



# Arlington Faith Academy

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## Parent & Student Handbook

# Motto

“It’s better to build a child right,  
than to rebuild an adult”

# Prayer

“Father, we believe that because Jesus is our Lord, our time in school will be highly successful. We make the decision to lean on, trust and be confident in the Lord with all of our heart and mind, and we do not rely on our own insight or understanding.

For our Lord gives us skillful and Godly wisdom; from His mouth comes knowledge and understanding. He hides sound and Godly wisdom and stores it for us.

We rely upon the Holy Spirit within us for guidance and direction. The Holy Spirit is our Comforter, Counselor, Helper, Advocate, Intercessor, Strengthener, Teacher, and Standby. We have full and complete dependence on the wisdom of God.

We believe that we are filled with the full (deep and clear) knowledge of His will in all spiritual wisdom and in understanding and discernment of spiritual things.

We thank you Lord, that we can grow as Jesus grew, becoming strong in spirit, being filled with wisdom and grace and favor.

We dedicate our lives to the honor and glory of the Lord Jesus Christ.”

## FOREWORD

The members of Faith Assembly of God-Arlington, Inc., realize the value of providing a place where children can receive their educational experience in a Christian atmosphere. The mind of a child deserves the right to grow in an excellent, intellectual climate, and the spirit of the child deserves the privilege of developing in an atmosphere of Christian love and understanding. Therefore, we seek to provide an educational program of both academic and spiritual excellence.

An increasing number of parents are realizing the importance of early training for their children morally, spiritually, and academically. Enrollment in a Christian school provides an excellent way of attaining these goals. You are to be congratulated for choosing Christian education for your child.

It is the desire of our church to provide assistance to you in the molding of your children into strong Christian citizens. Therefore, we welcome any opportunity to be of service to your child or any member of your family. Any of our pastoral staff would be happy to counsel with you concerning any spiritual problem you may encounter, and the services of the church are available at all times.

The Administrative Staff  
Faith Assembly of God

## FOUNDING AND PURPOSE

Arlington Faith Academy is a service outreach ministry of Faith Assembly of God/Arlington Faith Academy. The Academy was founded in 1996 and encompasses kindergarten through eighth grades. Our purpose is to provide a Christian alternative to the public school kindergartens, elementary, and middle schools.

It is our goal that every student forms their philosophy of life in accordance with the Word of God. The Academy stands without apology for the Gospel of Christ and the highest standards of morality and Christian behavior. The teachers have a solemn realization that, under God, they are molding the lives and character of those students entrusted to their care and supervision.

It is our purpose to provide a sound academic education integrated with the Christian view of God and the Word. The Bible is specific in stating the principles that underlie Christian education. The apostle Paul presented a comprehensive principle when he wrote of Christ, "For by Him were all things created, that are in Heaven, and that are in earth ... And He is before all things and by Him all things consist" (Colossians 1:16-17). And the writer of the fourth Gospel said, "All things were made by Him; and without Him was not anything made that was made" (John 1:3).

There is an important difference between Christian and non-Christian viewpoints on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach to education can entirely honor God. Parents of children in the school consider the Word of God clear in making Christian parents responsible for the education of their children based on the counsels of God as revealed in His Word. These parents want their children to be educated at home and at school with the consciousness that all truth is God's truth, and that Jesus Christ must be central in all learning, including history, geography, science, math, music, and the arts.

## MISSION

God, in His wisdom, has given parents the responsibility for their children's education and discipline. The school is simply a tool used to assist parents in fulfilling their responsibilities. The mission of Arlington Faith Academy is to provide the Christian family with a Christ-centered, biblically directed education, which instills the vision and practice of excellence in academics, character training, and servitude to God and man.

Our values are scriptural ideals that guide all areas of school life. Each member of AFA's board, staff, parents, and students is...

1. to exhibit unconditional love while maintaining uncompromising truth.
2. to exercise responsible stewardship.
3. to demonstrate integrity.
4. to submit to authority.
5. to effect trust.

## PHILOSOPHY

Arlington Faith Academy has a Christ-centered philosophy. The ministry of the school is to lead students to a saving faith in Christ and to help develop their Christian character.

Our example, after whom we mold our philosophy, is Jesus Christ. The Bible tells us that during Christ's early years, "He increased in wisdom (mentally) and in stature (physically) and in favor with God and man (socially)." (Luke 2:52) Our responsibility toward the student encompasses guidance in the areas of mental, physical, spiritual, and social growth.

The educational program and the methods of instruction in a Christian school are dependent upon Biblical philosophy to provide the viewpoint, general background truth, and principles for interpreting the facts encountered in the study of any subject. We believe that the concepts of a Christian educational philosophy are:

1. God is the Creator and Sustainer of all things, and the source of all truth.
2. God maintains control over His entire universe.
3. Because of sin, man tends to omit God and thus fails to relate himself and his knowledge to God, the source of all wisdom.
4. Regeneration is by faith in Jesus Christ. True meanings and values can be ascertained only in the light of His person, purpose, and work.
5. God has revealed Himself in a general way in His word and universe, and in a specific way in the Bible.
6. The home, church, and school should complement each other, promoting the student's spiritual, academic, social, and physical growth.
7. God has given differing abilities to each student. It is the teacher's responsibility to challenge each child according to their ability, and to seek to teach them at their academic level. The student's home, church, and school experience should be a preparation for a life of servitude.
8. The prayer of a righteous person has a powerful effect.

