

HANDBOOK



FREDERICK Adventist Academy

6437 Jefferson Pike | Frederick | MD 21703

phone: 301-663-0363

office@frederickadventistacademy.org

frederickadventistacademy.org

Planting seeds.
Growing in **Jesus.**

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FAA Staff Contact Information

Jake Villanueva

Principal & Middle School Math

principal@frederickadventistacademy.org

Julia Pumroy

Vice Principal & 1st-2nd Homeroom

JPumroy@frederickadventistacademy.org

Delci Velasquez

Pre-K3

dvelasquez@frederickadventistschool.org

Lisa Appleton

Pre-K4

ecappleton@frederickadventistacademy.org

Diana Blanco

Kindergarten

dblanco@frederickadventistacademy.org

Paige Barney

3th-4th Homeroom

pbarney@frederickadventistacademy.org

Candacia Taylor

5th-6th Homeroom Teacher

ctaylor@frederickadventistacademy.org

Chelsea Calhoun

7th-8th Homeroom Teacher

mrscalhoun@frederickadventistacademy.org

Megan Cook

Math/Resource Teacher

mcook@frederickadventistacademy.org

Elisa Hess

Art & PE

ehess@frederickadventistacademy.org

Emily Barney

Office

office@frederickadventistacademy.org

CPA Essentials

Business Manager

accounts@frederickadventistacademy.org

Beverly Romero

School Board Chair

FAAboard@frederickadventistacademy.org

Cheri Marinez

Home & School Leader

hands@frederickadventistschool.org

School Information

FAA's MISSION

Planting seeds, growing in Jesus.

FAith in Action

FAA students daily serving their community by intentionally choosing to follow God.

Vision

Frederick Adventist Academy provides a dynamic learning environment challenging students to reach their highest potential.

FAA's curriculum educates the whole child.

The school provides diverse opportunities to cultivate spiritual growth, and mastery of core subjects while integrating the arts, the use of technology, and respect for the environment. Students are challenged to explore, experiment, and problem solve, while immersed in an atmosphere that fosters growth and nurtures life-long learning.

FAA's students are active learners.

The children learn critical thinking and participate in varied aspects of hands-on learning. Students engage responsibly, positively, and meaningfully in the world, as effective leaders and communicators, and with Christ-centered values.

FAA's certified teachers are dedicated to quality education.

Teachers and staff are committed to the process of growth, service to others, professional development, and creating an environment for diverse learners. Our teachers provide an atmosphere that promotes character development and service to God.

Frederick Adventist Academy ultimately desires to develop young scholars who will grow to become leaders in their communities, effective managers of their resources, and catalysts for positive change - active learners whose FAith in Action will span a lifetime and into the eternal realm of Christian citizenship.

FAA Student Objectives

Intellectually

- Maintain the highest standards of scholastic excellence
- Think clearly, logically, and creatively

Spiritually

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

Socially

- Respect for self, others, and authority
- Teach the responsibilities and privileges of good citizenship
- Service to God, family, and others

Physically

- Teach principles of physical health and well-being

School Purpose

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

School Philosophy

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



School Hours

REGULAR HOURS

Monday through Thursday hours: 8:15am until 3:30pm

Friday hours: 8:15am to 12:15pm

BEFORE SCHOOL: Drop-off in the Morning

The school doors officially open at 8:00am. Students may arrive at school as early as 7:00am and enter through the multipurpose room doors, leading directly to Before Care (see fee schedule for rates).

HALF DAY HOURS - Please Pack a Lunch/Snack

Half day schedule starts at 8:15am. The doors open at 8:00am and class ends at 12:15pm with doors closing at 12:30pm. Remaining students go to After Care. PK-4th grade students are given time to eat during half days, so please provide lunch for your child. 5th-8th grade students may pack a snack to eat during their last period of the day.

Please note that the first day of school is the first half day, with no Before or After Care.

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

When the dismissal bell rings, students will remain in their classroom, monitored by their teacher or another faculty member, until their ride arrives and they are dismissed. At 3:45pm, remaining students go to After Care located in the multipurpose room. Parents who remain in the school building or on the school grounds after dismissal must monitor their children or place them in After Care. Parents who choose to sit with their child in After Care so that the student can continue playing will still be charged the regular After Care fee (for insurance purposes). There is an extra cost to parents who pick up their children after hours (see Tuition and Fees section). This program is an extension of the school and is subject to all school rules and regulations. There is time designated for study or reading as well as supervised play during After Care hours.

CLOSED CAMPUS

Students will not be permitted to leave the school premises before dismissal time or during school hours, except during authorized field trips or by special permission from the parent and administration. As a courtesy, please contact the school office at least 30 minutes prior to your pick-up to facilitate an excused early dismissal.

EMERGENCY CLOSINGS

School closings due to inclement weather will primarily follow Frederick County Maryland Public School closures and delays (be careful not to confuse with Frederick County Virginia Public School). All phone numbers and emails listed in RenWeb will be contacted by FACTS with inclement weather alerts and instructions.

