

F.H.L. ACADEMY

473 Schilling Road SE, Bagley, MN 56621

Dean of Students: Vanessa Jodock

vjodock@fhacad.org 219-694-2046 or 218-280-8240

We are an Inter-denominational Christian school giving children the opportunity to learn in an environment where their education is based upon strong, biblical values and concepts.



K-6 Parent and Student Handbook F.H.L. ACADEMY INC Bible-centered School

473 Schilling Rd. SE

Bagley, MN 56621

2016-2017 School Year

Table of Contents

Organizational Chart 2

Faculty, Staff, Board Members 3

History and Mission 4

General Information 4

Notice of Non-Discriminatory.. 4

Statement of Faith 5

Philosophy of Education 6

Admission Policy 7

Tuition 8

Scholarship Program 8

Curriculum and Activities 9, 10

Student Policies and Rules of Conduct

 Basic Rules 10

 Alcohol, Drugs, Tobacco, Weapons, 11

 Attendance/Absence 11

 Deer Hunting 12

 Bicycles, Scooter, Blades 12

 Birthdays/Special Occasions 12

 Bus Safety 12

 Dress Code 12

 Electronic Devices 13

 Homework Policy 13

 Internet Policy 13

 Playground Rules 13,14

 Recess and Physical Education 14

Discipline Guidelines

 Misconduct and Suspension 15

 Corporal Punishment 16

 Expulsion 16

 Re-admittance 16

Drills: Evacuation, Fire, Tornado 16

School Closings 16

Field Trips 17

Calendar 17

Change of Address 17

Chapel 17

Church Affiliation 18

Communication 18,19

 Computer Use 19

 Daily Schedule 19

Lost and Found 19

Lunch Program 19

Personal Property 19

Medical (General) 20

 Illness 20

 Immunizations 20

 Injuries and First Aid 20

 Records 20

 Appointments 20

 Medications 20

 Communicable Diseases 21

 Vision and Auditory Screening 21

Parental Involvement and Volunteer 21

Probation 21

Progress Reporting 21, 22

School Records 22

School Supplies 22

Tardiness 22

Telephone 23

Withdrawal 23

Agreement of Cooperation 24

Faculty and Staff

Vanessa Jodock

Dean of Students

Teacher 5/6

Shannon Johnson

Teacher 2, 3, 4

Kathy Greenslate

Teacher Pre-K, K, 1

Kayla Stukenholtz

Bookkeeper:

Secretary/Teacher Assistant

Brandi Knutson

Part time Para

Shelly Helberg

Sharon Cassibo

Nursing Staff:

Tarah Hoyt

Pastors working with students:

Several Pastors will be working with students over the school year.

Currently the main pastor is:

Pastor John Swanson

School Board:

Vanessa Jodock

Tim Hoyt

Todd Lundell

Dianne Glasco

Shannon Johnson

Lori Lundell

Kayla Stukenholtz

History and Mission

Welcome to F.H.L. Academy INC (FHL.)

FHL was incorporated in 2015 as an independent, non-denominational Christian school. Our first classes will begin in the fall of 2016 with three regular education teachers, one administrator, volunteer teachers for music, physical education, and art, and parent volunteers. We are very excited to see where God is taking FHL on this mission in Northern MN.

Our mission is: We are an Inter-denominational Christian school giving children the opportunity to learn in an environment where their education is based upon strong, biblical values and concepts.

General Information

FHL is incorporated in the state of Minnesota as a not-for-profit educational institution. It is governed by a Board of Directors elected by members of the corporation. (See **Board** information that follows.)

We offer classes for students in Pre-Kindergarten – 6th grade.

Our campus is located within the Faith Hill Assembly of God facility at 473 Schilling Rd. SE, Bagley. Phone numbers are (218) 280-8240 and (218)694- 2046. We rent space under a joint use agreement and do not have ownership rights to the facility. Because this building belongs to Faith Hill Assembly of God, we the teachers, parents, and students must respect the policies and requests of Faith Hill Assembly of God . To the best of our ability, we have attempted to incorporate into the student handbook relevant rules that arise out of Faith Hill Assembly of God.

Classes for students in pre-kindergarten through sixth grades are held on Monday through Thursday from 8:30 a.m. to 2:45 p.m. and on Wednesdays from 8:30-2:10. Because parents may use the same bus service as Bagley Public Schools, our school calendar is somewhat similar to Bagley Public School's calendar. A school calendar is available from the school office upon request.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

F.H.L. Academy admits students of any race, color, national and ethnic origin to all the 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, national and ethnic origin in administration of its educational policies, scholarship programs, and other school-administered programs.

Our Faith Statement

Our beliefs are equal to churches that honor Christ

We believe that the Bible is God's perfect word, with sound doctrine and divine inspiration. Ps. 18:30 Prov. 30:5

We believe the Bible to be the only authoritative word of God, without error and unable to fail. II Tim. 3:16

We believe in the Trinity, that God exists as a three-in-one being as the Father, Son and Holy Spirit. Matt. 28:19

We believe that God created the world and everything in it in six evening-and-morning days as stated in Genesis 1. Gen. 1:1-2:3

We believe Jesus Christ is the eternal Son of God, that He was born of a virgin, that He lived a sinless life, that He was buried and rose again on the third day, and that He will return in power and glory and every knee shall bow down and declare Him Lord. 1 Jn. 5:20; Mt. 1:23-24; 1 Peter 1:19; Rom. 3:25; 1 Cor. 15

We believe that in order to be saved, one is to accept Jesus Christ as his/her savior, the one who lived and died for us. Lk. 1:76-77; 1 Thes. 5:9;

