

**FAITH ACADEMY MINDANAO**  
**STUDENT/PARENT HANDBOOK**  
2010 - 2011

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## **MISSION STATEMENT**

Faith Academy, an international Christian school primarily for the children of missionaries working in Asia, is committed to equipping students to be Christ-like, life-long learners by providing dynamic relevant education.

## **VISION STATEMENT**

Faith Academy envisions expanding children's educational delivery options to meet the needs of the missions' enterprise throughout Asia

## **STATEMENT OF FAITH**

- We believe that the Bible is inspired and inerrant, that all 66 books of the Old and New Testament are God's complete written revelation to mankind, the only infallible authority in all matters of faith and practice.
- We believe in one triune God, eternally existent in three Persons: Father, Son and Holy Spirit, the same in substance and equal in power and glory.
- We believe in the complete humanity and deity of our Lord Jesus Christ, in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood on the cross, bodily resurrection, ascension to the right hand of the Father, and future personal return in power and glory.
- We believe that the Holy Spirit indwells and empowers all believers and enables them to live a godly life.
- We believe that through Adam's sin all have inherited a sinful nature and therefore all choose to sin. All are thus sinners and deserving of death.
- We believe that salvation of lost and sinful man is only by the grace of God through personal faith in the Lord Jesus Christ alone, accomplished through regeneration by the Holy Spirit.
- We believe that our sins block our fellowship with God. As we confess those sins God forgives us and our fellowship is restored.
- We believe in the resurrection of the body, the judgment of the world by our Lord Jesus Christ, the eternal blessedness of the saved, and the eternal punishment of the lost.
- We believe that saving faith in Jesus Christ unites all Christians as members of the body of Christ. Such a position brings both privileges and responsibilities before God and toward one another in the Christian life.

## **STATEMENT OF UNITY**

As an interdenominational, with many mission sending organizations sponsoring teachers and students, there are some doctrinal matters not covered in the Statement of Faith, which may be considered controversial. In order to promote unity in the missionary community, Faith Academy asks that the faculty and staff members:

- Be respectful of staff and students who hold differing views on controversial doctrinal issues; agreement on the Statement of Faith should guide and balance discussion of differences.
- Be respectful of the parents' responsibility to teach their own children and not attempt to convince a student to take a position different from that taught in the home.
- Be free to share their personal doctrinal views when appropriate.

As a multicultural school immersed in a Filipino culture, it is recognized there are many areas of social conduct, which are viewed differently because of our diverse backgrounds. As a school we do not condone the use of alcoholic beverages, tobacco, drugs (except as prescribed by a physician), and participation in social dancing. In order to promote unity in the community, Faith Academy asks its community members to show sensitivity and discretion in exercising personal freedoms.

The impact of the staff on students occurs both inside and outside the school. Lifestyles modeled before them significantly influences students. The school desires that staff members and volunteers present positive dimensions of the Christian life and personal application of Scriptures.

## **SCHOOLWIDE LEARNING RESULTS**

- School wide Learning Results are being revised this year in order to update them so that our school improvement program can be aligned around them.

## **HISTORY**

### **Faith Academy in Manila**

In March 1956, missionary parents met in Manila to found a school. After praying, and working with a small mission school, and with the help of several mothers, Faith Academy Manila opened in July 1957.

### **Faith Academy in Davao**

In the mid 80's a group of parents in Davao asked Faith Academy to facilitate a branch in Davao. Faith Academy Davao opened in 1984 and moved to the present campus in 1988. In 2008, Faith Academy in Davao consolidated with Mindanao International Christian Academy to become Faith Academy Mindanao.

## **ADMISSIONS**

All inquiries regarding admission will be directed to the Principal. The Executive Team makes the final decision on all admissions.

### **STEPS for the application of a new student**

#### **1. Interview**

If the family is in Davao, the first step is a visit from the family to the school, including an interview with the Principal or designee.

#### **2. Submission of Application**

The admission process is officially started by filing of the application form in the admissions packet.

**No further steps** will be done in the process until that application form is complete and submitted to the Registrar.

### **New and Transferring Elementary Students**

A child entering Kindergarten must meet the following requirements:

1. Reach his or her fifth birth date on or before September 1 of the year enrollment is anticipated.
2. In special circumstances, (i.e. language immersion) a younger child may be admitted with the understanding that regardless of performance the child be in Kindergarten for two school years.
3. Be accepted by the Executive Team and the Teacher.
4. Evaluation and testing during his or her first three weeks of kindergarten

Before entering Grades 1-5, a child who did not attend Faith Academy Mindanao the previous school year must meet the following requirements:

- A student entering Grade 1 must have reached his/her sixth birthday on or before September 1 of the year enrollment is anticipated.
- Arrange for past academic records to be sent to Faith Academy.
- Be evaluated and possibly assessed for grade placement
- The school accepts hand carried records brought from home countries

### **New and Transferring Secondary Students**

Secondary students enrolling in grades 6-12 should contact the counselor of the previous school before making application, being certain that a transfer will not cause the repetition of a subject other than Bible or Physical Education. Parents should be sure to request that records be sent to Faith Academy from the previous school.

Before entering grades 6-12, students who did not attend Faith Academy the previous school year must meet the following requirements:

- Have past academic records evaluated by principal for grade level standing or number of credits granted.
- If past academic records are not available or are difficult to assess, testing and evaluation will be done prior to the first day of classes by the teaching and counseling staff for correct course placement. Past academic records are required for credit.
- All students are expected to subscribe to the Faith Academy Code of Conduct. For grades 6-12 every student and one of his/her parents sign the Code of Conduct document each year.

### **3. English Proficiency Assessment**

- Applicants in families who use English as their predominant language and show success through records in an international or passport country school need not be tested.
- Applicants in families, who do not use English as their predominant language, must achieve a minimum acceptable score on a standardized English proficiency test for the age and anticipated grade level of the child.
  - Assessment schedule is in May for 1<sup>st</sup> Semester (starts in August) and December for 2<sup>nd</sup> Semester (starts in January).
  - There is an additional assessment schedule in July for 1<sup>st</sup> Semester for those students who are not yet in Davao in May.
  - Category II or III students will be charged an assessment fee
  - If students are not accepted based upon assessment, then they can be retested at the discretion of the school personnel during the schedule.
  - Students, once admitted, may or may not receive ELL services based on their needs and staffing.

