

PARENT HANDBOOK

A FAMILY SUPPORT GUIDE



**FAITHFUL
FOUNDATIONS**
ACADEMY

Preamble

This Parent Handbook has been designed to acquaint you with policies and procedures and is intended to give you basic information concerning these policies. The contents of this handbook are presented as an extension of your child's enrollment application and admission. Faithful Foundations Academy reserves the right to modify or change any or all such policies with notice given to parents in writing.

Welcome to Faithful Foundations Academy

In September 2026, Faithful Foundations Academy proudly opens its doors to the Dearborn Heights community and surrounding areas. Today marks the beginning of a meaningful journey as our students, families, and staff come together in pursuit of lifelong learning rooted in strong faith and academic excellence.

Our Preschool and Elementary Programs are dedicated to serving the children of our Muslim community by providing a high-quality educational environment; one where children are guided academically, nurtured spiritually, and supported socially, and emotionally. Thoughtful care has been given to both the physical design of our learning spaces and the development of a comprehensive, value-centered curriculum.

Faithful Foundations Academy is purposefully designed and built with a commitment to excellence, strategic vision, and a strong dedication to service. Our goal is to cultivate a beautiful, engaging, and inspiring educational environment where children grow into conscious, creative, and responsible Muslim individuals, grounded in truth, strong Islamic character, and prepared to contribute positively to the future of our community.

Overview

Faithful Foundations Academy: Building the Way Children Think, Feel, and Explore the World.

At Faithful Foundations Academy, our curriculum is thoughtfully designed to be well-rounded, inclusive, and engaging. Our classrooms are developed guided by the Reggio Emilia philosophy; where children are collaborative learners with their teacher and their environment. We provide meaningful learning experiences that encourage children to explore, discover, and grow through hands-on activities and exposure to new ideas and materials.

The PreK classrooms are guided by early childhood standards and address development for ages and stages. The Michigan Core Curriculum, Islamic Studies, and the Arabic language will guide our Elementary program. The Academy strives to cultivate an environment where Islamic principles, values, and students' diverse experiences enrich and nurture one another. Through a balanced emphasis on academic excellence and spiritual growth, Faithful Foundations Academy is committed to developing both the intellectual and moral character of its students.

Guided by 21st-century learning and STEM standards, we prepare students to become innovative, confident, and capable members of a global society.

In addition to academic excellence, we integrate Islamic Studies, Arabic Language, and Qur'an Studies to nurture the spiritual and moral development of every child. This holistic approach ensures that our students grow intellectually, emotionally, and spiritually.

At Faithful Foundations Academy, we partner closely with families to create an environment where each child feels secure, loved, and confident. Our goal is to cultivate strong leadership skills, deep-rooted Islamic values, and a lifelong love for learning, forming the faithful foundation of their future success.

Mission

Faithful Foundations Academy is an experience-based, child-led learning community committed to nurturing academic excellence, spiritual growth, and strong moral character in every student. Our mission is to partner with families in building a solid foundation of faith, knowledge, and character. We are dedicated to providing a high-quality education grounded in child-centered care and education, focusing on fostering children's creativity in a developmentally appropriate and resource-rich play-based environment.

At Faithful Foundations Academy, we believe education is more than academic; it is the development of the whole child. Through unified rigorous academic standards, Islamically integrated curriculum, we cultivate critical thinking, creativity, integrity, and compassion. Our learning environment is supportive, and rooted in Islamic values, ensuring that students grow spiritually while achieving academic success. Faithful Foundations Academy is committed to developing both the intellectual and moral character of its students.

Our Core Pillars

1. Faith

We integrate Islamic principles into daily instruction and activities, encouraging students to develop a personal relationship with *Allah* (swt) through character development aligned with our faith.

2. Academic Excellence

Our rigorous curriculum is designed to challenge students while providing individualized support. We emphasize literacy, mathematics, science, social studies, and enrichment programs that prepare students for higher education and lifelong learning.

3. Character Development

Our programs intentionally cultivate leadership, responsibility, respect, and service in the way Allah (swt) and guided by the teachings of Ahlul Bayt (pbu). Staff serve as role models for this character and mirror the behaviors we teach. Students are guided to demonstrate integrity and compassion in all areas of life.