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

Before Care is not usually provided during inclement weather delays, unless otherwise stated. After Care is not provided on early dismissal days that are due to inclement weather.

In emergency situations, parents must arrange to have children picked up immediately. If you know you cannot pick up your child on short notice for emergencies, please make arrangements at the start of the year with a family friend or relative who can pick up your child quickly. Please have your emergency plan on file in the school office. If we cannot contact the parent in an emergency, we will call those on your contact list to pick up your child.

Admission Policy & Process

PHASE 1 - APPLICATION

Applicants must complete the following before the application is processed:

- 1) Completion of online application (submitted with current application fee)
- 2) Receipt of transcripts and attendance record from previously attended school
- 3) Receipt of two letters of recommendation from present teacher/pastor
- 4) Submission of any applicable individual education plans, or specialized learning diagnosis
- 5) Submit current medical and immunization records
- 6) Complete placement screening or testing if necessary

Once all information has been received, the Admissions Committee approves or denies the application.

Note: Steps for Testing and Accepting New Students with Special Accommodations is available upon request.

PHASE 2 - REGISTRATION

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

- 1) Complete online registration
- 2) Register through FACTS to set up your payment plan
- 3) Sign your financial agreement
- 4) Apply for tuition assistance (optional)

All students entering FAA are given a nine-week probationary status. Further testing may be required upon review of the student's performance and will be discussed.

Further Evaluation, if necessary: If a teacher suspects that a child may need further evaluation after the nine-week probation period (or at any point in the school year), the teacher will bring this to the attention of the school principal who will coordinate a meeting with the teacher and parent(s) in order to facilitate referral for evaluation either to the system known as Child Find or the local public school system in accordance with the Individuals with Disabilities Education Act (IDEA, <https://www.fcps.org/academics/special-education>). For more information, see <https://sites.ed.gov/idea/>.

Student Finance Policy

APPLICATION FEE AND RE-ENROLLMENT

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

REGISTRATION FEE

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

LATE ENROLLMENT

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

FINES

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

TUITION

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

TUITION AND FEE SCHEDULE PREPARATION

Tuition and Fee Schedule will be prepared by the treasurer with the input of the principal for re-

view and approval by the board annually during the December board meeting.

SCHOOL SUPPLIES

Each classroom has a list of school supplies each student is required to bring to school on, or before, the first day of class. The list for each classroom will be available on FAA's website and communication app (currently ClassDojo) in early July.

DAMAGE DEPOSIT

A damage deposit will be collected during registration and will be carried over from year to year until graduation or withdrawal from FAA. The damage deposit will be used to cover lost library books, damage to the facility or equipment and/or damage to textbooks. The Responsible Party acknowledges that if a textbook assigned to his/her child becomes damaged, misused beyond normal wear and tear, or is lost, he/she will pay the school for the replacement cost of the book. Likewise, in the event a library book is lost or damaged the Responsible Party will pay the school for the replacement cost for the lost or damaged book that was purchased by the school within the last three years. All other lost or damaged library books will be assessed \$5 or \$10 per lost title. The Responsible Party is responsible for any damage in excess of the damage deposit and will be notified of any additional charges through their FACTS account if charges exist.

FEES AND CHARGES

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



Outdoor School

REFUNDS

If a student withdraws from school at any time during the school year the student will receive a pro-rata refund of the tuition paid or prepaid based on the number of days remaining during the 280 day period. All fees are non-refundable when paid. Students who are suspended will not receive any refund of school fees. No refund will be given for any regular school vacations or emergency closings. Refunds other than those stated above will be made only at the discretion of the Frederick Adventist Academy Board. Please allow thirty days (30) for any refunds due after withdrawing from FAA.

Discounts

CONSTITUENT CHURCH DISCOUNT

The Chesapeake Conference of Seventh-day Adventists and the Frederick Seventh-day Adventist Church provide subsidies to support the operation of FAA. As such, members of the Frederick SDA Church will receive a constituent church discount. In order to receive the Frederick church constituency rate, both parents must be members of the Frederick Seventh-day Adventist Church. If only one parent is Seventh-day Adventist and that parent is a member of the Frederick SDA Church, the student will be eligible to receive the Frederick Church Constituency Rate. Please contact the church office if you would like to have your membership transferred. Please see the current Tuition and Fee Schedule for the constituent discount.

NON-CONSTITUENT SDA CHURCH DISCOUNT

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

MULTIPLE-STUDENT DISCOUNT

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

EARLY PAY DISCOUNT

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

The discounts will be applied against the Tuition in the order listed above.

REFERRAL DISCOUNT

Families who refer another family to Frederick Adventist Academy will receive a \$200 recruiting scholarship after the referred family has been enrolled for one semester.