## GOALS

### **FOR THE STUDENT'S ACADEMIC ACHIEVEMENT, WE PLAN ...**

- to promote high academic standards.
- to promote good study habits.
- to help the student achieve skills in creative and critical thinking.
- to instill an appreciation and enjoyment for learning.
- to enable the student to pursue higher academic achievement.
- to interpret world affairs in the light of God's Revelation to man.

### **FOR THE STUDENT'S PHYSICAL DEVELOPMENT, WE ENDEAVOR ...**

- to teach honor for the body as the temple of God.
- to promote bodily fitness.
- to teach good health habits.

### **FOR THE STUDENT'S SPIRITUAL GROWTH, WE SEEK ...**

- to teach the Bible as God's infallible Word.
- to give opportunity to experience a personal saving relationship with Christ as Lord and Savior.
- to instill a desire to know and to do the will of God.
- to foster self-discipline based on respect and reverence for God and for all authority.
- to teach consistent daily Christian living and service.
- to teach the basic doctrines of the Christian faith.
- to encourage the application of Christian principles in the home.

### **FOR THE STUDENT'S SOCIAL DEVELOPMENT, WE STRIVE ...**

- to fully develop the whole personality based on a proper understanding and acceptance of oneself as God's creation with all of the capabilities of Christ at work.
- to teach the wise use of time as God's steward.
- to develop proper attitudes and values needed to establish God-honoring relationships.
- to teach the use of material things for the glory of God.

### **WE BELIEVE THAT IT IS BETTER TO BUILD A CHILD RIGHT, THAN TO REBUILD AN ADULT.**

## OBJECTIVES

We believe that the objectives of a Christian educational program are:

1. to teach that Jesus Christ is the Son of God who came to earth to die for our sins.
2. to teach the necessity of being born again by the Spirit of God by receiving the Lord Jesus Christ.
3. to teach that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer, and service.
4. to teach that the Bible is the only Word of God and is practical and important.
5. to teach the application of biblical ethics and standards of morality to every part of life.
6. to teach the student to manifest fairness, courtesy, kindness and other Christian graces.

7. to teach the student to get along with non-Christians and with Christians who hold differing views.
8. to relate the various subject matter areas with the truth of the Bible.
9. to teach that God is the Creator and Sustainer of the universe and of man.
10. to teach the student to apply himself to his work to fulfill his various responsibilities.
11. to teach the student to work independently and cooperatively.
12. to teach the student to think for himself and to stand up for his personal convictions in the face of pressure.
13. to develop the creative skills of the student.
14. to develop an appreciation of the fine arts.
15. to develop effective communication skills in the student.
16. to teach the knowledge and skills required for future study or for occupational competence.
17. to develop desire and discretion in wholesome physical and mental recreation.
18. to teach our American heritage and the current problems facing our country and the world.
19. to show the student their present civic responsibility and to prepare them for adult responsibility as a citizen of heaven and a citizen of our nation.

## EDUCATIONAL GOALS

Using our statement of philosophy as a basis, the educational goals of Arlington Faith Academy are as follows:

### ***The student develops a Christian view of the world from Biblical perspective and ...***

- acknowledges the existence of the God of creation and revelation.
- recognizes that the purpose of all God has created is to glorify Him.
- accepts Jesus Christ as revealed in Scripture as the mediator between God and man, and the source of all wisdom and knowledge, the Creator, Architect, and Sustainer of all things; personally accepts Jesus as both Savior and Lord; and matures in the Word of God.
- demonstrates an indwelling of the Holy Spirit Who teaches and guides the believer into all truth.
- understands how God has worked with man in all of world history.

### ***The student develops a Christian Character and ...***

- demonstrates a knowledge of right and wrong, based upon the Word of God.
- accepts principles of Christian morality as a standard for making choices and decisions in one's life.
- demonstrates strength and courage to stand for one's convictions about life issues.
- shows initiative and perseverance in the completion of tasks.
- demonstrates honesty with themselves and in their relationships with peers and with persons of authority; shows an acceptance of the values of Christian integrity.
- demonstrates positive self-discipline in one's relationships with others.

### ***The student develops proficiency and mastery skills in academic disciplines and ...***

- demonstrates intellectual curiosity and an eagerness for lifelong learning.
- demonstrates basic reading skills, and exercises effective oral and written

- communications at appropriate levels of performance.
- demonstrates skills in addition, subtraction, multiplication, division, decimals, percents, and fractions; and applies math and science principles to everyday living and to life goals.
- displays knowledge of the American system of government at the local, state, and national levels.
- understand the importance of personal involvement in the American system of government.
- recognizes, from a Christian perspective, the contributions of the role of literature, art, and music in our society.
- demonstrates skills in critical thinking.
- demonstrates an awareness of contributions to the American way of life.
- develops creative thinking and writing skills in language arts as well as fine arts activities.

