

**FAITH ★ FAMILY
ACADEMY**



PARENT & STUDENT HANDBOOK

**EDUCATE.
EMPOWER.
INSPIRE.**

FFA parents and students are expected to be knowledgeable of and follow all procedures in all FFA Handbooks provided in this document including but not limited to Parent/Student Handbook and Student Code of Conduct.

FFA complies with nondiscrimination provisions of all federal and state laws. FFA admits students without regard to race, religion, color, gender, age, national origin, ethnicity, disability, academic, artistic, athletic ability, marital status, political belief, limited English proficiency or the District the child would otherwise attend. FFA will deny admission to students with documented histories of criminal offense, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A. If anyone believes they have been discriminated against, they should write to the Secretary of Education, Washington, D.C. 20250.

Faith Family Academy Administrative Handbook Copyright ©2023. Unauthorized Reproduction is not allowed.

FAITH FAMILY ACADEMY

OUR MISSION

Faith Family Academy educates, empowers, and inspires every child for lifelong success.

OUR VISION

Faith Family Academy is considered among the best schools in the country – public or private. We are recognized for setting new standards in public education, and we measure our progress based on:

- Academic quality,
- Student success beyond the classroom,
- Student health and wellness,
- Safe and secure environment, and
- Continuous improvement

Our school community consists of families who dare to lead and are actively involved in the education of their children, teachers who are engaged and passionate about learning, and students who become caring, confident, accomplished and inspiring individuals.

OUR CORE BELIEFS

Students First

Teamwork

Education Transcends the Classroom

Pursue Excellence

Servant Leadership

OUR PURPOSE: EDUCATE, EMPOWER, AND INSPIRE

Faith Family Academy's primary purpose is to **educate** students, and we are committed to giving every student an elite, quality education to ensure they are prepared and positioned for success in college, in a career, or in military service. We **empower** students to build the confidence of every Eagle by allowing them to believe in themselves, in who they are, and what they can achieve. Finally, we **inspire** students by showing them that there are future options and paths available and allowing them to dream beyond that which they know.

This focus extends to our entire community, including teachers, administrators, staff, parents, grandparents, and everyone who impacts the lives of our students. Our highest calling is to help every student become the best they can be to change the lives of their families and future generations.

ABOUT US

Since 1990, Faith Family Academy has offered unparalleled education at no cost to families in Dallas and Waxahachie. Today, Faith Family Academy is setting new standards for public education by combining leading-edge learning, exceptional experiences and endless opportunities to grow, serve and lead to students from PreK through 12th grade.

Faith Family Academy is a public charter school, as approved by the Texas Education Agency, with signature programs that give students the chance to learn, explore and express themselves both inside and outside of the classroom.

FAITH FAMILY ACADEMY SIGNATURE PROGRAMS

Our Signature Programs include:

- EXPLORE360® Adventure Learning
- Championship-caliber Athletics
- Two-Way Dual Language (English/Spanish)
- Character Education
- Texas ACE (Afterschool Centers on Education)
- Reggio Emilia Early Childhood
- Nationally recognized Navy JROTC program
- UT-Austin OnRamps Dual Enrollment College Credit
- Visual and Performing Arts
- Eagle Flight School
- Texas Association of Future Educators (TAFE)

EMPOWERING LIFELONG LEARNERS: BRIDGING TRADITION AND INNOVATION

Faith Family Academy is committed to fostering a learning environment where traditional educational values meet modern, innovative practices to prepare students for success in all aspects of life. We focus on ensuring students are workforce and postsecondary ready. We provide hope through opportunities and experiences not normally available to the average student in other learning environments.

KNOWLEDGE-BASED LEARNING AND SKILLS-BASED LEARNING

Faith Family Academy recognizes that teaching and learning come in many forms and that students must acquire both knowledge and skills to be successful in school and in life. Put simply,

Knowledge-Based Learning: Learning facts, concepts, and principles. Knowledge-based learning emphasizes the acquisition of facts, concepts, principles, and theories. The goal is to build a strong foundation of understanding in a particular domain or subject. This type of learning is more traditional and is often associated with rote memorization and the

understanding of theoretical frameworks. It is crucial for developing critical thinking skills and for understanding the "why" behind various phenomena. Knowledge-based learning is often assessed through exams, quizzes, and assignments that test a student's understanding and ability to recall and apply information.

Skills-Based Learning: Learning practical skills like problem-solving and communication. Skills-based learning, on the other hand, focuses on the development of practical skills and competencies that can be applied in real-world situations. This approach emphasizes doing and practicing, rather than just knowing. Skills-based learning covers areas such as problem-solving, critical thinking, communication, teamwork, and technical abilities relevant to specific tasks or professions. It is characterized by hands-on activities, simulations, and practical applications. The assessment in skills-based learning often involves demonstrations, portfolios, and projects that showcase the learner's ability to apply their skills effectively.

Importance of Both:

1. Understanding: Knowledge helps us understand, skills help us use what we know.
2. Preparing for the Future: Both are needed to succeed in a changing world.
3. Thinking and Problem-Solving: Knowledge helps us think, skills help us solve problems.
4. Career Readiness: Employers want both knowledge and skills.
5. Lifelong Learning: We need both to keep learning throughout life.

While knowledge-based learning is essential for developing a deep understanding of a subject, skills-based learning ensures that individuals are able to apply their knowledge in practical settings. A balanced approach that incorporates both knowledge and skills-based learning can provide the most comprehensive educational experience, preparing students not only to understand their field but also to excel in applying their knowledge and skills in the real world.

1.0 Parental Involvement

Faith Family Academy recognizes the importance of parent involvement to support the social and academic development of students. The following opportunities for involvement are open to all parents and encouraged by the Administrators at FFA.

1.1 Parent Expectations

Faith Family Academy recognizes the importance of parental involvement in promoting academic success for students. It is expected that parents or guardians are to remain actively engaged in their child's education and to maintain open lines of communication with the school. Parents are expected to promptly notify the school of any changes to their address, phone number, and email. Furthermore, parents are required to sign up for parental access in the district's student information system to receive real-time information on their child's grades, attendance, and disciplinary status.

Parental Contact Information:

- Parents or guardians are responsible for informing the school of any changes to their contact information, including address, phone number, and email, as soon as possible.
- It is essential for the school to have accurate and up-to-date contact information to ensure effective communication regarding academic progress, school activities, and other important updates.

Parental Access in the Student Information System:

- Parents or guardians are required to sign up for parental access in the district's student information system.
- The student information system provides real-time information on their child's grades, attendance, and disciplinary status.
- By accessing this system, parents can stay informed about their child's progress and collaborate with teachers to support their academic development.

School Communication Channels:

- The school will provide multiple channels of communication, such as email, online portals, newsletters, and parent-teacher conferences, to foster effective collaboration between parents, teachers, and administrators.
- The school will strive to ensure that all communication channels are easily accessible, user-friendly, and available in appropriate languages to facilitate engagement for all parents or guardians.

1.2 Site-Based Committee

This committee serves to advise the administration on items of curriculum, student activities, technology, budget, and other items that impact the lives of students. This

committee, by law, is composed of 75% classroom teachers. Parents who are interested in participating on the Site-based Committee should contact the Campus Administrator.

- Parents may also serve on the School Health Advisory Council (SHAC) which meets at least four times per year.

1.3 Very Involved Parents (VIP)

Faith Family Academy welcomes parents to volunteer their time to serve in their areas of expertise. To ensure the safety of all students, volunteers must follow all rules and regulations of FFA to the same extent as employees **including a criminal background check**. Volunteers must sign in at the office each day before beginning their assignments on campus. “Volunteer” badges will be provided. Please, contact the Campus Administrators or their designee with your areas of expertise and available times to offer support to FFA.

1.4 Parent/Teacher Conferences

Parents may request a conference by calling the Campus Administrator’s office to make an appointment. **Every** parent is encouraged to attend conferences with teachers in order to stay well informed. Parent/teacher conferences must be held at a mutually agreed upon time which does not interrupt instruction including but not limited to the teacher’s conference period, before school and after school. Documented parent/teacher conferences will be held twice a year.

1.5 FFA Website and Social Media

The Faith Family Academy (FFA) website (faithfamilyacademy.org) is a central resource for gathering current information regarding school activities, academic assignments, and important announcements.

In addition to the website, FFA actively utilizes various social media platforms to keep our community informed in real-time. These platforms include:

- Facebook
- X (formerly Twitter)
- Instagram
- YouTube
- LinkedIn

Through these social media channels, FFA provides updates, event information, student achievements, and other relevant content to engage with students, parents, and the community.

For a comprehensive list of official Faith Family Academy social media sites, please visit our website at faithfamilyacademy.org.

2.0 Student Rights and Responsibilities

Faith Family Academy believes that in order to attain high learner outcomes, a safe and secure learning environment must be maintained. The School Board charges each administrator, staff member, and parent with the responsibility of establishing acceptable standards of student conduct that will ensure the rights and safety of all members of the FFA District.

