



First United Methodist Academy

Parent-Student Handbook

Table of Contents

- School Vision Statement 3
- School Mission 3
- Statement of Faith..... 4
- Core Beliefs 4
- SCHOOL PHILOSOPHY 4
 - Our Philosophy 4
 - Core Values 5
 - Our Learning Goals 6
 - Covenant between Home and School 6
- GENERAL INFORMATION..... 8
 - Admissions 8
 - Biblical Teaching..... 9
 - Special Needs 9
 - Non-Discrimination Policy..... 9
 - Financial 9
 - Refunds..... 9
- ATTENDANCE 10
 - School Hours 10
 - Absences..... 10
 - Pre-Arranged Absences 10
 - Make-Up Work..... 10
 - 24-Hour Policy 11
 - Late Arrival/Early Dismissal 11
 - Tardiness..... 11
 - While on Campus 11
 - Extended School Day (ESD) 11
 - Withdrawals and Transfers..... 12
- ACADEMICS - ELEMENTARY 13
 - Subjects Taught 13
 - Bible Instruction 13
 - Weekly Chapel 13
 - Grading Scale 13
 - Homework 15
 - Report Cards and Progress Reports 15
 - Honor Roll..... 15
- STUDENT CONDUCT..... 16
 - General 16

Plagiarism, Cheating and other Breaches of Academic Integrity	17
Anti-Harassment / Non-Violence	18
Discipline.....	18
Disciplinary Procedures.....	19
In-School and Out-of-School Suspension.....	20
Disciplinary Appeals	21
Student Privacy.....	21
Disciplinary Probation.....	21
DRESS CODE.....	22
Dress and Grooming Guidelines for ALL Students.....	22
Dress Code for Elementary (K5-6th) Male Students	22
Dress Code for Elementary (K5-6th) Female Students	22
GENERAL INFORMATION.....	23
Cell Phones.....	23
Class Parties.....	23
Field Trips	23
First Aid.....	23
Prescription and Non-Prescription Drugs	24
Parent Teacher Fellowship (PTF).....	24
Insurance.....	24
Lunch.....	25
Personal Property.....	25
Pets	25
Tobacco-Free Campus	25
First United Methodist Academy School Policy or Procedure Modification	25

School Vision Statement

First United Methodist Academy empowers a diverse community, united by Christ, to achieve excellence in education, and to experience God’s love in a way that will prepare students for life spiritually and academically.

School Mission

We will achieve our mission by:
Focusing on student’s love of the Lord and growing a personal relationship with Him
Encouraging a life of service to our community and our world

Providing high-quality and rigorous instruction that instills life-long learning
Celebrating student's progress and achievement

Statement of Faith

We are dedicated to putting faith and love into action in all that we do. We will maintain an academic program that promotes scholastic excellence. We believe in having open hearts, open minds, and open doors to make disciples of Jesus Christ for the transformation of the world.

Core Beliefs

***God creates.** In the beginning God created the universe, and the Creation is ongoing. From the whirling galaxies, to subatomic particles, to the unfathomable wonders of our own minds and bodies—we marvel at God's creative wisdom. ***God sustains.** God continues to be active in creation, holding all in "the everlasting arms." In particular, we affirm that God is involved in our human history—past, present, and future. ***God loves.** God loves all creation. In particular, God loves humankind, created in the divine image. This love is like that of a parent. We've followed Jesus in speaking of God as "our Father," while at times it seems that God nurtures us in a motherly way as well. ***God suffers.** Since God is present in creation, God is hurt when any aspect of creation is hurt. God especially suffers when people are injured. In all violence, abuse, injustice, prejudice, hunger, poverty, or illness, the living God is suffering in our midst. ***God judges.** All human behavior is measured by God's righteous standards—not only the behavior itself but also the motive or the intent. The Lord of life knows our sin—and judges it. ***God redeems.** Out of infinite love for each of us, God forgives our own self-destruction and renews us within. God is reconciling the individuals, groups, races, and nations that have been rent apart. God is redeeming all creation. ***God reigns.** God is the Lord of all creation and of all history. Though it may oftentimes seem that the "principalities and powers" of evil have the stronger hand, we affirm God's present and future reign.

SCHOOL PHILOSOPHY

Our Philosophy

The purpose and educational philosophy of First United Methodist Academy is based on three timeless principles:

1. **Biblical Authority:** Since the Bible is, as set forth in the Statement of Faith "...the inspired Word of God, the written record of His super-natural revelation, final in its content, and without any errors in its teaching...", it is the reason for the existence of First United Methodist Academy. The Bible, then, is the final authority in all matters of faith and practice at First United.
2. **Traditional Philosophy:** This is the kind of education that was carried on from the beginning of world history until the era of scientific psychology (c. 1859). It has always taken its guidance from common sense, philosophical thinking grounded in common sense, and (for Jews and the Christian era) the Bible. Since these sources are not constantly changing, this kind of education has remained basically the same down through the ages (adapted from *The Successful Christian School* by A.A. Baker).

