



STUDENT HANDBOOK

Frederick Adventist Academy

SCHOOL ADDRESS

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STUDENT PLEDGE

I pledge to abide by all guidelines as defined in the Frederick Adventist Academy Handbook, and to honor Jesus in all that I do. I will maintain a cooperative and willing spirit, treating the entire school community with respect. I will do my best to make a positive contribution to the school. Breaking this pledge jeopardizes my right to remain a student at FAA.

PARENT/GUARDIAN PLEDGE

I have read the answers on the student application and find that they are correct. I agree to support the regulations and policies of the school as listed in the FAA Handbook and announced by the administration during the year and will encourage my child to do so. I agree to assume the financial responsibility for the student, and pay bills promptly. I understand transcripts will not be released unless my child's account is paid in full.

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Contact Information

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General School Information

SCHOOL PURPOSE

The Frederick Adventist Academy (FAA) is a Seventh-day Adventist school educating pre-kindergarten through eighth grade. FAA has been established to provide a Christian atmosphere conducive to academic and spiritual development. FAA emphasizes academic excellence, service to God and humanity, Christian social development, and physical health.

SCHOOL PHILOSOPHY

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. Through the guidance of the Holy Spirit, God's character and purpose can be understood as revealed in Jesus Christ, the Bible, and nature. The distinctive characteristics of Adventist education, derived from the Bible and the inspired writings of Ellen G. White, point to the redemptive aim of true education: to restore human beings into the image of their Maker. Adventist education seeks to develop students' faith in God and respect for the dignity of all human beings; to build character akin to that of the Creator; to nurture thinkers rather than mere reflectors of others' thoughts; to promote loving service rather than selfish ambition; and to ensure maximum development of each individual's potential. An education of this kind imparts far more than academic knowledge, it fosters balanced, whole-person education and development - intellectually, spiritually, socially, and physically.

FAA Student Objectives

Intellectually

- Maintain the highest standards of scholastic excellence.
- Develop students' ability to think clearly, logically, and creatively.

Spiritually

- Promote spiritual and moral development of students.
- Uphold teachings of the whole Bible.

Socially

- Help each student develop respect for self, others, and authority.
- Teach the responsibilities and privileges of good citizenship.
- Encourage service to God, family, and others.

Physically

- Teach principles of physical health and well-being.



SCHOOL HOURS

REGULAR HOURS

Monday through Thursday hours: 8:15 AM until 3:30 PM

Friday hours: 8:15 AM to 12:15 PM

BEFORE SCHOOL: Drop-off in the Morning

The school doors officially open at 8:00 AM. Students may arrive to school as early as 7:30 AM and enter through the doors leading directly to Early Care Club located in the multipurpose room. (See fee schedule for rates.)

AFTER SCHOOL DISMISSAL: M-Th Pick up (3:30 PM), F (12:15 PM)

When the dismissal bell rings, students will remain in their classroom, monitored by their teacher or another faculty member, until their ride arrives and they are dismissed. Parents who remain in the school building or on the school grounds after dismissal must monitor their children or place them in the After School Club. At 3:45 PM, remaining students will go to the After School Club located in the multipurpose room. There is an extra cost to parents who pick up their children after hours (see fee schedule for rates and hours). This program is an extension of the school and is subject to all school rules and regulations. There is time designated for study or reading as well as supervised play during club hours.

HALF DAY SCHOOL HOURS - *Please Pack a Lunch*

Half day schedule starts at 8:15 AM with doors opening at 8:00 AM and ends at 12:15 PM with doors closing at 12:30 PM and remaining students going to the After School Club. Children are given time to eat during half days, so please provide a lunch for your child. *Please note that the first day of school is the first half day.*

EMERGENCY CLOSINGS

School closings due to inclement weather will primarily follow Frederick County Maryland public school closures and delays. All phone numbers and emails listed in RenWeb will be contacted by *One Call Now* with inclement weather alerts and instructions. Announcements will also be posted on our school website and on our FaceBook page.

In the event of a one or two hour delay on a Friday, we will extend our school day by the amount of hours delayed in order to count it as a school day.

No morning care or after school care is provided on delays or early dismissals days that are due to inclement weather. In emergency situations, parents must arrange to have children picked up immediately.

MEAL OPTIONS

Parents are responsible for providing a nutritious lunch. Parents are encouraged to eliminate highly sugared items from lunches. Caffeinated beverages are not permitted in school lunches or snacks. Please do not send these foods in your child's lunch. Hot lunches are available Monday through Thursday and details will be available at registration or shortly thereafter for your convenience.

When a child fails to bring a lunch to school, hot lunch may be provided to the student if available and the cost will be charged to the student's FACTs account. If a parent finds it necessary to bring a child's lunch to school after the day has begun, the lunch must be dropped off at the school office.



FIRST AID AND MEDICATIONS

In case of an accident or sickness, only minimal first aid may be rendered by the staff. No medication will be dispensed by school officials. By law, the staff of FAA is not permitted to dispense any medicine (prescription or over-the-counter medications). If your child must have a medication during the school day, a parent must come to the school and administer that medication. The only exceptions are inhalers or other emergency prescriptions which need to be disclosed to the teacher/administration.

