

FAITH ACADEMY

A Ministry of Faith

Where Children learn & God is honored



Family Handbook

Policy and Procedures

MISSION STATEMENT

As a Christian school, we seek to build healthy families, sharing the love of Christ. Helping children to build within themselves intellectual, spiritual, and emotional health, inside a first-class educational environment. We aspire to empower children to face challenges with faith-exuding confidence and Christ-anchored courage.

VISION STATEMENT

Faith Academy students will be provided with a Christ-centered learning and loving culture by:

- *Shaping hearts and minds to honor the Lord*
- *Ensuring a safe and orderly environment*
- *Providing & guiding through a quality curriculum*
- *Developing relationships with each student to grow, flourish and be encouraged*

7378 E. Furnace Branch RD

Glen Burnie, Maryland 21060

Phone: 410-761-5334

Email: academy@faithbc.net

Website: WelcomeTo.FAITH/academy

Dear Parents,

Welcome to the very first year of FAITH Academy!

We are so excited to have your family join us on this adventure. This year promises to be an incredible journey as we watch your children grow in knowledge and in the love and grace of Jesus.

At FAITH Academy, we believe in the importance of nurturing both the hearts and the minds of our young ones. Our goal is to provide a safe, loving, and Christ-centered environment where your children can absolutely thrive. Our dedicated team of teachers and staff are here to support your family and ensure that each child feels valued and loved.

We look forward to partnering with you in this important work. Together, we will help our children grow in faith, wisdom, and understanding. We believe that with God's guidance, this will be a year full of blessings and growth for all of us.

Thank you for entrusting us with the precious gift of your children. We can't wait to see what God has in store for us this year! Consider yourself part of our family.

Blessings,

Pastor Tim Byer



FAITH
ACADEMY

Dear Families and Guardians of Faith Academy Students,

It is an honor to introduce myself as the principal of Faith Academy. As the principal, I want to be an instrument in the development of God's plan for our school. I am excited to facilitate through our Lord an environment that builds healthy families, shares the love of Christ, is safe and academically sound. As our Mission statement states, "We aspire to empower children to face challenges with faith-exuding confidence and Christ- anchored courage." Faith is a school that will invest in the whole child, their families, their spiritual, emotional, and social growth, and their academic success. I strive to help all students through God's love by "building relationships with each student, so they can grow, flourish, and be encouraged to become members of this world to emulate God's grace and love with others." (a part of Faith's Vision Statement)

I am excited about Faith Academy being another entity of the Faith Community. You may have heard the adage, "It Takes A Village." It will take the village of Faith Baptist of Glen Burnie, Pastor Tim Byer, students' families, Faith Baptist Child Development Center, the Elders, the office staff, and quality teachers to work together to build a solid Christian and academic foundation. One way to help facilitate building a strong village is through consistent communication. Accomplishments will be celebrated and concerns presented will be addressed. We will be Faith Strong.

Academics at Faith Academy will be rigorous, including Bible studies, Foundational Literacy and Comprehension rooted in the "The Science of Reading," Math Knowledge and Science and Social Studies experiences. The love for learning and making it engaging and fun will also be priorities. I want every student to get up each morning excited about coming to school.

As your principal, I will bring 30 years of experience in Education. I have been a Reading Specialist in Anne Arundel County Public Schools for 26 of those years. I have my Bachelors in Elementary Education from Towson, my Masters as a Reading Specialist from Loyola, and my Administration Certificate from Goucher college. I am also Nationally Board Certified in Early to Middle Childhood Literacy Development. I recently went through the "LETRS" training, which encompassed the Science of Reading research. Most importantly I am a member of Faith who will bring my love and devotion to our Lord, my love for children and their families, and my priority to provide a quality education. I am truly blessed to serve as your principal.

Sincerely,

Linda A. Taylor

Linda A. Taylor

Principal Faith Academy

Educational Philosophy of Faith Academy

*For we are His workmanship, created in Christ Jesus to do good works, which God prepared in advance as our way of life
Ephesians 2:10*

The Program

Children will participate in a variety of learning experiences provided by the ACSI-Association of Christian Schools International curriculum. Weekly themes and age-appropriate Bible learning will include opportunities for reading, writing, math manipulations, history, science and technology. There will be special days that include guest speakers, and field trips. Notices will be sent home prior to these events. Social skills are developed through sharing, taking turns, thinking & reasoning, problem solving. Spiritual training occurs through the telling of Bible stories, the modeling of Christ-like conduct by staff, activities which incorporate spiritual truth through discussion, and sharing/relating of God's Word verbally and in written form with the goal of developing a Christian worldview. Faith Academy admits children of all race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its policies.