***The student develops a responsibility for citizenship and ...***

- shows respect for the rights, feelings, opinions, and property of others.
- abides by decisions of those in authoritative positions.
- exhibits loyalty in the American form of government.
- understands the present world by knowing the history of the past, and how God has moved in and through history.
- shows a positive respect for self, and an awareness of who we are in Christ Jesus.
- understands and appreciates the Christian heritage of America.
- understands their role in society as a leader and as a Christian servant.
- understands the role of the church of Jesus Christ in today's world as identified in the New Testament.
- understands the principle of Christian morality as it relates to citizenship responsibility.
- demonstrates a willingness to accept the need for change in the American way of life, to return to God as a nation.

***The student develops effective competencies for positive social relations and ...***

- maintains good nutritional habits, grooming, and personal hygiene.
- presents a positive attitude toward others and exhibits self-confidence.
- demonstrates appropriate adjustment to success and failure.
- appreciates the family as an institution ordained by God, with scriptural basis for family relationships.
- learns to respond rather than react to life situations.
- demonstrates an understanding of the basic principles of physical fitness and health, and of the body as the temple of the Holy Spirit.
- demonstrates a healthy attitude toward mistakes; that there is no loss of self-esteem or self-worth because of mistakes, but that important learning can occur.
- demonstrates a Christian attitude in relationships with others.

## COURSE DESCRIPTIONS

### KINDERGARTEN (5 YEAR OLDS)

The A BEKA Kindergarten program is a complete educational program that teaches children how to read phonetically. The student will learn the letters of the alphabet and will learn to read (450 plus vocabulary). The student will learn to read sentences and stories from twelve books. A complete range of subjects is covered, including **Bible**: Salvation Series, Genesis, and Life of

Christ; **Writing:** both in cursive and manuscript; **science; social studies,; poetry; music; art;** ABC's in scripture with references, and numbers; and **Numbers:** Students learn to count from 1 to 100 by 1's, 2's, 3's, 5's, and 10's. They also learn number words, number sequencing, simple combinations money value, telling time, and temperature.

### FIRST GRADE

**Bible:** Includes Salvation Series, Genesis, Life of Christ, and Life of Paul. **Reading:** The A BEKA BOOK Christian readers and other readers; **Phonics:** drill and word analysis skills; **Writing:** spelling, writing words and sentences; **Arithmetic:** emphasis on addition, subtraction, introduction to simple tables of multiplication, money values, story problems, and simple fractions; **History:** This is My America; **Science:** Health and Human Biology; **poetry; art; and music.**

### SECOND GRADE

**Bible:** Salvation Series, Life of Moses, The Tabernacle, Joshua, Judges, and Ruth; **Reading:** The A BEKA BOOK Christian readers; **Phonics:** drill work and word analysis skills; **Writing:** vocabulary building, penmanship, and cursive writing; **Language:** punctuation, compound words, rhyming words, antonyms, synonyms, contractions, and singular possessive words; forming plurals and correct word usage; **Science:** the human body, animals, plants, matter, energy and conservation from God's viewpoint; **History:** the study of American history from its beginnings; **Arithmetic:** addition, subtraction, and continuation of multiplication, division, and Roman numerals.

### THIRD GRADE

**Bible:** Salvation Series, Parables, Life of Samuel, David, Elijah, Elisha, Daniel, Esther, and Ezra/Nehemiah **Reading:** 9 readers from the A BEKA BOOK Christian readers, including Pilgrim's Progress; **Language:** capitalization, punctuation, correct sentence structure, proper word usage, recognizing nouns and verbs, dictionary skills and creative writing skills; **Penmanship; spelling; vocabulary; and poetry.** **Arithmetic:** addition, subtraction, multiplication, division, combination drills, story problems, averaging numbers, tables of standard measures, solving equations, and reducing fractions; **Science:** mammals, vertebrates and invertebrates, plants, ocean, desert, pond, forest, human body and sense organs and how they work; **History:** the study of famous Americans; **art; music.**

### FOURTH GRADE

**Bible:** Salvation Series, Genesis, Life of Christ, and Life of Paul; **Reading:** A BEKA BOOK character building patriotic stories, vocabulary, and speed-reading; **Spelling:** 30 words per week plus definitions; **Penmanship:** daily work on correct letter formation and writing; **English:** grammar and usage and composition; **History:** general survey of American History and Texas State History; **Science:** survey of earth science, the body, weather, plants, insects, and water; **Arithmetic:** drills in speed and accuracy in the four math processes, multiplication facts through 12, multiplying and dividing by two-digit members, working fractions, measurements; **poetry, art, and music.**

### FIFTH GRADE

**Bible:** Salvation Series, Life of Moses, Tabernacle, Joshua, Judges, Ruth, Samuel, and David Series; **Reading:** character building, patriotic stories, speed-reading and several period novels; **Spelling and Vocabulary:** 36 words and definitions per week; **English:** grammar and

usage, creative writing, library research project; **History:** a study of ancient civilization through the Middle Ages; **Science:** survey of weather, energy, plants, animals, geology, conservation, creation, and the human body; **Arithmetic:** decimals, fractions, geometric figures, and word problems; **poetry, art, and music.**

### SIXTH-EIGHTH GRADES

**Bible:** Salvation Series, Life of Christ, Parables, Elijah, Elisha, Daniel, Esther, Ezra/Nehemiah; **Reading:** period novels, patriotic stories with character-building themes; speed-reading and comprehension and book reports; **Spelling and Vocabulary:** weekly spelling lessons; **English:** grammar and usage, creative writing, library research project; **Science:** creation, astronomy, chemistry, physics; **Arithmetic:** fractions, decimals, percentage, geometry, graphs, metric system, and algebra; **History:** the history and geography of North and South America  
**poetry, art, and music.**

## AFA CURRICULUM

Arlington Faith Academy's administration is committed to providing our students with the best available Christian curriculum and textbooks. We believe that God is honored through the textbooks that exalt His name, affirm the Scriptures, and bring honor to the name of Jesus. Our textbooks and curriculum are published by A BEKA Publications. All of our textbooks are made available for parental preview.