3. Education of the Whole Person: First United Methodist Academy seeks to educate the complete student in soul (mind, emotions and will) spirit and body. Thus education consists of:
- a. spiritual training initially with the Biblical message of God's Law (Exodus 20:1-17) and the Gospel of Jesus Christ (I Corinthians 15:3-4) with the goal of change (II Corinthians 5:17) and, by God's grace, the transformation of the student (Romans 12:1-2) by means of "All Scripture..., given by inspiration of God, and is profitable for doctrine, for reproof, for correction and for instruction in righteousness..." (II Timothy 3:16)
 - b. academic training in the areas of language (i.e. effective reading, writing, and speaking according to the conventions of the culture and universal laws of logic) and subject matter (i.e. history, literature, science, mathematics, music, art); and
 - c. character training "that the man of God may be complete, thoroughly equipped for every good work" (II Timothy 3:17). God's Word directs us to do everything to the glory of God (I Corinthians 10:31), so the Christ-centered school seeks excellence in all areas of achievement. This approach encourages an emphasis on quality in every academic discipline, in all extracurricular activities and, especially, in the personal character of each student at Conway Christian School.

Core Values

Christ-Centered

- Jesus is the Way, the Truth, and the Life
- Christ is the image of the invisible God...all things were created by him and for him...He is before all things, and in him all things hold together
- We purpose to know Christ and to become like Him
- We seek Christ's preeminence in all things

Academic Excellence

- Our teaching is in harmony with Scripture
- We prepare students for college, career, life, and eternity
- Our education meets or exceeds State/National standards
- We use proven, effective teaching methods
- We strive for our students to perform at their full potential

Loving Community

- We love one another as Christ first loved us
- We delight in God's grace, extend it to others, and foster its growth
- We practice accountability and uphold one another to high standards
- Our students are committed to building community and serving others

Life-Changing Education

- Changing lives for the Glory of God is the goal of our education.

- We seek growth of the whole person: intellectually, spiritually, physically, and socially
- We cultivate joyful, respectful obedience in students
- We help students discover their life's purpose and equip them to fulfill it with excellence

Our Learning Goals

Maturing Christians who are able to...

- define and defend a Biblical worldview
- study, learn, and apply Scripture
- understand God's cumulative and progressive revelation through Scripture
- recognize and utilize spiritual gifts and human talents

Critical and Creative Thinkers who are able to...

- access and assess data with a disciplined approach
- recognize problems and develop plans to solve them
- learn independently
- investigate beyond the obvious, distinguish fact from opinion, and integrate various disciplines

Effective Communicators who are able to...

- comprehend and retain information through listening and reading skills
- organize and express effectively through verbal and written communication
- express themselves through the arts, athletics, and media
- use appropriate forms of current technology

Responsible Citizens who are able to...

- evaluate various viewpoints, belief systems, and cultures in today's world
- develop and maintain proper relationships (with peers and authorities)
- take personal responsibility and accept consequences for life choices
- serve and impact their community with a Biblical worldview
- demonstrate a knowledge of general life skills
- live healthy lives, including appropriate nutrition and physical fitness

Covenant between Home and School

God has given parents the privilege and responsibility to rear their children to become Godly men and women based on Biblical truth. At First United Methodist Academy, we desire to partner with parents as we stand together against the secular tide of our culture and nurture our students in the pursuit of righteousness. We, in turn, need parental support and participation in our efforts in the following areas:

Academic Growth

Our goal is to encourage your child to embrace a love of learning. You can help by ensuring your child's consistent school attendance, and by seeing to it that your child completes assigned work in a careful, thorough, and timely manner.

Character Growth

We are committed to partnering with parents to exhort students to develop character and conduct that honors God, and to reinforce their efforts as they strive to meet this goal. We especially need your support when our staff challenges and encourages your child in the area of character.

Communication

We have a core value of open, honest, two-way communication with our families. We know you desire to have a realistic picture of your student's progress academically, physically, emotionally, morally, and spiritually as we see it at school. Our goal is to keep you as a parent informed of your student's progress. We will also schedule conferences as needed to meet with you personally, and we will contact you immediately when any pressing concern arises. Likewise, we need you to contact us with your concerns and questions. Direct communication is Biblical, eliminates confusion, and prevents further problems.

Conflict Resolution

As a Christ-centered community of learners, we are committed to handling concerns, complaints, and conflicts Biblically (see Matthew 5:21-24 and 18:15-17). This allows God to resolve the concern and to help us overcome differences in a God honoring manner.

Biblical Steps to Resolving Conflict:

- Pray about it. Ask God to help you express your grievance in such a way that it will result in the glory and growth of His kingdom and the strengthening of our school. Before you act, read and meditate on such passages as Ephesians 4:1-3 and Colossians 3:12-13.
- Express it promptly. After serious prayer and thoughtful consideration, if you feel that the Lord is leading you to make a suggestion or share a concern, do so with the love of Christ and don't procrastinate. Harboring a grievance can cause ill feelings and friction that undermine unity within the body of Christ. Jesus says that we cannot properly worship or serve God if there is a disagreement between us and someone else (Matthew 5:23-24)
- Tell it to the right person. If you have a concern, share it with the appropriate person and avoid engaging in gossip (Prov. 16:28; 26:20).

Follow the principle of Matthew 18:

Level 1: Parent/Student and Teacher: a conference is set up to discuss the matter at hand; both parties are to make every effort to solve the problem here;

Level 2: School Administrator: if the problem cannot be solved at Level 1, the parent/student and teacher will agree to take the problem to the school administrator who shall set up a conference with all involved parties, listen to both sides of the situation, and attempt to offer a solution to the problem the administrator will not intervene until Level 1 has been concluded;

Level 3: Board of Directors: the Board of Directors believes that most difficulties encountered can be worked out at Level 1 or 2. The Board elects to allow the administrator to be the final step in areas discussed in the school handbook where there are specific guidelines given and consequences stated. In rare situations, it may become necessary for a situation to be appealed to the Board. If so, the "appeal" is to be made in writing to the school administrator who will take the matter to the board. The board may elect to allow the decision of the administrator to stand or to hear the matter themselves. If they do this, all parties will be allowed to speak to the board and a decision will be rendered by that body. The decision of the Board is final. The board will not hear a matter or render a decision until Levels 1 and 2 have been completed. Parents who are unwilling to abide by this procedure should withdraw their student from the school.