These standards are guided by a philosophy that encourages students through positive student activities and programs. Students are responsible for their behavior and showing respect for authority and the rights, privileges and safety of self and others.

Students are expected to respect school and private property and behave in accordance with the rules, regulations, and guidelines established by the administrators and teachers. Violations of established standards will result in disciplinary action.

For a comprehensive detailing of student rights and responsibilities, please refer to the Student Code of Conduct

3.0 Curriculum/Instruction

The curriculum of Faith Family Academy is the master plan for learning. The courses offered include all those required by the Texas Education Agency as well as a variety of electives. Research-based instructional strategies are included in each student's daily learning experience. Teachers support student learning by providing appropriate challenges to develop thinking skills. The content of FFA classes is outlined in the State Curriculum Guidelines, *Texas Essential Knowledge and Skills (TEKS)*. FFA will follow the state recommendations for promotion and graduation as found on the TEA website.

3.1 Grading

Exams are given at the end of every six-weeks after a review of the material covered during the 9 weeks. Grades are calculated by counting 70% for preparation (class work, weekly quizzes & homework), 20% assessment (teacher-made tests, exams, & major projects) and 10% common assessments (at least two assessments per 9 weeks).

A minimum of 18 grades must be accrued for each subject each 9 weeks (at least 2 grades per week) including tests, quizzes, daily work and projects. Semester exams for Grades 6-12 will be 1/7 of the final grade with each 9 weeks average counting 2/7 of the final grade. Number grades will be used on report cards, permanent records and cumulative folders for students in Grades 1-12 as indicated below. Grades are given in each subject.

Grade Average	Achievement
100-90	Excellent
89-80	Very Good
79-70	Satisfactory
69-0	Failing

Late work will be discounted. Work submitted for an **unexcused absence** may receive no more than a grade of "70." Semester grades will be averaged together to determine the grade average for the academic year.

Make-up work – The student is responsible for work missed when absent. As a general rule, when a student has an excused absence for a number of days, the student is given the same number of days to make up the work missed.

Pre-K and Kindergarten students receive letter grades that are derived from teacher observation and a standardized checklist of skills. Very young children progress at many different rates within a range of developmental timeframes. Pre-K and Kindergarten students are graded according to their individual progress. Indications of progress will be reported as:

Letter Grade Definition

+	Skill Developed/Acquired
-	Skill Still Developing/Not Yet Acquired
N	Not yet taught

Please Remember: Early Childhood grades are not an indication of whether a student is passing or failing. They are to indicate: 1) the child's progress on a developmental scale appropriate to his age range; 2) the skills the child needs more time to develop; and 3) the readiness skills the child has mastered.

3.2 Homework

Homework is essential in achieving high academic performance and reinforcing the lessons taught in school.

- In grades 6-12, homework is assigned on a regular basis, but at least weekly, in each of the core subjects areas: Math, Reading, Language Arts, Science and Social Studies. In grades 1-5, homework is assigned on an as-needed basis.
- Homework assignments are checked and recorded in the teacher's grade book. Students are responsible for completing and turning in all assignments missed because of illness or other absences. Faith Family Academy adheres to the policy regarding homework as ZAP (Zeros Aren't Permitted). Any student who fails to turn in homework will be assigned detentions, until the homework is satisfactorily completed. **In order for an absence to be changed from "unexcused" to "excused", a note from the student's parent/guardian must be obtained within 48 hours of the absence. Late homework will be deducted 10 points per day.**
- Missed homework that is not completed will result in consequences determined by the Campus Administrator

3.3 Progress Reports

Grades and attendance are reported to parents once every six-weeks. Progress reports are issued to all students in Grades PK-12 in each subject at the middle of each six-week grading period. (PK will not receive progress notices for the first 9 weeks period.) These progress reports are considered a contact with the parent and are intended to help parents and students monitor progress before official grades are assigned. A signed Progress Notice will serve as a contact with the parent unless the student is failing in which case the teacher will contact the parent by telephone, email or in person. In Middle School and High School, the student will sign the progress notice as documentation they received the progress notice.

Students will receive Report Cards each nine weeks.

- Refer to the FFA Annual District Calendar for Distribution Dates for all 1st through 12th report cards.

- Report cards in Grades 1-12 will be sent electronically through the District Student Information System (SIS) or available for pickup at the parent's request.
- For PK-K, Report Cards will be distributed on the last day of school.

3.4 Special Populations

Faith Family Academy is ready, willing and able to serve the needs of students regardless of their learning style or difficulty. The following services are offered to eligible students:

- RTI/SST
- Special Education
- English as a Second Language (ESL)
- Dual Language Program
- Gifted and Talented
- Dyslexia Program
- Section 504 services

For more information regarding these services, please make an appointment with the campus administrator to discuss difficulties your child may be experiencing.

Below are the highlights of FFA's Dual Language and English as a Second Language (ESL) Programs.

Identification and Classification Process

Home Language Survey

Upon each student's enrollment, Faith Family Academy will conduct a Home Language Survey (HLS) to determine the language spoken in the home most of the time, and the language spoken by the student most of the time. If the response on the Home Language Survey indicates a language other than English is used, the student shall be assessed with the state adopted English language proficiency test to determine the level of English language proficiency in accordance with §89.1225.

Parent Rights

The following steps shall be taken by the District's personnel to ensure compliance with TEC, §29.056 (a), 19 TAC 89.1220(h) and §89.1240:

- Home Language Survey must be signed by the parents of all students enrolled in the District in Prekindergarten through 8 and by the parent or student in grades 9 – 12.
- After the student has been classified as EL, the parent shall be given written notice advising them of the classification and requesting approval to place the student in a Dual Language or ESL program. In accordance with Texas Education Code, §29.056(d), the notice shall include information about the benefits of the Dual Language or ESL program as an integral part of the school curriculum. The student's parent must approve the student's entry into a Dual Language or ESL program.
- Parents must be notified prior to exiting their child from the Dual Language or ESL program

- A parent of an EL student shall be appointed to the LPAC at each campus. Other parents shall be appointed and trained as alternate LPAC members, but none may be an employee of the District
- A parent who disagrees with the placement of the student in Dual Language or ESL may appeal the decision to the Superintendent or local Board of Trustees if the LPAC fails to comply with the parent's decision.
- Parents of Non-EL students invited to participate in the Two-Way Dual Language Program will sign a consent form that will be filed in the student folder.
- Parents of non-EL students may request placement into the Dual Language program. The parent must sign a consent form that outlines expectations of the Dual Language program. Non-ELs will not be placed in the Dual Language Program after grade 1, unless the student has records to show he/she was previously enrolled in the program. Due to funding requirements, this student will be carried on Dual Language rosters, but not coded as EL for PEIMS.

Dual Language and ESL Programs Dual Language Education

The District implements a 50-50 elementary Dual Language Program model for speakers of English and Spanish. The Teaching for Biliteracy program design embraces and leverages the pillars of trans-linguaging in order for students to become literate in Spanish and English. English-speaking students in PK and Kindergarten can begin this program upon enrollment. Students in other grade levels will be admitted on a case-by-case basis.

ESL Instruction

The ESL Program is an intensive program of instruction designed to develop fluency in listening, speaking, reading and writing in the English language. Linguistic and academic support for the ESL student will be commensurate with the student's English level and academic abilities. English learners in grades PK-5 participate in ESL if they speak a language other than Spanish or at parent request. Students who speak a language other than Spanish may also participate in the Dual Language Program at parent request. Starting in 6th grade, the ESL student is in general education courses with trained ESL instructors using ESL strategies to continually support their English language progress. In high school, the English as a second language program shall be consistent with graduation requirements and state requirements under *Chapter 74*.

The use of English as Second Language strategies for any English learner shall not impede the

awarding of credit toward meeting promotion or graduation requirements.

Education Code 29.055, 29.057(b); 19 TAC 89.1210

3.5 Honor Roll

Students will be recognized each 9 weeks, semester and at the end of the year for attendance, citizenship and achievement. Students will be recognized monthly for character. Recognition may be in the form of assemblies, photos, bulletin boards, certificates, prizes and/or announcements.

3.6 Class Rank and Grade Point Average

Class rank and GPA shall be determined by accumulated semester grade points divided by the number of courses for which final grades were given. Class standing and grade point averages (GPAs) shall include all coursework in grades 9-12, with the exception of correspondence credit, credit by exam (with or without prior instruction), summer school credit (taken for remediation or for advancement), credit for which only a Pass /Fail grade was given, credit for courses not recognized by the Texas Education Agency, and credit awarded for a non-accredited instructional setting. No credit earned as a teacher aide, office aide, or library aide shall be included in the computation. These courses are labeled “Local Credit” on the transcript. ***In order to be Valedictorian or Salutatorian, a student must complete grades 9-12 of High School at FFA. Students who graduate prior to their designated class are not eligible for distinction of Valedictorian or Salutatorian.***

Class rank will be calculated at the end of the junior year, the middle of the senior year, and final rankings will be determined at the completion of the second semester of the senior year. Numerical grades used for computing GPA shall be converted to grade points.

