

***Faith International
Academy***

**Student and Parent
Handbook**

Regular Schedules

	Elementary	Period	Middle School	Period	High School
Start	7:30	1	7:30 – 8:25	1	7:30 – 8:15
		2	8:28 – 9:13	2	8:18 – 9:13
		Break	9:13 – 9:28	Break	9:13 – 9:28
Recess Gr 3-5	9:25 – 9:50	3	9:28 – 10:13	3	9:28 – 10:13
Recess K-2	9:50 – 10:15	4	10:16 – 11:01	4	10:16 – 11:01
		Lunch	11:01 – 11:31	5	11:04 – 11:49
		5	11:31 – 12:16	Lunch	11:49 – 12:19
Lunch	12:15 – 12:50	6	12:19 – 1:04	6	12:19 – 1:04
		7	1:07 – 1:52	7	1:07 – 1:52
End of Day	2:40	8	1:55 – 2:40	8	1:55 – 2:40

Purpose

FIA exists primarily to support families in Christian ministry by providing a quality, international, Christian education.

Vision

FIA strives to be a caring, learning community which nurtures students to fulfill their God-given potential.

Core Values	FIA values ...
<i>Faith</i>	<p style="text-align: center;"><u>Spiritual</u></p> <ul style="list-style-type: none"> ● fulfilling the great commission by: <ul style="list-style-type: none"> ○ partnering with missionaries in the education of their children ○ evangelizing, educating and equipping/discipling students ● cultivating an environment of knowing Christ and making Him known
<i>International</i>	<p style="text-align: center;"><u>Community</u></p> <ul style="list-style-type: none"> ● fostering caring relationships within the diverse community of students, staff and the parents of FIA. ● demonstrating a mindset of social responsibility and service to the wider community. ● being culturally sensitive and respectful to those inside and outside FIA. ● cooperating with like-minded organizations.
<i>Academy</i>	<p style="text-align: center;"><u>Educational</u></p> <ul style="list-style-type: none"> ● developing our students' differing intelligences and gifts within the learning community. ● meeting the diverse academic needs of our students. ● helping our students transition to their passport countries. ● providing a quality, Christian education where students and staff continually grow in faith, knowledge, skills and abilities to serve.
<i>of Davao City Inc.</i>	<p style="text-align: center;"><u>Financial</u></p> <ul style="list-style-type: none"> ● operating with financial health, integrity, accountability and stewardship. ● offering an affordable, Christian, TCK education. ● attracting and maintaining a dedicated, supported missionary faculty. ● utilizing local businesses to provide quality services and products which are available at a reasonable value.

FIA Statement of Faith

- A. We believe in one true God, eternally existent in three Persons: Father, Son and Holy Spirit, the same in substance and equal in power and glory.
- B. 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.
- C. We believe that the Holy Spirit indwells and empowers all believers and enables them to live a godly life.
- D. 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.
- E. 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.
- F. 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.
- G. We believe that our sins block our fellowship with God. As we confess those sins, God forgives us and our fellowship is restored.
- H. 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.
- I. 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.

FIA Statement of Unity

As an interdenominational school, it is recognized that there are some doctrinal matters not covered in the Statement of Faith which differ in the mission community. In order to promote unity in the Christian and school community, FIA asks that its personnel:

- Be respectful of personnel and students who hold differing views on 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 allowed freedom to share their personal doctrinal views when appropriate.

As multicultural schools immersed in a Filipino culture, it is recognized there are many areas of social conduct that are viewed differently because of our diverse backgrounds. In order to promote unity in the community, FIA asks its Community to show sensitivity and discretion in exercising personal freedoms.