We believe that we are saved by grace, through faith alone. Tit. 2:11-14

We believe that faith, with the absence of action, is dead. Jam. 2:14-22

We believe that the Holy Spirit is a gift from the Lord after receiving Jesus Christ as our Lord and Savior, to enable us to live a Christ-centered life. 2 Tim. 1:14; Heb.2:4

We believe that we have all sinned and fallen short of the glory of God, that we are all made in the image of our creator and that we all have equal opportunity to accept Him as our Savior. Rom. 3:23; Gen. 1:27; Rom. 10:13

We believe all believers are united spiritually in our Lord Jesus Christ. Jn. 17:20-23; Eph. 4:4-6

Philosophy of Education

Our philosophy of education enables students to learn that all truth stems from God. Subjects are taught from the perspective that God is the center of all things and that academics must include God if a student is to know the complete truth in any area of study.

We believe:

1. The Bible is the guide to truth and life.
2. Each child is a unique creation of God with individual and special talents, and every child can learn.
3. Parents have the primary responsibility for educating their children. Our school exists to aid parents in performing this responsibility.
4. The primary purpose of the school is to assist parents in bringing their children to a personal relationship with Jesus Christ, helping their children develop biblical character, and instilling in their children a desire to live in obedience to God's Word.
5. The secondary purpose of the school is to assist parents in equipping their children in the basic knowledge and skills to serve God and others in the world, by educating them with a bible-centered curriculum.
6. Our school's testimony and reputation should bring glory to God.

Our goals are to:

Integrate the Bible in each subject area.

Promote parent-school communication.

Enlist direct parent involvement through prayer, time, and money.

Guide each child in coming to a personal relationship with Jesus Christ.

Offer Bible study which promotes the development of biblical character.

Promote respect for authority in the home, school, church, and state.

Give opportunity for daily prayer and praise.

Help each child develop good study habits.

Help each child develop the ability and desire to continue learning throughout life.

Help each child develop basic knowledge and skills in an orderly fashion.

Identify each child's individual needs and encourage their special talents.

Allow for each child's uniqueness in the educational process.

Evaluate each child's progress on a regular basis.

Maintain a sound fiscal policy.

Maintain plans for tuition assistance and fundraising.

Ensure that enrollment and hiring policies are racially non-discriminatory.

Bring glory to God through community service.

Care for the physical plant and property of the school.

Admission Policy

FHL seeks to admit students and families who desire a born-again experience through Jesus Christ, and are interested in a relationship with Him. These are guidelines to be followed by the administration of FHL when a family enrolls their students. If any variance from these guidelines is necessary, the board will determine what steps are to be taken in regard to the particular situation.

I. Admission Procedures:

1. A completed student application form along with down payment must be submitted for every new student.
2. Upon receipt of the application, if that family has not already been accepted for admission, an interview will be arranged and held between the parents, the student, administration and a board member.
3. The administration and board member will make the decision to accept or reject the application.
5. The family will be contacted by the administration of FHL. .
6. If the student is accepted for enrollment, arrangements will be made to obtain the student's previous academic records, if applicable.
7. If the student is not accepted for enrollment, the down payment will be returned to the family.

II. Admission Requirements for the Student:

1. A student should reach the age of four years by September 1st of the fall in which he/she is to enter pre-kindergarten.
2. If a student is to be enrolled in the school after successfully completing the previous year in any other school, the student will be placed in the next grade upon entering FHL.. However, if testing and/or classroom performance reveals a definite lack of capability at that level, the student will, with parental consent, be moved back a grade level. If parental consent cannot be obtained, the matter will be referred to the board.
3. The student should understand that he/she is subject to the discipline of his/her teacher and principal. This discipline may include punishment, suspension, or expulsion when deemed necessary. In all circumstances, the student should be willing to abide by the rules of the school.

III. Admission Requirements for the Parents:

1. Parents should have a clear understanding of the philosophy and functioning of the school. This should be made clear during the interview.
2. Parents should be willing to cooperate with the policies of the school. This includes participation in parent-teacher fellowships as much as possible.
3. The financial arrangements between the school and the parents should be understood by both sides prior to final admission of the student.

IV. Re-admission Requirements:

When a student who voluntarily withdrew from FHL desires to re-apply for admission, the student must submit a new application. The board will decide whether another interview needs to be conducted.

Tuition

Christian financial stewardship is essential in order for FHL to operate successfully.

TUITION COSTS: (tuition is based on 9 month. (Summer payment is additional to cover upgrades of curriculum and building)

Children per family	Total tuition	Down payment	Balance	2% of balance (charge for monthly pymt. plan)	Monthly pymt. (total of balance and 2% charge)		Summer pymt. for curriculum and building costs
1	\$4000.	\$400.	\$3600.	\$72.	\$408.		\$400.
2	\$7500.	\$750.	\$6750.	\$135.	\$765.		\$750.

***ANY FAMILY WITH OVER 2 CHILDREN WE WILL MEET WITH INDIVIDUALLY

Families can choose to have their tuition paid by automatic deduction from their checking/savings account. This payment system can be arranged with the treasurer of FHL.

Tuition payments should be made on time or paid ahead of time. If at any time a tuition payment cannot be made on time, the administrator of FHL must be contacted and acceptable payment arrangements made. Tuition from the previous school year must be paid in full by the first day of the new school year. A child will not be admitted to FHL until outstanding tuition is paid in full.

If a family cannot pay their full tuition, they may apply for tuition assistance.

Scholarship Program:

F.H.L. recognizes the sacrifice made by parents to fulfill their dreams of providing quality, Christ-centered education for their children. That's why FHL has instituted a scholarship program for families that ensures adequate funding for the school while making private education accessible.