Cooperative Spirit

First United Methodist Academy believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. First United Methodist Academy accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make this type of positive and constructive relationship impossible or otherwise seriously interfere with First United Methodist Academy's accomplishment of its mission.

Parents' Responsibility

Parents and guardians are asked to cooperate with the school in the following areas:

- Students should attend class daily as required.
- Students should be on time and should have appropriate transportation.
- Parents should assist students in the learning process as needed.
- Parents should be appropriately involved in resolving student-related issues.
- Parents should support the school's efforts to provide a Christ-centered education.
- Parents should support the school dress code and encourage the students to dress modestly and appropriately.

GENERAL INFORMATION

Admissions

Attendance at First United Methodist Academy is a privilege, and admittance is by application only. Acceptance, including terms and conditions, is determined by administration. Applications are available online and must be completed.

The enrollment process is as follows:

1. Submit an online application, up-to-date immunization record, most recent report card, and all other forms requested in the enrollment packet.
2. Following a review of the completed application packet, the school will arrange for a meeting with the parents and Admissions Committee.
3. The school reserves the right to administer an entrance exam to the prospective student.
4. An acceptance decision is made by the Admissions Committee and is communicated to the prospective family.
5. After admission is granted, student's family must complete online enrollment process including attention to financial matters.

Biblical Teaching

First United Methodist Academy teaches students from a Biblical worldview. Parents acknowledge and agree that their child will receive instruction in every subject from a Biblical perspective, consistent with the Bible and the school's Statement of Faith. Parents and guardians must agree to support the school's Christian mission and philosophy, including the Biblical instruction provided to students enrolled at First United.

Special Needs

While the majority of students are able to perform grade level requirements, we recognize that students come to us with a variety of abilities, gifts, and talents. First United Methodist Academy does not, at this time, maintain a program for those with moderate to severe special needs. There are some academic/behavioral challenges that can be addressed in the private school setting; however, some students and their families may need help beyond what is offered at our school.

Non-Discrimination Policy

First United Methodist Academy admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its hiring policies, educational policies, admissions policies, or school programs.

Financial

First United Methodist Academy seeks to keep tuition affordable; therefore it is vital that tuition payments be made on time.

Acceptable methods of payment are: checking or savings account automatic draft, VISA, MasterCard, American Express and Discover. A convenience fee of 2.75% will be added to payment for all credit or debit cards.

Refunds

Refunds for tuition due to early withdrawal will be given to those parties who have paid the tuition in full at the beginning of the year. Attendance of any portion of the month will require full tuition payment for that month. The registration and/or enrollment fee is non-refundable. Book fees and curriculum and technology fee will only be refunded if the child is withdrawn prior to August 1st. After August 1st and before the first day of school, half of the amount paid will be refunded. After the first day of school, no

portion of fees paid will be refundable. Tuition is non-refundable if the student was present any day during the month.

ATTENDANCE

Regular attendance is vital to the student's success in school. Consistent attendance and promptness are essential for a student to be successful. Attendance at school provides the student with a classroom experience that is comprised of participation in class activities and direct instruction conducted by classroom teachers. All instruction is a part of a designed program that leads a student in the necessary progress and development to ensure success.

School Hours

School doors open at 7:50 a.m. with teacher supervision provided for the students. School begins at 8:00 a.m. and students are expected to arrive on time. School is dismissed at 3:00 p.m.

Absences

Elementary students who arrive after 10:00 a.m. but before 12:00 p.m. will be considered absent a half-day. All absences fall into two categories: Excused and Unexcused. It is not the prerogative of a parent to excuse an absence. A parent/guardian has 72 hours to notify the office of a student's absence; after that time the absence will remain unverified. After five consecutive days of illness, a doctor's note indicating the nature of the illness may be requested. Credit may be withheld for classes if student has more than ten (10) days with unexcused absences.

Excused Absences -An "excused" absence is an absence with the knowledge and consent of parents and school due to a personal illness (requires doctor's excuse), serious illness in the family, death in the family, school-approved trips, medical or dental appointments (requires doctor's excuse), and court appearances.

Unexcused Absences -An absence for any other reason other than those listed above will be considered "unexcused" regardless of parent knowledge and consent. More than 10 (ten) unexcused absences in a school year may result in retention in that grade.

Pre-Arranged Absences

While pre-arranged absences are "unexcused absences," make-up assignments may be completed with advance arrangements. If a student's academic grades are "C" or higher, parents may request a student be absent for family business. Pre-arrangement should be made directly with each teacher.

Make-Up Work

When an excused absence occurs, the student is responsible for any classwork missed and must arrange with the teacher to make up assignments, tests, or quizzes. All make-up work must be returned within a time period equal to the length of the absence. For a one-day absence, make-up work is due back within 24 hours. For example, a student absent on Tuesday, who returns to school Wednesday, will have until Thursday to submit their work.