## CLASSROOM EXPECTATIONS

Expectations regarding student conduct on campus and in the classroom are actually rather pleasant and rewarding. For the most part the school atmosphere is peaceful, cooperative, and enjoyable. This produces an environment conducive to learning.

Students are asked to conduct themselves in a manner that not only honors the Lord, but also represents their families. The practice of good citizenship is encouraged in the classroom, halls, lunchroom, library, playground, and all areas of the campus.

***Students should keep in mind several responsibilities for good classroom performance:***

- Be in their seats by 8:15 a.m.***
- Raise hand to gain permission to speak.***
- Raise hand to gain permission to be out of their seat.***
- Do not bother other students during class time.***
- Participate in classroom lessons and activities.***
- Bring the appropriate books and supplies to class.***
- Be respectful to teachers and peers.***
- Have lessons prepared on time.***

## PARENT INVOLVEMENT

The responsibility of educating children belongs to the parents (Proverbs 22:6 and Ephesians 6:4). Your understanding of this is evidenced by your desire for a Christian education for your

children. Because of this close tie between the home and school, it is imperative that we have the parents' full support and cooperation at all times.

We are asking every parent who has a student in our program to become involved in the educational process of the student. The school loses its effectiveness if the knowledge gained at school is not reinforced at home. We at AFA believe that parental involvement plays a major role in determining your child's success in school.

Some of the activities in which you can be involved are as follows: orientation, parent-teacher conferences, field trips, class parties, observing your child's class, helping with fund raisers, volunteer help at the school, Christmas program, open house, field day, awards assembly, etc.

## **ARLINGTON FAITH ACADEMY'S NON-DISCRIMINATORY POLICY**

Arlington Faith Academy admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school.

## **ADMISSION STANDARDS**

The following guidelines have been established for admission to AFA:

- Both parents should regularly attend a Bible-believing, local congregation. If a family is a single parent family, the testimony of the parent with whom the student resides will be sufficient for enrollment. It is the philosophy of AFA that we exist to be an extension of the Christian home; therefore, a family's spiritual heart must be considered in the admission's process.
- Students under suspension or expulsion from another school are not eligible to enroll at AFA. It is the desire of AFA that the student in question return to their former school as soon as possible and place themselves under the proper authority of their school; they may then apply to AFA stemming from a desire to receive a Christian education. In addition, students with failing grades, or very poor grades, may not enroll at AFA until such grades have improved as determined by the administrator.
- Students who do not want to attend AFA will not be invited to attend. AFA realizes that many students are ambivalent about changing schools; such ambivalence is not a disqualifier, only a resistant spirit.
- It is our desire that each student be a born-again believer. However, we also realize that not all students can make such an important personal decision prior to entering a particular grade. The indispensable ingredient is that parents love the Lord and are working with the school and the church to lead the student to salvation through Jesus Christ.
- A letter of reference may be required from a pastor of a student applying to AFA. Alternatives may include an assistant pastor or a member of the elder or deacon board. The letter is to be mailed to AFA or brought to the principal's office in a sealed envelope.
- There are standards of behavior expected of families at AFA that may not otherwise be emphasized by one's own church. We expect all families and students to live a life of moderation in movies, dress, and to exhibit Christ-like behavior in their speech and conduct.
- Furthermore, families will be encouraged to grow spiritually through their church, school sponsored seminars, and their own personal family devotions. All parents must realize

that students at AFA are being taught moral values according to God's Word, and when these values are not evidenced in the home, grave consequences will occur in the sound development of the student. When, as adults, our conduct does not correspond with the conduct stipulated by the Word of God, children become confused, disheartened, and even despairing of life. Their very spirit is destroyed by the compromise they witness. Let us walk circumspectly, especially and above all, before our children to the honor and glory of God.

## **STUDENT AND FAMILY CONDUCT**

A Christian's conduct must not bring reproach on the name of the Lord. Therefore, AFA requires that each student and parent live a life that is committed to Jesus Christ, and that His control should govern all that is said and done. The school administration has the authority to remove a student whose family, in the administration's judgment, is not honoring this commitment!

## **ADMISSION PROCEDURE**

Parents interested in enrolling their children at AFA should come by the school to visit the facilities and pick up application forms. The enrollment fee is nonrefundable and non-transferable and guarantees a place for your child until such time as tuition is due. Please keep in mind that all students are admitted only after they have completed all entrance requirements; including an interview with the principal. Standard documents required for registration are: most recent report card, standardized test results, immunization records, birth certificate, parental involvement form, and parental discipline agreement. All new students are on a nine (9) week probation period, unless conduct indicates a need for a shorter period.