COMMUNICABLE HEALTH PROBLEMS

Do not send sick children to school! If a child is suspected of having a communicable health problem, the parent will be notified and must immediately remove the student from school until the problem is resolved. Students with a temperature of 100° F or above will be required to go home. A child who has a fever should not return to school until the temperature has returned to normal for 24 hours, **without the use of medication**.

SECURITY PROCEDURES

FAA requires all staff and regular volunteers to wear picture badges. Visitors will be required to sign in and will be asked to wear a visitor badge. Students will be released to only persons on their approved pick-up list. Please contact the office if a student's pick-up list needs to be updated or changed.

CLOSED CAMPUS

Students will not be permitted to leave the school premises before dismissal time or during school hours except during authorized field trips or by special permission from the parent and administration.

EXTRACURRICULAR ACTIVITIES

After-school activities are arranged by our Home & School and School Administration. They are developed by level of interest and available volunteers. Please let the School Office or Home & School leaders know if you have an interest in helping with an after school activity. Typically, activities for grades 5-8 begin the first week of school while activities for grades K-4 begin 2-3 weeks after the school year begins and end in early May. All sports programs will be administered by the school and open to FAA students. FAA teams will also participate in MYBA league games as applicable. We do not require permission slips for every game in which students play. Consent to treat forms will be signed by parents prior to any activities or games.

NON-FAA STUDENT PARTICIPATION

Students who are non-FAA students who wish to join our extracurricular activities need to see the non-FAA student policy for specific guidelines and fees.

FIELD TRIPS



Field trips and outings will occasionally be scheduled for grades K-8. A signed permission slip from the parent is required for each field trip (verbal authorization cannot be accepted). Field trips are a part of the curriculum and students are expected to participate. Any students who are absent for unexcused reasons, are subject to loss of curriculum points for the day. Local field trips will be approved by the school administration per Columbia Union School Board guidelines. Overnight field trips require school board approval and conference-level approval (conference approval refers to the educational governing body over our school through the Adventist Educational system).

VOLUNTEER DRIVERS

Volunteer drivers for field trips and other school activities must have a valid driver's license and \$250,000/\$500,000 limits on their insurance policy. A copy of the volunteer driver's insurance must be on file in the school office.

VOLUNTEER BACKGROUND CHECKS

All school volunteers (including those chaperoning/driving for field trips) must receive the online Shield the Vulnerable training and submit a background check. Please see the school office for directions on completing this course. The training will be valid each continuous year the volunteer remains active.

OVERNIGHT FIELD TRIPS

Parents/Chaperones for overnight field trips must be fingerprinted with the state of Maryland. Forms must be processed with the following information: Code Number: 9100001363 and the reason for fingerprinting is: child care. Fingerprinting will be valid each continuous year the volunteer remains active.

CELL PHONES/ELECTRONICS

Electronics not specifically designed for scholastic use should not be used or seen on campus during school hours. Teachers have the right to confiscate a student's electronic device if seen or heard during the school day. The device will be held by the teacher and can be retrieved at the end of the school day on the first offense. Future offenses will require the parent to retrieve the device and students will be assessed a \$5.00 fee on their FACTs account. Students and parents are requested to make contact with each other through the school office telephone for emergencies only. Class will not be interrupted to deliver a non-emergency phone call or message to a student.

TOYS

We encourage students to leave their toys at home. This also includes any type of playing cards or trading cards. Toys brought to school should be approved by the teacher and used only after school. FAA is not responsible for broken or lost toys.

COMMUNICATION TO PARENTS

Parents receive a weekly newsletter, *the FAA Flyer*, via email every Friday afternoon. In addition, parents can look up their children's grades on RenWeb and utilize our school website for additional information. Watch for the quarterly newsletter, *Update@FAA*, as well. All phone numbers and emails listed in RenWeb will be contacted by *One Call Now* to directly notify parents by phone with inclement weather alerts related to school delays and closures.

UNIFORM DRESS CODE

TOPS: Solid-color red, navy blue, or white short or long-sleeve polo-style shirts or turtlenecks.

- Polo shirts may be woven-mesh or combed cotton.
- No emblems or logos allowed.
- Tucked-in shirts are required for 1st-8th grade.

BOTTOMS: Solid-color khaki or navy blue pleated or flat-front style uniform bottoms.

- Boys may choose to wear uniform pants or uniform shorts.
- Girls may choose to wear uniform pants, uniform shorts, uniform skirts, uniform skorts, or uniform jumpers.
- Cargo pants/shorts are not permitted.
- The shorts, skirt, skort and jumper length must be long enough so that the bottom of the garment touches the top of the knee when standing straight.
- Clothing must be in good repair with no holes or fraying.

SWEATERS are optional.

- Solid navy v-neck pullover, button-down front sweaters, or uniform cardigans are permitted.
- FAA navy hoodies may be purchased through the student council in the front office.

SHOES: Dress/casual shoes or athletic/tennis shoes are required.

- Socks or tights must be worn with shoes.
- Non-marking athletic/tennis shoes are required for physical education class and for use in the gymnasium.
- Sandals and Heelies are not permitted.

BELTS are required for all students in grades 3-8.

- Belts must be solid brown, black, or khaki.
- Spiked or studded belts are not permitted.

ACCESSORIES: No ornamental jewelry allowed.

- Examples of jewelry include rings, bracelets, earrings, and necklaces.
- Bracelets include silly bands, themed wrist bands, friendship bands, and hair ties.