If a student does not pre-arrange an unexcused absence via email or letter to a teacher, make-up work may not be accepted and/or tests or quizzes may not be allowed to be made up. All test and quizzes that students were aware of and prepared for prior to the absence must be made up the day the student returns.

24-Hour Policy

If a student experiences a fever of 100.0° F or greater, vomiting, or diarrhea, the student must remain home until symptoms have been gone for 24 hours. In such cases, a doctor's excuse must be provided for absence to be considered excused.

Late Arrival/Early Dismissal

Elementary students who arrive after 10:00 a.m. but before 12:00 p.m. will be considered absent a half-day. Early pick-up will result in unexcused absences. Parents must escort any student arriving late on campus to the office to obtain and sign a tardy slip before the student will be admitted to class.

Tardiness

Students are expected to be punctual for all events, especially class. Tardies will be treated as disrespect for the teacher, other students, and the standards of the school in general. A student is tardy if they are not sitting at the desk by the time class is scheduled to begin. Students arriving to school after 8:05 a.m. must be signed in at the school office by a parent or guardian before going to class. Three (3) unexcused tardies will result in one (1) unexcused absence. In addition, credit may be withheld for classes if student has missed too many days with unexcused absences and tardies. Student drivers who exceed three (3) unexcused tardies will lose driving privileges: one week for the first offense and one month for the second offense with a parent conference required.

While on Campus

First United Methodist Academy has a closed campus policy. Once students arrive at school they may not leave until the school day is over, unless approved by the administration and a parent. In addition, closed campus means that students may not leave for lunch unless permission is granted by administration with parent/guardian approval. Family members and pastors are allowed to eat lunch with students. All guests visiting our campus are required to obtain administrative clearance through the school office. The school reserves the right to limit or deny access to any visitor whose presence would compromise the safety of our school or disrupt its operation. Guests must dress in accordance with the dress code guidelines and must wear a visitor's badge while on campus.

Extended School Day (ESD)

K-5th grades and ends at 6:00 p.m. promptly. Any pick up after 6:00 p.m. will be charged stated late fees. Persistent abuse of this pick-up time will result in the request for withdrawal from extended school day.

Please be aware that our extended school day staff is instructed at risk of their positions to verify the identification of any person picking up a student from their care. No person will be allowed to pick up a student unless their name appears on the Pick-up Authorization. Security of our students is foremost in our minds, and we only hope that you will appreciate the degree of precaution that we show in our extended school day procedures.

Withdrawals and Transfers

Any student who withdraws must complete the necessary forms with the school office. Prior to release of student records, all library books, textbooks, and other school property must be returned and all accounts must be paid in full.

ACADEMICS - ELEMENTARY

When God created the world, He spoke it into being. To understand God's creation, we must seek to discover how the disciplines we study fit into God's creation and His plan for man. All too often we attempt to make God fit into our own plan. At First United Methodist Academy we take a Biblical worldview approach to learning. All truth is God's truth.

Subjects Taught

<u>Kindergarten</u> Bible Language Arts Math Science Social Studies	<u>First</u> Bible Language Arts Math Science Social Studies	<u>Second</u> Bible Language Arts Math Science Social Studies
<u>Third</u> Bible Language Arts Math Science Social Studies	<u>Fourth</u> Bible Language Arts Math Science Social Studies	<u>Fifth</u> Bible Language Arts Math Science Social Studies

Bible Instruction

Four (4) regular class periods per week will be devoted to Bible instruction and one weekly chapel day. The class will include a systematic study of the Word of God, memorization of scripture, and written assignments. Students will be taught application and performance as with other subjects.

All students must have their own Bibles and will be expected to have them for class work and at Chapel on Fridays (not a phone app). Students will need to bring their Bible from home. Acceptable translations are King James Version (KJV) and New King James Version (NKJV).

Weekly Chapel

Chapel services are held weekly. These services include singing, prayer, special music, guest speakers, and/or classroom presentations. Students will be required to sit with their classes. Parents may and are encouraged to attend chapel services.

Grading Scale

Students in grades K-5 will be graded by employing the following numerical scale:

	<u>Letter Grade</u>	<u>Percentage</u>
Excellent	A	90-100
Good	B	80-89
Average	C	70-79

Below Average
Failing

D
F

60-69
0-69

Homework

Teachers may assign homework when it is necessary to further student learning and/or provide an additional means of student assessment. Any work not finished in class may be considered additional homework.

All assignments are due the next day unless the teacher has directed otherwise. Students who have missed school due to illness may have an extension of time (e.g., one day missed gives one day extension of time).

In elementary classes, there is not a minimum or maximum required amount of assigned homework. A good general rule is a maximum of 30 minutes for grades K–2 and 60 minutes per night for grades 3–5. The amount assigned will include reading time.

In keeping with our commitment to supporting church participation, we will seek to limit the amount of required homework on Wednesdays. Whenever possible, weekend homework will not be assigned. Typically, homework will not be assigned immediately prior to a holiday break to be completed during vacation time. While long-term assignments may be due after a vacation, and a student may choose to use that time for homework, the teacher will make sure that enough time has been allowed without having to use vacation time.

Report Cards and Progress Reports

Teachers may request a conference with parents at any time they deem it necessary to discuss grades, class progress and/or behavior and attitude. Likewise, any time a parent sees a need to set up a conference with a teacher, that parent should contact the school office or the teacher directly for a date and time mutually acceptable.