4. Family Partnership

We believe parents are the primary educators of their children. Faithful Foundations Academy works closely with families to create a unified approach to education and spiritual development.

Our Educational Approach

Guided by the philosophy of **Reggio Emilia**, we provide a quality education rooted in child-led education and best practices in early childhood development. We view children as capable, curious, and full of potential.

Our classrooms are intentionally designed to be engaging, resource-rich environments that encourage exploration, collaboration, and discovery. Through a developmentally appropriate, play-based approach, we foster:

- Academic readiness and excellence
- Strong Islamic identity and moral character
- Creativity and critical thinking
- Social-emotional development
- Independence and confidence

Inspired by Reggio Emilia principles, we emphasize:

- The environment as the “third teacher”
- Inquiry-based and project-driven learning
- Documentation of children’s thinking and growth
- Strong partnerships between educators and families

We believe children learn best through hands-on experiences, meaningful relationships, and opportunities to express themselves in many different ways.

Goals

- ☐ Provide students with a Reggio Emilia inspired program aligned to the state of Michigan grade-level Michigan standards in an atmosphere of positive reinforcement that emphasizes inquiry, exploration, and higher-order thinking processes for learning.
- ☐ Sustain an active learning environment in which experimentation, exploration, intellectual curiosity and self - discovery are encouraged and supported.
- ☐ Recruit and retain teachers who have extensive backgrounds in early childhood and/or elementary level education with transparent compassion for children and commitment to Islamic values and ethics.

- Enhance students' understanding of the Qur'an and the principles of Islam through instruction in the Arabic language and Islamic Studies, highlighting examples of ethical decision-making in their daily lives.
- Instill in students' universal values of honesty, respect, responsibility, and self-discipline, encouraging them to demonstrate these values through their actions to become contributing citizens of a global community.
 - o Inspire students to become God-conscious leaders guided by justice, driven by ethics, empowered by knowledge, and supported by logic.
 - o Teach students that commitment to social responsibility and justice must be balanced with the desire for personal rights and ambitions.
 - o Teach students to hold high expectations for themselves in striving for academic and personal achievement to their optimum potential.

Age Birth date Requirements

Pre-K2	Age 2.5	<i>September 1</i>
Pre-K3	Age 3	<i>September 1</i>
Pre-K4	Age 4	<i>December 1</i>
Prek-K4 (GSRP)	Age 4	<i>September 1</i>
Kindergarten	Age 5	<i>December 1</i>

*Students will be evaluated to identify their developmental levels

CONDITIONS OF ENROLLMENT

Adherence to policies shared by the FFA is a condition of continued enrollment. In the event that a child or the parents of a child enrolled at Faithful Foundations Academy are not able or unwilling to observe and comply with the school policies and requirements, that child's enrollment may be placed on a temporary probationary status for a specified period of time during which the parents and child will have the opportunity to meet certain conditions in order to continue enrollment. If the parents or child are unable to fulfill those conditions, the school may discontinue the enrollment of that child.

We reserve the right to immediately discontinue the enrollment of any child in the event of an egregious violation of school policies by the child, parent or other family member.

As per the Enrollment Contract agreement enrollment is for the full academic year. No reduction or remission of tuition is allowed for absence, withdrawal, or vacation. We require a 14-day written notice of your intent to terminate your child's enrollment at the school. Any

submitted installments are non-refundable.

ADMISSIONS AND SCHEDULES

Application Procedures

We believe that a child's educational experience plays a foundational role in shaping their future academic journey. For this reason, we conduct a parent and student to visit/interview prior to enrollment. During this visit, families will meet with a school administrator, participate in an enjoyable interaction, with opportunity for school administration to screen your child's developmental level. You will also receive a guided tour of our school and have the opportunity to ask questions and learn more about our programs and community.

Once the decision to enroll has been made, and families meet the requirements of enrollment parents are required to complete the enrollment packet and submit it to the school. A non-refundable registration fee of \$250 is due at the time of submission along with the first installment payment. Parents will be notified when a determination of acceptance has been made.