### **4. Other Factors in Consideration**

- Applicants with learning disabilities may be accepted as long as they can profit from their classroom experience while receiving additional remedial and supportive instruction from specialists, providing appropriate professional personnel are on staff.
- Applicants with physical or emotional handicaps may be accepted, if facilities, technology, and/ or professional personnel are available to make it possible for such students to receive profit from a mainstream classroom experience.

## 5. Acceptance

- Category I, II, and III students not obviously English proficient will be accepted or denied based upon the discussion and decision of the Admissions committee.
- Category I students meeting the English proficiency requirements will be accepted.
- Acceptance or denial will be given in written form to the families of the students.
- Applicants may only be accepted if sufficient professional personnel are available on staff to provide the services needed.

All accepted students are expected to subscribe to the Faith Academy Code of Conduct. For grades 6-12 every student and one of his/her parents must sign the Code of Conduct document each year. All students will be involved in all aspects of the school including Bible courses and Chapel programs.

### **Applicants from Families serving with Missionary Organizations (Category I)**

Faith Academy gives preferential acceptance to the children of missionary families. This is in keeping with the intention of the original purpose as stated in our Articles of Incorporation.

Transfer students are accepted provisionally until satisfactory evidence of honorable dismissal and school records are received from the school previously attended.

### **Applicants from Families not serving with Missionary Organizations (Categories II and III)**

Faith Academy allows for a limited number of students from non-missionary families to be accepted into our educational programs.

Transfer students will be accepted only when satisfactory evidence of honorable dismissal and school records are received from the school previously attended.

Limitations will be imposed for non-mission students based on factors such as:

- Applicants may only be accepted if there is a commitment of parents to support the teaching of the values within the Statement of Faith, policies and procedures of Faith Academy.
- Applicants may only be accepted if there is sufficient space in the grade level they are applying for. Otherwise, they could be placed on a waiting list.

**Late Entrance**

It is in the best interest of any child to be present starting with the first day of the school year and to complete the entire school year with his/her class. Elementary students arriving late may be placed in a lower grade if they are not able to work successfully in the anticipated grade level.

Students who miss more than 15 days in one semester may be denied credit for the semester.

No new students will be accepted for second semester after March 15.

## **ACADEMICS**

Faith Academy Mindanao provides a quality Christian education. We recognize the uniqueness of the students in individual development and being Third-Culture Kids.

There is an emphasis on meeting the academic, social, physical, and spiritual needs of the students. The language of instruction is English. The curriculum, though North American based, will include international aspects to meet the needs of the students.

Students will spend adequate time learning the core areas of Bible, Language Arts, Mathematics, Science and Social Studies. There are also opportunities to experience Fine Arts, Physical Education, Computers and explore other areas of interest.

A Heritage Language Program is offered and staffed by parents and native speakers. For K-8, this class meets twice a week. Students with the appropriate passport will be assigned and will need parental written permission to transfer from the Heritage Language Program For high school this is an elective class.

Good communication between the parents and the school ensures smooth progress in students' academic growth.

### **Supplies for Students**

The school provides textbooks. The student provides typical school supplies. Elementary teachers provide a list of needed school supplies for their grade level. The school provides any course-specific supplies to the students as needed. These supplies are available in the community and some items are for sale through the office in an "emergency."

Two (2) P.E. T-shirts are given to students in grades 5-8. If needed, additional shirts are on sale. P.E. shirts are worn only during Physical Education class. P.E. shirts should not be worn to classes other than PE.

### **Homework**

Any homework assignment should

- arouse curiosity, raise questions for exploration, and foster self-discipline and responsibility
- give students a chance to try out in practical ways the things they are learning in the classroom.
- receive feedback with clarity and in a timely manner
- at times, be designed to involve parents as teachers, learners, audience, and supporters of the student's learning experience

Students are assigned work regularly. The amount of time will depend on each child’s rate of learning. However, a “rule of thumb” is homework to be approximately the grade level multiplied by ten minutes average per day. For example, 1<sup>st</sup> grade be 1 x 10 or ten minutes; 2<sup>nd</sup> grade be 2 x 10 or twenty minutes; and so on.

Teachers adjust assignments for students having trouble finishing homework. At times, there will, be special homework projects that go beyond the suggested time limits. This is a necessary part of learning. The teacher balances this with a lighter load for regular assignments.

**Assessment**

Students are evaluated using a variety of assessments: assignments, quizzes, writing, group work, portfolios, various projects and unit tests. Students should not have more than three tests in a day. Teachers are encouraged to communicate clearly and in advance regarding assessment.

Standardized tests are given each year to all students to help assess student needs and adjust learning strategies.

**Marking System (Grades 6-12)**

Percent	Letter Grade	Meaning
93-100	A	Excellent, Beyond Expectations
90-92	A-	
88-89	B+	Very Good, Above Average
83-87	B	
80-82	B-	
78-79	C+	Satisfactory, Meeting Expectations
73-77	C	
70-72	C-	
68-69	D+	Poor, Below Average
63-67	D	
60-62	D-	
59 or less	F	Failing, Did Not Meet Expectations

In addition, our school has Pass/Fail for a few designated courses.

70 or higher	P	Pass
69 or lower	F	Fail

Incomplete grades are granted for extenuating circumstances. Unless prior arrangements are made, an incomplete must be removed within four weeks of the end of the grading period, or it is changed to a failing grade.

### **Grade Point Average (Grades 9-12)**

A student's grade point average is determined by multiplying the credit for each course by the following point scale: A = 4, B = 3, C = 2, D = 1, and F = 0, without regard for (+) or (-). Pass/fail grades are not used in calculating GPA. Advanced Placement classes use a 5 point scale: A = 5, B = 4, C = 3, D = 2, F = 0.