The scholarship program at F.H.L. was established with the following in mind:

Make assistance available based solely upon the financial needs of the family and the financial resources of the school.

Reflect biblical principles of stewardship in how families are evaluated and assistance is provided.

Keep a family's financial records confidential. .

Involve the families receiving scholarships in the school's fundraising efforts, and volunteer program.

F.H.L. requires the following from each family receiving scholarships:

1. Families will volunteer and assist in the fundraising efforts of the school throughout the year.
2. Parents are financially responsible to make regular payments on the remaining tuition.
3. Parents are expected to remain current on the payment schedule they have chosen. If payments will not be made within the agreed-up schedule, F.H.L. administrator must be notified as soon as possible prior to the late payment.

4. Students must remain in good standing academically, behaviorally, and spiritually. Failure to meet these responsibilities may result in discontinuation of scholarship.

**scholarships are donated by churches, companies, and private individuals and are available as donations are made to F.H. L.*

Curriculum and Activities

In an age of compromised academic standards, **F.H.L.** seeks to instill in each student a desire to learn and fulfill his/her potential for learning. By setting high standards and encouraging students in their successes and failures, teachers at **F.H.L.** successfully prepare students for the next step in their schooling.

Bible

Daily chapel services are held for all **F.H.L.** students and staff (and any interested parents) where the godly character theme and Scripture are emphasized.

Our students and staff focus on weekly godly character themes and accompanying Scriptures, plus memorize Scripture and study the Bible. Each teacher follows chapel service with a Bible Study from the A Beka Book program

Pre- K through 1st Grades: Students get a solid foundation in the use of phonics while being taught Christian principles through the A Beka Book reading series for Christian schools.

2nd -4th and Grades: Students use a Christian reading curriculum from A Beka Book develop fluency and comprehension while being exposed to a variety of literature types and styles that appeal to young people. Selected novels and related curricula are also used at these grade levels.

Fifth through Eighth Grade: Students continue in the A Beka Book curriculum for strengths in classical literature, strong values, and colorful formats. Students begin to analyze character development, setting, plot, and theme. Throughout their junior high years, students are exposed to selected full-length novels and biographies.

Language & Grammar

Pre-K through 1st Grades: A Beka Book phonics and handwriting techniques are used to lay the foundations of writing for our youngest students. Personal writing is emphasized by using daily journals. Students are also frequently asked to orally share their journal writings.

Second through Sixth Grades: Students review phonics concepts through the use A Beka Book. They also learn and practice cursive handwriting and begin to learn the computer keyboard using Typing Tutor programs. Language concepts are also taught using the A Beka Book grammar series, composition workbooks, and daily oral language drills. Personal writing is emphasized using daily journals. Students also gain experience in written and spoken communication through creative writing assignments, oral reports, and research papers.

Math

The aggressive A Beka Book series is used in all grades Pre-K-6. A Beka Book finds its strength in using a manipulative approach in the lower grades and building concepts in small increments. In grades 4-6. A Beka Book curriculum was selected for its rigorous content and alignment to high standards.

Social Studies and Science

Pre-Kindergarten through Second Grades: Students use A Beka Book curriculum and a variety of teacher-developed resources and activities, many of which are hands-on for maximum learning and enjoyment.

Third through Sixth Grade: Students use materials from several Christian publishers with a Biblical worldview, with a main focus on the A Beka Book Humanistic and evolutionary-biased ideals are discussed in light of a Biblical worldview. Teachers also incorporate topic-specific resources and hands-on materials into the curriculum.

*F.H.L. students will become involved in at least one community project each year.

Health and Physical Education

First Grade through Eighth Grade: Physical education is an important part of our curriculum. Physical education classes are held on our playground or in the gym across the street at Grace Community Church. Occasionally, special trips are planned for physical education activities.

Fine Arts

Classroom music and art are taught at all grade levels using materials and activities primarily developed and/or chosen by the teachers. Resources from A Beka Book are used as part of each classroom curriculum.

F.H.L. has partnered with Grace Community Church to offer private vocal, acoustic guitar, electric guitar, bass, drums and keyboard lessons during the school hours, for an added convenience for parents. for a fee to be paid by families.

F.H.L. students will host three events each school year (ex: play, dinner, musical) in the one of the partnering churches in each of the towns: Bagley, Fosston, Clearbrook, throughout the school year.

Student Policies and Rules of Conduct

These are the guidelines to be followed by the students of F.H.L. Students and parents should regularly review and refer to these policies and rules. Any additions or revisions to these policies and rules will be communicated either orally or in written form by the staff or board members of F.H.L.

BASIC RULES:

1. Students are expected to follow Biblical standards for conduct and conversation at all times.
2. Students are expected to treat teachers and other staff members with respect. Talking back and arguing are unacceptable. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
3. Student complaints and disputes with teachers, students, or others are to be handled as privately as possible with the goal of restoration following the principles found in Matthew 18. (See **Communication Policy**.)
4. Students should walk at all times in the hallways.
5. Students will remain in the classroom unless given permission to leave by their teacher.
6. Students are expected to follow rules that are posted for classrooms, lunchroom, restrooms, chapel and any other area of the school.
7. Students are not allowed to chew gum in the school building or on school grounds.
8. Students are expected to treat all of the school's materials and facilities with respect and proper care.

ALCOHOL AND DRUGS: The consumption of alcoholic beverages or use of illegal drugs by students is against the law and prohibited. Students found to be in violation of this policy will be suspended from school and prevented from participating in all extra-curricular activities. The board will determine conditions of the student's return to school and resumption of activities on an individual basis.