PHYSICAL EDUCATION (PE) UNIFORMS are required for all students in grades 5-8.

- T-shirts - students are not to wear prints on t-shirts that are considered inappropriate.
- Knee length athletic shorts or pants (no skirts) are required.
- Non-marking athletic/tennis shoes are required.

HAIR: Hairstyles must reflect the tone of the dress code; namely, neat, clean, and out of the eyes. Non-traditional hairstyles, including but not limited to spiked hair, Mohawks, shaved heads and unnatural color dyes are unacceptable.

SHIRTS TUCKED: Students in grades 1-8 must have shirts tucked in pants while in the school building.

OTHER ACCESSORIES: No tattoos or body piercing of any kind may be displayed on the body. No jewelry of any kind to include leather, rubber or cloth bracelets may be worn. Sunglasses, hats, or head gear (aside from religious reasons) are not allowed to be worn inside the school building. Black or other dark fingernail polish may not be worn.

FIELD TRIP ATTIRE: Students wear FAith in Action T-shirts, jeans, or knee-length jean shorts on educational field trips and service projects unless otherwise stated.



SWIMWEAR: Students may occasionally go on class trips or participate in activities that may allow opportunities for swimming. All girls swimsuits must be modest one piece (or tankini that covers the midriff). The school reserves the right to determine what is appropriate and/or acceptable.

FRIDAY UNIFORM: The required uniform for Fridays will be the FAA FAith in Action T-shirts with jeans or knee-length jean shorts.

***Note on student clothing:** The school administration reserves the right to determine the suitability of questionable styles or accessories. Students may be required to correct uniform violations before attending classes. Students who violate uniform standards are subject to a \$5.00 dress code fine which will be applied to his/her FACTS account. Repeated student violations may require more disciplinary action.*

STUDENT COUNCIL T-SHIRT DAYS: Each month, the school offers a Student Council T-Shirt Day. On this day, students may wear an approved Student Council T-Shirt (not FAA Club T-shirts) which can be purchased through the Student Council. Funds from the sale of these shirts go directly to the Student Council Association.

ACADEMICS

GRADES

Grades should indicate actual achievement in a subject. The conduct of students in class, the amount of time they spend on their work, and their attitude toward school, as well as their attendance, will effect their achievement.

K GRADE SYSTEM:

- I Achieves objectives and performs skills independently
- P Progressing toward achieving objectives and skills.
- NT Needs more time to develop

1-2 GRADE SYSTEM: These grades may include a minus or a plus to help indicate the level of work within the grade.

- E - Excellent
- S - Satisfactory
- N - Needs Improvement

3-10 GRADE SYSTEM:

A.....92-100	A-.....90-91	
B+.....88-89	B.....82-87	B-.....80-81
C+.....78-79	C.....72-77	C-.....70-71
D+.....68-69	D.....62-67	D-.....60-61
F*.....0-59		

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities include Student Council, yearbook, Eighth Grade officers, sports games and practices, etc. Students become ineligible to participate in extra-curricular activities if they receive an overall grade of “D”, “F”, or “I” in any subject. Should a student become ineligible, they may have their grades re-evaluated.

**In any subject an “I” or “D” may be given in lieu of an “F” for work completed at less than a 60% level, when a teacher believes that student ability, interest, and effort was sufficient to allow a minimal passing mark.*



SCHOLASTIC INFORMATION

Pre-Kindergarten: Student developmental cards are sent home each quarter.

Kindergarten: The following letter system is used: (I) Independently achieves objectives and performs skills, (P) Progressing toward objectives and performing skills, (NT) Needs more time to improve

INCOMPLETES

If, because of illness or other extenuating circumstances, a student has not completed sufficient class work or mastered an adequate number of concepts to earn a grade, he/she may receive an incomplete (I) upon obtaining approval of the teacher. Incompletes must be removed during the two weeks immediately following the end of the grading period. Any missing work not submitted by the end of the two-week deadline may be recorded as zero and the grade will be calculated.

ACCELERATION

FAA does not recommend early eighth grade graduation. For the intellectual, physical, social, and spiritual development of young people, it is usually in the best interest of the student to attend eight (8) years of elementary school (grades 1-8). Individual exceptions will be considered. The Columbia Union Conference of Seventh-day Adventist's Board of Education has established specific guidelines for acceleration. Please contact the office if you have questions.

TESTING

Standardized Achievement Tests are administered to students in grades three through eight during the fall quarter to determine the level of academic learning. The results are analyzed by classroom teachers to help guide the instructional practices for classes and individual students.

PLACEMENT TESTS

Homeschool students who are entering FAA for the first time will be given a placement test in order to ensure the student will be placed at the appropriate grade level to assure their academic success.

HONOR ROLL CRITERIA

Students must meet the following grade point averages by the end of each quarter to become eligible for honor roll status:

Principal's Honor Roll—4.00; High Honors—3.50; Honor Roll—3.00; A "D" or an "F" disqualifies the student from honor roll status.

STUDENT ACADEMIC PROGRESS

PARENT/TEACHER CONFERENCES

Two parent-teacher conferences are scheduled each year. We believe that it is essential to our students' progress that such conferences are held. To encourage this exchange between parents and teachers, report cards may be given during the conferences.