SCHOOL TOUR DISCOUNT

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

Financial Responsibility

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

PAST DUE ACCOUNTS

If you are having difficulties making payments, please contact the school treasurer at least three (3) business days prior to your scheduled due date. A student's status in school will be reviewed when an account is more than thirty (30) days past due. If an account is more than fifty (50) days past due, the student will be required to withdraw unless: a) the account is paid to less than 30 days past due, or b) a guaranteed assignment of funds necessary to bring and keep the account to less than 30 days past due is arranged. A student will not be allowed to participate in extracurricular activities unless his/her account is current or satisfactory arrangements have been made. Participation will not be permitted on non-educational class trips. A student's account must be current or arrangement for payment made by semester test time in order for the student to take semester exams.

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

RETURNED CHECKS

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

FINANCIAL AID - WORTHY STUDENT FUND

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

FINANCIAL AID - SCHOLARSHIPS

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

Indexed Tuition Guidelines

Indexed tuition is a pricing model tailored to a family's specific financial situation. It's a form of financial aid, but instead of a separate aid program, tuition is adjusted based on a family's income, expenses, and assets. This approach aims to make private education more accessible to a wider range of families and promote socio-economic diversity.

All families will apply through FACTS and will need to submit all documentation that FACTS requires.

- Applications can be submitted starting February 1st each year and have a deadline of April 15th.
- Families must be enrolled for the school year they are applying for Indexed Tuition.
- Indexed Tuition is available for Kindergarten through 8th grade.
- Priority will be given to current families.
- Students are an exemplary role model.
- Families must apply annually.
- The application is not complete until all documents are received and verified by facts.

Indexed Tuition will be awarded for all aid given based on five levels:

- 75-100% Indexed Tuition will be evaluated on a case-by-case basis
- 75% Indexed Tuition – FACTS reports family can afford between 0% - 25% of tuition*
- 50% Indexed Tuition – FACTS reports family can afford between 0% - 50% of tuition
- 25% Indexed Tuition – FACTS reports family can afford between 50% - 75% of tuition
- 15% Indexed Tuition – FACTS reports family can afford between 75% - 85% of tuition
- 10% Indexed Tuition – FACTS reports family can afford between 85% - 100% of tuition

General Information

BEFORE AND AFTER CARE HOURS

- Before School Care operates from **7:00am – 8:00am, Monday through Friday**
- After School Care hours are **3:45pm – 6:00pm, Monday through Thursday**
- Friday After School hours are **12:45pm – 4:00pm**

BEFORE/AFTER CARE GENERAL POLICIES

- Students who are on campus during the hours of 7:00 - 8am, 3:45 - 6pm (M-Th) and 12:15 – 4:00pm (F) are required to report to Before and After Care.
- Late pick-up charges* are assessed when children are not picked up by the scheduled closing time.
- Students are not allowed to loiter in hallways or other areas on campus that are not supervised by school staff.
- Before/After Care operates under the same guidelines that prevail during regular school hours.
- Students who fail to cooperate may be asked to withdraw from Before/After Care.



Color Fun Run 2024

- Students are provided time for play and study during Before/After Care.
- Parents are required to sign their child out at the end of After Care each day.
- Please note that Before/After Care personnel follow the First Aid and Medications policy listed on the following page.

BEFORE/AFTER CARE FINANCIAL POLICIES

- Rates are set by the School Board.
- Before/After Care will be assessed and billed through FACTS.
- *A late pick-up charge will be added to your FACTS charges if you arrive past the designated pick-up time. Parents picking up children after aftercare has ended will be charged a late fee of \$1 per minute, per child with no maximum. Late pick-ups in excess of 3 occurrences will result in a penalty of \$30 which will be billed in addition to the applicable per-minute fee.

Meal Options

Parents are responsible for providing a nutritious lunch, and are encouraged to eliminate highly sugared items. Caffeinated beverages and soda are not permitted at school. The days lunches are available will be announced at the beginning of the school year. Details will be available at registration, or shortly thereafter, for your convenience. When a child fails to bring a lunch to school, hot lunch may be provided to the student if available and the cost will be charged to the student's FACTS account. If a parent finds it necessary to bring a child's lunch to school after the day has begun, the lunch must be dropped off at the school office.



School Parties

Classroom teachers will determine the guidelines and arrangements that best suit these events (including birthdays and holidays), and will make this information available as needed. Arrangements for bringing refreshments for celebrations should be coordinated with the classroom teacher ahead of time. Please do not bring cakes, cupcakes, or other high-sugar foods for individual birthdays.

First Aid & Medications

In case of an accident or sickness, only minimal first aid may be rendered by the staff. Prescription or non-prescription medications administered at school must be brought to the school office, accompanied by a completed School Health Services Medication Form and Action Plan (required for anything you would purchase from a pharmacy, including Ibuprofen, cough drops, etc.). If students have a fever over 100°, diarrhea, or are vomiting, they must stay home from school. In order to return to school, they must be fever- and symptom-free for at least 24 hours, **without the use of medication**. This stipulation is the law. Please remember to let the office know if your child is sick and also send a note when your child returns to school.