3.7 Guidance and Counseling Services

Guidance services are available for every student at FFA. These services include assistance with educational planning, interpretation of test scores, occupational and career information, study guides, family, school and/or social concerns, or any question the student may feel he/she would like to discuss with the Designated Guidance or Academic Advisor. Parents should make an appointment with the Designated Guidance or Academic Advisor before visiting the school to insure adequate time for the conference. An Academic Handbook also is available from the Designated Guidance or Academic Advisor.

3.8 Classification of Students

Classification will be determined at the beginning of the school year. All students are required to have a minimum of 26 credits for graduation. Students must have:

- 6 credits to be classified as a sophomore
- 12 credits to be classified as a junior
- 19 credits to be classified as a senior
- 26 credits to graduate

3.9 Community Service Hours

In addition to achieving the minimum number of credits for graduation, **all FFA students must accrue a minimum of 25 hours of community service per year for each year in attendance at FFA.** Required Community Service hours for students transferring to FFA will be pro-rated. Recognition of Community Service will be made during end-of-the-year activities.

Community Service activities must be approved in advance and documented by the Campus Administrator or their designee. Service hours may be obtained by students in the school, neighborhood, church or community but must be obtained outside the school day.

Staff, all hours promised to students must be PRE-APPROVED by the appropriate administrator in writing, at least a day in advance of the service opportunity. Additionally, hours offered to students should represent actual time served, and should not be inflated. Any opportunity offered to students that were not pre-approved will be denied by the administration. Any inflated hours offered to students will be reduced by the administration and the staff verifying inflated hours will be subject to disciplinary actions.

3.10 Procedures for Student Appointments

In general, conferences will be arranged at the student's request. The appropriate request form, which is available from the classroom teacher, should be completed before school, between classes, at lunch, or after school in the counseling office. Tardiness resulting from waiting in the Academic Advising Office will not be excused if this procedure is not followed.

3.11 Changes in Schedule

It is the student's responsibility to enroll in the courses that will ensure graduation on time. Careful consideration should be given to course selections for the next year since the master schedule is designed to accommodate student selections. A student should select alternate elective courses in the event chosen electives are not formed because of small enrollment or a scheduling conflict. Some individual schedule changes may be made to balance class loads. These changes will be kept to a minimum. **It is the student's responsibility to make his/her parent or guardian aware of this information.**

No student will be allowed to add/drop a class later than two (2) weeks after the beginning of the semester and must have written signatures from the teacher(s), the Designated Guidance or Academic Advisor and the Campus Administrator on the appropriate form.

Students and parents need to be aware of conflicts that may exist when students choose electives that involve extra-curricular activities.

3.12 New Student Registration/Immunization

Students wishing to register for classes at Faith Family Academy after the school year begins should report, with their parent, to the Registrar's Office. The parent/guardian must present appropriate identification and **required documents** within 30 days.

The student's immunizations and grade level will be verified and a schedule will be formulated at the time of enrollment. If any additional immunizations are necessary, they are available at the nearest Public Health Clinic. Appropriate immunizations must be current or obtained within 30 days for the student to be permitted to remain in class. For additional information, consult the FFA Student Health Services manual. High School students must present a transcript to FFA in order to be placed in correct grade/classes.

3.13 P.E. and Athletics

The physical education program is dedicated to improving the health, fitness, and skill levels of students. Instruction is also provided in personal health, safety, and first aid.

Anytime a student needs to be excused from participating in P.E. due to illness or injury, he/she must have a note written and dated by the parent and submitted beforehand. Notes excuse the student for one day at a time. **If the illness or injury lasts longer than one day, a doctor's note is required** stating, specifically, the length of time to be excused. Notes written by parents must include a working telephone number for verification.

- Grades K-5 grade will not be required to change from their uniform for their physical education class.

4.0 Student Attendance: Tardies, Absences, Truancy

Importance of Attendance. Attendance is the greatest single factor in school success - when students are not in class, they cannot learn.

Attendance is an essential component in student success in school. Regular daily attendance is essential for a student to achieve his/her highest potential and master skills in math, language, reading and critical thinking.

FFA follows the state guidelines for attendance. In Texas, a child enrolled in public school is required to attend school at least 90% of the time the class is offered. This includes excused and unexcused absences. FFA expects all students to be in attendance 100% of all school days. Therefore, we take attendance and punctuality very seriously.

4.1 Tardies

Students are expected to be on time for all classes. In order that students do not miss critical instruction time, they must be in class by the following times:

- **Oak Cliff Middle School and High School students must be in class by 7:45 AM**
- **Oak Cliff ECC and Primary students must be in class by 8:00 AM**
- **ALL Waxahachie students must be in class by 7:50 AM.**

4.1.1 Late Arrival

- Students who arrive after school begins must report to the Attendance Office to sign in before they will be admitted to class.
- The student will be given a tardy slip stating the arrival time that must be presented to his/her teacher.

4.1.2 PreK-5 Tardies

- If an EC-5th student arrives at school after the 8:00 AM bell but before 10:00 AM, they are considered “tardy” to school. Arrival after 10:00 AM without a doctor’s note is considered an absence.
- For Early Childhood through 5th grade, if a student is not present at 10:00 AM, they are considered absent for the day unless they come to school later in the day with a doctor’s note.

4.1.3 Grades 6-12 Tardies

- For Grades 6-12, arrival at a class after the bell is considered “tardy for class”. Arrival after the first half of the period without a note will be considered a violation of the Student Code of Conduct. For secondary students, absences will be recorded by class period. (i.e.: A student could be absent period 1 & 2 but present periods 3-8).

4.1.4 Teachers are expected to keep a tardy log sheet for students who enter late to class. This log should be accessible for students so they can document the following: date, time of arrival, reason for being late, ID number, and student signature.

Tardy Consequences

- Credit will be given on work completed after arrival.
- Teachers will make contact with the student's parent after three tardies.
- Three (3) tardies will constitute an unexcused absence and a violation of the Student Code of Conduct.

4.2 Student Absences

4.2.1 School Notification & Documentation

- To prevent loss of instructional time, students must return to school after personal medical appointments, if possible.
- In case of an extended illness (5 days or more), parents are expected to notify the Attendance Office by phone or email to make any necessary arrangements.
- When a student returns from an absence, they must present proper documentation to the Attendance Clerk within 3 school days in order to be categorized as "Excused".

4.2.2 Excused/Unexcused Absences

Student absences due to illness, death in the immediate family, doctor's appointments, religious holidays, or other legitimate reasons may be considered "Excused" if proper documentation is provided and reviewed by the Campus Administrator, as appropriate.

Examples of Excused Absences include:

1. Serious personal illness
2. Death in the immediate family
3. Medical appointments documented with doctor's note
4. Authorized religious holidays
5. Special consideration for special family circumstances
6. Late arrival or early dismissal with a doctor's note
7. Visitation to accredited college up to 2 days (11th and 12th grades only).

Students are "Unexcused" if:

1. They leave school without signing out in the proper Attendance Office;
2. They leave class without the teacher's permission;
3. They are absent from class without permission (skipping);
4. They obtain a pass to go to a specific place and do not report to that place.

4.2.3 Absences - Consequences

Loss of Class Credit

- A student will not receive credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. Exemptions may be reviewed

by the Attendance Review Committee (ARC) at the request of the Campus Administrator or the parent.

- If a student misses more than three, six or nine classes per semester for any reason other than school-related absences, the student and parent will be notified of an attendance/credit loss issue, by the teacher, Attendance Office, and Campus Administrator, respectively.
- The Campus Administrator's plan will be initiated with stipulations for recovery of credit lost due to excessive absences. If this plan is not fulfilled in its entirety due to circumstances beyond the control of the student or parent, the parent may then request, in writing, that an Attendance Review
- Committee (ARC) be convened to review the decision to deny credit. The Attendance Review Committee, composed of teachers and administrators, will determine the impact of the absences and recommend promotion, retention or remediation. It is the responsibility of the student to provide documentation of their make-up time.

4.3 Truancy

FFA will comply with all state statutes and regulations regarding truancy.

Per state law, FFA will provide written notice to a student's parent if the student has been absent from school, without excuse, for three days (or parts of days) within a four-week period.

The notice will inform the parent of his/her duty to monitor and require the student's attendance, of the potential for prosecution for "Contributing to Nonattendance", and will request a conference between the parent and school officials.

A parent is responsible for the student's attendance. If the student is absent on 10 or more days or parts of days within a six-month period or three or more days or parts of days within a four-week period in the same school year the parent may be cited for contributing to nonattendance.