The total grade points are added together and divided by the total number of credits attempted to arrive at the "grade point average." All courses attempted are included unless the student withdrew within the allotted time. Pass/fail credits are not included in this calculation, although they count towards graduation requirements. Grades from other schools are included in GPA. Faith Academy Mindanao does not do class ranking.

### **School Records**

#### ***Mid Quarter Reports***

To facilitate communication, teachers may prepare a progress report for each student in the middle of first and third quarters. Parents are to be notified when a student is in danger of failing or retained.

#### ***Reporting Student Progress***

In order to help communicate progress in learning Report cards are distributed each quarter for all levels. The school year is divided into four (4) grading periods called "QUARTERS."

#### ***First Quarter – August through October***

Parent/teacher conferences at the end of the quarter. A written Report Card is also issued.

#### ***Second Quarter – October through December***

Students receive a written Report Card.

#### ***Third Quarter – January through March***

Parent/teacher conferences at the end of the quarter. A written Report Card is also issued.

### ***Fourth Quarter – March through May***

Students receive a written Report Card

#### ***Report Cards***

These are official records of a student's progress at the school and will be distributed quarterly. Semester grades are recorded on the cumulative transcript.

#### ***Cumulative Records***

Faith Academy Mindanao maintains accurate records of student achievement and sends out transcripts of student achievement to schools upon the request of the student or parent. Transcripts will be kept indefinitely and other student records will be kept three years after the graduation of the student.

Cumulative files are not to be removed from the office. The files are an ongoing record of the student's academic history.

### **Graduation Requirements (Grades 9-12)**

Departments:	General	College Prep
Bible (a)	Required	Required
English	4.0	4.0
Science (b)	2.0	3.0 – 4.0
Mathematics (c)	2.0	3.0
Social Studies (d)	3.0	3.0
Health & PE (e)	2.0	2.0
Fine Arts	0.0	1.0
Technology (f)	0.5	1.0
Modern Languages	0.0	2.0
Electives	5.5+	2.5+
<b>TOTAL:</b>	<b>23 or more</b>	<b>25 or more</b>

- (a) Bible class is required each year enrolled at our school
- (b) Biology is required
- (c) College Prep requires Algebra Two and Geometry
- (d) American History is required for US citizens
- (e) 0.5 credit of Health is required within the 2.0 credits
- (f) Computer Applications (or proficiency) is required in Grade 9

Full time students take 6 to 8 credits per school year. If they are taking eight courses in a semester, one course will be Fine Arts

### **Elective Courses (Grades 9-12)**

Elective courses for credit will be offered by the school or arranged through the school. The goal will be to meet the individual needs of the students, go toward graduation credits, be practical, use community resources, and be service oriented when possible.

### **Independent Study, Online and Contract Courses (Grades 11-12)**

Students may take courses not offered in the normal schedule as independent study courses and/or contract courses. These courses must be supervised by qualified personnel and approved by the principal. The decision to allow a student to take an independent study course will take into consideration the student's GPA, study habits, and maturity. Students must have a minimum GPA of 2.5.

A student may generally not enroll in a course which is a regular part, or similar to a regular part, of the school curriculum, unless there are extenuating circumstances i.e., the student is a mid-semester transfer. Nor may a student get credit for the same course more than once.

Independent study courses are usually limited to students in grade 11 and 12. A planning sheet, the proposed course outline, objectives, and evaluation criteria, will be submitted. It is the student's responsibility to submit the proposal and to contact the teacher to negotiate the course requirements. The principal must approve the proposed course information within the first two weeks of the semester in which the course is to be taken. It is advisable to turn in the proposal before the deadline in case modifications must be made.

One semester's credit will require at least 75 hours of work and will be worth 0.5 credits. Usually, these credits are classified as elective credits. Time spent on the course is documented on time sheets. It is the responsibility of the student to maintain this time record. The course must start at the beginning of the semester and be completed by the end of the semester. In special circumstances, the course can be extended over two semesters. The 75 hours will not be adjusted for time spent on Outdoor Education.

The student must meet with the supervisor at least the equivalent of one class period a week. The supervisor must submit progress reports at the middle and end of each quarter. Written critiques of achievement will be submitted with the letter grade and become part of the student's permanent record.

### **Teacher Assistant Program (Grades 11-12)**

The purpose of the Teacher Assistant Program is to introduce students to a different aspect of the teaching/learning process, to provide assistance for the staff, and to meet the needs of students who learn well from peers.

Student and staff member must come to an agreement about the work to be performed, the time commitment involved, and the appropriate credit to be received. Student and staff member together will develop and submit a plan to the principal for approval within the first two weeks of the semester. The plan will include desired outcomes and goals, responsibilities of the student and staff member, the benefits that both the student and staff member will receive, working hours, and evaluation criteria.

Teacher Assistants must have a minimum GPA of 2.5.

#### ***Credit Options***

For clerical work that involves five (5) class periods of work per week, the student will receive 1/2 credit per semester and a grade of satisfactory or no credit. This credit is considered an elective credit. The maximum number of credits that can be earned with this option is one credit.

For work that includes learning new skills and being involved in the classroom and/or studying some aspect of the teaching/learning situation, the student has the option of enrolling for the teacher's assistant position as an independent study. The student will receive 1/2 credit for 75 hours of work per semester. All independent study requirements apply. The supervisor can choose that the student receive a letter grade or a pass/fail for this course.

The staff member will train and supervise the student as needed and will submit mid-term progress reports each quarter.

### **School-to-Career Courses (Grades 11-12)**

The purpose of the School-to-Career Program is to teach students work ethics (e.g. being responsible, being on time, finishing tasks) and to provide an opportunity to have a hands-on learning experience. The student is responsible for finding work and a supervisor. Student and supervisor work together to develop and submit a job description for approval. It should include: working hours, desired outcomes and goals, responsibilities of the student, and method of evaluation. The student will not be paid for any time spent during the School-to-Career Program.

The student receives one-half (1/2) credit per semester for a minimum of eight (8) hours of work per week all semester. (Maximum: One credit per semester.)