FIA Schoolwide Learning Results (SLRs)

- **Creative and Critical Thinkers who:**

- search for and integrate God's truth in all aspects of life & learning
- solve complex problems
- analyze, interpret, evaluate and synthesize information

- **Self-directed Learners who:**

- pursue Truth through studying the Bible
- understand and apply a body of knowledge and skills
- demonstrate intellectual curiosity
- access information as a tool for life-long learning

- **Proficient Collaborators who:**

- work and learn cooperatively with others
- show respect for commonalities and differences in areas such as cultures and points of view

- **Skillful Communicators who:**

- interact with information and ideas through listening, speaking, reading, writing, using technology and symbolic representation (pictorial, graphic, musical, etc.)
- learn and convey Biblical concepts and truths

- **Faithful Stewards who:**

- understand the need for discipline and balance in all areas of life
- contribute their time and talents to serve their families, communities, and all nations
- take care of the resources God has entrusted to 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 early 80's a United Christian Academy in Davao asked Faith Academy to facilitate a branch in Davao. Faith Academy Davao opened and the present campus was dedicated in 1987. In 2008, Faith Academy in Davao consolidated with Mindanao International Christian Academy to become Faith Academy Mindanao.

Faith International Academy

In 2013, it was decided that the school was established enough to become legally independent. In 2014, recognition was given and FIA came into being.

GOVERNANCE

Board of Trustees

The FIA Board of Trustees (BoT) consists of ten (10) members representing the FIA community.

In alignment with the purpose of FIA, at least seven (7) of the members must be evangelical missionaries. The FIA community nominates potential Board members who are then appointed by the standing Board. Board members typically serve three-year terms.

The Board regularly meets six (6) times each school year. The Board Chair with input creates the agenda. Using the Community Governance model, the Board serves as a whole committee, specifically outside of Board meetings. The Board serves as a final appeal panel for grievances.

Administration

The FIA Administration (Executive Team) consists of the Head of School, the Principal, and the Business Administrator.

Leadership Team

The FIA Leadership Team consists of the Head of School, the Principal, the Business Administrator, and Lead Teachers for High School, Middle School, and Elementary School.

Admissions Procedures

All questions regarding admission will be directed to the Head of School (headofschool@fia.edu.ph).

All documents should be submitted to the Academic Secretary (academic.secretary@fia.edu.ph).

STEPS for the application of a new student

1. Initial Steps of Admittance

- Begin with a contact with the Head of School or Executive Team Designee.
 - If the family is in Davao, the first step is a visit from the family to the school, including an interview with the Head of School or Executive Team Designee.
 - If the family is outside of Davao, the first step is to send a letter of inquiry to the Head of School.
- Submit application forms to the Academic Secretary and pay the Application Fee at the Business Office. No further steps will be taken in the process until this step is completed.
 - Application
 - Language Survey Form
 - Student Info Sheet
 - Organizational Affiliation Forms
 - School Records and Report Cards
 - Official Transcripts (if available)
 - Standardized Test Results (if available)

Admittance Requirements for New Kindergarten Students

A child entering Kindergarten should meet the following requirements:

- Reach his or her fifth birthday on or before September 1 of the year enrollment is anticipated.
- In special circumstances, (i.e. language immersion) a younger child may be admitted as a Pre-K student with the understanding that regardless of performance the child will be in Kindergarten the following school year.

Admittance Requirements for New Elementary Students

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

- A student entering Grade 1 should have reached his/her sixth birthday on or before September 1 of the year enrollment is anticipated.
- Arrange for past academic records to be received by the FIA Registrar. FIA accepts hand carried records brought from home countries.

Admissions Requirements for New Secondary Students

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

- Secondary students enrolling in grades 6-12 must arrange for their previous school to transmit school records to FIA .

- If past academic records are not available or are difficult to assess, testing and evaluation will be done for correct course placement. Past academic records are required for credit.
- Have past academic records evaluated by the Admissions Committee for grade level standing.

2. Evaluation and Assessments

- The Executive Team will evaluate the interview information and forms.
 - The Business Administrator or designee assigns the appropriate status of student category and resulting fee expectations.
 - The Head of School or designee will verify and evaluate home life situation.
 - This information will be shared with the Admissions Committee through the Interview Form.
- The Admissions Committee will evaluate using previously gathered information and records to determine the need for additional assessments.
 - Scheduled assessments are held in: mid-April or July (for first semester - August through December) and mid-November (for second semester - January through May). Children of families not in Christian ministry (Category II and III) are typically considered only at semester entry.
 - English Proficiency Assessment (Category II and III students will be charged an assessment fee.)
 - Applicants in families who use English as their predominant language and show success through school records in an English language school need not be tested.
 - Applicants in families who do not use English as their predominant language must pass an English proficiency assessment administered by FIA staff.
 - If students are not accepted based upon assessment, then they can be retested after one semester of English study at the discretion of the school personnel.
 - Students, once admitted, may be placed in ELL support either at FIA or a supplemental program.
 - Academic Ability Assessment (Category II and III students will be charged an assessment fee.)
 - Applicants may be assessed for academic ability and grade placement.
 - Applicants with learning, physical or emotional disabilities may be accepted providing they can profit from their classroom experience with the assistance of available support personnel. The admission status of students with disabilities will be reevaluated based on their ability to succeed in our instructional program with available staffing.