Communicable Health Issues

The parent or guardian will be notified if a student is suspected of having a communicable health problem. The parent or guardian will be required to remove the student from school immediately until the problem is resolved. Students with a temperature of 100° F or above will be required to go home. They should not return to school until the temperature has returned to normal for 24 hours, without the use of medication. This stipulation is state law.

Security Procedures

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

Communications to Parents

Parents receive a weekly newsletter, the FAA Flyer, via email every Friday afternoon. In addition, parents can look up their children's grades on FACTS and utilize our school website for additional information. All phone numbers and emails listed in FACTS will be contacted to directly noti-

fy parents with inclement weather alerts related to school delays and closures. FAA also uses a communication app (ClassDojo, Bloomz, etc.) to share pictures and information. All parents should be signed up before the start of the school year.

Personal Items at School

CELL PHONES/ELECTRONICS

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

TOYS

Toys should not be brought to school. FAA is not responsible for broken or lost toys. Toys may be confiscated by the teacher. Fidgets need to have documentation from a medical professional and can only be used for its intended purpose.

Academics

ACCREDITATION & CURRICULUM

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

GRADES

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

SCHOLASTIC INFORMATION

Pre-Kindergarten: Student developmental cards are sent home two times per year.

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

INCOMPLETES (1st – 8th)

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

Grading Systems

Kindergarten

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

1st & 2nd Grades

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

3rd to 8th Grades

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

ACCELERATION

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

TESTING

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

PLACEMENT TESTS

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

ADDITIONAL TESTING SERVICES THROUGH FREDERICK COUNTY MARYLAND

Parents who suspect their child may have an educational disability may request an eligibility assessment through Frederick County's Child Find Services. Please contact your child's teacher for more information.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

Teachers who suspect a child has a disability will inform the parent(s) so that the child can receive the proper intervention, services, and education. Parents should inform the school during the application process, or as a student's disability is discovered, to ensure proper intervention for the student. Please visit <http://idea.ed.gov> for more information on children with disabilities.

Honor Roll Criteria

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

- Principal's Honor Roll — **4.00**
- High Honors — **3.75**
- Honor Roll — **3.50**

A "D" or an "F" disqualifies the student from honor roll status. GPA for core academic subjects are calculated with a weight of 1 per unit. GPA for music, art, and PE are calculated with a weight of .5 per unit.

Student Academic Progress

PARENT/TEACHER CONFERENCES

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

CHECKING STUDENT PROGRESS ANYTIME - FACTS

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

Eighth Grade Graduation Requirements

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

- 1) Failing to meet scholastic requirements

2) Exhibiting behavior that reflects poorly on the student, parents, or school.

Completion of requirements for eighth grade is determined as follows:

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

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



Direct your children onto the right path, and when they are older, they will not leave it.

Proverbs 22:6

Attendance

Attendance Compulsory education laws require students to attend school. Frederick Adventist Academy encourages all students to develop habits of punctuality and responsibility. Class work experiences are fundamental to academic success. Repeated unexcused absences and tardiness seriously affect students' success in school and may jeopardize their enrollment at Frederick Adventist Academy or promotion to the next grade.

REPORTING ABSENCES

Parents are to report all unplanned absences to the school office and the child's homeroom teacher preferably by email on the day of the absence. In addition, upon returning to school after an absence, a written excuse note should be submitted to the office on the day the student returns to school. The note must contain the student's name, the date/s of the absence, the reason for the absence, and the parent's signature. More than five (5) consecutive days of school missed for illness or injury must be verified by a physician's note. All absences without an approved note are considered unexcused. Students who miss more than 10 percent of the total yearly school days may forfeit promotion to the next grade or lose credit for classes.

The student will be responsible for completing and turning in any missed assignments, projects, and tests for full credit work when s/he returns due to an excused absence. The formula will be (2) business days of deadline extension for every (1) missed day due to an approved absence. Long-term assignments must be turned in on time. Any exceptions to this policy are to be referred to the board for further consideration.

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

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

UNEXCUSED ABSENCES

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

PREARRANGED LEAVE OF ABSENCE

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

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

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

Teachers are not expected to repeat class work/instruction for unexcused absences and students may not receive full credit for such assignments.

TARDINESS

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

EXCESSIVE ABSENCES/TARDIES

FAA maintains a strict tardy policy. Students should allow sufficient time to take care of before-school needs, such as visiting lockers or the restroom. Students who are consistently tardy/absent will have their records reviewed by Administration. Parents can check their child's attendance records through FACTS.

Field Trips

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

VOLUNTEER DRIVERS

Volunteer drivers for field trips and other school activities must have a valid driver's license and carry insurance with the following minimum limits when such limits are readily available:

- Bodily Injury Liability: \$250,000/500,000.
- Property Damage Liability: \$50,000.
- Medical Payments: \$5,000.
- Comprehensive \$100 Deductible.
- Collision \$500.
- Deductible Uninsured Motorist Statutory Collision \$500.