Screening/Interviews/Assessment Entry

Students will be screened and assessed before completing admissions. Students at both developmental and academic levels will be assessed to determine appropriate eligibility. Parents will be met with to review requirements, policies and school procedures.

Steps:

1. Complete Enrollment Application
2. Schedule Interview/Screening Meeting
3. Assessment Conducted
4. Acceptance Determination Issues
5. Payments Submitted

Special Needs Students Policy

Children with special needs will be accepted under the following conditions:

1. Students' IEP has been provided with the school administration, and a review of the required needs has been developed with determination if we are able to meet their IEP goals.
2. There are no adverse effects on other children, either through direct behavior of the child or through requiring an excess amount of time from the instructor.
3. Parents submit evaluation reports or related medical documents with the Academy
4. The child is benefiting from the environment at a social and academic level.
5. School can meet the physical and socio-emotional needs of the child.

FINANCIAL POLICY

Fees & Tuition Policy

A non-refundable registration fee of \$250.00 is required to hold the place of your student. It is a non-refundable fee assessed each new school year to fund to hold placement. The first installment of the tuition is also due at registration. The tuition scale is reflected below.

Refer to the tuition pay schedule. While we prefer Zelle or Check, parents are welcome to pay for tuition on their credit card. Please be aware that there is a processing fee for payments charged using credit card.

Tuition is based on a yearly fee broken down in 5 months. Therefore, tuition is to be paid every month regardless of the number of days per month your child is in attendance. Please note that some months, such as December, are shorter due to holidays; however, monthly installments still remain the same. We have already factored in the holidays or vacations in the annual tuition.

Grade	Tuition	Installments
PreK2	\$8250	\$1650 x 5
PreK3	\$8250	\$1550 x 5
PreK4	\$7500	\$1500 x 5
K – 5	\$7250	\$1450 x 5

Tuition Schedule
<i>September 1</i>
<i>October 1</i>
<i>November 1</i>
<i>December 1</i>
<i>January 1</i>

Tuition credits are not given for individual days your child is absent from vacations, holidays, school breaks, teacher in-services, or withdrawals from the program for the months of June or December or any time of the year.

Should any extenuating circumstances prevent you from the timely payment of your child's tuition,

please discuss this confidentially with the administrator before it becomes a problem and students are subject to be dropped from enrollment.

Sibling Discount

Faithful Foundations Academy recognizes that most families have more than one child and we would like to extend a 5% discount for each additional sibling enrolled in the school.

Pro-rating

If you enter the program after the second week of the month, you will be pro-rated and your tuition for the month will be calculated daily. You can only be pro-rated once. Leaving the program early after January 1 will NOT permit any reimbursement.

Charitable Donations

Charitable contributions by parents, grandparents, alumni, faculty, staff, and friends play an essential role in the daily operation of our school. Independent schools are distinct from other schools in that they are supported by tuition, charitable contributions, and endowment income, rather than by taxpayer funds. We welcome your generous contributions and offer a monthly giving option to the Academy. Please see the accounts administrator to learn more about how you can privately support the school.

Merit Awards / Tuition Scholarships

At the end of the academic school year, students in second grade and above are nominated by their teacher to be considered for an academic merit award for their advanced levels in one or more of the following areas: Critical Thinking Skills, Analytical Reasoning Skills, Persuasive Writing Skills, and Quran Tajweed Skills. The nominations and supporting data with work samples are reviewed carefully against standardized rubrics by a committee that includes teachers, non-instructional administrators, and the school director.

Supplies Fees

Hardbound books for grades Kindergarten and up are loaned to the student each year. Supply fees are due in the first week of school and are not included in tuition. This fee is non-refundable. A child who purposely damages loaned books will accrue additional fees to cover the loss if that book is deemed unusable. Please see the current Fee schedule.

Fundraising Opportunities

Faithful Foundations Academy is a member of the following groups:

The above-mentioned organizations will donate a percentage of their profits from sales made by parents who designate Faithful Foundations Academy as the recipient. Details can be found in the “Fundraising Opportunities” Packet. Please do your best to participate in these opportunities as there are a large number of financial benefits the school can earn.