3. Acceptance

- The Admissions Committee will review the available information, records and assessments to make a recommendation of acceptance or not to the Executive Team.
- The Executive Team makes the final decision on all admissions.
- The Executive Team decision will be provided in writing to the families of the students.
- All accepted students are expected to subscribe to the Faith International 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, both full- and part-time, will be involved in all aspects of the school including Bible courses and Chapel programs.

Acceptance of Applicants from Families in Ministry (Category I)

Faith International Academy gives preferential acceptance to the children of families in ministry. This is in keeping with the intention of the purpose as stated in our Purpose Statement.

The Executive Team will reevaluate the admissions status of students if circumstances have changed or new information has been discovered.

Acceptance of Applicants from Families not in Ministry (Categories 2 and 3)

Faith International Academy allows a limited number of students from those families engaged in other endeavors than Christian ministry to be accepted. Parents of Category 2 and 3 students must support the values within the Faith International Academy Statement of Faith.

Class Size Guidelines

If a class becomes too large to accommodate, it may be closed to new Category 2 and 3 students.

For grades K-5, the Executive Team will consider capping the class sizes at 20 students if the applicants are from Category 1 or 17 students if the applicants are from Category 2 or 3.

For grades 6-12, the Executive Team will consider capping the class sizes at 25 students if the applicants are from Category 1 or 20 students if the applicants are from Category 2 or 3.

4. Enrollment

- The applicant's family will submit to the Academic Secretary all remaining documents needed for enrollment
 - Passport copy including visa
 - Health Inventory
 - Medical Exam including updated immunizations
 - Signature page including Parent Release, Code of Conduct and Computer Use Agreement
- The Executive Team (typically Head of School) will notify parents, Divisional Lead Teacher and Teaching Staff of the designated date of entry, sufficiently ahead of time to ensure a smooth transition.

Late Entrance

It is in the best interest of a student to be present starting with the first day of the school year and to complete the school year with his/her class. Students who miss more than 15 days in one semester may be denied credit or considered for retention.

Academics

FIA provides a quality Christian education. We recognize the uniqueness of each student's individual development.

We emphasize meeting the academic, social, physical, and spiritual needs of our students. The language of instruction is English. The curriculum, though North American based, will include international aspects to meet students' needs. Students will spend adequate time learning the core areas of Bible, Language Arts, Science, Social Studies, and Mathematics. There are also opportunities to experience and explore other areas of interest.

A Heritage Language and Culture Program may be offered and staffed by native speakers of Korean and Spanish. Other Heritage Language and Culture Programs may be offered. K-8 students will be assigned to the appropriate Heritage class which meets twice each week. Students whose heritage language is English will be assigned to the Filipino Culture class. Transfers can be made with written parental permission. For high school this is an elective class.

Supplies for Students

FIA provides textbooks. The student provides typical school supplies. Teachers provide a list of needed school supplies for their grade level or class.

Homework

Students are assigned work regularly. The amount of time will depend on each child's rate of learning. However, a "rule of thumb" is 10 minutes per day per grade level. For example, in 1st grade ten minutes; in 2nd grade twenty minutes; in 6th grade 60 minutes, and so on.

Teachers may 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. Teachers generally balance this with a lighter load for regular assignments.

Assessment

Students are evaluated using a variety of assessment methods: assignments, quizzes, writing, group work, portfolios, various projects, unit tests, etc. Students should not normally have more than three tests in one day; however, high school students may exceed this guideline, particularly before breaks and at the end of grading periods. 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.