Plus, a deductible Uninsured Motorist Statutory. Drivers must have a signed Field Trip Guideline

form and a copy of the volunteer driver's insurance on file in the school office, and fill out the Vehicle Safety Check on the day of the field trip.

OVERNIGHT FIELD TRIPS

Parents/Chaperones for overnight field trips must complete a Level 3 Background Check through Sterling Volunteers.

Volunteer Background Checks

All school volunteers (including those chaperoning/driving for field trips) must receive the online Sterling Volunteers, (formerly known as Verified Volunteer) training and submit a background check. (Please see the school office for directions on completing this course.) The training will be valid each continuous year the volunteer remains active for up to three years. This training is offered at no charge to the volunteer but must be completed at least two weeks prior to the intended volunteer date. This allows the necessary time for the background check to be completed.

Dress Code

DAILY UNIFORM

TOPS: Solid-color gray, navy blue, light blue, or white short or long-sleeve polo-style shirts, solid button downs, or turtlenecks.

- Polo shirts may be woven-mesh or combed cotton.
- No emblems or logos allowed.
- Undershirts must be solid color.
- Tucked-in shirts are required for 3rd-8th grade while in the school building.

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

- Boys may choose to wear uniform pants or uniform shorts.
- Girls may choose to wear uniform pants, uniform shorts, uniform skirts, uniform skorts, or uniform jumpers. Girls must wear either thick, solid, and dark-colored tights or bicycle shorts under skirts and jumpers.
- Cargo pants/shorts are not permitted.
- The shorts, skirt, skort, and jumper length must be an appropriate and modest length.
- Clothing must be in good repair with no holes or fraying.

SWEATERS: Solid gray, white, or navy are optional.

- Solid gray, white, or navy v-neck pullover, button-down front sweaters, or uniform cardigans

are permitted.

- FAA navy and grey zip up hoodies may be purchased through the student council in the front office and MerchLink.
- No sweatshirt pullovers or hoods up indoors.

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

- Socks or tights (for girls) must be worn with shoes.
- Non-marking athletic/tennis shoes are required for physical education class and for use in the gymnasium.
- Open-toed shoes, sandals, Crocs, and Heelies are not permitted.

BELTS: Required for all students in grades 5-8.

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

ACCESSORIES: No ornamental jewelry allowed.

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

**STUDENT
COUNCIL
T-SHIRT**



**FAith in
Action
T-SHIRT**



**MERCH LINK
APPAREL**
*various designs



PHYSICAL EDUCATION (PE) UNIFORMS:

Required for all students in grades 5-8.

Middle School students are required to wear the provided FAA PE uniform. Each student will be given one FAA-approved t-shirt and shorts at the beginning of the year. Additional sets and sweatpants are available for purchase. Additionally, non-marking athletic/tennis shoes are required.

FRIDAY UNIFORM

Students should wear the FAA FAith in Action T-shirt with blue jeans or knee-length blue jean shorts. (No patterned, ripped/tattered, or colored jeans permitted.) If jeans or jean shorts are not available, uniform pants or shorts can be worn.

HAIR

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

OTHER ACCESSORIES

No tattoos or body piercing of any kind may be displayed on the body. No jewelry of any kind may be worn except medical ID. Sunglasses, hats, or headgear (aside from religious reasons) are not allowed to be worn inside the school building. If fingernail polish/decoration cause a distraction or impacts the classroom, the administration/teacher will contact the legal guardian for an appropriate change. Fingernails must be kept at an appropriate length, including press on nails, to allow for school learning and activities.

Non-uniform Dress Code

DRESS DOWN DAYS: On Dress Down Days, days you are not required to wear the daily uniform, students must wear shirts with sleeves that cover the midriff, close-toed shoes, and pants/skirts/skorts of an appropriate length. All dress down clothes should remain modest and reflect Christian values.

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

MERCHLINK DAYS: On FAA Merch Link Days, students are allowed to wear clothing that has been purchased through the school's Merch Link online shop. (<https://merchlink.com/collections/frederick-adventist-academy>)

FIELD TRIP ATTIRE: Students will wear the FAith in Action T-shirts with blue jeans or knee-length

jean shorts on educational field trips and service projects unless otherwise stated.

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

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

Extracurricular Activities

AFTER-SCHOOL CLUB ACTIVITIES

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

NON-FAA STUDENT PARTICIPATION

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



Leadership Organizations

STUDENT COUNCIL

Elected student officers to this organization plan various activities for the student body during the school year. The officers are elected by the students each school year.

Officer Eligibility:

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

- Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of Frederick Adventist Academy.
- Have a 2.50 grade point average or above for the preceding nine (9) weeks. Eligibility will be determined mid-term and/or at the end of the quarter. Once elected, these qualifications must be maintained. An average of C or above must be maintained in each class to continue in office.
- Have a good attendance record.