Official report cards are available online at the end of each 9-week period for all of grades K–5. Report cards are not mailed or sent home. It is the responsibility of the parent to monitor the progress of their student. An email notification will be sent at the end of each 9-week period notifying parents that report cards are available. Progress Reports are available in real-time online and are used to communicate the student's progress at any point during the semester. This report is not part of the student's permanent record (report card).

Honor Roll

Honor Rolls are announced at the end of each nine week period.

The two categories of Honor Rolls are determined as follows:

1. All A's in all academic subjects with a good conduct grade.
2. Consists of all A's and B's with a good conduct grade.

The best practices for excelling academically are:

- faithful attendance and punctuality
- listening well and taking good notes in class
- asking questions
- maintaining good study habits
- completing all assigned work neatly, correctly, and punctually
- participating fully in class discussions and projects

- communicating with teachers individually as soon as problems arise

In the event of a student's absence, all makeup work must be turned in according to previously stated policy.

Academic Probation

Academic Probation is defined as the period in which students whose grades have fallen below a numerical grade average of 66 within any given 9-week period are required to show academic progress over a period of time as determined by administration. During this time the teacher and administration will evaluate the student. Every effort will be made to work with the student and to enlist the cooperation of the parents.

If after academic probation, a student's academic work has not shown sufficient progress, the administration will review the student's records and determine eligibility to advance to next grade level.

STUDENT CONDUCT

General

We expect the highest in Christian behavior and attitude at First United Methodist Academy. We do not expect everyone to live under a lengthy system of burdensome laws; however, we do expect everyone to strive for the higher standard of grace reflected by respect toward others, thoughtfulness, unselfishness, and the fruit of the Spirit. (Galatians 5:22)

The following "laws" are given simply as a "tutor" to the greater law of love.

1. Respect for Authority
2. Respect for Other Students
3. Respect for School Property

These are the three laws from which all others are derived. They should be discussed at home with the parents. They also will be discussed within the classroom early in the year. In addition to these three, the following specifics are necessary to help the school run smoothly and safely and in a Godly manner.

1. Students are not to damage or deface school property; this includes all textbooks.
Damaged property will be repaired or replaced and the cost charged to the student's account.
2. Students are not to use profane or vulgar language, or act in a disorderly manner.
3. Students are not to steal, cheat, or lie (misrepresent the truth).
4. There is to be no gum chewing during school hours. Candy and other foods may not be eaten in the classroom except on special occasions or with the teacher's permission.
5. Skateboards, knives, articles resembling weapons, matches or lighters, and firecrackers or other types of incendiary devices or explosives are not allowed.
6. MP3 players, iPods, toys, video/electronic/battery operated games, etc., are not to be brought to school or to any school function unless instructed to do so by a teacher. If any of the above-mentioned items are brought to school without the teacher's permission or instruction, they will be confiscated by the staff or administration and returned to the student's parent.

7. Students are not to fight, kick, hit, shove, bite or spit on each other. Students are expected to keep their hands and objects to themselves and respect others' personal space and privacy.
8. Use or possession of tobacco, or illegal drugs is not permitted at any time or place. Disobedience will result in immediate disciplinary action.
9. Running or shouting in the hallways is strictly forbidden.
10. On the playground students are not to:
 - a. Play tackle football
 - b. Climb on, over, or lean on fences and gates
 - c. Kick balls against or onto any part of the buildings
 - d. Throw rocks, dirt, or anything else that can cause injury
 - e. Continue to play after recess has ended
 - f. Use jump ropes for other than jumping rope
11. Students are not to be any place on campus where they do not have permission to be.
12. General classroom standards are:
 - a. Be respectful of the teacher and all other adults in authority
 - b. Be respectful of all other students (keep hands and objects to yourself)
 - c. Sit in assigned seat if applicable.
 - d. Pay attention to the teacher or person who is speaking.
 - e. Do not throw anything.
 - f. Wait for permission to speak and refrain from interrupting the speaker
 - g. Be ready for class with proper books, paper, pencils, pens, etc.
13. Any other conduct that would bring dishonor or discredit to the student, the student's testimony, to the school or school's testimony or otherwise violate the expectations that students demonstrate a Christ-like life is prohibited. Additionally, the school prohibits either the promoting or encouraging of others to violate the school's standards.

Plagiarism, Cheating and other Breaches of Academic Integrity

Our purpose is to help develop wise leaders of strong Christian character, and part of the development of Christian character includes the ability to maintain academic integrity. Plagiarism is cheating, and is not acceptable in any class or on any assignment.

Plagiarism (i.e. submitting another's work as one's own) includes, but is not limited to the following:

- Copying another student's work or previously published material or ideas from any source and submitting them as one's own
- Copying an author's work without citation
Making alterations to words or the order of words from another source and submitting them as one's own

Below are examples of cheating and academic dishonesty:

- Copying another student's work, including electronic and visual mediums
- Recycling previous work
- Providing homework to another student
- Disclosing and/or distributing material related to quizzes and tests
- Submitting information copied from the Internet
- Contributing to the academic dishonesty of another student
- Changing answers after work is graded to present it as improperly graded
- Using/possessing disallowed material during a quiz or test to gain an advantage

- Lying to a teacher regarding work submitted, excuses, grades, or other information
- Dishonest actions as reported by the teacher
- Submitting work as one's own that was produced by unauthorized collaboration on assignment designed to be completed independently (*see note below)

*Students are often encouraged to discuss their responses to assigned work with peers. Meaningful discussion often leads to deeper insight and helps students make personal connections with subject matter. All written work produced as a result of these discussions and shared inquiries, however, must be generated independently. Students must not write assignments together or share work written by one student unless it is authorized for the group to submit one paper as a group.