CHECKING STUDENT PROGRESS ANYTIME - RenWeb

Frederick Adventist Academy utilizes RenWeb, a web-based grade and communication system that enables parents to check their children's academic progress at any time; this is the same system used to enroll your child at FAA. The district code is CC-SDA.

EIGHTH GRADE GRADUATION REQUIREMENTS

Students are not automatically granted the privilege of participating in the graduation exercise. A student will forfeit participation in graduation by exhibiting the following behaviors:

1. Failing to meet scholastic requirements
2. Exhibiting behavior that reflects poorly on the student, parents, or school

Completion of requirements for eighth grade is determined as follows:

- **Diploma***: Given to students who have completed eighth grade scholastic requirements and have achieved passing grades in all subject areas.
- **Certificate of Completion**: Given to students who have been diagnosed as educationally-challenged. A certificate of completion shows that the student has completed an individually prescribed course of study.
- **Certificate of Attendance**: Given to students who receive failing grades. A Certificate of Attendance verifies that the student has been in school but has not met the scholastic requirements.

**The board will expect parents with unpaid accounts to make satisfactory arrangements for payment before their child receives a diploma.*

ACCREDITATION & CURRICULUM

FAA is accredited by the North American Division of Seventh-day Adventists, the National Council of Private Schools, and the Middle States Association of Colleges and Schools Commission on Elementary Schools. It is recognized by the State of Maryland as an educational institution. The curriculum meets all the state and denominational standards and requirements.

ATTENDANCE

Compulsory education laws require students to attend school. Frederick Adventist Academy encourages all students to develop habits of punctuality and responsibility. Class work experiences are fundamental to academic success. Repeated unexcused absences and tardiness seriously affect students' success in school.

Excused absences and tardiness will be granted for the following reasons:

- Medical/legal appointments involving the student
- Personal illness/injury
- Death in the immediate family
- Individual situations that are declared by the administration to be of an emergency nature

ABSENCES

Parents are to report all unplanned absences to the school office by telephone or e-mail on the day of the absence. In addition, upon returning to school after an absence, a written excuse note should be submitted to the office on the day the student returns to school. The note must contain the student's name, the date/s of the absence, the



reason for the absence, and the parent's signature. More than five (5) consecutive days of school missed for illness or injury must be verified by a physician's note. Teachers will assist students in making up missed work for excused absences. Normally, the student has the number of days absent plus one to make up missing school work. Any exceptions to this policy are to be referred to the board for further consideration.

UNEXCUSED ABSENCES

We realize parents do take their children out of school for reasons other than those stated above. Please realize this is an unexcused absence.

PREARRANGED LEAVE OF ABSENCE

Frederick Adventist Academy supports quality family time and encourages families to plan their family vacations during scheduled school vacations. Missing multiple days of school has a negative impact on a student's educational experience. Valuable class interaction is missed when absences occur. When planning vacations, parents need to consider the following policy:

A pre-arranged absence request must be submitted to the teacher in advance of the planned absence/s. Students will be granted no more than five (5) pre-arranged absences each year. Upon approval from administration, the student will be responsible to collect, complete, and turn in any assignments, projects, and tests before leaving, or when he/she returns per classroom policy. Full credit is given only if the above criterion is met. When a student misses school due to a pre-arranged absence, the parent is responsible for providing instruction in all missed class work. Teacher directed activities such as presentations, debates, experiments, etc. cannot be made up. Absences in excess of the approved five day limit will be subject to attendance and late work policies.

Note: In accordance with Maryland State Law these **planned leave absences** will not be excused, but no penalties will be incurred.

Teachers are not expected to repeat class work/instruction for unexcused absences.

TARDINESS

Parents are requested to have students arrive at school early enough so that they can be in their seats and ready for morning worship at 8:15 am. When students enter the classroom after 8:15, the morning routine, including worship, is interrupted and valuable instruction is compromised for all students in the class. Students who arrive after 8:15 am are required to stop at the school office to obtain a late slip before entering their classroom.

EXCESSIVE ABSENCES/TARDIES

Students who are consistently tardy/absent will have their records reviewed by Administration. Parents can check their child's attendance records through Renweb.

LEADERSHIP ORGANIZATIONS

Student Council

The FAA Student Council is an organization of elected student officers that plan various activities for the student body during the school year. The officers are elected by the students each school year.

Officer Eligibility

Candidates for any office must be approved by the Administrative Committee on the basis of grade point average, citizenship, and attendance. To qualify for an office a student must meet the following requirements:

- a. Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of Frederick Adventist Academy.



- b. Have a 2.50 grade point average or above for the preceding nine (9) weeks. Eligibility will be determined mid-term and/or at the end of the quarter. Once elected, these qualifications must be maintained. An average of C or above must be maintained in each class to continue in office.
- c. Have a good attendance record.

GRADES 7-8 OFFICERS

A student seeking class office must meet and maintain the same criteria as a student seeking an office in the Student Council.

Note: Students may not hold the same office in both the Student Council and 7th-8th Grade.