## **ENTRANCE REQUIREMENTS**

**KINDERGARTEN** - 5 years old by September 1<sup>st</sup>. Should be familiar with most letters and numbers. Should be socially and emotionally ready, including having the ability to sit quietly and focus in a classroom setting.

**FIRST GRADE** - 6 years old by September 1<sup>st</sup>. Should have successfully completed a kindergarten program and be able to read well.

**SECOND GRADE AND UP** - Successful completion of preceding grade and satisfactory score on all achievement tests.

Children transferring to AFA will be admitted on an individual basis after receiving and examining actual class records and appropriate test results. Also, parents and students must be in agreement with the school on established discipline policies and code of conduct.

## **STUDENT INFORMATION**

In order to keep each child's records accurate, please keep the office informed of any change of address, telephone number, place of employment for both parents, and name and address of the person to be called in case of emergency.

All changes of address which affect a student should be made available to the principal before the change is effective.

## TUITION POLICIES

Tuition for all grades is a yearly fee and will remain unchanged for the duration of the year. For convenience to the parents, the sum may be paid in ten monthly installments, beginning June 1 and ending March 1. No statement of account will be mailed unless an account is past due.

***ALL TUITION IS DUE ON OR BEFORE THE FIRST OF THE MONTH.***

**Late Fees: Monthly accounts paid after the fifth of the month will be considered delinquent.** Each delinquent payment will be charged \$20.00. Students whose accounts are thirty (30) days delinquent will be dropped, and no report cards or records will be given until all tuition is paid.

**REDUCTION OR REFUNDS:** There is no reduction of tuition for holidays or vacations. If a child is withdrawn from school, there will be no refund of tuition, and a one-month penalty will be assessed which must be paid at the time of withdrawal.

If the semester tuition has been paid in advance, there will be a one-month plus 5% penalty assessed at the time of withdrawal.

Contractual financial commitments, which extend through the summer months, are made to teachers based on student enrollment. We depend on attendance for the entire year to ensure the school's financial stability.

**RETURNED CHECKS:** There will be a \$25.00 fee for each returned check. Payment on returned checks must be made within 30 days or the child will be asked to withdraw.

**OUTSTANDING ACCOUNTS:** Students who are registered for the following school year will lose their place in that class if all yearly tuition is not paid in full by May 5. The registration fee will be applied to the tuition due, and the student will need to re-register and repay the fee.

## SCHOOL UNIFORM AND DRESS CODE

Students at Arlington Faith Academy wear the school uniform Monday through Friday. The policy is required in order that proper emphasis be placed upon the character traits of modesty, personal neatness, and cleanliness. The uniform dispenses with competition due to outward appearance and affluence, thus further emphasizing the development of the inner person and recognition based on character qualities rather than mere outward show.

The uniform also serves as an economy measure for parents while giving the student a distinctive appearance which helps develop and reflect a worthy self-image, enhance school spirit, and encourage good deportment.

Further, the uniform is symbolic of a student's acceptance of authority over themselves: their parents, school, and ultimately, God. In keeping with these reasons, the uniform is to be treated and worn with respect.

**Girls:**

Jewelry should be worn to a minimum, including no dangling earrings for safety purposes. Wearing make-up is not permitted for elementary girls. Nail polish is to be clear, blush, or the faintest pink. Skirt length for girls should be no shorter than the top of the knee. Leggings are to be solid colors only.

**Boys:**

Hair length on boys is considered part of the uniform. Therefore, hair is to be above the eyes in front, off the collar in the back, and no more than halfway down the ear. Sideburns are to be above the ear lobe. Also, no ponytails or Mohawk cuts for boys. No earrings for boys.

***FIELD TRIP OR CHAPEL:***

Navy pants for boys/skirts or jumpers for girls  
White oxford shirts/white oxford blouses  
Shoes should be black, brown, white, or navy (solid colors only).

***REGULAR SCHOOL DAYS:***

Pants/jumpers/skirts/shorts - Khaki/Navy  
(No denim, corduroy, or suede pants/skirts/jumpers/shorts.)  
Polo Shirts – Forest Green/White/Navy/Maroon/Light Blue/Red  
(During cold weather turtlenecks of appropriate color may be worn underneath the uniform shirt.)

Non-slick soles are mandatory for all shoes. Acceptable shoe styles are tennis shoes, Mary Jane buckle/style, loafer, or tie. Sandals or flip flops are not to be worn at school.

Brown or black belts are mandatory. No exceptions. All students are required to wear belts daily if there are belt loops. Belts complete the uniform. If a student fails to wear a belt, parents may be called to come to the school with the proper belt.

Backpack, lunch boxes, games, cards, or television-driven programs that promote activities contrary to school policies or Christian beliefs will not be allowed. All items promoting and or pertaining to magic, evil pictures, witchcraft, alcohol, drugs, and pornography will not be tolerated. Bringing Power Rangers, Ninja turtle, Pokeman, Dungeon and Dragons, or New Age influences will result in a warning and then possible suspension. Suspension will consist of one (1) day off campus with zeros being given in all subjects.

Remember: Part of the commitment of having your child at AFA is to uphold the uniform policies set forth by the Administration. Uniform items may be purchased anywhere as long as the colors match.