The work must be something more than menial or strictly routine labor.

The student is expected to report in and out to the supervisor, to perform the duties required, and to be a good representative of the school.

Then supervisor must be willing and able to spend time training and supervising the student and must submit progress reports at the middle and end of each quarter.

Students must have a minimum GPA of 2.5 and be in grade 11 or grade 12. (NOTE: Exceptions may be granted in exceptional situations.)

### **Correspondence Courses (Grades 9-12)**

Students may take courses not offered at Faith Academy Mindanao through accredited correspondence with approval from the principal.

Every effort should be made to enroll early and work diligently. A staff member will supervise students studying by correspondence and will prepare a narrative assessment of the student's progress at the end of each quarter.

Students can be assisted with correspondence courses using school staff, facilities, and computers. The school will not provide advisement of any correspondence or home school course, if a similar course is available through our curriculum.

### **Study Hall (Grades 9-12)**

Students can have one study hall but not more than two each semester. Low grades may be one reason for denial of a request to not have a study hall. Freshmen and sophomore students will work under the supervision of the study hall teacher for that period.

Honors study hall is a privilege reserved for juniors and seniors. Unless proven otherwise, the student is considered to be responsible and able to monitor him or herself. In order to leave campus during school hours, a student must have on file in the office a letter of permission from his or her parents. Before leaving campus, the student is to indicate on the sign out sheet in the office where he or she will be spending the period. If a student receives an unsatisfactory grade or conduct report, that student forfeits the right to participate in honors study hall.

### **Transfer Credit**

#### ***Accredited Schools***

Faith Academy Mindanao will accept credits earned from an accredited high school from passport countries. Official transcripts will be requested and provided prior to being transferred to the Faith Academy Mindanao transcript. The credits, and honor points will be transformed by the principal using Faith Academy Mindanao

transcript criteria. In addition, courses will need to have resource people with whom the students taking AP courses in grades 11 and 12 can receive the weighted honor points.

### ***Correspondence and or Internet Coursework***

Faith Academy Mindanao will accept credits earned from correspondence and/or Internet courses. Official transcripts will be requested and provided prior to being transferred to the Faith Academy Mindanao transcript. The credits, and honor points will be transformed by the principal using Faith Academy Mindanao transcript criteria.

### ***Home School Coursework***

Faith Academy Mindanao can accept credits earned from home schooling provided appropriate documentation is provided. This documentation will become a part of the student's permanent file. The credits and honor points will be transformed by the principal using Faith Academy Mindanao transcript criteria.

(Note: Faith Academy Mindanao transcript criteria includes but is not limited to the concept of one semester's credit will require at least 75 hours of work and will be worth 0.5 credits. In addition, courses need to have qualified resource people with whom the student has regular, one hour once a week contact.)

### **Dropping and/or Adding Courses**

A course may be added or dropped within the first two weeks of the semester. When adding a course, the student is responsible for work assigned previously. After two weeks, the student is committed and is responsible for the work and the grade earned.

### **Withdrawal and End of Year Student Checkout**

No records will be released until a student has properly taken care of all the withdrawal details. The student must report to the administrator and obtain the proper form for withdrawal. This form is to be taken to all the student's teachers to be signed. Teachers collect the student's books and materials, indicate the student's grade, and identify any fines the student may have acquired in the class. The form is brought to the administrator for final checkout. One copy of the form is given to the student, and one will be placed in the permanent record.

### **Obtaining a Transcript**

When a current student needs a transcript sent to a future school or place of employment, he may obtain a Request for Transcript form from the office. The cost for processing transcripts is 100 pesos for each transcript.

**Due to our overseas location, requests for transcripts should be made a week in advance.**

The official transcript is school property. It includes all the student's grades and any standardized test scores that have been sent to the school. Any requests for college or scholarship recommendations should be made directly to the appropriate person.

Previous graduates from Faith Academy Mindanao may request transcripts from the ACSI Transcript Depository.

### **Activities (Extra Co- & Curricular Programs)**

The administration will pursue, encourage, facilitate and support wholesome, extra curricular and co-curricular student activities and programs, developed by students, parents and/or staff, consistent with Faith Academy Mindanao mission and philosophy.

The student activities and programs can be supported by the Filipino and expatriate communities and will enhance and balance the academic program at Faith Academy Mindanao. The activities and programs will reflect the demographic profile, needs, and interests of the students.

The student programs will be sponsored, coached, and/or advised by qualified personnel appointed by the administration. The Athletics' Director appoints coaches.

All school-sponsored student activities must include a sponsor or sponsors approved by the administration to ensure the safety, wellbeing, and Christian growth of the students.

#### **Spiritual Life Activities**

One of the primary goals of Faith Academy Mindanao is to encourage our students to grow in their relationship and walk with Jesus. Spiritual Life Activities provide opportunities for growth.

#### ***Chapel***

Chapel is held regularly for the worship, fellowship, evangelism and equipping of the students and staff. Attendance is required.

#### ***Praise and Worship Team***

The school encourages students with musical gifts to get involved in chapel and other outside worship services.

#### ***Discipleship***

Discipleship activities may be planned by the staff to include both staff and students in regular Bible study and application. Involvement may be either mandatory or voluntary, depending on the activity.

#### ***Prayer***

Prayer is an important activity for a vital spiritual life. Students will be given examples, instruction and opportunities to pray individually, in small groups and corporately.

### ***Outreach***

As world Christians, we are concerned about those around us. Faith Academy Mindanao will provide activities and opportunities to reach out to the physically, emotionally, and spiritually needy.

### ***Spiritual Emphasis Retreats***

Faith Academy Mindanao may organize and sponsor spiritual emphasis retreats during the course of the year in order to provide opportunities for continued spiritual growth of students and staff. Such retreats may be coeducational or separated by gender. If the retreat includes a school day, then all students are expected to participate. Many times this retreat is held in conjunction with Outdoor Education. If the retreat is on a weekend or non-school day, then participation is encouraged but not mandated.