RESPONSIBILITIES OF PARENTS

To facilitate balanced, whole person education per FAA's School Philosophy, we ask FAA parents:

2. Uphold the ideals taught at FAA and outlined in FAA's school handbook at home.
3. Uphold the school and teachers in the presence of your children. Discuss criticisms privately with the teacher rather than with students.
4. Confer privately with teachers in person or by telephone after school hours, not by social media such as Facebook or Twitter.
5. Be prompt to meet financial obligations and keep FACTs information current. If a financial difficulty occurs, contact FAA's treasurer to avoid fees.
6. Actively participate in FAA's Home and School Association to show your child you take part in their school, and to support FAA.
7. Keep students home who show symptoms of communicable diseases. Parents will be called to pick up their children if symptoms develop at school.
8. Encourage your children by showing interest in and concern for their daily progress.
9. Be aware and be responsible for what your children wear to school (see dress code) and help your children make appropriate choices
10. Instill healthy habits in your children, including: sufficient sleep and rest, supervised entertainment/recreation/video games/TV, healthy meals including a good breakfast, and plenty of outdoor exercise.
11. Enforce FAA's policies at all times children are on school property. Children must be supervised by parents before and after school and are not permitted to wander alone on school property or knock on windows to speak with other children in the building.
12. Supervise your children during all school events, programs, and meetings.

RESPONSIBILITIES OF STUDENTS

1. It is expected that the student obey all school rules and regulations and render prompt and cheerful obedience to the directions of the teachers.
2. Since FAA does not knowingly admit a student who practices the following behaviors, the first offense on any of the following fundamental points makes the student liable for suspension or dismissal
 - Spreading atheistic ideas or undermining the religious ideals or faith upheld by the school.
 - Swearing or using indecent language, indulging in vulgar conduct or suggestions, possessing or displaying obscene pictures or articles.
 - Using tobacco, alcohol, or recreational drugs in any form, having them in one's possession, or furnishing them to others.
 - Gambling or betting.

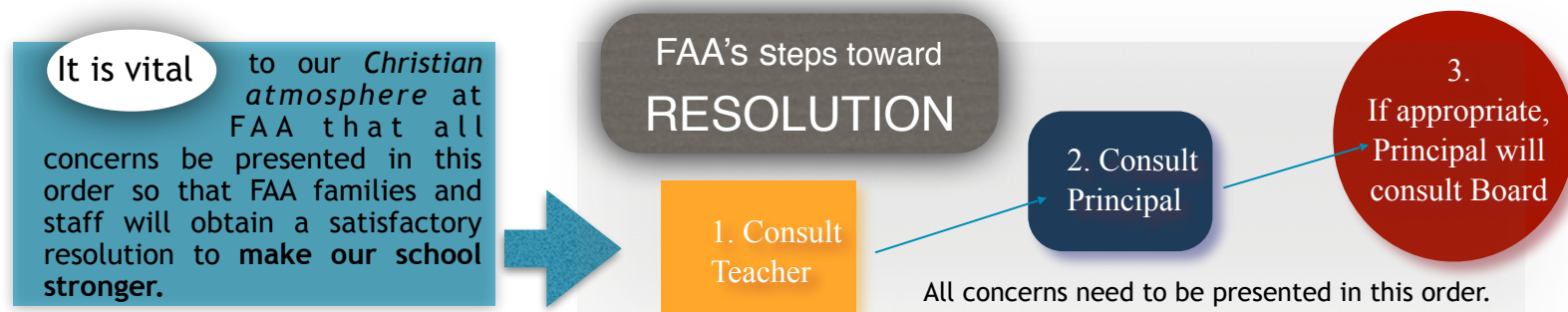


- Dishonesty, including theft, willful deception in violation of school rules, cheating on exams or class work or any phase of school business.
 - Improper sexual conduct including sexting on phone or any social network.
 - Discussion of inappropriate topics found in theaters, videos, books, TV programs, etc., is not permitted on the school grounds.
 - Aggressive physical or verbal behavior that may or may not lead to physical harm of any of the students.
3. Respect school property. Student(s), as well as the parent(s) or guardian(s), will be held accountable for any damage done by the student to school property.
 4. Respect FAA teachers, staff, and other students.
 5. Play equipment and play area may not be used except during school hours and then only with teacher supervision.
 6. Do not ride bicycles during school hours. The school is not responsible for their safekeeping.
 7. Do not bring knives, guns (real, toy, gesture, or any other facsimile thereof), or anything normally used as a dangerous weapon to school.
 8. Do not bring chewing gum to FAA at any time, including before and after school, club, and athletic events. Gum chewing is not permitted and will result in a fine.
 9. Do not bring toys or electronic devices to school unless approved for education purposes by the classroom teacher. FAA is not responsible for broken, lost, or stolen items.
 10. Do not bring cell phones to school. If parents feel cell phones are necessary, they should be left in lockers or turned in to teachers before school begins. Cell phones and other electronic devices will be confiscated if seen or heard during school hours without specific teacher permission.

TEAMWORK & RESOLUTION

FAA believes it to be critical to operate in harmony with the principles of the Bible and the Spirit of Prophecy as outlined by the Seventh-day Adventist General Conference Department of Education. To ensure the success of our school and the best practices and welfare of each student enrolled, it is important that all parents, teachers, and the school administration work together in harmony. Communication is critical to assure that goals and expectations are clear.

In circumstances that parents have a concern regarding their child's school experience, FAA wants to be informed. Outlined below are the steps parents should take to resolve any questions or concerns at FAA. Please follow the order. Parents should first consult with their child's teacher to discuss the concern. If a satisfactory solution is not reached by talking with the teacher, the next step for parents is to discuss the concern with the principal. If a satisfactory solution is still not reached, then the principal will consult with the board. All such meetings should be scheduled outside normal school hours. The board reserves the right to refuse admittance to any student, and to dismiss any students, whenever such action is deemed necessary for the welfare of the school student population. Such action will be taken only after communicating with the parents.