## **SCHOOL STANDARDS**

### ***A. Code of Conduct***

One necessity of life is control. Every area of life has to do with control. The Christian life is one of control ... not merely self-control, but Christ-controlled. It is by outward control that we learn to yield to Christ. Each student's conduct should be brought into harmony with the principles of

God's Word as revealed in the Bible. Problems arising from a lack of conformity as evidenced by disregard for school rules, other persons, or school property, will be corrected by the Administration through consultation and parental cooperation. Punitive measures such as the school deems necessary shall be taken for consecutive misdemeanors. Students, whose attitude and conduct, both in and out of school, are deemed undesirable and in opposition to the basic principles and purposes of the school will not be allowed to continue at the Academy.

Rebellion will be defined at the administration's discretion (i.e. repeated acts of disrespect).

#### **B. Conduct Guidelines**

1. We require respect for the authority of the administration, faculty, and office staff.
2. Actions which evidence disrespect, lack of courtesy, general disturbances, abuse of permission, incomplete homework, and other such misdemeanors shall be handled by the teacher in the way deemed best.
3. Situations, which the teacher deems to be chronic, flagrant, or otherwise worthy of special handling, will be referred to the administration. These situations will be resolved in the way deemed most helpful to the individual and the student body. Recurring problems, which show lack of concern or disregard for spiritual training, will lead to suspension or expulsion.
4. Students who maliciously destroy or deface school or church property will be dismissed from school.

#### **C. School Rules: (At the Administration's discretion, other rules may be added.)**

1. Students must always be respectful of others' rights and property and the authority of teachers and the administration.
2. Improper speech, vulgarity, profanity, and lying will not be tolerated (I.e. inclusive of note writing and/or gestures).
3. Students who find it necessary to remain after school must be under teacher supervision.
4. Parents and students are to enter the school building quietly. Talking should be done in a conversational tone. Students are not to run in the hallway. Students should go directly to class, put their belongings away, and take their seats quietly.
5. Students are to use polite manners, listen when others are speaking, and raise their hand to get permission to speak. When talking is permitted, the class must not become loud and boisterous.
6. Writing/passing notes, and tossing objects are unacceptable behavior and are not allowed in class. All toys and distracting objects are to be left at home. If brought to school, these items will be confiscated and returned to the parent.
7. Stealing, cheating, lying, fighting, and acts of disrespect and violence are considered very serious and will be subject to the possibility of immediate dismissal.
8. Class assignments are due the day they are assigned. No exceptions.

## **DISCIPLINE**

Discipline is an integral part of all areas of life. It is not something you do to a child, but for a child. Discipline is needed for character training, and character training is an important element at Arlington Faith Academy. We believe the heart of character is obedience, which will eventually cultivate an inner self-discipline. This is essential to the emotional, physical, social, and spiritual well being of the student. The teacher is the final authority in the classroom.

Discipline will be maintained in a firm and consistent manner, tempered with love. Teachers

maintain standards of behavior in the classroom through kindness, love, and a genuine regard for the students. However, when disobedience occurs and the Administration determines that a student requires discipline, fathers will be called first (mothers, if no father is in the home) to come to the school and be a part of the discipline process. Each case will be handled on an individual basis and Arlington Faith Academy reserves the right to deal with each disciplinary problem as it deems necessary.

With these policies of discipline, it must be stated that Arlington Faith Academy is not a corrective institution. Do not enroll your child with the idea that we will reform them. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role as disciplinarians.

Remember attendance at Arlington Faith Academy is a privilege, not a right. Students must conduct themselves in a manner becoming a Christian at all times. Gripping is not tolerated. If your child does come home complaining about a policy of discipline, please follow this procedure:

1. Give the school the benefit of the doubt.
2. Realize that the student's reporting may be emotionally biased and without all the information.
3. Realize that we have reasons for all rules, and that they are enforced without favor.
4. Support the Administration and call us for the facts.

When a child's attitude is not in accordance with policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within two weeks, parents will be asked to withdraw the child.

Arlington Faith Academy is dedicated to training children in a program of study, activity, and living that is Christ-oriented. We believe that "all things should be done decently and in order," and that our students should be taught to accept a given responsibility to "walk honorably before all men."

Students are reminded that Jesus Christ expects us to be disciplined in all areas of our life: "Children, obey your parents in all things: for this is pleasing unto God" Colossians 3:20. "Let every soul be subject unto the higher powers" Romans 13:1. "Obey them that have the rule over you, and submit yourself" Hebrews 13:17.

The following measures will be used in discipline:

- Polite and appropriate verbal corrections and/or warnings from teachers
- Time-out, heads down, Verbal or written assignments
- Loss of recess or special privileges
- A personal conference and prayer with the student's teacher
- A visit to the Principal's office
- Telephone call to parent (usually father)
- Parent, Teacher, Principal conference
- Suspension; Dismissal/Expulsion

## **PROGRESS REPORTS**

Every student will receive a progress report at the end of the fourth (4<sup>th</sup>) week of a grading period if time permits. If a student is in danger of failing at the end of the fourth week, a conference will be requested, either in person or by phone.

## REPORT CARDS

At the end of the first quarter, the report card will be given to the parent at a parent/teacher conference. Report cards will then be sent home with students every nine weeks. You can always expect the report card by the following week at the end of each nine week grading period (check the school calendar). At the end of the year, report cards will be mailed if all fines and fees have been paid and tuition is current.