TOBACCO PRODUCTS:

The use of tobacco products by students is against the law and prohibited. No student is allowed to smoke or have tobacco products in his/her possession during the normal school day and during any school function. Students found to be in violation of this policy will be suspended from school and prevented from participating in all extra-curricular activities. The board will determine conditions of the student's return to school and resumption of activities on an individual basis.

WEAPONS/LOOK-ALIKES:

No weapons/look-alikes should be brought to school. For purposes of this handbook, a weapon/look-alike shall include, but not be limited to, knives, guns and firearms, explosives and sling shots. Students found to be in violation of this policy will be subject to suspension from school. For the first offense, the suspension shall not be less than three days nor more than five days. The second offense will mean permanent expulsion.

ATTENDANCE/ABSENCE:

1. Parents are asked to call or email the office before 8:00 a.m. on the day their student is absent and report the reason for the absence. The message will be delivered to the student's teacher, and a record will be made of the day's assignments. It is helpful if another student in the classroom or a sibling is designated to bring home any assignments missed that day.
2. If a student goes home sick before lunch a full day absence will be recorded. If a student goes home after lunch a half day absence will be recorded. All other partial absences, such as doctor or dental appointments, shall be recorded as half day absences.
3. If a child is absent for a considerable length of time, it would be helpful for the parent to arrange for missing work to be sent home for their child. Each student is responsible for announcements and assignments that may have been made in the school during his/her absence.
- 5.. Daily work, long-range subjects, and tests that were scheduled in advance of the student's absence will be due upon their return. For assignments given while the student was absent, the student has two days (including weekends) to make up his/her work for each day of school missed. Late work receives 50% off the assignment(s) if one day late, 100% off if two days late. Allowance is made at the teacher's discretion.
- 6.. A note, email, or call requesting permission for dismissal during the day for dentist, doctor, or lunch appointments, etc. must be given to the office. No child is permitted to leave the school building without the parent's request. This is for your child's protection as well as the school's protection. It is the school's recommendation that such appointments be scheduled before or after school hours. All absences for dentist or doctor appointments will be tracked as half day absences.

DEER HUNTING ABSENCES If your child will be absent for deer hunting, it is required that the elementary office gets advanced notice of the days to be missed. Students will be allowed two excused days for absences for deer hunting.

BICYCLES, SCOOTERS, AND ROLLER BLADES/SKATES:

Students who ride their bicycles, scooters, or roller blades/skates are encouraged to wear helmets. Students must keep their bicycles, scooters, or roller blades/skates parked in designated area(s) from the time school starts until school dismisses for the day. Once school is dismissed, the student only is allowed to ride their bicycle, scooter, or roller blades/skates directly to their home, unless the parent directs otherwise. The school is not responsible for lost or stolen bicycles, scooters, or roller blades/skates.

BIRTHDAYS/SPECIAL OCCASIONS:

When a child is having a birthday party/special occasion party, it is the position of F.H.L. that invitations for such events be distributed outside the school system. Birthday or special occasion treats may be brought to school, with enough to share for all students and teachers in the classroom.

BUS SAFETY:

Minnesota law requires that all students receive annual instruction in bus safety procedures for riding, loading, unloading, traffic lane crossing, and emergency evacuation of school buses. The time and place for this instruction will be determined and arranged by the principal and/or his/her designee and the public school district bus service.

DRESS CODE:

Monday - Thursday: Students are required to wear the Uniform T-shirt. Students may wear pants, shorts, and skirts of their choice; as long as skirts and shorts are fingertip length. One uniform T-shirt is given as part of the tuition. Other uniform T-shirts must be purchased by parents. A uniform swap will be held each year at the open house. T-shirts placed in the swap must be in good condition.

Fridays: students do not have to wear the F.H.L. uniform T-shirt, but must follow this code: Clothing and accessories appropriate for school wear, as determined by teachers or the principal, should be clean, neat and modest in style and appearance. Students are not to wear clothing or accessories that promote ideas or practices not in keeping with our school's philosophy, including, but not limited to, clothing that is higher than four inches above the knee such as shorts, skirts or dresses, and/or spaghetti strap tops, open back tops, or low neckline tops.

Field trips, special events and fundraisers: Students are required to wear the Uniform T-shirt. Students may wear pants, shorts, and skirts of their choice; as long as skirts and shorts are fingertip length.

Shoes: Because of possible injury to the students and possible damage to floors and walls, shoes that contain wheels are not permitted at F.H.L. Academy.

Gym shoes are required for all physical education classes.

ELECTRONIC DEVICES:

During school hours, students are not allowed to use personal cell phones, musical, or recreational devices in the school building or on school grounds unless permission is obtained from the teacher.

HOMEWORK POLICY:

We pursue academic excellence at F.H.L., which may involve minimal to no homework for F.H.L. students. . We follow studies that have shown homework is not beneficial to students and F.H.L. believes that when students get home from school, family time should not be cut short with more school work. Activities and experiences with the family, as well as being assigned daily chores at home are invaluable teaching tools and will enhance the child's academic achievement in all subject matters.

INTERNET POLICY:

There are risks involved in providing internet access to students. Violations of this policy may lead to revocation of internet privileges and/or disciplinary action. (See *DISCIPLINE GUIDELINES*.) The internet connection provided by F.H.L. is to be used for school purposes only and not for personal purposes. Viewing, downloading, displaying, and/or distributing indecent, obscene, or defamatory information or images is strictly prohibited.