Students who engage in plagiarism and other forms of cheating will be confronted.

Cheating defeats the basic purpose of an education and will have significant consequences. Cheating will result in zero (0) credit on the assignment and disciplinary action such as suspension. The administration takes cheating very seriously. Cheating may be recorded as a behavior report as part of the student's discipline record.

Anti-Harassment / Non-Violence

First United Methodist Academy expressly prohibits any form of sexual, racial, or other harassment, whether in or out of school, directed towards others. If a student believes another individual has harassed them, they should report the alleged harassment to a teacher or administrator. The school will initiate an investigation into any complaints and based upon the investigation, contact parents, and/or initiate disciplinary action. The following provides additional information concerning some of the types of behavior that would constitute improper harassment:

First United also expressly prohibits, both in and out of school, any violence, threats of violence (even if joking), fighting, or the use, possession, or bringing to school of any weapon. The school takes all threats or potential threats of violence seriously. Accordingly, threats of harm to others or the school, even if in jest or joking, will be considered a violation of this policy. Any violation of this policy is grounds for immediate disciplinary action, including, but not limited to suspension or expulsion and reporting to law enforcement authorities. Students who overhear or otherwise become aware of any violation of this policy should report the violation to a teacher or administrator.

Discipline

Obedience to First United rules and respectful compliance to the direction of First United faculty, staff, and administration is expected at all times. First United students are expected to exhibit behavior that is supportive of scriptural guidelines and the school's mission and policies. Consequences levied for not exhibiting such behavior are meant to be formative, not punitive, in nature. Students may be held accountable for behavior both on and off campus, including when school is not in session. The First United administration retains at their sole discretion the prerogative to assign specific consequences up to and including suspension/expulsion.

Possible Infractions May Include:

1. Class disruption
2. Excessive tardiness to, sleeping in, or skipping of class, chapel, or school activities
3. Using electronics when not permitted
4. Disobedience, disrespect, and/or insubordination
5. Lying

6. Cheating/Plagiarism
7. Stealing
8. Destruction or misuse of school property or another student's property
9. Fighting
10. Harassment or Bullying *
11. Inappropriate language or behavior (e.g. foul, disrespectful, abusive, or crude language and/or gestures) - including on social media
12. Dress code violation
13. Leaving campus without proper permission
14. Possession or use of weapons on campus
15. Possession or use of alcohol, tobacco products, or other drugs
16. Possession or use of pornographic material
17. Inappropriately touching another person
18. Sexual impropriety, immorality, and/or harassment **

**Bullying includes the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence in person or using social media. Harassment also includes references to one's physical appearance, race, religion, sex, or ethnic origin.*

***First United Methodist Academy is committed to providing an environment free of sexual harassment. Examples of prohibited behavior include sexually motivated physical conduct and verbal or physical conduct or communication of a sexual nature. Students who harass will be subject to disciplinary actions up to and including dismissal. The sufficiency of any evidence regarding harassment is left to the discretion of the Administration.*

Additionally, being a party to another's wrongdoing is just as serious as actually committing the offense. Actions such as hiding something for someone, concealing the truth to protect another person, giving or selling illegal or unacceptable items to someone, and/or enticing others to act contrary to the rules or expectations of First United Methodist Academy are subject to disciplinary action.

Disciplinary Procedures

First United is systematic in its approach to discipline. The steps outlined below are typical when responding to a situation where a student fails to follow the primary expectations of a First United student: respect, responsibility, integrity, stewardship, and/or compassion. **However, the administration reserves the right to elevate the level of response to a specific disciplinary situation up to and including suspension and expulsion at their sole discretion.** Additionally, certain offenses (e.g. cell phones in class, cheating/plagiarism, dress code violations) have separate and specific response guidelines outlined elsewhere in this handbook.

Following are the four potential levels of response:

Level 1: First United faculty or staff will address incorrect student behavior by, at a minimum, conversing with the student regarding primary expectations and/or school policy. The First United faculty or staff member will record the offense and response.

Level 2: First United faculty or staff will address incorrect student behavior by, at a minimum, conversing with the student regarding primary expectations and/or school policy and contacting parents via email. The teacher will then record the offense and response in RenWeb. The First United faculty or staff member may additionally choose any of the following courses of action:

- A parent-teacher conference
- A 30 minute student-teacher detention before or after school
- Other appropriate consequences at teacher discretion

Level 3: First United faculty or staff will refer incorrect student behavior to administration after notifying the student and parents of the referral. Following a meeting with administration, any of the following courses of action may be taken:

- A parent-teacher conference with administrative presence
- Phone call to parents
- Lunch detention(s) served with the Administrator on duty
- Suspension from participation in all or specific extra-curricular activities for a designated period of time
- In-school suspension
- Out-of-school suspension
- Behavioral contract between student, parent(s), and First United
- Other appropriate consequences at administrative discretion

Level 4: Repeated offenses in one general category are considered serious violations of school policy illustrating a student's inability or unwillingness to follow First United rules and respond to correction. Such repeated offenses are major disciplinary offenses and often result in suspension, expulsion, or other serious consequences.