We also hold fundraising events per year to replenish our financial aid funds. The funds raised from these events help less fortunate families of Faithful Foundations Academy to educate their child at Faithful Foundations Academy for a discounted rate and to continue the operation of the school when monthly tuition does not cover monthly operation expenses.

We may have other on campus fundraisers throughout the year such as through bake sales, wrapping paper sales and other forms of programs. We appreciate your support in these events.

School Hours & Calendar

School Hours

Monday – Friday (8:30 am – 3:30 pm)

Attendance and Punctuality

Attendance and punctuality play a very important role in learning. School doors open at 8:15 a.m., and classroom learning start promptly at 8:30. Arrival after the indicate time, students must be accompanied by parents to the main office to obtain a “pass” to class. If your child(ren) will be absent, parents are asked to contact the school’s main office to report the absence in the morning. Children out of school for more than 2 consecutive days of school will require to be seen by their pediatrician with documentation shared with the main office.

Student Release Policy

Faithful Foundations Academy will release children only to those people whom parents have authorized in writing. We will ask unfamiliar adults for photo identification before we allow the child to leave the facility with them. Please be sure to list all authorized people on the “Identification Emergency” form. Authorization must be done in writing, so please try to avoid last-minute phone authorization. You can email or fax the authorization if you don’t have prior notice.

In case of student absence, parents should contact the main office to provide notification. When a student is absent for three days or more, a note should be brought in with the student indicating the reason for the absence. Five or more days will require a note from a physician.

Early Dismissal:

Please notify the front office at least one day in advance if your child has a medical or other appointment. When arriving for early pick-up, come to the front office to sign your child out and inform staff of your arrival.

To help minimize gaps in instruction caused by frequent absences, please schedule elective medical appointments outside of school hours whenever possible.

Custody:

In the case of a separation or divorce, and one parent is restrained by the courts from picking up the child, we must have a copy of this order on file.

Late Pick-Up

Please pick up Preschool students no later than 3:45 p.m. If your child is not pre-enrolled in after-school childcare or another after-school program and you arrive after 3:40 p.m., we will assess a late fee.

Please pick up Elementary students in kindergarten through 5th grade no later than 3:45 p.m. If you arrive after 3:45 p.m., we will charge a late fee. We enforce this policy consistently and are unable to make exceptions.

Please pay all outstanding balances within five (5) days of receiving notice. Refer to the current Fee Schedule for additional details.

School Calendar

At Faithful Foundations Academy, we are committed to keeping you informed and helping your family plan with ease. Our annual school calendar will be available on ClassDojo (required for all parents) and provided in hard copy at enrollment. It includes important dates, holidays, and school breaks to support your planning throughout the year.

We will share reminders and updates through platforms such as ClassDojo/Remind and will communicate changes in advance whenever possible.

To make the most of your child's learning experience, we encourage families to schedule vacations during designated school breaks, as absences during scheduled school days are considered unexcused.

CURRICULUM ACTIVITIES & EVENTS

Core Curriculum Subjects

The school curriculum follows the State of Michigan framework. Our Pre-K - 5 curriculum provides learners with a solid educational foundation in language arts, mathematics, science, and social studies. Our curriculum is grounded in creative application, critical high order level thinking skill development and extends to STEM learning.

Physical fitness education and the arts are also important aspects of the program and are integrated within the core subjects. A more detailed curriculum is available for your review upon request.

Religious & Arabic Language Studies

The goal of our Islamic Studies program is for each child to develop a positive image of his/herself as a Muslim. We teach Islamic mannerisms, habits, and beliefs. Children receive Quran studies through memorization of small surah's. Through stories of our prophets and hadith from Ahlul Bayt (pbut), students will learn their faith by applying to real life daily behavior and experiences. Arabic language is taught by a subject specialist teacher accommodating students' levels.

Extended Day Programs / After-School Child-Care

A determination of latchkey services will be determined based on need analysis.

Birthdays Policy

We love celebrating our students' special days! To help us plan smoothly, please give your child's teacher at least one week's notice before any classroom birthday celebration.