All information taken off the internet should be considered suspect until confirmed by separate information from another source. There is no quality control process on the internet and a considerable amount of internet information is outdated, inaccurate, or deliberately misleading. Students are not to release any information about themselves, their family, or their friends while using the internet at school. Students are also not to release any information about F.H.L. unless approved by a teacher. Anything sent over the internet is to be considered "public information". The information could be intercepted by a third party and used. E-mail should be treated like a postcard.

Students are not allowed to download software from the internet. Software could contain a type of virus which ultimately could damage the school's system. Items like icons or pictures sometimes may not be reproduced without the author's permission. In general, make sure that items taken from the internet are consistent with the author's/vendor's license. A teacher should be consulted for assistance with this.

Written attacks and sexual, ethnic or racial slurs, or harassment are strictly prohibited. Students are not to speak ill of or defame any products or persons while communicating on the internet.

PLAYGROUND RULES:

1. All students must wait to go outside until a teacher or other adult supervisor can escort and accompany them on the playground.
2. The adult supervisor outside is in charge and will have complete supervision and discipline responsibilities for the group of students. In the event an adult supervisor is joined outside by a teacher with his or her class, that teacher is in charge of his or her class.
3. When it is time to return to school, all students will line up by grade in an orderly fashion along the sidewalk.
4. It is the responsibility of each student and/or teacher to wear appropriate clothing for the weather.
5. Students should always use kind words on the playground and encourage those with whom they are playing.
6. Fighting, disrespect shown to any staff member or another student, inappropriate language, including taking the Lord's name in vain, rebellion and lying or cheating in any situation in school or on the playground will not be tolerated! These behaviors will automatically necessitate a) discipline from the principal or teacher, b) the parent being

notified with a phone call or personal meeting, and c) a notation of the offense being recorded in the student's file.

7. When playing a game, all students playing the game must agree with and know all the rules or the game will not be played.

8. No sports equipment is allowed outside before or after school hours, unless permission is obtained from a teacher.

9. Students are not to climb on top of the swing set or use broken swings.

10. Students are to stay off the top of all equipment.

11. Students are not to throw or kick balls against the building.

12. Students may bring activity equipment from home to use on the playground; however F.H.L. requests this equipment be clearly labeled with the owner's name.

13. No skateboards, rollerblades, scooters, or bikes are allowed on the playground during the school day.

14. Students are not to play or climb on fences, bushes or trees during recess.

15. Students are to stay clear from pipes and dumpsters.

16. There is no fighting, kicking, pinching, pushing, or spitting on the playground; even if it is meant to be in fun.

17. Students are not to play beyond the trees.

18. Students are to never chase a ball into the street. Students are to ask the person on duty to get the ball.

19. Students should have their names on coats, hats, mittens, and playthings.

20.. There is to be no throwing of sticks, stones, or snowballs.

21.. At recess time students should listen for the whistle. When the whistle is heard, students are to stop what they are doing, pick up and carry any equipment they are using to the F.H.L. entrance door where students are to line up.

23. When entering the building from recess there is to be no pushing or horseplay.

24. When entering the building students are to walk in the hallways and use quiet voices, as others are in class.

RECESS AND PHYSICAL EDUCATION:

All students will be expected to participate and follow all rules for outdoor recess activities (see ***PLAYGROUND RULES*** policy) and physical education classes unless the school has a written note from the student's parent or doctor requesting that the student not go outside or participate in recess activities or physical education classes. In such case, the student must remain quietly in their classroom during recess or physical education. This is not recommended as physical and social activity is an integral part a child's development.

When the weather is inclement, students and staff will remain indoors for recess and/or physical education activities.

DISCIPLINE GUIDELINES:

The kind and amount of discipline administered will be determined by the principal and teachers and will depend on the individual student's problem and personality. Most discipline problems will be handled at the classroom level through means of in-school or after-school detention or time taken away from recess. Parents will be asked to be actively involved in the discipline process. Our purpose is to work with the parents in developing the child's personality; therefore, in an attempt to solve the problem as soon as possible, different kinds of correction will be administered as a behavioral problem develops.

It is vital for parents and students to realize that maintaining an orderly atmosphere in the classroom is essential to the learning process; therefore, these policies must be upheld. As in all other areas of the education process, love and forgiveness will be an integral part of the discipline of the child.

I. Misconduct and Suspension: There are five behaviors that will automatically necessitate discipline from the principal or teacher and a notation will be made and kept for two school years in the student's school records. These behaviors are:

- A. Disrespect shown to any staff member or student.
- B. Lying or cheating in any situation while at school. This includes, but is not limited to, cheating in the form of copying, plagiarizing, and providing or receiving answers to school work or projects.
- C. Rebellion (i.e., outright disobedience in response to instructions).
- D. Fighting.
- E. Inappropriate actions or oral or written language, including taking the Lord's name in vain. This includes, but is not limited to, initiating and/or viewing obscene gestures, signs, pictures, publications, or internet websites.

If for any of the above or other reasons a teacher deems it necessary for a student to receive discipline, the following steps will be observed within any school year, or at the board's discretion:

1. The first two times a student is disciplined by the teacher or sent to the principal for discipline, the student's parents will be contacted and given the details of the interaction. The parents' assistance in averting more problems will be encouraged and expected.
2. Should a student require discipline by the teacher or principal a third time, a meeting with the student's parents will be held.
3. Should a student require discipline by the teacher or principal a fourth time, a two-day suspension will be imposed on the student. All work missed must be made up, but there will be no credit given. A marked improvement in behavior should be noticeable upon the student's return. If there is an ultimate discipline problem, short of expulsion, the parents will be summoned to the school as soon as possible. The child will not be allowed to re-enter school until the parents come in to the school to meet with the principal and/or teacher. The parent shall administer punishment. If the parents do not desire to do so, the staff shall do so, with the parents' permission.
4. Should a student require discipline by the teacher or principal a fifth time, the parents will be immediately notified and expulsion of the student will occur.