In-School and Out-of-School Suspension

- If an in-school suspension (ISS) is assessed, manual labor and/or academic work will be assigned in the morning. The student will be required to write an essay reflecting on the circumstances warranting suspension and a plan to avoid a recurrence in the future. This essay will then be discussed with the administration. A student serving an ISS will not be allowed to participate in extra-curricular activities (e.g. events, games, meetings, or practices) on the same day. Students serving an ISS will be required to make up tests, quizzes, and all classwork missed during the ISS.
- If an out-of-school suspension is assessed, the student will be required to write an essay reflecting on the circumstances warranting suspension and a plan to avoid a recurrence in the future. This essay must be discussed with the administration prior to a student's return to school. A student serving an out-of-school suspension will not be allowed to participate in extra-curricular activities (e.g. events, games, meetings, or practices) on the same day.
- Students serving an out of school suspension will be required to make up tests, quizzes, and all classwork missed during the day of out of school suspension.

Expulsion

A student who has demonstrated an unwillingness to cooperate with the school through habitual disobedience and insubordination by maintaining an unrepentant, negative attitude or through any single major disciplinary offense, may be dismissed from First United Methodist Academy.

School. Immediate out-of-school suspension and possible expulsion may be expected from the following offenses:

- Possession of knives, firearms, or any other weapons on campus, or at any school function
- Possession or use of alcohol, illegal drugs, and/or abuse of prescription or nonprescription
- Drugs on or off campus
- Any misdemeanor or felony on or off campus
- Sexual immorality on or off campus
- Communicating a threat to another person or the First United community
- The administration may, at its own prerogative, choose to allow a student to withdraw in lieu of expulsion if circumstances warrant. A student who has been expelled may apply to return to First United after one full semester. Evidence of changed behavior and positive references will be considered in a re-application, but there is no guarantee of re-admission.
- A student who has been expelled from First United may not return to the First United Methodist Academy campus for any reason, except the following:
 1. If accompanied by his or her parent(s) or guardian(s) to apply for re-admittance.
 2. To attend church service and/or other activities related to the church

Disciplinary Appeals

A student may appeal any disciplinary action after the student has spoken directly with the faculty member or administrator who assigned the consequence (in keeping with Matthew 18). This gives the student an opportunity to explain the circumstances and listen to the faculty member's response. Expulsions may be appealed to the principal and a committee of the board of directors.

Student Privacy

While First United will make every effort to preserve student dignity and protect general student privacy, students cannot expect absolute privacy. First United Methodist Academy reserves the right to search student lockers and student personal belongings/possessions (e.g. clothing, bag, vehicle, digital files, electronic devices, etc.) if there is reason to suspect contraband, inappropriate materials, and/or any materials, substances, or information that could pose a safety risk to students or that may be illegal to possess. Every effort will be made to have the student present during any search, and at least two First United employees will be present during a formal search.

Disciplinary Probation

Disciplinary probation will be based on continued deliberate disobedience, repetition of office referrals, or committing a serious breach of the student conduct code inside or outside of the school which may have an adverse effect on the school's testimony in the community. The lack of parental support in dealing with a student's disciplinary problems may also be a cause for disciplinary probation.

A student on disciplinary probation may not participate in any extracurricular activities. The length and

terms of the probation will be determined by administration. If the student does not meet the terms of the probation within the required time, the student may be expelled from First United Methodist Academy.

DRESS CODE

At First United Methodist Academy we agree that our appearance, inside and out, is a reflection of God in our lives to those we encounter. Dress and grooming at First United should be characterized by neatness, modesty, and moderation. The purpose of appropriate dress is to show honor to others, focus on the heart, and not regard dress as simply a matter of individual expression. We ask that FUMA parents and guests also follow our dress code guidelines while participating in events and activities at FUMA. *First United Methodist Academy reserves the right to determine what is immodest, immoderate, extreme, or otherwise unacceptable in clothing and hair style.*

Dress and Grooming Guidelines for ALL Students

1. Hair is to be neat and clean.
2. Good hygiene is crucial. Students' physical appearance and clothes should be clean.
3. Shoes must be safe, practical, and worn at all times. Sandals must have a strap on the back. Athletic shoes are required for P.E.
4. Hoods and Hats may not be worn inside buildings by any student.
5. Garments should not be extreme—torn, cut-off, holes, or excessively tight or loose.
6. Undergarments must be worn inside outer garments, and must not be visible.
7. Clothing with suggestive or inappropriate writing, slogans, pictures, emblems, etc. that are contrary to God's Word or a Christian lifestyle are not permitted.
8. All shirts must have sleeves. Sleeveless attire is not permitted with the exception of elementary girls who are permitted to wear sleeveless tops (spaghetti straps or tank tops are not permitted).
9. Appearance and apparel should be age appropriate.

Dress Code for Elementary (K5-6th) Male Students

1. Shirt tails must be tucked in neatly.
2. Shorts are permitted. Athletic shorts are not permitted.
3. No athletic pants or sweatpants are permitted.
4. Hemmed khaki or navy cotton twill shorts with a belt may be worn no shorter than 2" above the knee. No cargo or athletic shorts may be worn. Acceptable uniform shorts may be found at Old Navy, WalMart, and Lands End. First infraction of this rule will result in loss of this privilege for the school year.

Dress Code for Elementary (K5-6th) Female Students

1. Khaki pants, shorts and skirts are permitted and must be loose-fitting enough to provide modesty when sitting, walking up stairs, or casual activity. Dresses, shorts and skirts should be no shorter than 2" above the knee.
2. Leggings are not permitted to be worn as pants (they may be worn for warmth under dresses and skirts that meet the required length as stated above).