In support of healthy habits, allergies are considered, and we encourage parents to provide nutritious treats such as fresh fruit, healthy muffins, bagels, or cheese to share during snack or lunchtime.

Thank you for helping us make birthdays joyful, safe, and healthy for everyone!

Prayers

Students in grades one and above assemble daily for the noon prayers. They also participate in the *Jumah* Prayers regularly. Girls will need to provide a set of salat clothing.

Field Trips

Field trips are an integral part of our curriculum. They expand a child's experience through a variety of "out-of-school opportunities." Parents will receive advance notice of forthcoming field trips and the means of transportation. When using public transportation for a field trip, the school requests seat belts for the safety of the children.

The teacher-child ratio during fieldtrips is 1:6 (one adult to six children). Faithful Foundations Academy encourages parents to volunteer during school-planned field trips. Students will be scheduled for three or more field trips per year. There are separate fees for these trips.

Open House and Special Events

We host an Open House and a Curriculum Night each year, along with literacy and science fairs, family fun nights, and other engaging events such as parent workshops. Theme-based celebrations give students the chance to showcase their skills, creativity, and Muslim identity. Event dates are listed on the school calendar, with reminders shared in advance.

Some special projects or field trips may have limited participation and could require a small additional fee to cover costs. These opportunities are designed to enrich your child's learning experience.

Progress Reports and Parent Conferences

All enrolled children are assessed upon entry into the program. Teachers assess children on regular basis. Faithful Foundations Academy utilizes different assessment tools to better meet each individual child's needs. We issue progress reports halfway through the trimester and report cards at parent conference time. These occur three times a year.

GENERAL PROGRAM POLICIES

Classrooms

Each of our classrooms for preschool and pre-kindergarten classes is staffed with one qualified teacher and a maximum of 10 children a day. NAEYC has a 10:1 ratio requirement and Faithful Foundations Academy adhere to that requirement. We will attempt to maintain a ratio for elementary school classes is 20:1. We follow the same abovementioned ratio in the classroom and on the playground to ensure student safety.

Confidentiality

All information in your child's file is confidential and available to staff for school purposes only. State licensing agents and accreditation personnel have the authority to inspect and audit child or facility records and to interview children or staff without prior consent. You are responsible for informing the school in writing of people whom you authorize to review your child's file, to take your child from school, and of any changes in your address or telephone number. Children's files are available to parents or guardians at any time. Additionally, if we receive a written request, authorized by the parent or guardian, from another school, we will send a copy of the child's report card, immunization, and pertinent information to that school.

All personal information is kept confidential at all times. We request parents to make their own arrangements for sharing phone numbers. In addition, personal matters that are discussed with the administrator that do not relate to financial difficulties will be kept private as well. (Financial issues may have to be related to accountancy).

Dress Code

Faithful Foundations Academy has a uniform dress code for all children. All the Uniforms can be found and purchased in the www.FFAedu.org website. Only items with school logo must be purchased through the vendor. Slacks can be purchased anywhere as long as the fit and color meet school expectations.

- Boys are required to wear assigned school shirt and assigned slacks).
- Girls wear a uniform with the school logo. Uniforms will vary based on grade level.
- Sweatshirts with logos are required for all children in cool weather.
- All elementary school age girls will be required to have a prayer scarf which can be purchased from the school and is brought to the school in a labeled plastic bag.
- All children should wear age appropriate
- For PE Days, students in KG-5th grades will be asked to wear the Faithful Foundations Academy T-Shirt with the school logo along with the required navy-blue sweatpants. They may wear white, blue or black athletic shoes on PE days.
- We require all students to have at least one PE school logo shirt which will be required for all field trips and sports day activities.

After following the school's dress code, please keep the following in mind:

Children need to be dressed in comfortable clothing. Make sure the clothing is easy for the child to take on and off. Belts, snaps and suspenders can be difficult for young children. Pants with elastic are the easiest to manage. **Children must wear CLOSED SHOES at school. DO NOT SEND CHILDREN IN SANDALS OR DRESS SHOES.** They are unsafe. A lightweight tennis shoes is the most appropriate shoe that can be worn at school. For young

children, we recommend: Shoes with Velcro fasteners and two changes of clothes. Any soiled clothing needs to be taken home for laundering.