## ACHIEVEMENT TESTING

Each student in grades kindergarten through eighth will be given the Terra Nova Achievement Test in the spring to determine their progress and scholastic strengths and weaknesses. The results of these tests will be given to parents at the end of the school year. The cost of \$55.00 for the testing is due by November 1.

## HOMEWORK

Homework is an integral part of the school program. Each teacher will assign homework to aid the student in their educational advancement. Each student is required to complete the assignments on time. Students who fail to turn in the homework will receive an automatic "0." There will be no opportunity for make-up homework, except in the case of an excused absence.

***We request parents' full cooperation in assuring that the assignments are completed timely. Repeated delinquent homework could result in a student's dismissal.***

## SCHOOL HOURS

***OFFICIAL SCHOOL HOURS ARE FROM 8:15 A.M. TO 3:00 P.M.*** The school opens at 7:50 a.m. and closes at 3:30 p.m. Please have your child at school by 8:00 a.m. This will give them ample time to be in their seats by 8:15.

***DROP OFF AND PICK UP PROCEDURES:*** All students must be accompanied into the school building with an adult. Dropping off in front of the building is not acceptable. Per our insurance policy, all students must be presented to the staff to insure they have made it safely into the building. Children in before school care are brought by staff.

***PICK UP PROCEDURES:*** School dismisses at 3:00 p.m. Children may be picked up as early as 2:55 p.m. All children must be signed out by a parent or guardian. A sign out sheet will be available in your child's classroom. Per our insurance policy, we must have the time your child left the premises.

Please have a backup plan in place if you are unable to pick up your student for any reason.

If the Arlington ISD is closed due to inclement weather, AFA will also be closed. However, an attempt to contact you personally will be made if there are any changes.

## ABSENCES AND TARDIES

Parents must call the school office on the day of the student's absence. If the student is seriously ill, please call as soon as possible. When a student has been absent, they must report to their teacher with a signed note from a parent or doctor to receive an excused absence.

Acceptable excused absences are as follows:

1. Illness of student
2. Illness or death in student's immediate family
3. Doctor's/Dentist's appointments

If a child misses more than 20 days during the school year, their promotion will be a consideration.

Parents need to notify the school in advance of any vacation days taken during the school year. By notifying your student's teacher, plans can be made in advance to have all written work, tests, or quizzes completed before the student leaves on vacation. A grade of "0" will be given for any work missed as a result of an unexcused absence.

School begins promptly at 8:15 a.m. Children should be at school by 8:00 a.m. to give them ample time to sharpen pencils, use the restroom, and put their belongings away, and be in their seats by 8:15 a.m. When a child enters the class late, it is a disruption to the teacher and the other students. The following tardy policy will be in effect.

Five unexcused tardies will result in the citizenship grade being lowered one grade level. Excessive absences and tardies can adversely affect the student's grade and promotion. School attendance is considered imperative and important. Students will benefit from consistent attendance. Students with excessive tardies will be unable to receive the Perfect Attendance Award at the end of the year, even if they have not missed a day.

We understand doctor and dentist appointments occur, please keep them to a minimum.

## ILLNESS

**PROCEDURES:** Parents will not be permitted to leave a child with symptoms of illness at the school and will be expected to pick up a child should the student become ill. If your child is running a fever of 100 or higher, please keep them at home until the child has been free of fever for twenty-four hours without medication. Also, children who have been vomiting must be vomit free for twenty-four hours before returning to school.

If your child becomes ill at school, the school will first attempt to contact the parent or guardian. If they cannot be reached, AFA will attempt to contact the persons listed on the Application for Admissions under "Person to Contact in Case of Illness." If no contact can be made or if there is an emergency of such nature that time does not permit such a contact, a physician will be called. AFA will first try to contact the physician listed on your application, but in the event they cannot be contacted, another licensed physician will be called.

**MEDICINE:** If medicine is to be dispensed to any child, the parent must administer it or send a note authorizing the teacher to administer the medication. No personal medications are allowed in desks or backpacks, but must be given to the teacher to lock up until they are needed.

## **HEALTH FORMS**

The state of Texas requires that we have an up-to-date record of immunizations for each child. Your physician or local health department authorities should complete this immunization. It will be necessary to bring your child's certificate of immunization to the school before the first day of school. **NO CHILD WILL BE ADMITTED TO CLASS UNTIL THIS FORM HAS BEEN COMPLETED AND TURNED INTO THE SCHOOL OFFICE.**

### ***FOR YOUR INFORMATION:***

1. Boosters for DPT are now required for children by 12 years of age.
2. The medical emergency release form must be submitted before the first day of school.

## **HEAD LICE POLICY**

Arlington Faith Academy conducts periodic class examinations to control the spread of head lice.

In the event a student is diagnosed with head lice, we will contact you and recommend that you contact your physician and have him prescribe the appropriate medicine.

Our policy requires all the nits (eggs) must be completely combed out of the hair before your child can be admitted back into class. In our effort to develop a practical approach to this problem, we have found that the Arlington Independent School District has an identical policy. Also, our policy reflects the recommendations of the Texas State Department of Health.

Please encourage your child not to use items such as combs, brushes, hats, coats, sweaters, or scarves that belong to other children.