### ***Student Council Activities***

A goal of Faith Academy Mindanao is to provide students opportunities to develop civic and citizenship skills through leadership and serving. Thus, our school provides several activities that allow a practical opportunity to hone those skills.

### ***Student Councils***

There are separate but cooperating student councils in high school and middle school. There is an election within the first week of the school year to elect student council members. The Administration will appoint faculty advisors.

### ***Leadership Conference***

Each year high school students elected to Student Council leadership will attend a Leadership Conference sponsored by the Administration. The conference will take one day of school and one non school day (Friday and Saturday morning). It will include training activities including spiritual, planning, and leadership sessions.

### ***Middle School Welcome Back Party***

Each year high school students elected to Student Council leadership will attend a Leadership Conference sponsored by the Administration. The conference will take one day of school and one non school day (Friday and Saturday morning). It will include training activities including spiritual, planning, and leadership sessions.

### ***Spirit Week***

Near the beginning of each year, there is a week designated as Spirit Week for the entire school (K-12). This is a time for costume days

and special events at lunchtime. All students will want to participate to show their school and team spirit. It is a time of enjoyment and teambuilding with the student body and staff.

### ***Carnival***

Alternating years, the Carnival is scheduled on a Friday afternoon to be held on the Covered Court. Each class (K-12), with the help of parents and staff, will sponsor a booth. The Student Councils sell tickets used in the booths that include games, and refreshments. The funds raised will go to a Filipino outreach program for the needy designated ahead of time by the Student Councils.

### ***Track and Field Day***

Typically, on the last day of the third quarter, prior to Parent-Teacher Conferences, Track and Field day is held. Students are placed on teams and compete in various races and field competitions of their choosing. In the longer races, (5K, 2K or 1K) community adults may participate.

### ***Banquets***

Both Middle School and High School banquets are scheduled for students to enjoy participating in wholesome social events. Students are given an opportunity to practice and demonstrate their social skills, both in serving and being served.

### ***International Day***

Alternating years, International Day is scheduled on a Friday afternoon to be held on the Covered Court. Each country represented in FA Mindanao with the help of parents and staff, will sponsor a booth. The Student Councils will issue “passports.” The booths typically include artifacts, photos and refreshments from that culture.

### ***Outdoor Education***

Outdoor Education is an integral part of the Faith Academy Mindanao curriculum for middle school (with FA Manila) and high school and participation by all students is expected.

Outdoor Education gets the students out of the classroom and into a practical learning situation for approximately a week of school.

The purposes of Outdoor Education are:

1. to **serve** with the Filipino community in practical, interactive ways,
2. to promote the **spiritual development** of students, and to challenge students to expand their understanding of God’s role in their lives.
3. to provide **educational experiences** that include learning about the development, culture and geography of the Philippines,

4. to build **cohesiveness within the student community**, and to challenge our students to expand their understanding of their resources and capabilities,
5. to have **fun**.

### **Fine Arts Activities**

Faith Academy Mindanao provides activities such as plays, concerts, musicals, displays and holiday programs. Faith Academy Mindanao also encourages participation in community and church-related performances. Curricular courses (Band, Vocal Music, Drama, Art) as well as extra curricular activities are sponsored by the school.

Those students participating in Band will be required to either have or rent an appropriate instrument. Faith Academy Mindanao procedures for instruments will be posted at the beginning of the school year.

### **Athletic or Sports Activities**

Faith Academy Mindanao also sponsors athletic activities. These can include both intramurals and interscholastic competitions. An Athletic Director is appointed by the Administration from the staff to implement programs that support our core values and the Schoolwide Learning Results. This provides an excellent opportunity for our students to grow in physical skills as well as developing character traits.

#### ***ISAC (Grades 6-12)***

Faith Academy Mindanao is a member of International Schools Activities Council, and depending upon student interest, may sponsor boys' and girls' teams in volleyball, basketball and soccer.

There should be several local games organized for each sport as well as participation in the ISAC tournaments. Students not planning or able to go to the tournaments are still encouraged to play on the Faith Academy Mindanao teams when competing locally.

Please refer to the athletic handbook for guidelines regarding eligibility, requirements, and other details regarding Faith Academy Mindanao athletics.

# Operating Procedures

## School Day Schedule

7:30 – 2:40	Classes (All students)
2:40 – 4:30	Sponsored Activities (Students in sponsored activities)
4:30	School Closes (Students are not be on campus unsupervised)

## Food at School

Students can bring lunch from home or they can sign up for the hot lunch program. Students can also bring snacks to be eaten at appropriate times. Food is not to be eaten in classrooms without the expressed permission of the teacher. Trash or rubbish should be disposed of properly.

Students are not to go outside of the campus grounds without permission and supervision for any reason including purchasing food during school hours (7:30 to 2:40).

## Guidelines for Absences

**Parents/guardians must authorize all student absences either by a phone call or in writing.** If the phone call or note of explanation is not received the day after the student returns to school, the absence will be considered unexcused. Required information includes: name of student, date(s) of the absence, reason for absence, and in the case of the note, signature of the parent or guardian.

When an absence occurs, the student is responsible for any class work missed and must arrange with the teacher to make up assignments, tests or quizzes.

Students absent more than fifteen days in a semester for any reason will fail courses unless the student and parents make special arrangements with teachers, and the principal gives consideration. The fifteen days includes excused, unexcused, planned absences, and late entries.

There are, of course, valid reasons for being absent. They are:

Illness

Death or life-threatening emergency within the family

Pre-approved planned absence such as a family activity or trip (a note explaining the absence must be submitted within five (5) school days before the absence. If note is not received, the absence may not be excused.)

Other excused absences may be granted at the direction of the principal

School sponsored trips

Trips to government offices should be scheduled during non-school time but sometimes that is not possible

### ***Planned Excused Absences***

Due to the importance of parental interaction with their children, Faith Academy Mindanao, upon parental request, may excuse a student. Medical appointments can be excused when planned ahead of time. If an immediate family member is arriving or departing the country, the student may plan ahead for that event.