Inclusion Policy

At Faith Academy, we create an environment where all children and families feel welcomed and included by acknowledging that each child is special and unique. We strive to create an environment that is inclusive and accounts for the various physical, social, and health care needs, abilities, and cultures of each child we serve. We do not discriminate based on race, color, national, and ethnic origin to all rights, privileges, programs, activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and ethnic origin in administration of its educational policy, admission policies, scholarship programs, and other school - administered programs.

Age of Children Enrolled

Faith Academy enrolls Kindergarten -5th grade students.

DRESS CODE SCHOOL UNIFORMS The school uniforms represent the school and the ideals it upholds. All students are expected to comply with the uniform regulations every day of the school year. Uniforms must be neat and clean and are not to be over or undersized. There are disciplinary consequences for students who do not follow the uniform regulations. The administration will make final decisions concerning the appropriateness of grooming, uniform, and outerwear. School administration will make the final decision concerning the appropriateness of a student's grooming and/or uniform.

Each child should have:

- **Large zippered backpack** that is *easily opened* to bring home school projects/items/papers; your child's name should be **clearly marked** on the OUTSIDE of the backpack with a luggage tag.
- Change of clothes in zip-loc bag, labeled with name-for Kindergarten & 1st Grade Class

Items Not to Bring

No Open Toed Shoe/ Toys

FAITH ACADEMY

Statement of Financial Policy-

1. Unless otherwise stated, tuition is due on the first of the month, with a 10-day grace period. If full payment has not been received by the 15th, a \$25.00 late fee will be assessed.
Note: An email reminder will be sent. All tuition questions should be addressed to Deanna Lechowicz at tuition@faithbc.net.
2. If you are unable to make your payment on time, please contact the office manager Deanna Lechowicz as soon as possible to make appropriate payment arrangements at tuition@faithbc.net. When a tuition account is 30 days past due, the family will receive a written notification from Faith Academy. If the family does not contact the school in one week, Faith Academy will schedule a dismissal date for the respective student. Faith Academy desires to work through finances with each family while at the same time expecting the families to honor their commitment they've made to the school. The family can pay the balance by the dismissal date or request a meeting with the Faith Academy leadership to discuss possible alternatives.
3. A service charge of \$10.00 (in addition to the late fee of \$25.00) will be assessed for all payments returned by the bank due to non-sufficient funds. Payment including the service charge and late fee must be received within 5 days of notification. Payments via online or in the form of a money order may be required for future tuition payments.
4. If the Center is closed due to MSDE mandated closure, holidays, inclement weather or if your child is absent, tuition will not be discounted or refunded.
5. The school is open until 3:00 pm. If a child is picked up after 3:15 pm, a late pick-up fee will be assessed.
6. A minimum 30 day notice must be given before withdrawing your child from the school.. Emergency situations should be discussed with the Principal. The Principal reserves the right to withhold student records if any tuition/fees are left unpaid. Future registrations for a child and/or sibling will not be accepted if a prior balance exists.

Family Educational Rights and Privacy Act (FERPA) - Is a federal law that affords parents the right to have access to their children's educational records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable

information from the education records. When a student turns 18 years old the right of FERPA transfers from the parents to the student.

CHILD ABUSE AND NEGLECT REPORTING POLICY PROCEDURES

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal.

Code of Conduct

This code of conduct is applicable to all Faith Academy campus and outside events.

Faith Academy encourages healthy discussions regarding difference of opinions, confrontation is absolutely prohibited. We have procedures in place to voice an opinion such as:

If a student has an infraction to school rules, the following action steps may occur:

- Classroom managed rules & expectations
- Personal conference with teacher
- Notification of behavior
- Conference with Parents
- Conference with administrator, teacher, parent and potentially student

Students will use appropriate and uplifting words towards their self and others

Students will treat their self, others and property with respect

Students will respect the teachers, classroom rules and follow them throughout the day

Students will abide by the school uniform policy

- Modesty

Behavior

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission
- Dishonesty
- Disruptive behavior
- Failure to have necessary supplies for class work
- Dangerous play
- Rudeness
- Vulgarity
- Dress code violations
- Gum
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches/vaping/gummies
- Willful destruction of school property

- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment
- Inappropriate behavior of Parents will not be tolerated