II. Corporal Punishment: Corporal punishment shall not be administered by any staff member, administrator, or representative of F.H.L. (such as parent volunteers). While our school recognizes that corporal punishment is Biblically based, it is our position that parents should employ this method of discipline rather than the school. 24

III. Expulsion: The school board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student or his parents be unable or not desire to reconcile any problems that the student is causing, the board will begin the process of expulsion as follows:

1. The board will determine if the discipline guidelines have been fairly and completely administered in this student's situation. If not, any discrepancy will be determined and corrected.
2. If the guidelines have been used properly, the school board will notify the parents of the board's decision.

IV. Re-admittance: Should the family of an expelled student desire the student to be re-admitted to the school at a later date, the board will make a decision based on the student's current attitude and circumstances.

DRILLS: Evacuation, Fire, Tornado

Every precaution is taken to ensure the safety of students and staff during normal school hours. Periodic evacuation, fire, and tornado drills will be executed by staff members to make certain students learn proper safety procedures and follow all safety guidelines in the event of an actual fire, tornado, or crisis situation. Students are expected to follow directions for evacuation in a safe and orderly manner.

SCHOOL CLOSINGS:

Generally, the school will close or start late for bad weather when Bagley School District #162 closes or starts late. The announcement of school closings or late starts will be made on If there is a storm where travel is not advised, we will make every effort to ensure that your child is sent to the home you have designated on your emergency form.

In the event of extreme weather conditions or emergency circumstances, F.H.L. may close school. F.H.L. will make every effort to contact parents individually as well as announcements made on Bemidji Radio Stations; KBHP (FM 101.1/FM 95.5), KKBJ (FM 103.7/FM 98.3), KBUN (AM 1450) and Bagley/Fosston Radio Station FM 96.7 and FM 107.1. Notice will also be given on Bagley Cable TV Channel 5. It is essential that you discuss with your children what they should do in the event school is closed early. F.H.L. may not always follow Bagley School District #162 and reserves the right to cancel school when conditions are not conducive to learning.

FIELD TRIPS:

Field trips are encouraged and planned as additional educational experiences for students. A generic field trip permission slip is sent home at the beginning of the year to cover all field trips. During the year, teachers will request permission from the Administrator to take their students on a field trip. After approval is obtained, teachers will inform parents of the date and purpose of the trip. Parents will be contacted for chaperoning for the field trip. Costs for field trips are generally covered by parents. F.H.L. has been granted permission to utilize the bus belonging to Faith Hill Assembly of God. In the event that the bus is not available parents will be contacted to drive. Parents interested in driving for field trips are required to pass a background check. Please contact the school office for details.

Parent /Driver Responsibilities:

1. If a parent volunteers and/or is asked to drive for a field trip, they must have a current driver's license and current vehicle insurance.
2. Parent drivers are responsible for insuring that all students in their vehicle are wearing safety belts at all times.
3. Parents must obey all Minnesota State Traffic Laws which state **"It is illegal for drivers of all ages to compose, read, or send electronic messages or access the Internet on a wireless device when the vehicle is in motion or part of traffic. This includes being stopped in traffic or at a light."**
4. Students 12 years of age and under should not ride in the front passenger seat if that vehicle has air bags on the passenger side.
5. Field trips are for the benefit and enjoyment of F.H.L. students. Therefore, no younger or older siblings of the parent driver and/or helper, or any children from outside the classroom, should be brought on the field trip unless prior approval is obtained from the field trip coordinator (presently classroom teacher or school administrative assistant).

CALENDAR:

Each family will receive a school calendar for the current year. This calendar will provide families with the school's annual activities and events. Monthly newsletters identifying school activities and events will also be sent home with students or mailed to families in certain instances.

CHANGE OF ADDRESS:

Parents are asked to inform the school office as soon as possible of any changes in telephone number, e-mail address, mailing address, or other helpful family information. Parents are also asked to notify the school office in advance of a planned move from the school. (See **WITHDRAWAL** policy.)

CHAPEL:

One of the academic and faith-enriching highlights at F.H.L. is chapel. All students are required to attend chapel, which will be held daily. Parents are invited to attend chapel.

CHURCH AFFILIATION:

Parents and students are advised to regularly attend a Bible-believing church.

CLASSROOM VISITATIONS:

Parents are encouraged to visit and observe the school and/or their child's classroom anytime. We do encourage parents to inform the staff ahead of time when they wish to visit the school. All parents and visitors must report to the school office before entering the classrooms during school hours.

CLOSED CAMPUS:

F.H.L. is a closed campus. Any student leaving the school premises alone or with someone other than a parent must have written parental permission or verified communication with the office, classroom teacher, or a confirmed email. This includes off-campus class activities. (See **FIELD TRIPS** policy.) All visitors must report to the school office or obtain permission from another staff member before being admitted to school premises.

COMMUNICATION:

Open communication at F.H.L. is vital as we seek to accomplish our mission and goals. To ensure that everyone is fully aware of the proper order of communication, the following policy has been established with the principles of Matthew 18 in mind and should be used by all persons within our school. Please refer to the **F.H.L. Organizational Chart** contained in the forefront of this Parent and Student Handbook.

As a parent: If you have concerns about your child, how your child is doing in school, what your child is studying, when special projects are due, how your child's teacher is teaching something, how much is being assigned, what is being covered, etc., first speak with your child's teacher. If you do not obtain results, then speak with the dean of students. If you still do not obtain results, speak to the board (via the chairman).