## **FIELD TRIPS**

Each class will participate in 3 to 4 field trips a year. A bus will be provided and appropriate release forms must be signed for a student to ride on the bus. If a parent volunteers to drive in their private vehicles, each student must wear a seat belt, and drivers must show proof of current driver's license and insurance.

## **CLASS PARTIES**

Due to the strong secular emphasis given to these seasons, the following guides will be followed in respect to celebration and emphasis.

1. Thanksgiving: Emphasis on being thankful and grateful to God for family and country.
2. Christmas: Emphasis on the coming of Christ and benevolent outreach to others.
3. Valentines: Emphasis on showing God's love to one another.
4. Easter: Emphasis on the death and resurrection of Christ.

5. End of Year: Emphasis on FUN!!

## LUNCH PROCEDURES

In addition to students bringing sack lunches, we are now able to provide hot meal services for a minimal fee of \$2.50 per day. Schlotzsky's may be ordered Tuesday through Thursday for a fee of \$3.50. You must provide your own drink.

Good manners and courtesy are necessary during lunch:

1. Eat politely.
2. Staying at desk or table until meal is completed and the student is dismissed.
3. Picking up food or paper dropped on the floor.
4. Upon dismissal, students are to place their trash in the trash cans as they leave the room for recess.
5. If a student forgets to bring a lunch, the parent will be contacted.

## LOST AND FOUND

If you misplace an item, check with your student's teacher. We keep lost items for a reasonable period of time. After a proper length of time has past, unclaimed items are given to charity.

## VISITORS AND CONTACTING TEACHERS AT SCHOOL

### ***VISITORS ARE WELCOME, BUT MUST FIRST CHECK WITH THE PRINCIPAL.***

No one is allowed to disturb a teacher once the class has started, except in cases of emergency. Notes may be placed on the bulletin board in the hallway and the teacher will call you at their earliest possible convenience. You may also text your child's teacher and they will contact you later. Teachers are unable to talk to parents on the phone during class time.

If you would like to observe your child's class during the morning or afternoon, you must call in advance to let the teacher know you plan to visit. During classroom observations, parents should "observe" and not attempt to assist the teacher in academic or discipline procedures. Siblings are not allowed in the classroom while you are observing.

Please be aware that teachers are very busy during dismissal time--please do not expect a conference after school if you have not made previous arrangements. Conferences need to be in private--not in the school hallway.

Parents are not to stay in the class with their child except during visiting days. If your child gets emotional or cries, leave immediately. This response is common with new children, and the teachers know how to handle the situation. The students become calm more quickly when parents are not present. Parents who must speak to their child after class has started need to do so with tact and diplomacy. Please keep these requests to a minimum--they are for emergencies only.

## **WITHDRAWAL PROCEDURE**

If you should choose to withdraw your student from Arlington Faith Academy, all withdrawals are to go through the principal. The principal must be notified one week in advance. Students withdrawing from the school should report to the office at the beginning of the last school day of attendance. No transcripts or report cards will be forwarded to another school until all obligations, financial and otherwise, have been met.

## **ASBESTOS**

Arlington Faith Academy has undergone all federally required inspections and has been declared to be asbestos free. Records are available in the church office.

## **PARENT'S WEB SITE**

In an effort to better improve communication with our parents, our school has implemented a new software, RenWeb.com, which will enable you, as parents to view your student's grades and assignments on-line this year. The teachers will be recording their grades, homework, and lesson plans in this software package. The minute they record a grade, you will see it on the Parent's Web Site.

You will access only your child's information by logging into [www.renweb.com](http://www.renweb.com) and signing in with your unique password and email address. Now, when your child gets home from school, you can view his homework assignments on-line, rather than digging through backpacks or relying on his/her memory! This will also come in handy when students are absent for the day. You can also see how your child scored on a test taken earlier in the week, or quickly identify assignments not turned in to the teacher.

Following are some other features offered on the site:

- Grades and averages are broken down by term, class and specific assignments/tests, including weighting.
- Student's attendance history
- Teacher's lesson plans
- All-school announcements as well as calendar events
- Specific teacher announcements and calendar events
- Medical information for your family
- Report cards and transcripts (not printable for official use)

Teachers will also be communicating with you more often through emails, which they can access directly through their RenWeb grade books. They will have the capability to send detailed progress reports weekly through emails. We encourage each family to provide the school with an email address for both parents/guardians.

## **PARENT'S WEB SITE INSTRUCTIONS**

Our school database (RenWeb.com) has the ability to send weekly emailed progress reports from teachers to one or both parents. In addition, you may access your child's daily assignments and grades on the internet with our Parent's Web Site!

To access the Parent's Web Site:

- Go to Internet Explorer and type in the address [www.renweb.com](http://www.renweb.com)
- Click on Parent's Web at the top of the circle.
- Log in as follows: District Code is AF-TX then, type in the email address that you provided to the school).
- Click new parent login if you have not logged into RenWeb before.
- You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school).
- Go back to the first screen and type in your password to log in.
- Select "Continue".
- To access grades, click Classrooms.
- This will bring up all classes that each of your children are enrolled in at the school.
- Click on Homework Summary or Grade book Summary at the top of the column for each child.
- You will be able to find other school information available about your child on this site as well as the ability to email the teachers directly!

Please call the school if you have any problems or questions.