Parents must contact the principal a week in advance of any planned absence. A "Planned Absence" form must be obtained from the principal. The form must be completed by the student and parent and approved by the student's teachers and the principal at least two days before an anticipated absence.

The student is responsible to plan ahead and complete assignments missed. The work is due before the absence or as specifically arranged with each teacher.

An **excused** absence allows the student to make up all tests, quizzes, and assignments within a time limit (typically one day for each day absent). Late work is assessed a grade penalty. Failure to make-up work will result in a zero grade.

### ***Unexpected Excused Absences***

Student illness, deaths in the family, or government paperwork are excused absences. Students have a day to make up work for each day they have an unexpected excused absence. Homework assigned before absence, and tests scheduled for the first day absent are to be completed the day the student returns.

Students who need to leave campus during school hours must have written or telephone parental permission and check out with the office before they leave.

### ***Unexcused Absences***

Absence for any other reason other than those listed, as "Excused or Planned Absences" will be unexcused. Leaving campus without proper authorization, which includes checking out with the office, will be considered unexcused.

An **unexcused** absence allows the student to make up all tests, quizzes, and assignments within the same limit as an excused

absence. However, work missed and completed within the allocated limit time will be assessed a two-letter grade penalty. Failure to make-up work results in a zero.

### **Tardiness**

Punctuality is a value of respect towards others and their time. In middle school and high school students tardy as the result of being delayed by another teacher must secure a written pass from that teacher.

### **Participation in Physical Education**

Physical Education is an important facet of our program and students are expected to participate. If there is a reason for a child to miss Physical Education, a note requesting permission for an excuse should be sent prior to the class. To miss more than three consecutive class periods a note from a doctor will be required.

### **Field Trip Procedures**

There are rich resources of cultural learning that are available locally. Students must return a signed field trip permission form before going on the trip.

### **Textbooks**

Teachers will check out textbooks to students. All books are the property of the school and are returned upon withdrawal. Papers should not be stored in textbooks as this is potentially damaging to the binding.

### **School Equipment**

School equipment must not be removed from the school without authorized approval. Electronic equipment can only be used under supervision of a teacher. Equipment requests are made to the principal who will approve and then pass the information to the business manager.

### **Office Equipment**

The use of the office equipment (computers, photocopier, intercom, etc.) is limited to the staff. If a student requires the use of any office equipment he or she needs to receive permission and supervision. The phone is available if not being used for school purposes. Students may not make long distance calls or calls to cell phones on the telephone.

### **Computer Use**

Students may have access to computer lab and library computers for school-related work during the school day (7:30-4:00) providing there are supervisors except when there are classes in the lab. Students must be good stewards of computer hardware and software that we have acquired.

Students are not allowed to have food and drink in the lab or library. Papers, books, and personal belongings must not be left lying anywhere on campus.

Only computer administrators are allowed to change any setting or install any programs on school computers. Requests for adding programs should be made to the principal

Faith Academy Mindanao students under staff supervision and staff are permitted to access the Internet. Downloading music and videos is strictly prohibited. Students may not store any files that are inappropriate, illegal, or contraband including music and videos.

File all personal documents in your individual folder, not outside of folders on the network common drive, and not on local computers. Documents in your individual folder will be backed-up. Individual folders and all the contents are the property of Faith Academy Mindanao.

### **Lockers**

High school and middle school students are assigned lockers and are responsible for maintenance. Lockers are not to be defaced (inside or outside) and are to be kept clean. Students will be fined for damaged or defaced lockers.

All textbooks and materials are kept inside the students' assigned locker(s) or classrooms. Students' textbooks, notebooks, and other belongings may not be left in public areas, the library or computer lab. If they are found, they will be placed in the Lost and Found with a fine.

Students will provide their own combination locks and report the combination to their homeroom (Bible) teacher. The school is not responsible for lost or stolen items. Students are encouraged to lock their lockers, especially at night and over weekends.

### **Cubbyholes**

The elementary classroom teachers will determine the use of the cubbyholes. Students need to empty their cubbyhole each day.

### **Transportation**

Responsibility for transporting students to and from school belongs to the parents. They may bring their children or coordinate with others.

Faith Academy staff members assist with arrival and departure of students. At the end of the school day, students are expected to leave school using regular transportation procedures. Changes to regular procedure require a note or phone call to the office, informing the office.

### **Bicycles**

Students and staff members who ride bicycles are asked to park them in the area designated for them. All are encouraged to lock bicycles.

### **Cell phones**

Students are allowed to use cell phones only during merienda and lunch.

At all other time cell phones must be shut off or placed in silent mode. This is to ensure an appropriate learning environment.

If a student is using a cell phone at other times a staff member will confiscate it and will return it at the end of the school day. If it occurs a second time within the quarter the cell phone will be confiscated and returned only to parents.

### **Facility Use**

God has provided wonderful resources for Faith Academy here on Mindanao, including a nice facility, nice equipment, quality textbooks, etc. Let us be good stewards, take pride in it, and take time to keep them clean, maintained, protected, and litter-free.

On school days, Faith Academy reserves the athletic facilities for student activities until 4:30 pm. There is a regularly scheduled community sports time on Wednesdays from 4:30 pm to 6:00 pm and Saturdays from 3:00 pm to 6:00 pm. Parents, staff members, community members, and other organizations can rent facilities if available after 4:30 pm evenings or on the weekends.

## **Library Procedures**

### **Patrons**

Faith Academy Mindanao Community Members include:

- Students
- Staff members
- Staff member's spouses
- School Volunteers
- School Employees
- Parents and siblings of current students

All others (including home-schoolers) who wish to checkout materials from Faith Academy Library must first register with the office. In order to register, an enrollment fee as a "part time" student of \$60.00/year will be charged. The person may then checkout materials following the library procedural guidelines. Any violation of the guidelines may result in privileges being revoked without reimbursement of the fees.

### **Checkout Procedures**

#### **BOOKS –**

Are checked out for a period of **two weeks**. Books may be renewed one time.