4.4 Morning Arrival

Students may enter the cafeteria 7:30 a.m. Breakfast will be served in the cafeteria. Food will not be served in the classroom. Parents should drive to the front portico where a FFA staff member will greet the student and direct them into the building. It is vital for students to begin their learning day with the class to avoid missing instructions or introductions to new material. Students who arrive after school begins must report to Front Reception to sign in before they will be admitted to class. The student will be given a tardy slip stating the arrival time that must be presented to his/her teacher. Unexcused or habitual tardies may result in disciplinary actions. FFA follows the state guidelines for attendance.

4.5 Dismissal

At the time of dismissal, each grade level will gather in the designated area in the front of the building. FFA staff members will escort children to the front portico, supervise entry into parent vehicles and secure parent acknowledgement. Students will be released ONLY to the persons who have been designated to pick up the child. All designated pick up persons should be prepared to provide FFA staff with a picture ID (valid Driver's License or valid Picture ID Card). If a non-authorized person comes to pick up any child, the child will not be released unless we can reach the parent by phone to verify permission OR unless the student's teacher receives a note granting this person permission to pick up the child. **This note must bear parental signature, the date, and the pick-up person's name and contact phone numbers.** All children are to be picked up within 30 minutes of dismissal time. **Police may be called for any student remaining on campus after 5:30 PM so that they can safely escort the child home or incur a charge per minute after 5:30.**

For arrival and dismissal, Faith Family Academy uses a supervised drive line system.

Families are assigned a number which must be prominently displayed. Students only will be released to a car displaying the corresponding number.

4.6 Early Dismissal

In the event a student leaves early for doctor appointments, family emergencies, etc., the parent must submit a written note to the Attendance Office with a working phone number for verification purposes. The parent must come to the Office to sign a release form for the child and the child will be brought to the Attendance Office. Teachers cannot release a student without this form signed by personnel in the Office. Excessive early dismissals or late arrivals (more than 3 per semester) will be considered an attendance issue.

4.7 Students Picked up by Childcare Centers

For students who may attend a childcare center before and/or after school, it is important the Daycare provider is on time and in the correct pick-up area. Please speak with the Director of the childcare center and request a once-a-year written verification letter (on their letterhead) stating they have agreed to pick up or drop off the child at FFA. If the designated pick-up provider fails to meet FFA requirements, the parent will be contacted for possible alternative solutions. **The parent is responsible for tardiness of the pick-up designee.**

If a student normally goes to a childcare center after school and there is ANY CHANGE to the arrangements, (i.e. you have changed childcare facilities, grandparents will pick up today, etc.) the FFA office must be notified in a written note from the parent **in advance**. This note must contain a current phone number. Otherwise, the child will be put on the daycare van, as usual. **In the event of an unforeseen early school closure, the parent and/or the child care van will be contacted for pickup.**

5.0 Student Dress Code

To help maintain the educational atmosphere of the school, students must present a personal appearance that supports academic achievement. The dress code of the Faith Family Academy teaches grooming and hygiene, instills discipline, prevents disruption, avoids safety hazards, and fosters respect for authority.

5.1 Uniforms

Faith Family Academy requires all students to wear school uniforms every school day. Parents are encouraged to purchase sufficient uniforms to allow the student to wear a clean uniform daily. A student will not be allowed into class without a uniform. The Faith Family Academy has adopted the colors of gold (yellow), navy and khaki/tan as school uniform colors. The uniform will consist of khaki or navy pants, shorts, skirt, or “skort” and a gold (yellow) or navy polo shirt. Parents are encouraged to buy a gold (yellow) or navy sweatshirt, sweater, or windbreaker for cold weather. **Only officially branded Faith Family Academy hooded sweatshirts may be worn on campus. All other hooded sweatshirts are not allowed to be worn on campus. Officially branded FFA hooded sweatshirts may be worn only between Oct. 1 to March 31.** Only the khaki or navy style slacks are acceptable (no cargo pants). Jackets, coats, windbreakers, or any type of foul weather gear will be removed upon entry into the school facility. Undershirts should be school uniform colors or white. Socks should be solid color (black, navy, gold [yellow], white or neutral). No open-toed shoes, open-heeled shoes, slippers, or sandals are to be worn. Footwear can be loafer or lace-up. Sport shoes are permitted as part of the uniform in grades PK-12. Saddle shoes are allowed. Solid color socks (black, navy, gold [yellow], white or neutral) are permitted. Athletes must adhere to the dress code during school hours.

Uniforms must be clean and in good condition. The official FFA uniform should be worn to school every day. Students in violation of this policy will be subject to disciplinary action as determined by the Campus Administrator.

The Campus Administrator, in conjunction with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the extracurricular activity. The Campus Administrator will determine the appropriateness of any current fashion or fad for school purposes. The following guidelines will be enforced at FFA (PK-2 standards may vary):

5.1.1 For boys:





- Pants must fit appropriately as determined by the Campus Administrator. No baggy pants will be allowed. No excessively tight clothes.
- Pants will be worn at the natural waist. No sagging will be allowed.
- Shirts are always completely tucked in the pants so the belt is visible.
- Belts are required and must be simple brown or black belts with no large belt buckles (Grades 5-12)

- Facial hair must be well groomed and meet the approval of the Campus Administrator.
- Hair will be clean and well-groomed. Hairstyles which disrupt the learning process will not be allowed. Hair must be a color of natural human occurrence. The Campus Administrator will determine approved hairstyles.
- Hats or head coverings of any kind are not to be worn inside the building except as approved by the Campus Administrator for special occasions.
- **Facial piercing ornaments (i.e., eyebrow posts, tongue posts, or nose rings) shall not be worn on campus or at any school-related activities.** Simple stud earrings may be worn with the approval of the Campus Administrator.
- Jewelry is limited to a watch, simple rings, and a single, small neck chain worn inside the shirt.
- Mouthwash, nail grooming products, lotions and hair grooming products are not allowed on campus.

5.1.2 For girls:

- Pants must fit appropriately as determined by the Campus Administrator. No baggy pants will be allowed. No hip huggers are allowed. No excessively tight clothes.
- **Facial piercing ornaments (i.e., eyebrow posts, tongue posts, or nose rings) shall not be worn on campus or at any school-related activities.** Simple earrings may be worn with the approval of the Campus Administrator.
- Hair will be clean and well groomed. Hairstyles that disrupt the instructional process will not be allowed. Hair must be of a color of natural human occurrence. The Campus Administrator will determine approved hairstyles.
- Hats or head coverings of any kind are not to be worn inside the building except on days approved by the Campus Administrator
- Blouses and shirts are to be completely tucked in the pants or skirt so the belt is visible
- Uniform jumpers may be worn by girls in grades 1-4.
- Belts must be simple brown or black belts with no large belt buckles (Grades 5-12)
- Pants and skirts will be worn at the natural waist with no sagging allowed. Skirts and shorts will be below the fingertips in length when standing. No Capri pants are allowed.
- Leggings and tights (navy, white, neutral or maroon) may be worn under skirts or jumpers.
- Jewelry is limited to a watch, simple rings, and a single, small neck chain worn inside the shirt.
- Mouthwash, nail grooming products, lotions and hair grooming products are not allowed on campus.

Any other considerations fall under local guidelines and will be determined by the Campus Administrator.

SHIRTS AND TOPS	 <p>Official FFA Gold Polo Any Navy Polo Any White Polo No Red Tones No Light Blue</p> <p>NO T-SHIRTS</p>
PANTS AND BOTTOMS	 <p>Black or Brown Belt Worn at the waist with Shirts Tucked</p> <p>Khaki or Navy Pants, Shorts, Skirts, or jumpers. No Cargos or Jeans.</p> <p>Shorts and Skirts must be Fingertip Length or Longer</p>
SWEATERS AND SWEATS	 <p>Plain White, Gold, or Navy Sweaters or Sweatshirts. No Hoodies.</p> <p>Sweaters and Sweatshirts must be worn over Dress Code approved Shirts or Tops. NO TSHIRTS.</p> <p>JACKETS/COATS/WINDBREAKERS MUST BE REMOVED IN THE BUILDING.</p>
NO HEAD COVERINGS	 <p>NO HEAD COVERINGS.</p>

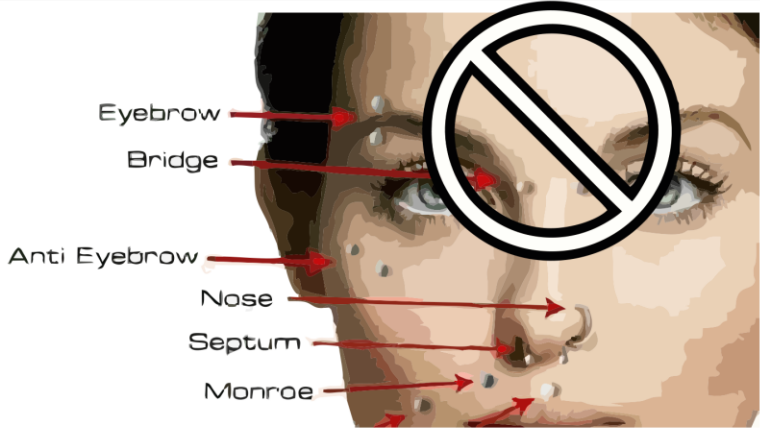
SHOES



Loafers or lace-up or sport shoes are allowed.