3. Elementary girls who are permitted to wear 3-finger width sleeveless tops; spaghetti straps or tank tops are not permitted.
4. Athletic shorts and pants are not permitted.

GENERAL INFORMATION

Cell Phones

Cell phones may not be used or powered on during class periods unless instructed by teacher to use for a class assignment. First United Methodist Academy will not assume liability for loss, damage or theft of a cell phone. For safety reasons, students may not use cell phones between classes or in the restrooms.

Students in violation of this Cell Phone Policy will have their phone confiscated for the remainder of the school day and will be subject to the discipline policies outlined previously in this handbook.

Class Parties

Classroom parties are a part of the fun of school but must be kept within reason. Any communication sent home to parents regarding these parties must be cleared through the teacher and administration before they are copied and distributed. We do not emphasize holidays or aspects of holidays that are not Biblical such as Halloween, Santa Claus, and the Easter Bunny. Private birthday party invitations may be distributed at school as long as you invite all the boys, or all the girls, or the entire class. We do not want anyone of the same gender as your child to feel left out. The school is not responsible for any party or function that has not officially been approved or sponsored by First United Methodist Academy.

Field Trips

Any time students leave the campus for sports events, field trips, or any other school sponsored trips; they are expected to maintain the same responsible behavior as on campus. On these trips, First United Methodist Academy is being represented and we would expect that school standards be followed. Teachers, parents, bus drivers, and other chaperones are in charge and should be obeyed at all times. The supervising teacher is the final authority on all matters. If it is a sporting event, the athletic director or coach is the final authority. We welcome parent participation in these outings and will always make sure there are proper parent/student ratios before leaving campus.

Parent and chaperone guidelines will be required to be read and signed prior to each field trip. To ensure that our students are adequately chaperoned, younger siblings will be prohibited from attending field trips provided for First United Methodist Academy students. Depending on destination and length of stay, permission slips for each student may be required to be signed and returned by parents.

Contracted buses and drivers will always be used in compliance with state laws if bus transportation is required. All parents driving non-family students are required to complete volunteer driving application. Chaperones and students will be required to follow the First United Methodist Academy dress code while involved in activities of the school.

First Aid

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified, and in case of serious injury 911 will be contacted. It is essential that emergency contact information is accurate. Please make changes as needed with the administrator. We would encourage a parent to have two (2) emergency numbers available to the school at all times. The school office cannot:

1. Treat old wounds
2. Treat skin diseases (itch, impetigo, poison oak, etc.)
3. Treat pink eye
4. Diagnose illness

Students must be readmitted to class through the school office after being absent due to any contagious diseases or conditions (e.g., chicken pox, head lice, measles, pink eye, impetigo, etc.).

Prescription and Non-Prescription Drugs

School employees giving medication to a student must follow specific written directions from a physician or dentist; e.g., Tylenol, cough drops/syrup, eye drops, inhalers, etc. Medication (in the original prescription container) can be given through the office only if a properly signed doctor's form is submitted to the school office (form available in the school office).

Students are not allowed to have medication in their possession at school. This practice provides for the safety of all students on campus. The only exception to this policy is if the student's well-being is in jeopardy unless the medication, such as an inhaler for asthma, is carried on the student person. If an inhaler is to be carried at all times by your child, a properly completed/signed doctor's form must be submitted to the school office (form available in the school office).

The administering of medications during school hours on a regular basis must be the responsibility of the student or their parents. Office staff or teachers are not responsible for the systematic administering of medications either at school or on field trips.

Parent Teacher Fellowship (PTF)

Parental involvement is very important at First United Methodist Academy. Parent Teacher Fellowship is our parent volunteer program which, extending and enriching the ministry of FUMA.

Involved parents use their special abilities and gifts by serving in various roles listed below. The PTF strengthens and enhances the overall school program. In addition, the PTF assists the school in fostering closer relationships between FUMA families. Our main focus is to serve, support, love and pray for our FUMA teachers, faculty and families. Activities that parents are invited to volunteer include: fundraising, field trip chaperones, special event chaperones, chapel, classroom aides,

Please note that all volunteers are required to agree to a background check and attend volunteer orientation.

Insurance

All students are to be covered under their parents' medical insurance policy.

Lunch

Parents may send their child to school with a packed lunch or they may pre-order lunches online through RenWeb. Payment for lunches ordered online will be automatically drafted from your FACTS account through the incidental billing option. Due to time constraints and limited ability to assist students, students bringing a packed lunch to school may not be able use the microwave.

Personal Property

All personal belongings of our students should have identification labels on them. All abandoned personal articles will be placed in lost and found (and donated to charity if not claimed in a timely fashion). Please make it a habit of checking this location at least weekly. First United Methodist Academy is not responsible for personal property brought to school or school-sponsored activities.

Pets

Pets are not permitted on the campus unless your student's classroom is having a pet activity and the pet has been cleared through the teacher and administration prior to being brought to school. Pets are never permitted on campus during drop-off and pick-up times.

Tobacco-Free Campus

First United Methodist Academy is a tobacco-free campus and prohibits the use of tobacco and smokeless products by its staff, faculty, parents and students. This policy applies to both on-campus and off-campus school sponsored events.

First United Methodist Academy School Policy or Procedure Modification

The school reserves the right, in its sole discretion to alter, repeal, amend, or modify any policy or procedure, when it is determined to be in the best overall interest of the school. Students and parents agree to abide by any such future changes or modifications to school policies and procedures.