, vandalism or destruction of someone else's work, stalking, harassment, discriminatory remarks or photos, theft, violations of privacy, violations of state or federal law, and any additional uses which do not comply with the vision, purpose and mission of the Academy.

Passwords are used to protect student's work and MUST be kept strictly confidential. Sharing of, or using, another student's password is strictly prohibited. Violation of student password privacy is a violation of the Academy's honor code and will be dealt with severely. PFA reserves the right to prohibit and deny any person from using the school's technological equipment, software or electronic services at any time. Any mention of the school or associated members of the Academy on the Internet without the written consent of said party is prohibited and will have severe consequences. Parents are highly encouraged to stay on top of their child's use of technology and the internet while the child is not on school premises. Parents are liable for their children's actions on the computer, so it is not an invasion of privacy to monitor their computer usage. Parents will be held liable for damages and/or loss of PFA equipment that they use. Students found in violation of any misuse of PFA's technological resources can be subject to disciplinary action.

### **Assessment Testing and Standardized Testing**

Assessment tests are used to determine a student's current academic ability. New students are assessed upon entrance and returning students are assessed at the beginning of the school year. Results of the testing will be reviewed with the parents/guardian to determine the best course of action to ensure the student's academic success.

National standardized testing may be taken annually by all students in grades KG – 8. New applicants in grades 4 – 8 must provide standardized test results with their application documents. All students in grades KG – 8 may take standardized tests at the close of each year. These tests are one means of assessment by which the school faculty and parents will gain a more accurate educational picture of the student's performance abilities. Parents will be notified in advance of the testing dates and testing materials used by the Academy for the annual testing.



## **Assessment**

Teachers use a variety of assessments and educational testing tools when determining the potential or academic average of students. The Academy reserves the right to request further assessment by various outside professionals in order to obtain information which will further meet the needs of its students. Professional assessment and testing can include, but not be limited to, requesting examinations by pediatricians, vision/hearing specialists, speech therapists, psychologists, educational disabilities specialists or reading specialists. Any additional outside assessment will be at the parents' expense. Failure to cooperate in seeking and obtaining special assessment as recommended by the school administrative staff could result in your child's needs no longer being able to be met by the Academy.

## **Communications**

Good communication between parents and school is essential to the success of any student. It takes parents and school personnel making constant efforts to facilitate and foster good communication.

### **1. Communication Folder**

This pocket folder comes home daily with your child and contains any notes from the teacher as well as assignments or review work for the evening. Anything being signed or sent to the school or teacher should be placed in this folder.

### **2. Meeting with your child's teacher**

It is important that you, the parent, keep in touch with your child's teacher. Because teachers work with the students all day, we ask that you leave a message or email asking to schedule an appointment with them. Teachers check and return calls and emails daily, and you will be able to get an appointment very quickly. We also require that parents not interrupt a classroom unannounced as teachers are attending to the academic needs of students. Additionally, teachers are not available for conference when they are on yard duty during arrival or dismissal. Parents/guardians are not allowed to observe classes while teachers are conducting them.

### **3. Parent/Teacher Conference**

Mandatory Parent/Teacher Conferences are held per schedule or as needed so that parents can review their child's progress with the teacher. Please see your yearly calendar for exact dates.

### **4. Meeting with the Administrative Staff**

While we make every effort to meet with parents as quickly as possible, please understand that our Administrative Staff works by appointment. If a parent needs to set an appointment with the Administrative Staff, please contact the school office to make arrangements. A parent should first consult with the child's teacher regarding a child's progress before requesting to see the Administrative Staff.

## **5. Yearly Calendars**

While the year's events are planned in advance, changes often occur throughout the course of the year. Calendars, updates and newsletters are emailed to keep parents informed of important dates and upcoming events. The school calendar is posted on the school website at [www.poffacademy.org](http://www.poffacademy.org)

Any additions or changes to the posted calendar will be noted there. Parents will be notified of the changes promptly.

## **6. Use of School Phone**

The school office telephone is reserved for business use and emergencies only. Students are not permitted to use the telephone for anything other than an extreme emergency. In the event of an emergency, school office personnel will assist your child in making the call.

### **Field Trips**

PFA schedules various field trips for educational, cultural, physical and humanitarian experiences. Some field trips involve the entire school, and some only include specific classes (academic or elective). Some of the trips may require fees. Some trips are invitational or limited by our host to students and teachers only. Most trips will include opportunities for parents (approved volunteers) to accompany us. Students are strongly encouraged to wear a school shirt on field trip days.

### **School Finances**

#### **Tuition Payments**

Principles of Faith Academy has an annual budget dependent upon the tuition of the students and gifts of friends (donations/sponsorships) for operating expenses. **ALL FEES PAID TO PFA ARE NON-REFUNDABLE REGARDLESS OF WHETHER TUITION AND FEES ARE PAID PRIOR TO STUDENT'S ACCEPTANCE INTO THE ACADEMY.**

At the time of regular registration, payment of a non-refundable Registration per child is required.

Parents can view current tuition fees via the Academy website or by contacting the office. Additional Fees for field trips, or other special events are not included in the annual tuition.

All books are the property of PFA. In the event that a student loses, misplaces or destroys any book in their possession, a replacement fee will be charged to the parent(s).

## **Payment Plans – Non-Scholarship Students**

### **Paid in full**

- Due August 1, or the first day your child is enrolled

**10 Payment Plan** – Due on the first of each month – August 1 through May 1

PFA sends the bill on the **first day** of each month, starting in August.

- Payment is **due** by the **10th day** of the month.
- A **\$35 late fee** will be charged for payments received after the **10th day of the month**.
- **Payments returned** because of **insufficient funds** will assess a **\$35 service charge**

### **Overdue Payments**

Quarterly and final grades will be withheld until all payments are current.