NO OPEN-TOED SHOES INCLUDING SLIDES, CROCS, AND SANDALS.

PIERCINGS



NO FACIAL OR TONGUE PIERCINGS ARE ALLOWED.

Hair styles



NO HAIR STYLES THAT DISRUPT/DISTRACT THE LEARNING ENVIRONMENT, INCLUDING HAIR THAT COVERS THE FACE AND WILD/UNNATURAL HAIR COLORS.

OFFICIAL FAITH FAMILY ACADEMY APPAREL ARE CONSIDERED WITHIN DRESS CODE WITH THE FOLLOWING CONDITIONS:

- CLOTHING IS CLEAN AND UNDAMAGED OR ALTERED
- OFFICIAL FAITH FAMILY ACADEMY HOODIES MUST BE WORN WITH THE HOOD DOWN AT ALL TIMES.

STUDENTS CURRENTLY ENROLLED IN A UT ONRAMPS COURSE CAN WEAR OFFICIAL UNIVERSITY OF TEXAS AT AUSTIN APPAREL WITH THE SAME CONDITIONS AS ABOVE.

6.0 Student Discipline

Student discipline will be addressed by the Campus Administrator.

6.1 Sexual Harassment

Students shall not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or school employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct including requests for sexual favors. Should a student be guilty and/or assumed guilty of such conduct, the parents will be notified immediately and must attend a parent conference with the Campus Administrator.

School administrators are required by law to document and report such accusations to the Campus Administrator unless the Campus Administrator is the alleged offender. If the Campus Administrator is the alleged offender, the report must be made to the Superintendent within 24 hours. Any such incident will be investigated by the District Title IX officers, Amanda Subjinski or Michael Dang, 1608 Osprey, DeSoto, Texas 75115, and action will be taken. Teachers should report these incidents to the Campus Administrator.

6.2 Sexual Misconduct

Students may not hold hands, embrace, kiss, or touch in an inappropriate manner. Students engaging in this type of behavior will be disciplined according to the Discipline Management Plan and parents will be notified.

6.3 Vandalism and Damage to Property

Parents or guardians of students guilty of damaging or defacing any property, including furniture and other equipment, will be liable for damages in accordance with the law. Students shall be responsible for the care and return of the state-owned textbooks or district-owned books or materials and will be charged for replacement of lost or damaged books or materials.

6.4 Weapons

A student shall not be on school premises or at a school-related activity in possession of any article considered to be a weapon or a look-alike weapon. Students in violation of this policy will receive immediate consequences as determined by the Campus Administrator including but not limited to suspension or expulsion.

6.5 Bullying

Bullying is strictly prohibited at FFA. Consequences for bullying will be determined by the Campus Administrator.

6.5.1 “What is the Difference between Bullying and Harassment?”

Bullying and harassment are often used interchangeably when talking about hurtful or harmful behavior. They are very similar, but in terms of definition, there is an important difference.

Bullying and harassment are similar as they are both about:

- power and control
- actions that hurt or harm another person physically or emotionally
- an imbalance of power between the target and the individual demonstrating the negative behavior
- the target having difficulty stopping the action directed at them

The distinction between bullying and harassment is that **when the bullying behavior directed at the target is also based on a protected class, that behavior is then defined as harassment**. Protected classes include:

race
color
religion
sex
age
disability
national origin.

6.6 Drugs, Alcohol, and Tobacco

Drugs, Alcohol, and Tobacco (including E-cigarettes) are prohibited on campus or at school-sponsored events. FFA is a “Safe and Drug Free School.” The FFA School Board is committed to creating a drug-free climate for learning and for general student health and welfare.

6.6.1 Awareness Education

Drug and alcohol education will be available for all students and their parents on all levels. Materials, activities and instruction will be provided to both campuses through the Designated Guidance or Academic Advisor.

6.6.2 Prohibitions

No students shall possess, use, transmit, or attempt to possess, use, transmit or be under the influence of any of the following substances on school premises during any school term or off-school premises at a school-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
- Alcohol or any alcoholic beverage (legal intoxication is not required)
- Any glue, aerosol paint, or any other chemical substance abused by inhalation
- Any other intoxicant, or mood changing, mind-altering or behavior altering drugs.
- The transmittal, sale or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy.

Drug paraphernalia, defined as equipment, a product, or a material of any kind that is used or intended for use in packaging, repackaging, storing, containing, or concealing an above-listed substance or injecting, inhaling, or otherwise introducing into the human body an above listed substance is prohibited under this policy.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use will not be considered to have violated this policy. Over-the-counter medications must be maintained in the Student Health Services office.

6.7 Investigations and Searches

A student's person or property may be searched by authorized school officials if there is a reasonable belief the search will result in the discovery of evidence of a violation of the FFA Student Code of Conduct or of the law. When school personnel are conducting a search, an additional staff member must be present as a witness.

Any personal property which is brought onto school property or to a school-sponsored or school-related activity or event, on or off school property, may be subject to search (e.g., student cell phone, electronic device, backpack, personal computer, purse, car, etc.). Administrators and teachers have the right to question students regarding their conduct or the conduct of others.

Students should have no expectation of privacy in school-owned property including lockers, desks and other items provided by FFA. Students do not have a reasonable expectation of privacy in personal items placed inside school property. Searches of student's outer clothing and pockets may be conducted if reasonable cause exists (*Doe v. Renfrow*, 475 F. Supp. 1012 N.D. IND. 1979) and a witness must be present. **If law enforcement authorities are involved in the search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.**

6.8 Physical Restraint

Any school employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

- 6.8.1 Protect a person, including the person using physical restraint, from injury
- 6.8.2 Obtain possession of a weapon or other dangerous object
- 6.8.3 Protect property from serious damage
- 6.8.4 Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures
- 6.8.5 Restrain an irrational student

7.0 Procedural Information

7.1 Directory Information

Parents/students who do not want personal directory information released must sign and return the appropriate form within the first 10 days of the beginning of each school year.

7.2 Emergency Information

For the safety, health and well-being of all students, the school staff must be able to reach a parent or guardian at ANY TIME during the school day or during any school event. Therefore, each parent will be asked to complete and periodically update an “Emergency Information Form” for each student enrolled at FFA. Please provide the FFA Attendance Office with any change in work, home, or cell phone numbers for each authorized pick up person listed on the “Emergency Information Form.” If there is no current phone number, please notify the campus office to delete phone numbers currently on file.

Parents are responsible for keeping FFA notified of all current information including home phone number, cell phone number and home/mailling address. Failure to provide and maintain accurate and current emergency contact information may be grounds for revocation of enrollment.

7.3 Visitors on Campus Including NMSCC

We welcome and encourage parents to visit FFA. However, the school retains the right to refuse entry into a classroom if the visitation would disrupt instruction, testing or any other activity. All visitors must schedule an appointment in advance. A visitor to the classroom may not engage the teacher in conversation during instruction.

Parents or guardians who are scheduled to visit are required to sign in through the Reception Desk to receive authorization to enter various areas of the school. For the safety of all students, no unauthorized visitors are permitted to enter the building.

7.4 Parent/Visitor Conduct and Dress Code

Parents and visitors conduct themselves in a manner conducive to a safe and orderly educational environment. Therefore, no threatening behavior or profanity will be allowed on school property or at a school-related activity. All parents and visitors must be appropriately dressed on school property and at school-related functions. Inappropriate conduct or dress will result in removal from campus or the school-related activity.

7.5 Textbooks and Instructional Materials

Every student is responsible for all of the textbooks and instructional materials (such as Yondr pouches, laptop or ipads assigned to the student in class) issued to him/her. In the event a book is lost or damaged, replacement charges will be assessed to the student. The Campus Textbook Coordinator determines the replacement cost based on condition and price of the book. All monies should be paid to the Campus Textbook Coordinator and a receipt will be issued. **If a textbook is lost, the student will not be issued another textbook until the book is paid for** but the student may use a book provided in the classroom. If a library book or other District material is lost, the student must pay for the book/material before additional books/materials will be issued.

7.6 Field Trips

Field trips serve as a valuable extension to classroom learning, and may be taken periodically throughout the year. Parents will be notified well in advance of any scheduled trips. In order to participate in Field Trips, an official “Field Trip Form” must be completed, signed, dated, and returned to the student’s classroom teacher. **Telephone calls or faxes from parents cannot be accepted as a form of permission to attend a Field Trip.**

Many Field Trips may include an entrance fee. All Field Trip fees must be paid a minimum of 15 school days in advance of the trip. All monies are to be paid to the teacher and/or Campus Business Manager. If a parent or surrogate parent participates in a field trip as a chaperon, sponsor or attendee, a criminal background check will be conducted one month prior to the trip.