Dress children appropriately for the weather.

The dress code will be enforced. A first offense will result in a verbal warning to the student. The second offence will result in a letter home to the parents. On the third offense, we will place a call home and request that you pick up your son or daughter and return them to the school in proper uniform.

Since your son or daughter is attending an Islamic school, we require parents and visitors adhere to the dress code, which includes a head cover and modest attire. At the time of drop off, pick up, while volunteering or while participating in an on-campus event, please choose garments that will avoid unnecessary attention.

Parent Dress: We ask parents and guests to adhere to modest dress when entering the school building. No shorts, tank tops or revealing clothing.

Labeling: In order to ensure that each student can keep track of his/her belongings, please label lunch boxes, backpacks, jackets, shirts, pants, scarves and other personal items.

Lost and Found: Items forgotten by children that are not labeled are kept in a lost and found bin for one month. Articles of clothing or items left for longer than one month are donated to charity.

Lunch

Should you choose NOT to purchase the school lunch, please make sure you send a nutritious lunch and that a beverage is included. No candy or sweets, please. Also, be aware of the quantities that are appropriate for your child. We will try to send home uneaten portions so you will know what your child is eating in school. If lunch is forgotten, we will provide a nutritious lunch for \$.00 that will be added to your child's account.

At Faithful Foundations Academy, the food is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Food Program guidelines. Staff discard foods with expired dates. Food is a source of nourishment. With this in mind, when serving and or requesting nutritious foods for snacks, we also ask our parents to supply healthy, nutritious lunches to maintain healthier minds and bodies for our children. To do so, we suggest including whole grain products, fresh vegetables, fresh fruits and proteins.

Due to time limitations, we ask that you do not bring food to be heated in the microwave. You may send any leftovers in thermal containers to stay warm. **We do not permit frozen foods to heat/cook in the microwave.** Staff will make sure that food requiring refrigeration stays cold until served.

Important points to know:

- As an Islamic school, we will only serve halal meals.
- The school has “no junk food policy”, which discourages students from bringing foods high in sugar. Exceptions are on **few** occasions where class parties are planned by parents and teachers for special events and holidays. We keep these to a minimum. Yet we ask that parents bring healthy treats for snacks to acknowledge a child’s birthday.
- For each child with special health care needs or food allergies or special nutrition needs, we ask that the child’s health care provider give the program an individualized care plan that is prepared in consultation with the family.
- The program protects children with food allergies from contact with the problem of food. The program asks families of a child with food allergies to give consent for posting information about the child’s food allergy, if consent is given, then the school posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

Written snack menus for preschool children are posted where families can see them, and copies may be obtained if necessary. Menus are kept on file for review. The school provides snacks to supplement food brought from home. Please talk to your child’s teacher if you have questions or need help.

A hot lunch program will be available during the school year. More information can be found at the front office.

Snacks: Preschool classrooms serve a nutritious mid-morning snack which may consist of juice or milk, crackers, apple or orange wedges, waffles, bagels and cheese, celery, cheese, etc. We will assign one parent a day to provide these snacks on a once or twice a month basis. Various food preparation experiences such as orange juice, egg peeling and banana slicing are activities which children may work on during class time and share during snack time. Your child’s teacher may ask for help in providing these special treats from time to time. **We only provide snacks for the preschool and pre-kindergarten classes.**

Kindergarten and elementary school children are required to provide their own healthy snacks. Candy and junk food items are not allowed, and this will be strictly enforced.

Visiting Animals/ Classroom Pets:

Please do not bring any animals/pets onto the premises without prior approval from the principal. The school staff needs to ensure that children do not have an allergic reaction to any special animal.

Recognitions / Awards Assemblies

Recognizing that all students have talents and diverse learning styles, our focus will be to motivate and boost all students' self-esteem. Daily, teachers and the principal will seek opportunities to "Catch" students exhibiting the traits of Islamic values we are developing through our core. Every Friday, a student's "Hasanat" ticket will be drawn to highlight his positive action(s) during the morning assembly. Periodically during the school year, we will hold awards assembly to recognize both academic and behavioral achievements.