GRADES 7-8 OFFICERS

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

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



Eligibility for Extracurricular Activities

Extracurricular activities include Student Council, yearbook, Eighth Grade officers, sports games and practices, After School clubs, Ski Trip, etc. Students are eligible to participate in all extracurricular activities** if:

- 1) **ACADEMIC ACHIEVEMENT:** Students maintain passing grades (A, B, or C) in all classes as reflected on their monthly progress report. If a grade falls below passing* (D, F, or I), students become ineligible and will be asked to attend after school study hall until the grade is brought back up to passing.
- 2) **ATTENDANCE:** Students must be present, or have an excused non-illness excuse, at school on the day of the after school activity.
- 3) **POSITIVE CITIZENSHIP:** Students must not be involved in major discipline of serious misconduct during the quarter (Level 3 or higher).

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

**Policy voted February 2017

Collaboration Information

RESPONSIBILITIES OF PARENTS

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

1. Uphold the ideals taught at FAA and outlined in FAA’s school handbook at home.
2. Uphold the school and teachers in the presence of your children. Discuss criticisms privately with the teacher rather than with or in front of students.
3. Confer privately with teachers in person or by telephone after school hours, not by social media such as Facebook or Twitter.
4. Be prompt to meet financial obligations and keep FACTS information current. If a financial difficulty occurs, contact FAA’s treasurer to avoid fees.
5. Actively participate in FAA’s Home and School Association to show your child you take part in their school and support FAA.

6. Keep students home who show symptoms of communicable diseases. Parents will be called to pick up their children if symptoms develop at school.
7. Encourage your children by showing interest in and concern for their daily progress.
8. Be aware and be responsible for what your children wear to school (see dress code) and help your children make appropriate choices
9. Instill healthy habits in your children, including: sufficient sleep and rest, supervised entertainment/recreation/video games/TV, healthy meals including a good breakfast, and plenty of outdoor exercise.
10. Enforce FAA's policies during school hours and functions.
11. Supervise your children during all school events, programs, and meetings. Children must be supervised by parents and are not permitted to wander alone on school property.

Parent Cooperation & Resolution

Frederick Adventist Academy's educational mission partners the school with parents. Parents enrolling their children agree to support and cooperate with FAA in the following ways to maintain enrollment:

1. Parents agree to support FAA with prayers and encouragement (Amos 3:3).
 - a. Concerns or complaints are shared with the teacher, administrator, or person involved.
 - b. If such attempts do not resolve the concern, the matter is brought to the attention of the principal.
 - c. If the concern continues to remain unresolved, the principal will bring the matter to the school board. This model of conflict resolution follows the scriptural counsel found in Leviticus 19:16-18 and Matthew 18.
2. Parents respond to teacher communication by email, phone, or text by the third attempt of the teacher.
 - a. If parents are unresponsive to teacher communication, the matter is brought to the principal.
 - b. If parents remain unresponsive to the principal's communication attempt, the matter is brought to the school board.

Parents/guardians acknowledge and agree that cooperation and communication with FAA staff and adherence to FAA policies promote a healthy learning environment. If parents/guardians find that FAA staff and policies are not to their liking for their student, FAA may not be the right school to meet their expectations. Failure by parents/guardians to cooperate with FAA and adhere to FAA policies may lead to the dismissal of their child. The following are examples of parents meeting FAA school culture:

- Volunteer at FAA in the ways God leads and provide time and strength.

- Treat school personnel with respect.
- Support school Standards of Conduct measures.
- Communicate concerns and complaints directly to the school personnel involved.
- Follow the conflict resolution process outlined above.
- Pay financial obligations on or before the due date or make arrangements with the school treasurer before the due date.
- When possible, attend FAA parent functions which include Orientation, Parent-Teacher conferences, and Re-enrollment. FAA events inform parents about student activities and connect the FAA community.

FAA'S STEPS TOWARD RESOLUTION

It is vital to our Christian atmosphere at FAA that all concerns be presented in this order so that FAA families and staff will obtain a satisfactory resolution to make our school stronger.

1. Consult the Teacher →
2. Consult the Principal →
3. If appropriate, the Principal will consult the Board

All concerns need to be presented in this order.

Responsibilities of Students

To facilitate balanced, whole person education per FAA's School Philosophy, we ask FAA students to help faculty and staff in the following ways:

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

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

Philosophy of Discipline

At Frederick Adventist Academy, we view discipline as a part of our mission to plant seeds of faith, service, and excellence in each student's life. Guided by the love and example of Jesus, our approach to discipline is rooted in grace, growth, and restoration.

Discipline at FAA is not simply about correcting wrong behavior—it is about discipling students, walking with them as they learn from their mistakes, and helping them grow spiritually, socially, and emotionally. Our goal is not punishment, but restoration, reflection, and a renewed commitment to living as Jesus did.