No staff member may transport a student on a Field Trip or provide transportation before or after school. Parents may not remove students from the field trip premises unless there is an emergency or medical assistance is required.

7.7 Cell Phones/Electronic Devices

Faith Family Academy (FFA) has instituted the Yondr pouch system to maintain a focused and distraction-free learning environment. The following guidelines outline the expectations and procedures related to the use of Yondr pouches and personal electronic devices on campus.

Yondr Pouch System:

Issuance: The district will issue Yondr pouches to students at the beginning of the school year or upon enrollment if it occurs after the first day of school.

Daily Check-In: Students must check in each morning, showing their devices are in the Yondr pouch and in the locked position. Students will retain these pouches throughout the day.

Random Checks: Random Yondr pouch checks will be conducted throughout the day as needed to ensure compliance.

Responsibility and Consequences:

Damage or Loss: If a student damages or loses their Yondr pouch, they will be required to pay a replacement fee of \$40.

Non-Compliance: If a student is found to have their personal device concealed or removed from the pouch for any reason during the school day, the phone will be locked in the pouch and the student will be required to pay a \$40 fee.

Attempts to disrupt the districtwide Yondr program, such as introducing an unauthorized unlocking device, may result in disciplinary action, including the potential revocation of enrollment at FFA.

7.8 Cafeteria & Child Nutrition Guidelines

Campuses must comply with the nutrition policies in the Federal Child Nutrition Program and those outlined by the Texas Department of Agriculture.

7.8.1 Cafeteria

Breakfast and lunch are served in the cafeteria daily. Food will not be served in the classroom. Students are expected to conduct themselves in an orderly manner when eating in the cafeteria. Any violation of proper behavior will result in consequences as determined by the Campus Administrator. A staff member assigned by the campus administrator must be present with students in the serving lines and cafeteria at all times.

7.8.2 Child Nutrition Guidelines

Campuses must comply with the nutrition policies in the Federal Child Nutrition Program **and those outlined by the Texas Department of Agriculture.**

7.8.2.1 Free or Reduced Lunch Eligibility for Students - National School Lunch Program Community Eligibility Program. Faith Family Academy is eligible to operate under the Community Eligibility Program (CEP). When operating under the CEP, all students will eat breakfasts and lunches at no charge. The Child Nutrition Department will notify parents before each school year begins whether the CEP is operating. If the CEP is operating, then students will not need to apply for free or reduced lunches. Their enrollment in Faith Family Academy will qualify them for the free meals.

Free or Reduced Lunch Applications (Non-CEP). If the CEP is not operating, then parents are responsible for applying for free or reduced lunch status under the current guidance of the National School Lunch Program. When a student enrolls with Faith Family Academy, he or she will retain the last eligibility status from his or her previous school. New students must submit a lunch application within 30 days of their enrollment date. Students' eligibility status may

change depending on their qualifications. Students who do not submit an application within 30 days of enrollment must begin paying for all meals (Eligibility status will change to *PAID*). Applications will be provided in parents' first day packets, available in the cafeteria and on FFA's cafeteria webpage.

If the district is not in the CEP program, all students must submit a new *Free or Reduced Lunch Application* at the beginning of every school year. Eligibility status depends on the student's qualifications per the application. After the first 30 days of every school year, the eligibility status of students without a current application on file will be changed to *PAID* and they must begin paying for all meals.

Civil Rights Complaint Procedures for the National School Meals Program

Faith Family Academy will not discriminate against any student based on their race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights actions. Parents may address their civil rights complaints to the Child Nutrition Department. If parent is not satisfied with the outcome of that discussion, they may request a conference with the Superintendent. Parents may also report potential civil rights violations by submitting the *USDA Program Discrimination Complaint Form (AD-3027)*. This form is available from the Child Nutrition Department or online at the USDA website.

7.8.2.2 Outside Food (Originating Off-campus)

Regulations exist for bringing food and refreshments for students other than your own. **Consult with the Campus Administrator before purchasing or delivering food to campus other than your own, including, but not limited to, birthday cakes, cupcakes, and pizza.**

7.9 Fire and Disaster Drills

Fire and disaster drills are conducted periodically to teach students the proper way to leave the building or to find an alternate route in the event of an emergency. Fire drill instructions are posted in each classroom. During disaster drills or Crisis Management drills, the school may be locked down to secure the perimeters. Parents who are on campus at the time of a fire or disaster drill will be expected to participate in the drill.

7.10 Closed Campus Policy

Faith Family Academy is a closed campus. Once students arrive on campus they may not leave unless they have signed out in the Attendance Office and are in the custody of a parent/guardian or on a school-sponsored trip. **Leaving campus for whatever reason without permission will result in disciplinary action and truancy charges.**

7.11 Academic Internet

The Internet is an important tool for providing information to students and staff. However, all the information and resources of the Internet are not appropriate for educational or student consumption. While rules are provided for Internet access, Faith Family Academy cannot guarantee that students will have access to only educational sites. The Faith Family Academy “Internet Use Policy” will be provided to all students. The students are required to review this policy with their parents and both parties are to sign and return the form to school before a student will be allowed to use the Internet.

Unacceptable use of the FFA Internet will include but is not be limited to:

- Transmitting, accessing, printing, downloading or uploading any material that might be deemed pornographic, obscene, sexually explicit, indecent or vulgar
- Transmitting, accessing, printing downloading or uploading any material which might be deemed abusive, hateful, degrading demeaning, derogatory or defamatory
- Vandalizing, damaging, disabling or gaining unauthorized access to another person’s property, files, data or materials
- Vandalizing, damaging, disabling or gaining unauthorized access to District or campus owned computer systems, files, data or programs
- Accessing, printing, downloading or uploading personal web pages
- Engaging in any commercial or business activity
- On-line game playing
- Printing, downloading or uploading information from personal disk without permission
- Chat rooms
- Personal e-mail or e-mail from an off-campus system
- Student/staff comments on Facebook, Twitter, Instagram, Snapchat, or other current/popular web posting sites

7.12 Valuables

Students are not to bring to school large sums of money, radios, cameras, CD players, electronic games, iPods, toys, etc. These items will be confiscated and returned only to the parent.

A collection fee of \$15.00 will be assessed. Any item not picked up by the parent within 30 days will be donated to charity. Students are responsible for their personal property, and **the school is not liable for theft or loss.**

7.13 Complaint Resolution

A student or parent who has a complaint regarding Supplemental Educational Services or any other issue should bring the matter to the appropriate teacher. If the outcome of that discussion is not satisfactory, a conference with the Campus Administrator can be requested within **ten (10) calendar days** of the event(s) causing the complaint. If the outcome of the conference with the Campus Administrator is not satisfactory, a

conference with the Superintendent or designee can be requested within **ten (10) calendar days** following the conference with the Campus Administrator. If the outcome of this conference is not satisfactory, the student or parent may appear before the School Board.

7.14 Student Health Services

Communicable Diseases

A student who becomes ill at school should report to the School Health/Nurses' Office with a complete pass explaining the difficulties. The nurse/school health professional will assess the student and notify the parent/guardian if indicated. Only a Campus Principal or Nurse/School Health Professional can notify a parent/guardian to pick up a sick child.

Any student at school that has a fever of 100°F degrees or greater, vomiting, or having diarrhea will be sent home. Students must be symptom-free for 24 hours (e.g., no fever, no vomiting, no diarrhea) without the aid of medication before returning to school.

List of communicable diseases includes but is not limited to:

- Lice (Pediculosis)
- Scabies
- Influenza
- Mumps
- Meningitis
- Ringworm
- Chicken Pox
- Impetigo
- Polio
- Worms or Parasites
- Scarlet Fever
- Staph Infection
- Pink Eye (Conjunctivitis)
- Measles (Rubella)
- Strep Throat
- Whooping Cough (Pertussis)
- Hepatitis
- Coronavirus (common cold with fever)
- Mononucleosis
- Novel coronavirus (COVID or similar variant)
- German Measles

Students who have a contagious or infectious disease may not return to school until cleared by a physician. Parents of students who will be out for 3 days or more should contact the

school office to discuss the student's return. Faith Family Academy has a "no nits" policy regarding lice. Students with an active case of lice shall be sent home. The school requires that the child's condition be treated with medicated shampoo or lotion before returning to school. The Nurse/School Health professional will verify no lice are present before the student may return to school.