#### **REFERENCE BOOKS –**

Patrons may check out reference books from the library for **1 day with no renewals**. Reference books may not be checked out before 10:00 AM.

## **MAGAZINES –**

Current issues of magazines (in plastic covers) may not be checked out. They are for in-library reading only. Other issues may be checked **out for two weeks**. Magazines may **NOT** be renewed.

## **ATLASES –**

Atlases may be checked out as reference books, but only if they are small. The large atlases may not be checked out.

## **VIDEO TAPES and CDs**

Videos and CDs in the library may be checked out for one week. Only adults may check out videos. They may **NOT** be renewed.

## **INDEX BOOKS**

Index books may not be checked out.

### **Checkout Limitations**

- All students are limited to 5 books/magazines at one time
- Adults are limited to 15 books/items
- No one may check materials out for someone else (unless they're a parent and checking out for their child) and a patron may not check out materials under someone else's name.

### **Checkout Renewals**

- Magazines, reference books, and videos may not be renewed.
- A book may be renewed one time only.
- A patron may not renew a book if he has any other books overdue or if he has an unpaid fine (except grades 1-3). These items must be cleared up before further checkout.

### **Overdue Procedures and Fines**

Books checked out are the responsibility of the patron to return on time. The library is open Monday through Friday, 7:30 am to 2:15 pm for books to be returned. We will happily make a computer check for any patron who requests to know what books they have checked out or if they have any fines.

At the end of each quarter we will make out a comprehensive list of names and update it daily the last week of the quarter. Any student on the list (or if the parent is on the list) will not receive their report card until the payments are made.

Fines are paid in the library.

Books checked out over 2 weeks	P1.00/day
Overnight (Reference) books	P5.00/day
Magazines	P1.00/day
Video Tapes	P5.00/day

## **Reserving or Holding Materials**

Students, staff, or library patrons may reserve books. A reserve may **NOT** be made if the person has any books overdue or an unpaid fine. Magazines, reference books, and videos may not be reserved.

## **Lost Materials**

To declare an item lost requires that a lost material fine of P20.00 be paid. The overdue fine that has accumulated since the book was due should also be paid at this time but may go on the patron's account.

A patron may begin checking out books again only if both the P20.00 fine and the accumulated overdue fine have been paid.

When lost book returned: If the item is returned before the end of the current quarter no additional fines are charged.

Payment of lost materials: At the end of each quarter, any materials which may have been lost during the quarter are charged to the parents account. If the item is returned at the later date, 90% of the fee will be refunded.

## **High School Library**

The high school library has materials in various formats. Patrons are allowed to check out books or magazines while teachers have access to audio-visual materials for use within the classrooms. There are also several computers available for research purposes.

If the librarian is not available to check out books, please sign your name and barcode number on the check out sheet on the librarian's desk. The magazine checkout sheet is located on the magazine rack. The most recent issue of magazines are in plastic covers and are not to be checked out. Books that are being returned should be put in the basket next to her desk and not put back on the shelves.

## **Community Communication**

### **Parent Advisory Committee**

The Transition Team has recommended and the Principal has invited members of the Parent Community to be on the Parent Advisory Committee. The PAC provides a sounding board for ideas and issues for the school administration and acts as a voice for the entire parent community.

In practice:

- PAC meets at least 5 times per school year (beginning of school and end of each quarter) – can be more often if needed
- PAC has 5 to 7 members (currently 6)
- Recommended by the previous PAC

- Invited by the Principal
- Serve one year with no term limits
- Are usually selected to have a “balance” of diversity, however no quotas of any one “group”
- Agenda is set by Principal with input from PAC members. Issues from the community are also raised
- Generally revolve around the school’s purpose, people, programs, and property

### **Weekly Community Bulletin**

An email bulletin is sent out from the office weekly with information to help all shareholders in the school. A hardcopy is available upon request. Contributions to bulletin are welcome. Please turn those into the office.

### **Conferences and Home Visits**

The administrator and classroom teachers are available by appointment for conferences. Teachers may visit homes and have conferences to facilitate communication.

### **Classroom Visitors**

Parents are encouraged to take an active role in the education of their child. Classroom visits are welcomed. An appointment should be made with the classroom teacher to initiate an effective visit. Preschoolers should not be brought on these visits, and a low, non-disruptive profile should be maintained in the classroom or library.

Children not currently enrolled, such as those being home schooled or visitors, may also visit and participate in the school program by special arrangement. One-week advance notice and the agreement of the classroom teacher(s) is common courtesy.

### **Verbal and Written Comments to Parents**

An education is more than course content. Developing proper work habits and attitudes are also important, and comments can describe students’ progress.

Teachers are responsible to explain course requirements and grading procedures. Students are responsible to know the basis on which marks are determined and to continually strive to meet the requirements.

Procedures for expressing concerns

A proper course of action has been established in the event that a student or parent has a school related concern.

Step 1: Meet directly with the teacher/coach involved.

Step 2: If the concern is not resolved, both parties should summarize the concerns in writing and proceed to the next level of intervention.

Step 3: Both parties should take the summaries to the principal for resolution of the problem.

Step 4: If the concern remains, both parties have the right to address the Superintendent.

There are procedures listed on the website for expressing concerns to the administration.

## **Learning Environment and Student Discipline**

Our school is committed to a safe, educational environment that is student centered yet teacher controlled. Students are expected:

- To respect the school standards and rules in academics and conduct and to honor the guidelines of conduct in the student covenant.
- To respect the faculty and administration and their authority to teach and discipline. They must show respect to others even when they disagree.
- To respect classmates and their right to learn. The classrooms are for working on coursework not social time. Asking a question of a fellow student or staff member is acceptable and encouraged if done respectfully and it is not disruptive.
- To respect the diversity of views and backgrounds of all.
- To refrain from public displays of affection between non-family members.
- To limit trips to lockers and rest rooms to during breaks, lunch, before or after school.
- To respect school property.
- To wear the school uniform.

Middle and high school students are required to sign the student covenant that includes a code of conduct.