We aim to cultivate a safe, supportive, and collaborative environment where every student feels known, loved, and challenged to grow. Through every redirection, conversation, and prayer, we are planting seeds of character that, by God's grace, will grow into a lifelong relationship with Jesus.

RESTORATIVE DISCIPLINE EXAMPLES

1. Reflection with Prayer

Situation: A student speaks disrespectfully.

Restorative Response Example: Ephesians 4:29; Proverbs 15:1

- Student writes a reflection letter explaining what happened, how it impacted others, and how they could respond differently next time
- The teacher and student pray together, asking for guidance, forgiveness, and a renewed spirit.

2. Circle of Restoration

Situation: Ongoing conflict between students or students are involved in bullying behavior.

Restorative Response Example:

- A restorative circle is held with a teacher or counselor as facilitator.
- Each student shares their perspective while others listen without interruption.
- Focus is on understanding, responsibility, forgiveness, and repairing relationships.
- Ends with shared prayer and a commitment to treat each other with Christ-like love.

3. Acts of Service

Situation: A student damages school property or disrespects shared space.

Restorative Response Example: Genesis 2:15

- The student participates in restorative service (e.g., helping clean, repair, or organize the space).
- They reflect on stewardship and respect for what God has provided.

4. Peace-Making Mentorship

Situation: A student frequently disrupts class or disrespects peers.

Restorative Response Example:

- The student is paired with a staff mentor for regular check-ins.
- They set goals, discuss examples (Bible, picture books, podcast, etc.) on self-control or kindness, and practice accountability.

- Progress is celebrated as part of spiritual and personal growth.

5. Apology and Reconciliation Plan

Situation: A student spreads harmful rumors.

Restorative Response Example: Matthew 18:15-17

- Student writes or gives a genuine apology to those affected.
- They create a reconciliation plan (e.g., speaking positively, sitting together during worship, etc.) and work to resolve conflict with love.

WHAT'S THE DIFFERENCE?		
INAPPROPRIATE BEHAVIOR	BULLY BEHAVIOR	BULLYING
Definition: includes any disruptive, inappropriate, or disrespectful actions that do not necessarily target others or show a pattern of aggression. Key Characteristics: • Not targeted at specific individuals. • No pattern of repetition or power imbalance. • Often related to rule-breaking or general misconduct. Examples: • Talking out of turn in class. • Refusing to follow directions. • Running in the hallway.	Definition: isolated or early signs of actions that resemble bullying but may not yet meet the full definition of bullying (i.e., not repeated or lacking power imbalance). Key Characteristics: • May be one-time or infrequent. • Mimics bullying actions, but not persistent. • May be a result of poor impulse control, frustration, or learned behavior.. Examples: • Teasing in a mean way once. • Pushing out of frustration. • Making a rude joke at someone's expense. Note: if left unaddressed, bully behavior can develop into bullying.	Definition: intentional, repeated aggressive behavior that involves a real or perceived power imbalance. It can be physical, verbal, emotional, or digital (cyberbullying). Key Characteristics: • Repeated over time. • Intentional harm. • Involves a power imbalance—physical strength, popularity, access to information, etc. Examples: • Repeatedly making fun of a student for their appearance. • Constantly excluding a classmate from group activities. • Sending repeated hurtful messages online.

Description of Disciplinary Levels

STANDARDS OF CONDUCT

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

Each faculty member has disciplinary responsibility with every student. The students must understand that while they are at school or at any of its functions, the faculty has the responsibility to

supervise their behavior. Parents are asked to help the students understand this need for orderly conduct and to cooperate with the disciplinary actions involving their child.

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

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

UNDERSTANDING BEHAVIOR DIFFERENCES

To support a safe and respectful learning environment, it's important to understand the distinctions between bullying, bully behavior, and bad behavior. These terms are often used interchangeably but have different meanings and implications. Understanding these distinctions helps staff, students, and families respond appropriately to behavior issues, intervene early when harmful patterns begin, and foster a respectful and inclusive school climate.

K-8 DISCIPLINE PROCEDURE

LEVEL ONE MODEL

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

Level One Offense Examples: Tussling; slang; littering; chewing gum; running in the building; teasing; rude behavior; and overly loud, boisterous, and disrupting behavior that is not age or grade appropriate.

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

LEVEL TWO MODEL

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

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

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

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

LEVEL THREE MODEL

Standard of Conduct: Students will behave in a manner that will not endanger themselves or others.

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

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

LEVEL FOUR MODEL

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

Level Four Offense Examples:

- **SUBSTANCES:** Possession, use, transfer, or sale of drugs, alcohol, cigarettes, or drug-related substances.

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

Level Four Consequences: A student will be immediately expelled from school for breaking a Level Four rule. Before readmission can be considered, the student and his/her parents must meet with the School Administration.