Integrity

FIA students are expected to maintain personal integrity with their school work. Students should complete their work to the best of their ability. "Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth" (2 Timothy 2:15, NIV). The goal of assignments (daily work, projects, tests, etc.), both those completed in class and outside of school, are to provide practice and to assess students' understanding, abilities, and skills. It is important that the assignments are an accurate reflection of the student's work.

Cheating, including plagiarism, is not acceptable. Giving or receiving unauthorized help on any assignment is considered cheating. Copying other's work or allowing others to copy work is a form of cheating. Plagiarism is taking and using someone's work or ideas but presenting them as one's own. This is also considered cheating and will not be tolerated.

Consequences may vary based on various factors including the student's grade level, teacher, and the particular assignment. Possible consequences are for a student to receive a zero on the portion of an assignment on which he plagiarized or cheated, to receive a zero for the entire assignment, or to receive other consequences deemed appropriate to the situation.

Marking System (Grades 6-12)

Percent	Letter Grade	Meaning
97-100 93-96 90-92	A+ A A-	Excellent, Beyond Expectations
87-89 83-86 80-82	B+ B B-	Very Good, Above Average
77-79 73-76 70-72	C+ C C-	Satisfactory, Meeting Expectations
67-69 63-66 60-62	D+ D D-	Poor, Below Average
59 or less	F	Failing, Not Meeting Expectations

A few designated courses use a Pass/Fail system.

70 or more	P	Pass
69 or less	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+ = 4.0, A = 4.0, A- = 3.7

B+ = 3.3, B = 3.0, B- = 2.7

C+ = 2.3, C = 2.0, C- = 1.7

D+ = 1.3, D = 1.0, D- = 0.7

F = 0.

Pass/fail grades are not used in calculating GPA. Advanced Placement classes use a 5 point scale, adding 1 point to each grade above, however an F in an AP class still receives 0 points.

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 achieving the credits required for graduation. Grades from other schools are included in GPA. FIA does not do class ranking.

School Records

Reporting Student Progress

In order to help communicate progress in learning, report cards are distributed each quarter. The school year is divided into four grading periods called quarters. The four quarters make up two semesters.

First Quarter – August through October

- A written report card is issued
- Parent/teacher conferences at the end of the quarter

Second Quarter – October through December

- A written report card is issued
- Semester grades are given for middle and high school

Third Quarter – January through March

- A written report card is issued
- Parent/teacher conferences at the end of the quarter

Fourth Quarter – March through May

- A written report card is issued
- Semester grades are given for middle and high school

Mid-Quarter Progress Reports

To facilitate communication, teachers may prepare a progress report for each student in the middle of each quarter. Parents will be notified when a student is in danger of failing or being retained.

Cumulative Records

FIA maintains accurate records of student achievement and sends out transcripts of student achievement to schools upon the request of the student or parent. Cumulative files are an ongoing record of the student's academic history and are not to be removed from the office. Transcripts and other student records will be kept three years after the graduation of the student. Records of graduates are available from the ACSI Transcript Depository.

Students are eligible for a FIA graduation diploma if they attend FIA full time during their Grade 12 year and earn the following credits:

Graduation Minimum 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)	1.5	1.5
Fine Arts		0.0	1.0
Practical Arts	(f)	0.5	1.0
Modern Languages		0.0	2.0
Electives		6.0+	3.0+
TOTAL:		23 or more	25 or more

(a) Bible class is required each year enrolled at FIA

(b) Biology is required

(c) College Prep recommends Geometry and Algebra Two

(d) US History is required for US citizens

(e) One (1.0) credit of PE and a half (0.5) credit of Health (typically offered in second semester of Grade 9) is required.

(f) Computer Applications (or proficiency) is required in Grade 9. The Computer Apps requirement may be waived if the student did not attend FIA in grade 9

Full time students take 6 to 8 credits per school year.

Elective Courses (Grades 9-12)

FIA recognizes the value of a well-rounded education, and therefore offers elective courses. While every effort is made to offer a full range of elective classes, specific classes cannot be guaranteed due to staffing and scheduling considerations.

Independent Study Courses (Grades 11-12)

Students may take a course not offered in the normal schedule as an independent study course. These courses must be taught and supervised by qualified personnel and approved by the Administration. Some examples of independent study courses are individual music lessons, school-to-career programs, or upper-level modern language courses.