Discipline Policies

The discipline policy at Faith Academy is to guide children in a positive way by building relationships with each child, letting them know they are accepted, giving them limits, and giving them respect. We take many steps to build positive relationships with the children and families in our program and use a variety of strategies to encourage children's positive behaviors and help them avoid negative behaviors. Discipline within the school setting will seek to:

- Reinforce the positive behaviors of the child
- Listen carefully to the child as they express their feelings
- Model appropriate Christ-like behavior (actions, words)
- Provide choices with realistic limits
- Provide logical, natural consequences

Objectives

Discipline at Faith Academy has the below objectives:

1. To develop and maintain an optimum safe learning environment for all students.
2. To train students in behavior patterns that will be helpful to themselves and to the school community in supporting and achieving goals of spiritual, intellectual, physical and social development.
3. To correct behavior which is disruptive to the learning environment.
4. To remove recalcitrant (resisting authority or control. Not obedient or compliant; hard to deal with; manage) students so that the learning environment may be maintained.

Safety

Safety is our #1 priority at Faith Academy. Students have the right to feel safe and secure while learning therefore, there will be safety policies in place. This includes the below.

Anti Harassment and bullying policies-

We are committed to ensuring a safe and supportive environment for all our children. Bullying and harassment are serious issues that can have profound impacts on a child's well-being and academic performance. As partners in your child's education and development, we seek your support in addressing and preventing these harmful behaviors. Here are some ways you can help:

1. **Open communication:** Encourage your child to talk about their day and share any concerns they might have. A strong, open line of communication can help you recognize early signs of bullying or harassment.
2. **Teach Empathy and Respect:** Model and reinforce respectful behavior at home. Discuss the importance of empathy, kindness, and understanding towards others.
3. **Recognize the Signs:** Be vigilant for signs of bullying, such as unexplained injuries, lost or destroyed personal items, changes in eating habits, or reluctance to go to school. Emotional signs include sadness, anxiety or a decrease in self-esteem.

4. **Report Concerns:** If you suspect your child or another child is being bullied, please report it to the school immediately. We take all reports seriously and will work promptly to address the situation.
5. **Promote Positive Interactions:** Encourage your child to engage in activities that promote positive interactions with their peers. Extracurricular activities can be a great way for children to build friendships and develop social skills.

Together, we can create a community where every child feels safe, valued, and respected. Please contact the principal if you feel you need to address a bullying situation. Thank you for your ongoing support and partnership in this important matter.

Firearms- The carrying of a firearm or dangerous weapon by a student on school property, at a school-sponsored function, is unlawful in the State of MD. It is unlawful for a student to carry or possess any firearm or dangerous weapon at any time while on a school campus, school transportation, or at any school-sponsored function. Carrying and/or possessing a firearm or dangerous weapon by a student is a major offense and may incur immediate expulsion. The administration, in accordance with state law, shall immediately report the name of any student who violates this policy to the police department or sheriff's department and shall deliver any firearm or weapon seized to that agency. The principal will also immediately notify the student's parents or guardians.

Crisis or Emergency Plan- A Crisis Intervention Plan is in place. The Crisis Team consists of the principal, and other school members. Other individuals are solicited as needed. Steps of intervention are reviewed with the faculty at the start of each school year and are noted in the Faculty Handbook for reference. One Call Now is the vehicle of communication between home and school during an emergency. Parents/guardians who provide email and phone numbers for the Alert system are notified should an emergency occur.

Fire/Crisis Safety Drills Fire and crisis safety drills are conducted on a regular basis during the school year. Crisis safety drills include evacuation, reverse evacuation, lock-down, shelter in place, drop, cover and hold, and other weather drills.

School Photographs

If your desire is that your child's photograph not be displayed or shown in visual presentations we present at school or church events, and the Faith Academy website, then please note that on the "Permission to Photograph and Display Pictures" release form. This form can be found on the Faith Academy website.

IMPORTANT NOTE: CUSTODIAL RIGHTS If there are any court orders that affect your child, such as custody orders, guardianship, etc., please speak to the director. A copy of the custody portion of any court order should be placed in your child's folder for the protection of all concerned with your child's care. Your child's protection is a priority, and it will help us to meet that need if we are aware of any special circumstances.

Illness and Health Policy- A sick room will be provided for students who become ill during the school day.

All state forms, including medical/immunization records, must be completed prior to the start of school. An official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day, and year of each vaccination and be signed by a physician or health department official.