Student transcripts/records will be released only after the account has been paid in full.

### **Payments To:**

Contact Office for Payment Details

### **Refund/Cancellation of Contract**

Payment must be made each month in which the student attends a day of school during that month. No refund will be made for any month in which a student is in attendance at PFA.

**30 Days' Notice of Withdrawal:** If you decide to withdraw your child, for any reason, please give the school 30 days notice. The parent(s) or guardian(s) is responsible for the prorated annual tuition through the end of the month in which the student leaves, withdraws, or is dismissed, including other fees if any. Notification of withdrawal must be in writing and received by the school office.

### **Fund Raising**

During the year fund raisers may be held to subsidize the school's income and afford our children with the extras such as P.E. equipment, computers, and more. Participation in these fund raisers is mandatory for all students because all students benefit from the proceeds. Parents will be held responsible for all items issued to students when a sale is held. The same policy that applies to tuition payments will apply to fund raising events.

### **Uniforms, Dress Code**

Proper grooming is taught along with other rules of manners and morals at the Academy. Appropriate clothing encourages responsible behavior. One's personal appearance is a manifestation of self-esteem, and each reinforces the other. We make no apology for the fact that we seek to use every means at our disposal, including clothing regulations, to encourage students to think and act like young ladies and gentlemen.

If a student comes to school without the proper uniform, or lacking any part of their uniform, (e.g. Cardigan, belt,) a Uniform Infraction Notice will be issued for the first offense. The student will be penalized with a follow-up Uniform Infraction Notice for the second offense. Students incurring repeated infractions for the same offense will be referred to the Administrator to be sent home until the problem is corrected. Students are expected to arrive at school in full dress uniform. They are also required to leave school in the afternoons fully dressed in uniform. Under no circumstance may a student bring a change of clothes to school for the end of the day. Clothes changing allowances are made for certain field trips and special occasion days only. Students will be notified of such days as they occur. Details on uniform and grooming regulations are outlined for students and parents on the first day of classes and reviewed periodically throughout the year. These regulations will be strictly enforced at the Academy.

Uniform/grooming standards will be upheld for all school sponsored events. As part of a student's overall appearance and demeanor, it is expected that a student's personal grooming and dress will exhibit modesty and the Christian standards taught here at PFA. Students may not wear clothing, jewelry, or any other personal wardrobe items (wallets, purses, etc.) that depict symbols contrary to these standards. These pictures include, but are not limited to, symbols of death, skulls, violence, symbols of a sexual nature, peace signs, or symbols of non-Christian religions or witchcraft. The school retains the right to determine what may or may not fall within these guidelines, and to amend the list of inappropriate items as it sees fit; and students and their families agree that such items will not be worn in school or at any school sponsored events.

### **Safety and Supervision**

Use of equipment Students and faculty members must be careful when using school/church equipment either on or off campus. Students should only handle equipment with proper authorization and in the presence of a teacher/staff. Any needed repairs must be immediately brought to the attention of the school office.

### **Destruction of property**

All who are associated with the school in any way should be concerned about taking care of the school's property. Any damages to the school's property should be reported immediately to the school office. Anyone damaging or destroying school's property will suffer serious consequences (which could include expulsion), and be required to make restitution for any and all damages. The school is not responsible for personal items that students bring to school. Students are admonished not to bring valuable or fragile items to school

### **Abuse and Neglect of Minors**

By law, the Administrator and teachers of the Academy are mandated reporters—under obligation to report any incidence of suspected child abuse or neglect to the proper authorities. The Administration and faculty have a responsibility to ensure the safety and well-being of all students entrusted to our care. Because the Academy does not tolerate the abuse of minor children physically, sexually, or emotionally, the Administration and faculty are given thorough training yearly to recognize signs of child abuse. All such suspected cases will be documented and reported immediately

### **Parental Involvement**

We encourage parental involvement and believe that parents are an integral and vital part of student success. In addition to parents working directly with the faculty on academic success, we encourage parents to get involved in school activities through our Parent Volunteer Program, VIP (Very Important Parent). Information will be provided for enrollment. Volunteers are welcome in a variety of areas of the school both during the school day and after hours. Volunteers are required to submit to a background screening and any necessary training (costs at volunteers expense).

### **Ways to Volunteer:**

**Field Trips:** Chaperoning a field trip is a great way to get to know other families. You may be asked to drive students to the location (with written permission) and/or supervise small groups of students during a trip. If you agree to transport children other than your own for a field trip, you will be required to provide your valid driver's license and proof of insurance, to be kept on file.

**Classroom Activities:** You are welcome to volunteer in our classrooms by coordinating with your child's teacher(s). The classroom is the student's workplace. Adults must be respectful, unobtrusive, and quiet, please. Allow the teacher to keep his or her attention on the students. If you would like to conference with the teacher, please schedule a time when the teacher is not supervising students.

**Arrival and Dismissal Supervision:** Extra eyes and ears are always beneficial during transition times to assist our staff in keeping students safe.

**Campus Beautification and Maintenance:** There will be several scheduled campus workdays throughout the year with the goal of keeping our campus beautiful and safe inside and out. There are opportunities for both the skilled and unskilled to achieve this goal. Please notify the director if you have a special skill-set to share. Additionally, volunteers are needed for regular

maintenance tasks such as mopping bathrooms and common areas and blowing/sweeping sidewalks.

**Right to Amend Handbook & Disclaimer**

Principles of Faith Academy retains the right to amend, change and make additions to this handbook at any time during the school year. Changes will be made public through written notification to the parents as well as on our website. Any manuscript or typographical errors in this document shall in no way alter any of the requirements written therein.