7.14.1 Accidents & Emergencies

Students: Accidents on the school grounds or in the building must be reported immediately to the Nurse/School Health Professional, the Campus Principal, the Assistant Superintendent of Development and School Health, and HR. The teacher, coach, or staff person with knowledge of the accident is responsible for completing the "Accident Report Form" (in the School Health/Nurses' Office). The School Health professional/nurse will examine the student and contact the parent/guardian, as appropriate. The Accident Report Form must be completed and submitted to the Campus Administrator PRIOR TO leaving campus. An Accident Report Form must also be completed on school-related events or trips, as soon as possible when returning from the school-related event or trip. The Accident Report Form must be reported to the Nurse/School Health Professional, the Campus Principal, the Assistant Superintendent of Development and School Health, and HR. The District is not liable for student accidents that occur on campus.

Staff: If a faculty member/staff is injured on the job:

- **Assess the Situation:** Determine the severity of the injury. If the injury is serious, call 911 or seek emergency medical assistance immediately, preferably within the same day of the incident.
- **Report Promptly:** Employees must report any workplace injury immediately to their supervisor.
- **Complete Forms:** Employees must complete the Accident Report Form and fax or email the copy of the completed copy of the form to HR before leaving campus on the day of the incident.
- **Follow Medical Advice:** Employees must adhere to the medical advice and treatment plans provided by healthcare professionals.
- **Communicate:** Employees must keep HR informed about their recovery progress and any changes in their medical condition.

Refer to the FFA Student Health Handbook for response to emergency situations, such as: Concussions, Seizures, Anaphylactic Shock (food, insect allergies); Traumatic Injury Response AED/Stop the Bleed; or Potential Drug Overdose.

7.14.2 Required Health Screenings

Students are required by law to be screened for the following as age and grade level applicable: Vision and Hearing, Acanthosis Nigricans, and Abnormal Spinal Curvature. FFA shall conduct required state health screenings for the following:

The School shall conduct health screenings for the following:

Vision and Hearing: Within 120 days of enrollment the following will be screened:

- 4-years-old by September 1

- Kindergarteners

- Any other first-time entrants (4 years through 12th grade)

In addition, all 1st, 3rd, 5th, and 7th graders will be screened for Vision, Hearing, and Acanthosis Nigricans, anytime during the school year, but preferably within 120 days.

Acanthosis Nigricans: Acanthosis Nigricans, a hyper-keratinization of the skin, is associated with systemic disorders such as hyperinsulinemia and insulin-resistance and may serve as an indicator for Type 2 diabetes.

All students in 1st, 3rd, 5th, and 7th grade will be screened annually.

Scoliosis Screening:

- Girls will be screened at age 10 (fall semester Grade 5) and at age 12 (fall semester Grade 7).

- Boys will be screened at age 13 or 14 (fall semester of Grade 8).

- Students promoted or held back will also be screened.

- Exemptions from Required Screenings:

Signed Exemption Affidavit: The screening conflicts with the tenets and practices of a recognized church or religion, and the parent or guardian (if the student is a minor) AND the parent signs an exemption affidavit for the screening.

Professional Examination: The parent or guardian substitutes a professional examination AND provides the school documentation that such examination has been performed. (The school shall not reimburse the parent for private or outside evaluations obtained in these areas.)

Health Services staff, in coordination with campus and district administrators, will provide written notification to parents of required health screenings and may additionally utilize mass communication systems and phone calls to remind parents of upcoming health screenings. The School Health Services staff will maintain records of all student screenings. School Health Services staff shall deliver regular screening update reports (monthly) to the campus principal and the Assistant Superintendent of Development & Health Services, as well as a cumulative report when required screenings are completed.

See the FFA Student Health Handbook for more information on Required School Health Screenings.

7.14.3 Required Immunizations (Vaccinations)

Every child in the state of Texas is required to be vaccinated against certain preventable communicable diseases caused by infectious agents. The Texas Administrative Code (TAC) regulates the minimum immunization requirements for school entry for students.

All students are required to have an up-to-date immunization record or Affidavit on file in the School Health/Nurses' Office. A school administrator, nurse, school health professional, or teacher is entitled to access student immunization records maintained by the school for reasons determined by school district policy but MUST maintain the confidentiality of those medical records. This access to student medical records DOES NOT authorize a school administrator, nurse/school health professional, or teacher to require a student to be tested to determine the student's medical condition or status. Lists of students with health concerns are prohibited by the Family Education Rights and Privacy Act (FERPA) and Health Information Privacy and Protection (HIPPA). Staff members with a legitimate educational interest in the health of a student may contact the campus' School Health Professional or the Campus Principal. Refer to FFA Student Health Handbook for information regarding student health services.

Provisional Enrollment: In some cases, a student can provisionally enroll, such as a student who is transferring from another school in Texas, a student who is homeless or is in foster care, or is a dependent of a person who is on active duty with the Armed Force of the United States. The Nurse/School Health professional or school administrator will review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination.

Exemptions/Affidavit: Exemptions to required immunizations include:

Medical Exemption: If the student submits to the school an affidavit or certificate that states that, in the physician's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

Religious/Conscientious Exemption: An affidavit signed by the student or, if a minor, the student's parent, or guardian stating that the student declines immunization for reasons of conscience, including a religious belief. The affidavit will be valid for a two-year period. Instructions for requesting the official exemption affidavit can be found at www.dshs.texas.gov/immunize/school/exemptions.aspx. The original Exemption Affidavit must be completed and submitted to the school by the parent/guardian.

Detailed Immunization Requirements can be found at the Texas Department of State Health Services webpage. Also see the FFA Student Health Handbook for more detailed information on Required School Immunizations (Vaccinations).

The district must submit Annual Reports of student immunization status to the Texas Department of State Health Services (TX-DSHS). Any questions or concerns regarding the School Health/Nurses' office and Health Services should be directed to the Assistant Superintendent of Development and School Health.

7.14.4 Medication Administration

According to the TEC, Section 22.052, for any medication to be administered in school, a written request from the parent, legal guardian, or other person having legal control of the student must be received by the school district.

No medication/treatment will be administered in school without a completed and approved Physician/Parent Request for Administration of Medicine or Special Procedure Form. This form should be completed and given to Nurses/School Health Professionals.

EMPLOYEE OTHER THAN THE ADMINISTRATIVE DESIGNEE MAY ADMINISTER ANY DRUGS OR MEDICINE TO ANY STUDENT UNDER ANY CONDITION.

In order for the school to administer any medication, the medication must be in its original container, properly labeled, and must be accompanied by a written request from the parent or guardian (and physician if prescription medication). The medication label must include:

- Patient name
- Pharmacy name
- Pharmacy address and phone number
- Prescription number
- Prescription date (must be current)
- Name of medication, dosage, form, and expiration date (if relevant)
- Instructions for administration
- Name of prescribing Health Care Provider

The School Health Services/Nurses' Office will only administer those medications that must be given during the school day or during school-based trips or school-related activities, e.g., athletics, EXPLORE360 trips, etc. If the therapeutic use of a medication can be accomplished by dosage outside of the school day, the medication should not be given at school.

The school will not administer prescription medication obtained outside the United States.

Students are only permitted to carry a prescription for self-administration of medication (asthma, anaphylaxis, or diabetes) or over-the-counter medications at school or at school-related activities IF the Physician/Parent Request for Administration of Medicine or Special Procedure Form has been completed (over-the-counter medication) OR ALL requirements have been met for Self-Administration of Medication (Written Parent Authorization,

Written Physician Authorization, Proof of Ability to Self-Administer Medication).

- If over-the-counter medication is necessary for a student to remain in school, this medication must be in the original container, with full directions.
- The parent/guardian will be notified by the nurse/school health professional before administering these medications.
- The school will not administer vitamins, herbal remedies (such as herbal teas), or other home remedies.
- The Campus Administrator shall assign the task of administration to one or more appropriate staff members.
- No aspirin or aspirin products will be given at school for any reason due to the risk of Reyes Syndrome and asthma triggers.

7.15 Required Health Screening

Students are required by law to be screened for the following as age and grade level applicable: Vision and Hearing, Acanthosis Nigricans, and Abnormal Spinal Curvature. FFA shall conduct required state health screenings, as follows.

Vision & Hearing

Within 120 days of enrollment the following will be screened:

1. 4-years-old by September 1
2. Kindergarteners
3. Any other first-time entrants (4 years through 12th grade)

In addition, all 1st, 3rd, 5th and 7th graders will be screened for Vision, Hearing, and Acanthosis Nigricans, anytime during the school year, but preferably within 120 days.

Acanthosis Nigricans (underline)

Acanthosis Nigricans, a hyper-keratinization of the skin, is associated with systemic disorders such as hyperinsulinemia and insulin-resistance and may serve as an indicator for Type 2 diabetes.

- All students in 1st, 3rd, 5th, and 7th grade will be screened annually.

Spinal Screenings (Scoliosis) (underline)

Spinal Screenings (Scoliosis):

- Girls will be screened at age 10 (fall semester Grade 5) and at age 12 (fall semester Grade 7);
- Boys will be screened at age 13 or 14 (fall semester of Grade 8)
- Students promoted or held back will also be screened.