STANDARDS OF CONDUCT

The disciplinary policy and practices at FAA have been designed to change or modify students' behavior in a positive environment. It is not intended to be punitive or controlling, but redemptive in nature. The goal is for the student to grow in self-discipline and communion with Jesus.

Each faculty member has disciplinary responsibility with every student. The students must understand that while they are at school or at any of its functions, the faculty has the responsibility to supervise their behavior. Parents are asked to help the students understand this need for orderly conduct and to cooperate with the disciplinary actions involving their child.

The following describes FAA's Standards of Conduct Plan. FAA believes students should be taught how to become self-disciplined and respectful of others using rules, regulations, boundaries, and the natural consequences that occur as a result of their decisions or behavior. Parents should be advised that, while every effort has been made to describe the standard of conduct plan, it is impossible to spell out every instance where a discipline slip may be needed. Therefore, the administration reserves the right to issue discipline for other offenses not specifically spelled out in this Handbook.

Generally, all important rules can be divided into two classes—those that help protect against injury and pain (health and safety rules) and those that help the school to do its job of teaching (well-being rules). These rules have been divided into four levels with their corresponding behavior descriptors:

DESCRIPTION OF DISCIPLINARY LEVELS

LEVEL ONE MODEL

Students in a Christian school will act with courtesy and Christian decorum. This includes quietness in the classroom so others may study without interference, keeping hands to oneself, walking rather than running in the building, and keeping the desk and belongings clean and neat.

Level One Offense Examples: Tussling; slang; littering; chewing gum; running in the building; rude behavior; overly loud, boisterous, and disrupting behavior.

Level One Consequences:* If a rule is broken, the teacher will speak with the student about the rule, the disobedience, and the consequence. With a repeat offense, the teacher may call the parent to discuss the behavior and additional consequences.

LEVEL TWO MODEL

Students will treat others and their belongings with respect and honesty, taking care of school property. They should speak with truth and respect, recognizing the importance of prompt and regular attendance at class. They will not encourage others to break school rules and will respect the rights of all individuals.

Level Two Offense Examples: Aggressive behavior; minor vandalism; inappropriate language, body, or hand gestures; forging signatures; disrespect; bullying or teasing others, urging/helping a student to do something against a school rule or the law; using materials without permission, lying, and cheating.

Level Two Consequences:* A disobedient student may be removed from the classroom and sent to the principal for disciplinary action. When a student breaks a level two rule, the student will receive an appropriate consequence as assigned, the parents will be notified, and a phone call with paper copy of the behavior sent to the parents. Students who do not return their disciplinary note the next school day may face additional consequences.

*Receiving consequences from a second level one or level two offense means the student is subject to suspension. In cases of possible suspension, the student may need to meet with his/her parents and the School Administration to determine his/her status at FAA. The suspended student will receive unexcused absences.



LEVEL THREE MODEL

Students will behave in a manner that will not endanger themselves or others.

Level Three Offense Examples: Theft; insubordination or use of abusive language; improper or suggestive conduct; acts of physical affection with the opposite sex; bullying; possession of obscene materials; actions that endanger the health or safety of others; leaving the school building without permission; breaking and entering the school; and failure to fulfill an agreement or assignment made because of behavior.

Level Three Consequences: A student must be sent to the principal for breaking a Level Three rule. He/she receives immediate consequences appropriate with the offense. This may be determined by a disciplinary committee. The discipline committee may consist of the Principal, Vice Principal, and Pastor, or at least two of the three. The parents will be contacted immediately. The student could face expulsion and must meet with his/her parents and the Disciplinary Committee to determine his/her status at FAA. The suspended student will receive unexcused absences. Before a student may be readmitted, the family's account must be up-to-date with a \$50.00 readmission fee assessed prior to re-admittance.

LEVEL FOUR MODEL

Students will refrain from participating in acts which are unlawful. Students will abide by the laws in Maryland and the United States of America.

Level Four Offense Examples:

- **SUBSTANCES:** Possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances.
- **FIGHTING OR ASSAULT:** Violent bodily contact that does or has the potential to hurt physically or emotionally.
- **VANDALISM:** Destruction of or permanently damaging school or student property. School property includes property owned by school employees or loaned for school use. It also includes graffiti, sprayed paint, etc.
- **DANGEROUS MATERIALS:** The use, or possession, of materials that are dangerous to the health and safety of students, faculty, and guests of the school. This would include fire-producing materials, fireworks and sparklers, dangerous chemicals, firearms, knives, chains, etc. The use of dangerous materials for science and other educational programs needs approval from administration. (The necessary materials for these programs will be provided by the teacher.) Before readmission can be considered, the student and his/her parents must meet with the School Administration.
- **SEXTING:** The uses of any digital technology, or other device, to send, disseminate, or forward any image containing sexually-explicit photos, videos, or other imagery, or distribution by such means of any indecent language or material, is strictly forbidden.

Level Four Consequences: A student will be immediately expelled from school for breaking a Level Four rule.