For the protection of all attendees of Faith Academy, any child who appears ill cannot be accepted in school. Please **do not** medicate children to bring fever down so they may attend. Children must be free of fever and other symptoms for 24 (twenty-four) hours prior to returning to school. If a child has been under a doctor's care, a doctor's release to return to school must be obtained and given to the director or classroom teacher.

Signs of Illness

- **Fever of 99.4 degrees (under the arm) and over within the previous 24 hours**
- **Vomiting and/or diarrhea—must be symptom-free for 24 hours**
- **Any symptoms of the usual childhood diseases**
- **Common cold-free of all symptoms (including runny nose)**
- **Sore throat**
- **Unexplained rash or any skin infection**
- **Pink eye and other eye infections**

Communicable Disease

Parents must contact the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

Measles – regular or German (Rubella)	Tuberculosis
Meningitis	Whooping Cough (Pertussis)
Hepatitis	Rocky Mountain Spotted Fever
Food Poisoning	Human Immune Deficiency
Mumps Virus Infection	
Lyme disease	Animal bites / Rabies
Chicken Pox (varicella)	Influenza
	COVID-19

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over. Children who become ill during the school day will be isolated from other children and the parents will be contacted to pick-up the child immediately.

Please provide a note to the Principal explaining where you can be contacted if different from your child's recorded information, should there be an emergency.

*These recommendations were taken from the
Report of the Committee on Control of Infectious Diseases
of the American Academy of Pediatrics.*

Medications

The MSDE regulations permit the administration of prescription and non-prescription medication to children in care under certain conditions. Prior written permission from the child's parent is a requirement. It is preferable that all medications be administered at home, but if medication is required during hours of attendance, "proper MSDE forms" must be completed by the parent and Health Practitioner. The medication in its original container with the medication authorization form should be given to the Principal. All medications will be kept in the office. Only staff members who have completed the MSDE medication administration class will administer medication to your child.

PLEASE, DO NOT LEAVE ANY MEDICATION IN A CHILD'S BACKPACK!

Allergies- Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1.

Birthday Celebrations – A letter will be provided by the classroom teacher with suggestions for birthday celebrations.

HOLIDAYS

Easter & Christmas are the most important of Christian holidays! We will celebrate our Lord's birth and Savior's resurrection during these special times of the year. No make-believe aspects associated with Easter, such as the Easter bunny, or Christmas, such as Santa Claus, will be used during these holidays.

Academic Standards- **Homework Policy-**

While the staff and administration of Faith Academy recognize the benefits of extended practice, they also fully appreciate the importance of family time. If you find that your child is taking a significant amount of time for homework, please contact your child's teacher to set up a conference.

Delinquent Assignments-

All assignments are given as an extension of classroom lessons to reinforce content that has been taught. Therefore, all homework must be completed. Each grade level has varying consequences for unexcused late work, including, but not limited to, recess, break or lunch detention. Additionally, five percentage points will be deducted for each day an assignment is late. Any assignment submitted after five school days will not be accepted.

Redo and Retake Policy-

In order to encourage mastery learning and perseverance, students are permitted to redo classroom assignments, at teacher discretion, if a good faith effort was made on the first attempt and if students fully participate in Instruction and Intervention (I&I) sessions to increase understanding of key concepts and skills. In order to receive credit, students must submit the new assignment within ten school days of receiving the original graded work. The higher grade will be the grade of record.

Students who do not complete homework will not be permitted to redo or retake assignments.

Report Cards and Family Conferences -

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. Report cards will be sent home with the students at the end of all quarters.

Communication between parents and teachers is the most vital link of communication in the school. We welcome the communication between parents and their child's teacher via telephone, written communications, email and face to face meetings. When it is the desire of the parent to schedule a conference with the teacher, the parent is to contact the teacher directly to schedule that conference. The annual Parent/Teacher conferences are held with every family in November to discuss the report card and any other issues pertinent at that time. These conferences will be scheduled by someone from the school.

No impromptu morning conferences can be accommodated. Staff members will not be removed from classroom instructional or supervisory responsibilities to meet in an unscheduled conference unless there are extenuating circumstances.

Core Subject Grading Scale for Kindergarten and First Grade

VG	Very Good	4
G	Good	3
S	Satisfactory	2
NI	Needs Improvement	1
NA	Not Applicable	

RETENTION POLICY

We believe that in certain cases retention (repeating a grade) is a necessary and appropriate tool in the development of children. In rare cases, retention is necessary because of academic failure. This is particularly at the K and first grade level. Research clearly indicates that children benefit far more in their academic progress when retention occurs during earlier years.