A student may only be exempted from a required spinal screening if:

1. The parent or guardian signs an exemption affidavit that the screening conflicts with the tenets and practices of a recognized church or religion. OR
2. The parent/guardian substitutes a professional examination AND provides the school documentation that such examination has been performed. (The school shall not reimburse the parent for private or outside evaluations obtained in these areas.)

7.16. Immunizations

Every child in the state of Texas is required to be vaccinated against certain preventable communicable diseases caused by infectious agents. All students are required to have current immunizations, and an up-to-date Immunization Record or Exemption Affidavit on file in the Nurses/School Health Office.”

7.17 Medication Guidelines

According to the TEC, Section 22.052, for any medication to be administered in school, a written request from the parent, legal guardian, or other person having legal control of the student must be received by the school district.

No medication/treatment will be administered in school without a completed and approved ***Physician/Parent Request for Administration of Medicine or Special Procedure Form***. This form should be completed and given to Nurses/School Health Professionals.

In order for the school to administer any medication, the medication must be in its original container, properly labeled and must be accompanied by a written request from the parent or guardian. The medication label must include:

- Patient name
- Pharmacy name
- Pharmacy address and phone number
- Prescription number
- Prescription date (must be current)
- Name of medication, dosage, form, and expiration date (if relevant)
- Instructions for administration
- Name of prescribing Health Care Provider.

The Nurse/School Health Professional’s office will only administer those medications that must be given during the school day. If the therapeutic use of a medication can be accomplished by dosage outside of the school day, the medication should not be given at school.

- The school shall accept no more than a 30-day supply of a student's medication
- The school shall not administer expired medications
- The school will not administer prescription medication obtained outside the United States
- Students are only permitted to carry a prescription for self-administration of medication (asthma, anaphylaxis, or diabetes) or over-the-counter medications at school or at school-related activities **IF the Physician/Parent Request for Administration of Medicine or Special Procedure Form has been completed (over-the-counter medication) OR ALL requirements have been met for Self-Administration of Medication (Written Parent Authorization, Written Physician Authorization, Proof of Ability to Self-Administer Medication) (See Section 4.5.5.2).** If over-the-counter medication is necessary for a student to remain in school, this medication must be in the original container, with full directions.
- The parent/guardian will be notified by the nurse/school health professional before administering these medications
- The school will not administer vitamins, herbal remedies (such as herbal teas) or other home remedies
- The Campus Administrator shall assign the task of administration to one or more appropriate staff member
- No aspirin or aspirin products will be given at school for any reason due to the risk of Reyes Syndrome and asthma triggers.

7.18 Medication on Field Trips and/or School-Related Events

Follow Medication Administration Procedures outlined in the FFA Student Health Handbook. School Health staff/nurses must be notified at least 3 weeks in advance of school-related trips/activities (including planned departure and return to campus times), so that all additional required medical authorizations can be obtained. A full list of ALL students attending must be sent to the school health staff so that medication needs can be determined.

Written authorization for administration of medication from the parent and physician must be received by school health staff NO LATER THAN 48 HOURS BEFORE TRIP DEPARTURE. Any medication that must be sent on a school-related field trip and/or school-related event must be in the properly labeled original container or in a properly labeled unit dosage container. The dosage container should contain only the required number of pills to be administered on the trip. A licensed nurse or another qualified employee must fill the properly labeled unit dosage container from the original properly labeled container. A copy of the written request for administration of medication from the parent and physician must accompany each medication on the trip (Physician/Parent Request for Administration of Medicine or Special Procedure Form). Copies of Individual Health Plans (IHPs) will accompany the medication administration forms.

A district or campus administrator will designate staff to administer authorized medications to students on school-related trips and/or school-related activities. Training will be provided to designated staff on proper Medication Administration. Student Medication, FFA Medication Administration Forms, and Medication Administration Logs will be completed by the designated staff. Medication Logs and medication forms must be returned to the school nurse/school health professional by the designated staff member as soon as the students have returned to campus (or on the next school day if return is on a weekend or after normal working hours).

7.19 Self-Administration of Asthma and Diabetes Medication

According to Texas Education Code Sec. 38.015 (asthma or anaphylaxis) and Health and Safety Code Chapter 168, Section 168.008 (diabetes), students may possess and self-administer prescription asthma, anaphylaxis, and/or diabetic medicines while on school property or at a school-related event/activity if:

- The medicine has been prescribed for that student indicated by the prescription label on the bottle;
- The self-administration is done in compliance with the prescription or written instructions from the student's physician or other licensed health-care provider;
- A parent/guardian provides to the school for students 12 years old or older:
 - Written authorization, signed by the parent, for the student to self-administer the medicine while on school property or at a school-related activity, and;
 - Written authorization, signed by the physician or other licensed health-care provider that states:
 - That the student has asthma, diabetes, or risk for anaphylaxis;
 - The name and purpose of the medicine;
 - The prescribed dosage for the medicine;
 - The times at which the medicine may be administered;
 - The student has demonstrated the ability to self-administer the medication, as required by law.

The physician's statement must be kept on file and in the School Health/Nurses' Office (or in the office of the Campus Administrator).

School personnel who will be supervising the student during regular school hours and during school-related extracurricular activities should be informed that the student is self-carrying medication with the intention to self-administer if necessary.

7.20 Medication Disposal

If medications are not retrieved by a parent or legal guardian, school health staff will dispose of medication at the end of the school year (or after the expiration date if the medication is discontinued). Within two (2) weeks of the conclusion of the school year, all

medications must be picked up by the parent/guardian, or the medications will be disposed of safely.

7.21 Inclement Weather Alerts

School closure due to inclement weather will be reported to local television (Channel 5) and/or local radio stations for broadcast as well as posted on the FFA Website. Each teacher also will receive notification of school cancellation via an FFA telephone-calling network.

7.22 Lost and Found

All articles found on school grounds must be delivered to the school office. Please permanently label any item of clothing or articles with the student's name or ID label to help with identification. **Unclaimed items will be discarded/donated at the end of each semester. Please check the Lost-and-Found for missing items.**

7.23 Posters

The Campus Administrator must approve signs and posters that a student or **outside** organization wishes to display. Posters displayed without authorization will be removed. All posters should be placed on display boards; not on painted walls.

7.24 Student Parking

Student parking is a privilege and can be revoked at any time. Certain areas will be designated for student parking. In order to receive a parking permit, eligible FFA students must have on file:

- ***a valid driver's license;***
- ***valid and current proof of vehicle registration and insurance; and***
- ***the license plate number of ANY VEHICLE that may be driven to school.***

Parent permission for the student to have a vehicle on campus also must be on file. Students who do not follow the parking rules may have parking privileges revoked and/or receive disciplinary action.

Students who drive to school must park, come into the school immediately and cannot return to the vehicle until the end of the school day. No loitering in the parking lot will be permitted.

7.25 Technology Lending Procedures

FFA may lend technology devices (e. g. laptops, tablets, hotspots) to students or staff for educational purposes, according to the following Technology Lending Procedures.

Students

Students and parents/guardians of students participating in the technology lending program will be required to sign a Technology Lending Agreement. Students must be in regular attendance before technology lending approval is granted.

A Technology Lending Agreement Form must be received and approved by the librarian before the student may check out technology device(s). FFA may terminate the technology loan and request immediate return of the equipment at any time.

The Technology Lending Agreement details student lending requirements and obligations, including but not limited to: lending procedures, acceptable use, term of lending, return policy, and damage and/or theft obligations, including, but not limited to the following.

The student & parent/guardian agree that/to:

- 1.) The technology device(s) must be used in accordance with the FFA Acceptable Use Policy;
- 2.) The technology device(s) must be used for educational purposes and is only to be used by the FFA student;
- 3.) That the technology equipment (including power supply and bag) shall, at all times, remain the property of FFA;
- 4.) Maintenance: Maintain the equipment in good working condition for the term of the loan, agreeing not to: modify or abuse it; remove or tamper with any markings or labels affixed to the equipment; remove any parts or portion of the equipment; or add software;
- 5.) Damage: The student and guardian agree to be financially responsible in the event the equipment cannot be returned to the district in the condition in which it was loaned at a specific replacement cost as determined by the district;
- 6.) Theft: In the event of theft, to file a police report and provide to the district (campus librarian) within 48 hours of the theft.
- 7.) Loan Renewal Period: Technology devices will be checked out for five days. The items may be renewed for additional periods of five days if there are no holds on the technology device(s).
- 8.) Overdue Fines: An overdue fine of \$1.00 per day will be charged for technology device(s) returned after the due date. All campus fines must be paid prior to checking out or renewing library materials including books, laptops, and calculators.

Failure to comply with the above standards can result in revocation of lending library privileges.

7.26 Use of Non-District and Outside Technology: The use of outside technology is prohibited without prior approval from the IT and Teaching and Learning departments. Cybersecurity protocols are in place on district equipment to meet state standards, and unauthorized technology could compromise these security measures.