Rest Periods

Toddlers and Preschool students will be provided with a period for rest. Each child will be assigned a rest mat and a mat cover, which must be taken home every Friday for laundering and returned on Monday. Nap time is a routine made easier for children when they follow a regular schedule. As children mature, they begin to give up their nap but may rest quietly during this time. We follow a teacher/child ratio of one teacher supervising 20 napping children if all children are napping.

Toilet Training

Children experiencing toilet learning also need extra sets of clothing with socks. Faithful Foundations Academy is not equipped to provide these items for families. In the event that your child's bag is not stocked, you will be contacted. According to regulations, empty plastic bags, medications, cosmetics or anything marked kept out of the reach of children are not permitted to be stored in your child's backpack.

School Feedback Survey

Faithful Foundations Academy's School Board asks that parents complete a school survey annually. This helps us make sure we provide the services and maintain the quality you expect. The information is kept on file for our school accreditation procedures and improvement goals.

Textbooks

Students will use textbooks in class under teacher-directed instruction. They may also use these books for homework assignments that reinforce the learning that takes place in the classroom. Textbooks should never be written on in any way and children are responsible for the damage they have personally caused to the books. All textbooks are the property of Faithful Foundations Academy and lost or damaged books (including writing in ink or pencil that is not erased) will be replaced at the cost of the parent of the responsible child.

Workbooks are the property of the children, and they will take the completed editions home with them. Students are not to use workbooks beyond the planned course of instruction as prepared by the teacher.

BEHAVIOR EXPECTATIONS - DISCIPLINE

Child Guidance and Classroom Management

At Faithful Foundations Academy, we create a safe and caring environment by setting clear expectations and consistently supporting positive behavior. We have committed to the adoption of Restorative Practices, which is grounded in reflection, self-regulation and community building. Children are encouraged and praised for appropriate and respectful actions.

When challenges arise, we use restorative practices to guide children. Inappropriate behavior is addressed calmly, helping the child understand the impact of their actions and guiding them toward a positive choice. If needed, a child may take a short break to regain composure before reflecting on the situation with the teacher. Once the child feels ready, they rejoin the group and work toward repairing any harm and restoring relationships. This approach helps children build self-awareness, responsibility, and strong social skills in a supportive environment.

Children will always be spoken to on their level and given the chance to be a part of the solution. When children come up with the rules, they are more apt to follow through with them. Children will be treated with respect, individualized support in line with restorative approach.

AT NO TIME WILL A CHILD BE ROUGHLY HANDLED, VERBALLY ABUSED, DENIED OF FOOD/ AND OR FORCE FED, OR DEMEANED AS A DISCIPLINARY MEASURE.

A safe and orderly environment is crucial to an optimum learning situation for all children. We believe in a positive discipline approach where school, playground, and classroom expectations are discussed and reviewed with the students.

The elementary school discipline policies and procedures are an individual document and acknowledgement of that document will be required.

As a Disciplinary Measure

Often children's behavior at school is affected by changes happening in their lives. It is very important that parents inform us about any changes at home, including the following: new family members, moving to a new house, parents separating, new stepparents, etc. Any of these can have significant psychological effects on a child. Sometimes when children are hurt or frustrated with something, they express their feelings in their interactions with peers. Different resources are available to families upon request as a remedy to these situations.

Children with challenging behaviors

The school staff works closely with families and other professionals to develop and implement an individualized plan that supports the child's inclusion and success. Clear expectations, individual attention and acknowledgment of positive behaviors work wonders. If the behavior threatens the safety of the child and others, then other measures will be taken, and parents will be given notice to find care elsewhere.

Parent Handbook Signature Page

I/We acknowledge that we have read the Parent Handbook, Fee Schedule, and School Calendar. I/We agree to and accept all policies and procedures set forth therein. I/We understand that these policies are subject to change with thirty (30) days' written notice. I/We acknowledge that only one parent's signature is required for agreement.

Child's Name: _____

Parent/Guardian Name

Date

Parent/Guardian Signature

Administrator's Signature

This form will be kept in the student's file.

Date

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