### **School Jurisdiction**

Students represent the school and are thus within its jurisdiction. This is most definitely true during the school days, coming to and from school and at school activities, whether as a participant or an observer. Thus, dress and conduct are important. In addition, students' behavior outside of school can reflect poorly or favorably on the school, and can result in action from the school.

Behaviors that warrant action by staff members include:

#### **Minor Offenses**

- Cheating on daily assignments
- Tardiness

- Disruptive or distracting talk or behavior
- Dress code violation
- General school policy violation
- Running in the hallways
- Being in the hallways or at locker without permission
- Using cell phones or unauthorized electronic devices in class

### **Consequences for Choosing Misbehavior**

1<sup>st</sup> Offense: Teacher Warning

2<sup>nd</sup> Offense: Conference with the Principal and action plan

3<sup>rd</sup> Offense: 40-minute detention, note and phone call to parent

4<sup>th</sup> Offense: Parent Conference

(These offenses are cumulative per class per week.)

### **Major Offenses**

- Repeated minor offenses (evidence of defiance)
- Leaving campus without permission
- Lack of submission to authority including lying, talking back
- Cheating, including plagiarism on assignments or assessments
- Disrespectful behavior or language (directed toward anyone)
- Vandalism or abuse of school or individual's property
- Fighting, bullying, stealing
- Possessing contraband items (tobacco, drugs, alcohol, weapons, fireworks, inappropriate magazines, movies, or music,). The school has the right to check your locker or bag.

### **Disciplinary Actions**

- Detention
- Confiscation or destruction of contraband.
- Zeroes for all missed or cheated-on schoolwork
- Written reprimand to student copied to parents from teacher and/or principal
- Conference with parents
- In-school suspension up to five days
- Home suspension with notification to the Board
- Expulsion by the Board upon recommendation of the principal

### ***Detention***

Detentions at lunch or after school will be determined by the teacher assigning them. They take priority over all appointments, meetings, or activities unless authorized by the principal. If a student is late or misses a detention for any reason other than absence from school they will automatically double their detention. If a student talks, sleeps, or goofs off during the detention, the time of detention will be doubled.

### ***Suspensions***

In a case where there is sufficient cause, the principal will give a suspension. The principal will notify the student a day in advance. The student will collect all assignments needed from teachers during or after school that day.

For an *In-school Suspension*, the student will remain in isolation for the entire school day under supervision. If a student misses any assessments, he may make them up with a 20% reduction in grade.

For a *Home Suspension* the student will remain at home under parental supervision. If a student misses any assessments he may make them up with a 50% reduction in grade. In addition, he will not be involved in any extra curricular activities for the remainder of the quarter.

### ***Expulsion***

If a student commits any offense or series of offenses of serious nature, expulsion from school will be recommended to the Board by the principal. The parents or guardians may appeal the incident within five days. Once the student is expelled, he or she will not be reconsidered for readmission for that year.

### **Uniforms**

Faith Academy requires uniforms for their students. At the beginning of each semester, there will be an opportunity on campus to get measured and to order the desired uniforms.

Students will be expected to be in uniform **as they come to school**, **anytime they are at school**, and **when they leave the school** unless notified of a special event.

Knit shirts are available through the Office. Woolrich makes them.

A school-approved company makes trousers, shorts, skirts, capris, and skirts. Families are welcome to go directly to the company.

Occasionally, the Principal will grant a non-uniform day for a special event. Hopefully, this is seen as a respected privilege. Dress parameters still include nice shirts (**no T-shirts**) and trousers (**no jeans**), shorts, or skirts, unless stated otherwise.. You may be asked to change to appropriate clothing.

### **Dress Code**

Student uniforms must be **modest, neat and appropriate**. It is intended dress be appropriate for the gender of the person, for school and for a Christian. While it is recognized that opinions may vary on this, the principal or the principal's designee will be the final authority. It is also recognized that body size, shape and carriage may make an article of

clothing acceptable for one student and not another.

Attitude and submission to authority are important elements in dealing with this, and it is hoped that this will not become a major issue. Students need to purchase uniforms from approved tailors. It is NOT acceptable to substitute garments that look similar to the uniforms

### ***General***

- Uniforms must be in good condition and free from rips, holes and frays.
- The Principal may request that certain items not be worn if they seem inappropriate for school.
- Garments must be in the correct size. Students may not wear undersized garments to obtain a “tight” fit style. Garments must be tailored in such a manner as to not compromise modesty.
- On school days, you are expected to be in school uniform unless directed otherwise.

### ***Footwear***

Students should wear sensible, safe footwear taking note of the following:

- Footwear must be worn at all times on campus
- Athletic shoes must be worn for physical education class unless there is a special program by the teacher.
- Sandals or open toe style footwear must have a supporting heel strap for safe movement and playground safety.
- Tsinelas (flip flops) may not be worn.

### ***Hair***

- Hair must be clean. No design may be cut or shaved into the hair. Girls must not shave any or all of their hair.
- Hair must be natural color.
- Hair must not be cut, styled or colored in a way that is distracting (e.g. Mohawks, dual tones, spikes, etc.)

### ***Shirts and Tops***

- All students must wear the identified uniform polo shirts.
- Underwear, including T-shirts, must not show.
- Shirts must fit loosely with a one (1) inch allowance on each side.

### ***Pants/Skirts/Shorts/Skorts***

- Students must wear Faith Academy Mindanao approved uniforms. Students are not allowed to wear cargo shorts or other clothing items not approved.
- Skirts must touch the top of the knee.
- Pants must not sag or drag on the ground.

- The waistband can come no lower than the top of the hipbone.
- Pants and capris should be loose enough that underwear lines are not seen. There must be a one (1) inch allowance on each side of the hips.
- Underwear must not show.
- Shorts must not be more than two (2) inches from the top of the knee when standing.
- When students raise their arm above their head, you should not be able to view any skin in the abdomen area.

***Miscellaneous: Hats/Jewelry***

- Hats, caps and bandanas are not to be worn indoors.
- Body piercing and jewelry (with the exception of earrings for girls) are not allowed at any school event on or off campus.