If you have ideas pertaining to school events, curriculum, fundraising, policies, etc., first speak with the appropriate staff member or committee chairperson heading that area. If you do not obtain results, then speak to the board (via the chairman).

As a teacher's assistant or classroom volunteer: If you have concerns about what is going on in class, if you are unsure of how things should be done, if you have questions about classroom schedule, etc., first speak with the teacher of the class. If you do not obtain results, then speak to the principal. If you still do not obtain results, speak to the board (via the chairman).

As a committee chairperson: If you need something in the school, if you need the teachers to do something for your event, if you need to send out communications about the event to the school families, etc., first speak with the principal and/or the school administrator. If you do not obtain results, speak to the board (via the chairman).

As an event chairperson: If you need something in the school, if you need the teachers to do something for your event, if you need to send out communications about the event to the school families, etc., first speak with your committee chairperson. If you do not obtain results, speak to the board (via the chairman).

As an event committee member: First, speak to your event chairperson. If you do not obtain results, speak to your committee chairperson. If you still do not obtain results, speak to the board (via the chairman).

COMPUTER USE:

Computer activities are part of the curriculum at F.H.L. Use of school computers is both a taught skill and a privilege. Students are responsible to use the computers correctly and only with permission or instruction from the teacher. Students should not use computers to create or display images or messages that violate any school rules or policies or that conflict with Biblical standards for conduct and communication. Students found to be in violation of this policy will receive discipline as the teacher and/or principal deems appropriate. (Also see **INTERNET** policy.)

DAILY SCHEDULE:

Regular school hours are 8:25 a.m. to 2:45 p.m.

Students should not arrive at school before 7:45 a.m. unless they are children of staff members or are accompanied by their parent. Once students arrive, they are expected to help their teacher prepare the classroom for the day and/or conduct themselves in an orderly and quiet fashion. Buses drop off students between 8:20-8:25 and promptly pick them up from F.H.L. at 2:40 (2:10 on Wednesdays.) The school day starts at 8:30 a.m. and ends at 2:45 p.m. Parents are strongly encouraged to pick up their students after school no later than 2:45 p.m. unless the student is participating in a supervised program or activity after school. If a parent is going to be late in picking up their student, prior arrangements must be made with the school office regarding their late arrival.

LOST AND FOUND:

Lost and found articles are to be taken to the school office where they may be claimed and identified by the proper owners. Lost and found articles unclaimed at approximately mid-year and at the end of the school year will either be given away or destroyed. Students are encouraged to write their names on their belongings for easy identification.

LUNCH PROGRAM:

F.H.L. offers a hot lunch program which is part of the tuition cost. The meals are cooked in a commercial kitchen at the Lighthouse in Bagley and are delivered hot and ready to serve to students daily. Meals are "home-cooked" and are nutritious and healthy.

PERSONAL PROPERTY:

Students are cautioned not to bring large amounts of money or valuables to school. The school does not assume responsibility for any personal items or property belonging to students.

MEDICAL:

General: Parents are required to complete the medical information form and a student health form at the beginning of each school year. Names and addresses of relatives or friends will be required on the form in the event parents cannot be reached in an emergency and someone else must then be contacted. If at any time during the school year the emergency medical information changes, parents are asked to immediately notify the school.

A locked medical cabinet is located in the administrator's office with basic supplies. Any special medications that are provided for students by parents will also be locked in this cabinet. Our nurse has enclosed special instructions for all supplies. Parents will complete a form giving permission to F.H.L. staff to administer basic medical care in case of emergencies.

I. Illness: If a child becomes ill at school, the parents will be called to inform them of the child's illness and to request that the child be taken home. No child will be sent home without a parent first being contacted.

II. Immunizations: F.H.L. complies with all State of Minnesota immunization laws and requires each of its students to be up-to-date on their vaccination information. Parents will be asked to provide immunization records for their student before admission to the school is allowed. If parents choose not to have immunizations for their child a waiver must be on file.

III. Injuries and First Aid: If a child is injured on the way to school, or at school, we will make every effort to notify the parents immediately. In the event we cannot contact the parents and emergency treatment is needed, we will use the permission given on the student's emergency form as our authority to call a doctor/dentist. The costs of any emergency treatment will be at the parents' expense. For minor injuries sustained by students at school, a staff member will administer general first aid as necessary. First aid supplies are kept in the office and classrooms. All medications are kept in a locked cabinet accessible only by staff members.

IV. Records: The school keeps health records for each student. This is a state requirement. Any disease or immunization that the child has had during the summer or during the school year should be reported and updated on the child's health record.

V. Appointments: If at all possible, parents are encouraged to schedule medical or dental appointments for their child after school to avoid loss of school time.

VI. Medications: Medications, including over the counter medications, cannot be administered or taken by the child at school without written parental permission. All medications will be kept in a locked cabinet at school accessible only by staff members. If a parent sends medication to school, it must be accompanied by a completed medication form in order for the school to administer the medication. By law the teacher or other staff member has the right to refuse to administer certain medications. In this event, the parent will be asked to either administer the medication at home prior to or after school hours or come to school to administer the medication to the student.

VII. Communicable Diseases: To prevent the spreading of disease and insure proper recovery, parents are asked not to send their children to school when they are sick. Parents are asked to notify the teacher or principal immediately of the child's illness. Parents should follow these guidelines for keeping their child home from school because of illness:

1. Fever of 100 degrees or more within 24 hours.
2. Pink eye until receiving treatment for 12 hours.
3. Chicken pox until no less than 7 days after appearance of blisters.
4. Impetigo until treated by nurse or physician.
5. Scabies until treated.
6. Ringworm until treated.
7. Lice until treated.
8. Strep Throat until treated with antibiotics for 48 hours.
9. Vomiting until child has not vomited for 24 hours.