Faith Academy reserves the right to retain a child in any grade if his/her records show that he/she is functioning below the expected academic grade level or maturity level.

Arrival and Departure Procedures-

Students will enter through the Faith Academy entrance. If entering from 7:00 am to 7:30 am, parents and guardians need to enter through the FBCDC entrance. From 7:30 am to 3:00 pm students enter and depart through the Faith Academy entrance. From 3:00 pm to 5:30 pm, the after care program will be through FBCDC.

If someone other than those adults authorized for pick-up will be picking up your child, this change should be in writing or through Procure and given to the Administrator. The written change should be dated and signed by the parent(s) or guardian.

Early Departure/Late Arrivals-

Checking a student out early from school you are strongly encouraged to observe regular dismissal procedures. Please inform us if you must have your child dismissed for an appointment. When it is necessary to pick up a student before dismissal time, the parent should send a written note to the homeroom teacher or through Procure the morning of the early dismissal stating the approximate time the child will be picked up and who will pick up the child. Parents must go to the Faith Academy entrance and sign the child out.

Weather Related and Other School Closings-**

All Closings will be communicated through Procure and One Call Now.

Faith Academy will not follow Anne Arundel County Public Schools. Faith Academy would follow the same schedule as the CDC. Safety of staff and families will be the deciding factor when weather related closings are determined.

Attendance Policy-

Regular attendance is considered essential for learning at Faith Academy. All students are expected to be on time for school each day. When a student is absent from school, a parent/legal guardian must send a message through Procure to the school to report the reason for absence. All absences and tardiness become part of a student's record. Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return. When he/she returns to school, the student must bring a written note to his/her homeroom teacher signed by a parent/legal guardian stating the reason for absence. The school will require a doctor's note for 3 or more days of an absence due to illness, injury or hospitalization. If a student will be out of school for an extended period, whether continuous or intermittent, parents should consult with the administration regarding appropriate support of the student in fulfilling the school curriculum or alternative arrangements such as home and hospital services through the local public school district. More than 18 unlawful absences in one school year is considered excessive. When a student has a chronic or intermittent health problem, parents should contact administration.

Absence

Children with colds, fever or signs of contagious diseases will be expected to remain at home. If he/she contracts a contagious disease, such as mumps, chickenpox, measles, strep throat, and he/she may have exposed others at the school, **please communicate with the office.**

Curriculum Information-

Our curriculum is chosen on the basis of its strength for a given field. This means that a variety of publications may be used. Faith Academy's biblical philosophy is emphasized in every subject regardless of the primary materials being used to teach the content. Faith Academy will use the Association of Christian Schools International (ACSI) curriculum.

Electronic Equipment-

While technology plays an important role in our student's personal and educational lives, the school must make decisions about the use of that technology. Students are not allowed to use personal electronics such as cell phones, MP3 players, handheld games, etc during school hours. This includes on the school grounds, and in the building. All electronics must be kept in the students backpack during these times. If a student is caught using these devices the property will be confiscated and held by the Principal for the remainder of that day. If a student is caught more than once, the electronic device will be confiscated for a determinate amount of time, and the student will not be allowed their electronics at the school even in their backpack. The prohibition of electronic devices is extended to extra-curricular activities and field trips or other school sanctioned events.

Cell Phones

- Cell phones may not be used by students during school hours, at dismissal, during Before/Aftercare, school functions, or other activities in the school building.
- Phones must be turned off. Cell phones must remain in the backpack at all times.
- Picture taking or video filming with any electronic device is not allowed on school property or at school functions. · If a phone or electronic device is brought to school, it is the complete responsibility of the student; the school is not responsible for loss or damage under any circumstances.

School Calendar

The school calendar is available on the school website. All holidays, exam days, report card dates, and early dismissals are indicated on the calendar. Please check the school website calendar periodically for updates.

Uniforms

Please see the school website for information on school uniforms.

FAITH ACADEMY

**RECEIPT OF HANDBOOK
2024-2025 SCHOOL YEAR**

I. FAMILY INFORMATION

Parent/Guardian Name

Student Name/Class Room

II. RECEIPT OF HANDBOOK

I/we have received a copy of the family handbook and have carefully read and understand the policies, procedures and regulations of this school, including tuition charges, parent responsibilities and dress and disciplinary regulations and accepted them as conditions of enrollment of our child in this school. Please note that there will be more specific information coming home from each grade level concerning class rules, expectations and grading policies.

Parent/Guardian Print Name

Date

Parent/Guardian Signature

Date