CONFISCATION POLICY: Should a student bring an object that is not in compliance with school rules, the following confiscation procedures will be followed:

- **First Occasion:** The object will be taken from the student and returned to the student at end of the school day with a warning.
- **Second Occasion:** The object will be taken from the student and returned to the parent with a written notice.
- **Third Occasion:** The object will be taken from the student and may be kept until the end of the semester or school year.



NON-DISCRIMINATION POLICY

FAA is operated primarily to provide Christian education for the youth of the Frederick Seventh-day Adventist Church. Admission, however, is open to all who desire Christian values as a part of their educational experience and who meet all other requirements as outlined in this handbook. No discrimination on the basis of religion, race, color, national or ethnic origin is made in regard to educational policies, admission, or any of the school activities.

ADMISSION POLICY & PROCESS

Phase 1 – Application

1. Visit/Tour the school (New Families). Call or email the school to set up an appointment. We would love for you to stop by for a visit and let us share FAA and all it has to offer.
2. Submit Online Application
3. Submit recommendation forms (New Students)
4. Submit a signed Testing Consent Form
5. Interview (New Families)
6. Request official transcript from previous school (New Students)

There will be a period of 90 days probation for all new students.

Phase 2 - Registration

After receiving acceptance notification, parents will be provided information via email necessary to complete the admissions process:

1. Complete online registration
2. Register through FACTs to set up your payment plan
3. Apply for tuition assistance (optional)

The following documents must be on file before your registration is complete: Birth certificate; social security card; most recent immunization record (for all new students and anytime it is updated); field trip consent form; Consent to Treat form; and a medical examination form. Required for all new students and students entering Kindergarten, 4th, & 7th grades: A current physical examination form completed by a physician and obtained no more than six months prior to the student's first day of school.

STUDENT FINANCE POLICY

APPLICATION FEE AND RE-ENROLLMENT

An online application or re-enrollment fee (returning students) must be submitted for each student each school year. An early application and re-enrollment period will be established during which time a discount will be given. Please see the current Tuition and Fee Schedule for the applicable amounts and discount period.



REGISTRATION FEE

The Registration fee is a single payment made at the time of registration. A discount will be given for early registration. Current students who complete their registration prior to the established deadline will be guaranteed their seat for the next school year. Current students who register after the deadline risk losing their seat to a student on the waiting list. Please see the current Tuition and Fee Schedule for rates and deadlines.

LATE ENROLLMENT

Students enrolling after September 1st will be charged a pro-rated tuition rate based on the number of weeks of school remaining. Registration fees are to be paid in full.

FINES

All fines will be assessed and collected through the FACTs Tuition Management. Please see the current Tuition and Fee Schedule for a list of fines.

TUITION

Tuition may be paid by the year (in advance) or in 2 to 10 payments with FAA's automatic payment processor, FACTs Tuition Management. Payments will be automatically deducted from your checking or savings account the 10th, 15th, or 20th day of each month. Credit cards are also accepted for an additional fee. Any failed payment attempts will result in additional fees assessed by FACTs. Any payment plan longer than 10 months will be subject to additional fees.

TUITION AND FEE SCHEDULE PREPARATION

Tuition and Fee Schedule will be prepared by the treasurer with the input of the principal for review and approval by the board annually during the December board meeting.

DISCOUNTS

CONSTITUENT CHURCH DISCOUNT

The Chesapeake Conference of Seventh-day Adventists and the Frederick Seventh-day Adventist Church provide FAA with subsidies to support the operation of FAA. As such, members of the Frederick SDA Church will receive a constituent church discount. At this point we are offering the FSDAC constituent rate to the Frederick Spanish SDA Church. This is subject to review. Please see the current Tuition and Fee Schedule for the constituent discount.

NON-CONSTITUENT SDA CHURCH DISCOUNT

The Chesapeake Conference of Seventh-day Adventists provides FAA with subsidies to support the operation of FAA. Members of Seventh-day Adventist Churches (other than the Constituent Churches identified above) will receive an SDA church member discount. In addition, please check with your local church for additional subsidies and or aid which may be available for students attending FAA. Please see the current Tuition and Fee Schedule for the SDA church member discount.

MULTIPLE-STUDENT DISCOUNT

In the event a family has 2 or more students attending FAA each additional student will receive a discount, which will be calculated after the application of the Constituent Church Discount or the Non-Constituent SDA Church Discount, if applicable. Please see the current Tuition and Fee Schedule for the multiple student discount.



EARLY PAY DISCOUNT

A discount, which is calculated based on that portion of the Tuition due (i.e. after the application of all discounts, credits, awards, scholarships, etc.) will be applied against the Tuition for families who pay the Tuition in advance on an annual or semester basis. Students who receive financial aid from the Frederick SDA Church are not eligible to receive an early pay discount. Please see the current Tuition and Fee Schedule for the early pay discount amounts and payment deadlines. The discounts will be applied against the Tuition in the order listed above.

FEES AND CHARGES

Various after school clubs and services may have additional fees and charges attached to them. By signing up to participate in the after school clubs or requesting the services you are agreeing to have the fees associated with those after school clubs or services being collected through FACTs Tuition Management.

SCHOOL TOUR DISCOUNT

Families who receive a guided tour of the school after the Early Bird Enrollment and Early Bird Registration Fees deadlines have expired are entitled to a \$100 discount if they pay the application fee and registration within 7 days of their tour.