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 cumulative GPA of 2.5. A student may not enroll in a course which is a regular part, or similar to a regular part, of the school curriculum, unless approved by the Administration. A student will not receive credit for the same course more than once. Independent study courses do not count towards departmental graduation requirements but do count as elective credits.

Independent study courses are limited one per student and to students in grades 11 and 12 unless more are approved by the Administration. 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. All additional fees or costs are the responsibility of the family. The Principal or designee 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. 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 or other school activities.

The student must meet with the teacher at least the equivalent of one class period (45 min) a week. The teacher 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 and to provide assistance for the staff.

Students are limited to one TA program per semester. The student and a staff member must come to an agreement about the work to be performed and the time commitment involved. The student and the staff member 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 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 class periods of work per week, the student will receive 1/4 credit per semester and a pass/fail grade. This credit is an elective credit.

A student has the option of enrolling for the teacher's assistant position as an independent study course and all independent study requirements apply. The supervisor chooses whether the student receives a letter grade or a pass/fail.

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

Study Hall (Grades 9-12)

Students may not have more than two study halls each semester. Students wishing not to take a study hall must receive permission from the Principal. Grade 9 and grade 10 students will work under the supervision of the study hall teacher.

Honors study hall is a privilege reserved for grade 11 and grade 12 students, in which the student is considered to be responsible and able to monitor himself or herself. If a student receives an unsatisfactory grade or conduct report that student forfeits the right to participate in honors study hall.

Transfer Credit

(Note: FIA transcript criteria include the concept that one semester's credit will require at least 75 hours of work and will be worth 1/2 credit. In addition, courses need to have qualified resource people with whom the student has regular contact, at least one hour per week.)

Accredited Schools

FIA will accept credits earned from accredited high schools. Official transcripts will be requested and provided prior to being transferred to the FIA transcript. The credits will be transferred by the Principal with input from the Academic Counselor using FIA transcript criteria.

Online and Correspondence Coursework

FIA will accept credits earned from online and/or correspondence courses from accredited schools. Official transcripts will be requested and provided prior to being transferred to the FIA transcript. The credits will be transferred by the Principal with input from the Academic Counselor using FIA transcript criteria.

Students who are considering taking online or correspondence courses while enrolled at Faith International Academy are highly encouraged to have courses pre-approved by the Administration to ensure that they will receive the credit they expect. Faith International Academy will often provide support (e.g. use of school computers, help from teachers) to students taking online or correspondence courses.

Home School Coursework

FIA can accept credits earned from home schooling provided appropriate documentation is provided. This documentation will become a part of the student's permanent file. Credits will be awarded by the Principal with input from the Academic Counselor using FIA transcript criteria.

Dropping and/or Adding Courses

A course may be dropped or added within the first seven school days of the semester. When adding a course, the student is responsible for work assigned previously.

Withdrawal and End of Year Student Checkout

No records will be released until a student has completed all withdrawal details. The student must obtain the proper form for withdrawal from the office and have it signed by all the student's teachers. 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 Lead Teacher for final checkout.

Obtaining Records and Transcripts

Transcripts or other appropriate records can be requested from the Academic or High School Office using the appropriate form. There is a processing cost for each transcript or school record. The cost of sending transcripts by mail, fax, or other delivery service is added to this fee.

Transcript requests will be honored only when the family does not have a delinquent financial account with FIA. Clearance from the Business Office and the receipt of payment is to be given in the Academic or High School Office, prior to release of any transcripts or school records. Due to our overseas location, requests for official transcripts should be made a week in advance, giving the office five business days to complete the request.

The official record is school property. It includes all the student's grades and any standardized test scores that have been sent to the school.

Previous graduates from FIA should request transcripts from the ACSI Transcript Depository.

Activities (Extra Curricular Programs)

FIA supports wholesome extra-curricular student activities and programs developed by students, parents and/or staff, consistent with the school's mission and philosophy. Students must maintain a 2.5 GPA and not be failing any class to be able to participate in extracurricular activities.

Student programs and school-sponsored student activities will be sponsored, coached, and/or advised by qualified personnel approved by the Administration. The Athletic Director appoints coaches.