Sexual Harassment Policy

Student Sexual Harassment Sexual harassment of any student by another student or any employee, or other person under the supervision of the school is unlawful and is prohibited.

Teachers shall discuss this policy with students in an age-appropriate way. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including dismissal. Any employee who permits or engages in sexual harassment may be subject to disciplinary action, up to and including termination.

A copy of the school's policy regarding sexual harassment shall be displayed in a prominent location in the administrative building or other location where such notices are posted for students.

A copy of the policy shall be provided as part of the orientation of new students at the beginning of each new term.

A copy of the policy shall be provided to each school staff member at the beginning of the school year and to each new staff member when employed.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. Harassment can be spoken, written, physical and/or distributed through electronic means. It includes offensive pictures, graffiti, jokes, and gestures.

If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment, or students who are made aware of sexual harassment of a fellow student - shall report the incident as soon as possible. The student may report it to a classroom teacher, principal, vice principal, pastor, school volunteer, or any member of the faculty or staff at FAA. If the harassment comes from an adult, the student should report directly to the principal or another responsible adult.

CONFISCATION POLICY

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

First Occasion: The object will be taken from the student and returned to the student at the end of the school day with a warning.

Second Occasion: The object will be taken from the student and returned to the parent with a written notice.

Third Occasion: The object will be taken from the student and may be kept until the end of the semester or school year.

NON-DISCRIMINATION POLICY

It is the policy of the Seventh-day Adventist Church in all of its church-operated schools, at all levels, to admit students of any race, color, ethnic background, country of origin or gender; to proffer all the rights, privileges, programs and activities generally made available to students at its schools; and, to make no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.

Pre-Kindergarten Information

PRE-K BEHAVIOR

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions. The Pre-K children will get a positive reward for making good choices in the classroom. They will earn stickers to put on a behavior chart. When the chart is full, they can

choose a reward from the treasure box.

PRE-K DISCIPLINE PROCEDURES

Our discipline procedures will consist of the following strategies:

- 1) Encourage children to use their words when having a disagreement with another child and facilitate children in their attempts to settle their own disputes.
- 2) Redirect behavior when this seems potentially effective.
- 3) Separate a child from the group by either: sending them to the “Calming Area” in the classroom until they can regain composure; or having them take a break by sitting on the edge of the playground (no more than one minute away for each year of age).
- 4) Counsel children individually about their behaviors.
- 5) Make parents aware of disciplinary concerns as the need arises on Bloomz or a call home. Rarely behavior will require an Incident Report. Many minor incidents occur as young children are learning about proper behavior and social skills.

Disruptive Behavior distracts from the full benefit of the Pre-k program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from staff
- Inflicts physical or emotional harm on other children, adults, or self
- Disrespect to people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Consistently uses verbal or physical activity that diverts attention away from the group of children

Discipline Procedures for Disruptive Behavior:

- The student will be separated from the group, either to the “Calming Area”, Time-Out, or to the office depending on the type of disruptive behavior.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be notified in



the Daily Eval note regularly sent home. For persistent behaviors, parents will be called to discuss the matter either by phone or in person.

- Continued disruptive behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the Pre-k program altogether.

Children become self-disciplined when adults teach them right from wrong. At Frederick Adventist Academy, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school. This is in line with God's relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. Proverbs 3: 11-12, "My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those He loves, as a father the son he delights in."

Pre-K Technology

PRE-K SCREEN TIME POLICY

Frederick Adventist Academy cares about the health and well-being of the children in our care. The purpose of this technology policy is to guide the appropriate and beneficial use of technology in preschool education across Maryland, ensuring that young children have access to digital tools that enhance their learning experiences while promoting their safety, development, and overall well-being. We follow some of the American Academy of Pediatrics' Recommendations on Screen Time:

Definitions:

Passive technology means non-interactive television, videos, and streaming media.

Interactive technology means educational and age-appropriate technology designed to facilitate active and creative use and to encourage social engagement with other children and adults, including programs, applications, non-commercial television programming, videos, streaming media, and e-books.

Children age 2 and over should watch less than 30 minutes per week at child care of passive technology. We understand that TV and other electronic media can get in the way of exploring,

playing, and interacting with others; this encourages learning and healthy physical and social development. Therefore, we will restrict screen time to:

- Allow a maximum of 30 minutes total per week of educational and age-appropriate screen time (television, video, and DVD).
- Allow no more than 15 minutes of educational computer time per day. Technology use will focus on enhancing learning outcomes, fostering creativity, critical thinking, and digital literacy skills among preschoolers.
- Not allow any screen time during meals and snacks unless part of an IEP.
- Interactive technology will only be used to enhance learning outcomes, not replace hands-on, interactive learning in the classroom.

Privacy and Safety: Measures will be implemented to protect children's privacy and ensure their safety when using technology, including adherence to federal and state regulations on data protection.

Updates and revisions to the Pre-K Technology policy will be made periodically based on research, best practices, and School Board input.



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