SCHOOL SUPPLIES

Each classroom has a list of school supplies each student is required to bring to school the first day of class. The list for each classroom will be available on FAA's website and on FAA's Facebook page in early July.

DAMAGE DEPOSIT

A damage deposit will be collected during registration and will be carried over from year to year until graduation or withdrawal from FAA. The damage deposit will be used to cover lost library books, damage to the facility or equipment and/or damage to textbooks. The Responsible Party acknowledges that if a textbook assigned to his/her child becomes damaged, misused beyond normal wear and tear, or is lost that he/she will pay the school for the replacement cost of the book. Likewise, in the event a library book is lost or damaged the Responsible Party will pay the school for the replacement cost for the lost or damaged book. The Responsible Party is responsible for any damage in excess of the damage deposit and will be notified of any additional charges through their FACTs account if charges exist.

REFUNDS

If a student withdraws from school at any time during the school year the student will receive a pro-rata refund of the tuition paid or prepaid based on the number of days remaining during the 280 day period. All fees are non-refundable when paid.

Students who are suspended will not receive any refund of school fees. No refund will be given for any regular school vacations or emergency closings. Refunds other than those stated above will be made only at the discretion of the Frederick Adventist Academy Board. Please allow thirty days (30) for any refunds due after withdrawing from FAA.



FINANCIAL RESPONSIBILITY

Tuition payments are the responsibility of the student's registering parent, guardian, or sponsor (the "Responsible Party"). A Tuition Agreement Form that clearly lists financial obligations and discounts will need to be signed by the Responsible Party, a school representative and the Student Aid Committee representative (if receiving a scholarship or award through said committee).

PAST DUE ACCOUNTS

A student's status in school will be reviewed when an account is more than thirty (30) days past due. If an account is more than fifty (50) days past due, the student will be required to withdraw unless: a) the account is paid to less than 30 days past due, or b) a guaranteed assignment of funds necessary to bring and keep the account to less than 30 days past due is arranged. A student will not be allowed to participate in extracurricular activities unless his/her account is current or satisfactory arrangements have been made. A student's account must be current or arrangement for payment made by semester test time in order for the student to take semester exams.

Participation will not be permitted on non-educational class trips.

A student who has an unpaid balance from the previous school year will not be permitted to re-enroll until satisfactory arrangements for payment have been made. Students with unpaid accounts in another school will not be admitted to Frederick Adventist Academy until the account has been paid or until satisfactory arrangements have been made with the previous school.

If you are having difficulties making payments, please contact the school treasurer at least three (3) business days prior to your scheduled due date.

RETURNED CHECKS

If you make a payment directly to the school which results in a returned check, a service fee will be added to the amount due. Occasionally, it may be necessary to ask that future payments be made by certified check, money order, or cash.

FINANCIAL AID - WORTHY STUDENT FUND

Financial aid is available through the constituent churches for qualifying worthy students. Parents who are members of the Frederick SDA Church, or students who are themselves members and are seeking assistance from the Worthy Student Fund should make their requests through the Student Aid Committee.

FINANCIAL AID - SCHOLARSHIPS

A recruiting scholarship is offered to any family who successfully recruits another family. The recommending family must have been part of the FAA family during the previous school year in order to be granted this scholarship, and the new student must mention the fact that they were recruited by the family during their initial application and attend FAA for at least one Semester. The recruiting scholarship will be applied to the recommending family's account the following semester.



TUITION AND FEES

2015-2016 Tuition

Grades K-8

Number of Children Enrolled	1st	2nd	3rd	4th
Constituent SDA	\$5,099	\$4,589	\$4,334	\$4,079
Non-constituent SDA	\$6,119	\$5,507	\$5,201	\$4,896
Non-adventist	\$6,799	\$6,119	\$5,779	\$5,439

Pre-K

Three (3) Full Days	\$4,382
Five (5) Half Days	\$4,382
Five (5) Full Days	\$6,639

Add'l Fees

APPLICATION & REGISTRATION FEES

- Application Fee is \$100 per child (non-refundable)
- Registration Fee is \$350 per child (non-refundable)

EARLY PAYMENT DISCOUNT

Tuition paid-in-full by September 10 will receive a 4% discount.

Tuition paid-in-full by the first day of each semester will receive a 2% discount.

OTHER FEES

Extra-curricular & after-school activities are NOT part of tuition. Fees such as for Art, Reading, Math, and Science Lab are already part of tuition.

PRE-K EXTENDED/AFTER CARE FEES

Extended supervision for Pre-K students is \$8 per any portion of an hour. Half-day students extended care starts at 12:30 PM, M-Th/12:45 PM on F; for full-day students After Care starts at 3:45 PM M-Th/12:45 PM on F.

K-8 EARLY CARE & AFTER SCHOOL CARE CLUB FEES

Early Care Club: \$4 - flat rate for student drop-off for any portion of time during 7:30am-8:00am
 After Care Club: \$4 - flat-rate for student signed in for any portion of first hour. After first hour, \$4 per hour and \$2 per half hour increment. *Fee for arriving later than After School Care closing time (6 PM and between time change and Spring Break on Fridays at 4 PM): \$35*



This handbook information may be revised at any time by the FAA Board. New procedures printed in the FAA Flyer and announced by the principal to the student body will become effective immediately and will take precedence over statements made in this handbook. New policies enacted by the board and communicated as outlined above will also become effective immediately and replace policies stated in this handbook.