Spiritual Life Activities

One of the primary goals of FIA 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 worship, fellowship, evangelism, and equipping of students and staff. Student attendance is required.

Worship Team

The school encourages students with musical gifts to participate 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 required 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 and Service

As world Christians, we are concerned about those around us. FIA will provide opportunities to reach out to others' physical, emotional, and spiritual needs.

Spiritual Emphasis Retreats

FIA 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. If the retreat is on a weekend or non-school day, then participation is encouraged but not mandated. This retreat may be held in conjunction with Outdoor Education.

Student Council Activities

A goal of FIA is to provide opportunities for students to develop skills through leadership and serving.

Student Councils

There are separate but cooperating student councils in high school and middle school. Student council members are elected. The Administration will appoint faculty advisors.

Leadership Retreat

Each year high school students elected to Student Council will attend a school sponsored Leadership Retreat which includes spiritual, planning, and leadership sessions. The conference will take one day of school and one non-school day.

School Spirit Week

Near the beginning of each year there is a fun week designated as School Spirit Week for the entire school (K-12). Students dress for each day's theme and participate in special events at lunchtime which show their school and team spirit. Donations are collected to be given to a Filipino outreach program.

Carnival and International Day

These two events, held in the second quarter, occur on alternating years.

At the Carnival each class (K-12), with the help of parents and staff, will sponsor a game or refreshment booth. The Student Councils sell tickets redeemable at the booths.

At International Day, FIA community members will sponsor booths representing each of the nationalities present at the school. The booths typically include artifacts, photos and refreshments from that culture. The Student Councils will issue “passports.”

Banquets

Both Middle School and High School hold formal banquets, typically at Christmas and/or at the end of the school year. Banquets provide opportunities for students and teachers to build relationships and have fun outside of the regular school setting. The appropriate school dress code will apply.

Outdoor Education

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

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

The purposes of OE are:

1. to serve with the Filipino community in practical, interactive ways.
2. to promote the spiritual development of students.
3. to provide educational experiences about the development, culture and geography of the Philippines.
4. to build unity within the student community.
5. to challenge each student to better understand his or her resources and capabilities.
6. to have fun.

Middle School

Middle School OE is done in conjunction with Faith Academy in Manila and takes place in February. The venue rotates from historic Corregidor to the volcano lake of Mount Taal to the jungle survival course of Subic Bay.

Athletic Activities

FIA also sponsors athletic activities which include both intramurals and interscholastic competitions. An Athletic Director is appointed by the Administration to implement programs that support our core values and the Schoolwide Learning Results. This provides an opportunity for our students to grow in physical skills and develop positive character traits.

ISAC (Grades 6-12)

FIA is a member of International Schools Activities Conference (ISAC) and sponsors boys’ and girls’ teams in volleyball, basketball and soccer. Each team practices and plays games locally for a season before the ISAC tournament. The typical schedule is:

- August to October: boys’ and girls’ volleyball
- November to January: boys’ soccer and girls’ basketball
- January to March: boys’ basketball and girls’ soccer

The school pays ISAC tournament fees and athletes' families pay for air travel. Students not planning or able to go to the tournaments are still encouraged to play on the team when competing locally.

Middle School students may be invited to play on the teams. Middle School basketball is offered concurrent with the high school basketball seasons. FIA may host parent-run sports programs for elementary students.

Fine Arts Activities

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

Other Activities

High School Beach Trip

Each year the high school takes a trip during one of the first weekends of school. The trip serves as a welcome back and chance for students and teachers to connect.

Track and Field Day

Near the end 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 competitions.

School Day Schedule

- 7:30 – 2:40 Class hours
- 2:40 – 5:00 Sponsored Activities
- 7:00 - 3:00 Supervision provided
- After 4:00 Students are not to be on campus unsupervised

School Lunch Program

Students may bring lunch or may sign up for the hot lunch program. Students are to sign up for the hot lunch well in advance using the menu provided. Students need to notify the Business Office of any change in lunch orders at least 24 hours prior. **No order - No lunch.**

If a birthday or other celebration, which includes food, is happening during the school lunch time, the parents will notify both the teacher(s) and the Business Office so that appropriate plans can be made with the hot lunch program. In addition, the Business Office will be notified of any field trips taken over the lunch hour.