VIII. Vision and Auditory Screenings: Vision and auditory screenings are done for students beginning in the fall by our school nurse and parent volunteers. Re-checks for students with questionable vision or hearing are performed with a follow-up note sent to the parents.

PARENTAL INVOLVEMENT AND VOLUNTEERISM:

Parents are encouraged to be involved in all aspects of the school. We especially desire parents to help in the classroom as teacher's assistants and to chair student activity events. Volunteers will be contacted at the beginning of each school year and asked to complete a time and talents survey, which itemizes the different volunteer committees and needs of the school. Our students can obtain a higher degree of academic excellence and F.H.L. can offer more academic and athletic extra-curricular activities when we have consistent parental involvement and volunteerism.

F.H.L. requires all volunteers who work outside of direct teacher supervision (including driving for field trips) to have a criminal background check on file in the school office. Criminal background checks are located in the school office. F.H.L. is responsible for all volunteer background check fees. Feedback from parents is always welcome!

PROBATION:

Students can be placed on a probationary status for academic, behavioral, or financial purposes. The duration and conditions of the probation will vary depending upon the student's offenses and will be determined by the board and members of the staff or administration.

PROGRESS REPORTING:

Student progress will be reported to the parents throughout the year by means of report cards, notes, calls and parent-teacher conferences. Written report cards will be sent home to parents four times per year. Report cards for pre-kindergarten through sixth grade students should be reviewed, signed and returned to school by the parent each time, except at the end of the school year. Parents should help their children understand that their teachers and other staff members are ready to help them when they need it. Teachers and parents are encouraged to hold additional conferences at any time during the year when there are questions or concerns about a student's progress or behavior in school.

The current grading system being used by F.H.L. staff varies for the different grade levels, but parents may request a copy from their child's teacher or the principal.

SCHOOL RECORDS:

Confidential files for each student are kept in the school office and include the following records: attendance, tardiness, health, special abilities, scholastic achievement, character development and various test results. Parents and/or guardians who are listed on the student's application for enrollment form may view these records upon request. Staff members are not to release any school record information about any student to anyone other than the parents or guardians, except in the case where written permission is given by the parents or guardians. If at any time the parents' or guardians' status changes, the school office should be notified immediately.

SCHOOL SUPPLIES:

School supply lists will be furnished to parents at the start of the new school year. Supply lists will also be available and posted at area discount stores before school starts. From time to time, students may need to re-stock their school supplies.

TARDINESS:

Punctuality is a vital character trait—one that we as parents and a school must instill in our students if we desire them to realize a higher degree of personal excellence and success in life. A tardy arrival at school or class is disruptive to classmates, teachers, and office functions. Any student who arrives to school after the beginning of the school day (see **DAILY SCHEDULE** policy) or is late for any class will be counted tardy. Two tardies per student will be given in grace each quarter in acknowledgment of those rare occasions when parents are presented with unforeseen delays. All tardies, will be tracked by teachers. All tardies will be reported on a student's report card and permanent record. A student that is late to school because of a doctor or dentist appointment or other appointment would be counted as absent for half a day pursuant to the Attendance/absence policy.

The following consequences will result from tardies:

1. The first and second times a student is tardy, the parents will be notified via email.
2. The third time a student is tardy; the parents will receive a call from the principal.
3. The fourth time a student is tardy, a conference between the student, parents, teacher and principal will be scheduled to address and develop ways to correct the problem.
4. Any successive times a student is tardy, the principal and teacher will determine the appropriate disciplinary action, which may include detention and 50% off an assignment.

TELEPHONE:

Students must obtain permission from their teacher, the principal, or another staff member to use the school telephone.

Parents may call the school office at any time, but if they wish to speak directly to a teacher, they are encouraged to call before or after school or during break periods. Otherwise, a message will be delivered to the teacher and the teacher will be asked to call the parent at a convenient time so as not to interrupt classroom instruction.

WITHDRAWAL:

The following procedures must be followed if a parent withdraws their student from F.H.L.:

1. Notify the school office and teacher or principal of the date and reason the student will be leaving.
2. Return all books, equipment or other materials belonging to the school to the school office.
3. Pay all tuition and other school-related fees in full through the end of the quarter in which the student is being withdrawn.

Before or at the time the student is enrolled at a new school, the parent will need to sign a release of information form provided by the new school requesting F.H.L. to transfer copies of the student's records. F.H.L. will not forward these records until all the above conditions have been met by the parents.

Agreement of Cooperation

We have completely read this F.H.L. Academy INC Parent and Student Handbook and hereby pledge our full cooperation in all areas of philosophy, policies and procedures contained herein.

We also agree to bring any and all concerns to the proper school administration staff in an intelligent, gracious, and Christ-like manner. If we become dissatisfied with the school in any respect, we will seek to resolve the matter with the person(s) involved, rather than begin to spread criticism or hold a negative attitude in our hearts. In the event that the problem is not resolved to our satisfaction, we will not try to change the school but will withdraw our child(ren) quietly.

Parent Signature Date

Parent Signature Date

Student Signature (Grades 3-6) Date

Parents: Please sign, date and return this Agreement of Cooperation to the school office as soon as possible (one form per family).

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

F.H.L. Academy admits students of any race, color, national and ethnic origin to all the 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, national and ethnic origin in administration of its educational policies, scholarship programs, and other school-administered programs.