Students may bring snacks to be eaten at appropriate times. Food is not to be eaten in classrooms without the permission of the teacher. Trash should be disposed of properly.

Students are not to leave campus without permission for any reason, including purchasing food, during school hours (7:30 to 2:40).

Guidelines for Absences

Parents or guardians must inform FIA when they leave Davao temporarily and give a designated, responsible adult guardian for their child(ren).

Excused Absences (Unexpected)

Parents or guardians must authorize all student absences either by phone or in writing. Without authorization the absence will be considered unexcused. Please include the following information: student name, date(s) of absence, reason, and signature for written note.

The student is responsible for any class work missed and must arrange to make up assignments, tests or quizzes. Students have one day to make up work for each day of their absence, unless otherwise arranged. Homework assigned before the absence and tests scheduled for the first day absent are to be completed the day the student returns.

Students absent more than fifteen days in a semester may fail courses unless special arrangements are made with teachers and approved by the Principal.

Valid reasons for absences include illness, death or life-threatening emergency within the family, and school-sponsored trips. With prior notice, trips to government offices will be excused but they should be scheduled during non-school time whenever possible. Other excused absences may be granted at the discretion of the Principal.

Students who need to leave campus during school hours must provide parental permission and check out with the office.

Excused Absences (Planned)

The Principal may excuse a student for events such as a visit from an out of country family member or a family trip. A planned absence form from the Academic or High School office must be filled out a minimum of one week in advance. The form must be approved by the student's teacher(s) and the Lead Teacher at least two days before the anticipated absence. The student is responsible to plan ahead and complete assignments missed. An excused absence allows the student to make up all tests, quizzes, and assignments within a time limit. Late work may be assessed a grade penalty. Failure to make-up work will result in no credit.

Unexcused Absences

Absence for any reason other than those listed as "Excused or Planned Absences" will be unexcused. Leaving campus without proper authorization will be considered unexcused. Following an unexcused absence, teachers may choose to accept work and tests with a penalty or to assign zero credit for the missed assignments.

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 (PE)

PE is an important facet of our program and students are expected to participate. If there is a valid reason for a child to miss PE, please provide a note. To miss more than three consecutive class periods a note from a doctor will be required.

Field Trip Procedures

Field trips may be organized by teachers to enhance classroom instruction. Students must return a field trip permission form signed by a parent or guardian before participating in off-campus field trips.

Textbooks

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

School Equipment

School equipment must not be removed from the school without authorized approval. Electronic equipment can only be used under the supervision of a teacher. Equipment requests are made to the Administration.

Office Equipment

The use of equipment in offices or teachers' lounges is limited to staff. If a student requires the use of any office equipment he or she needs to receive permission and supervision. Students may not call long distance or cell phones. A phone is available outside the business office for community use.

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. Use of social media is prohibited unless authorized and supervised by a teacher. Students are prohibited from using social media on personal devices from 7:30-2:40. Students must be good stewards of computer hardware, software, and Internet bandwidth.

Food or drink are not allowed in the computer lab or library.

Only computer administrators are allowed to change settings and install programs on school computers. Requests for adding programs should be made to the Administration. Students are not allowed to connect devices (phones, tablets, etc.) to the school wireless network.

FIA students, under staff supervision, 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 illegally downloaded music and videos.

Students should save all personal documents in their individual folders, not outside of folders on the network common drive, and not on local computers. Documents in a student's individual folder will be backed-up. Individual folders and all the contents are the property of FIA.

Printing

Students are welcome to use school printers for school-related documents. Due to the high cost, color printing is prohibited unless authorized by a teacher.

Lockers

High school and middle school students are assigned lockers to store textbooks, notebooks and other materials. Lockers are not to be defaced (inside or outside) and are to be kept clean. Students will be fined for damage.

Textbooks, notebooks, and other belongings may not be left in public areas or they may be confiscated. Students may be fined for leaving textbooks in public areas.

Students will provide their own locks. Students are encouraged to lock their lockers, especially at night and over weekends. The school is not responsible for lost or stolen items.

Cubbyholes

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

Transportation

Parents are responsible for transporting students to and from school. Any student wishing to drive on campus must possess a valid Republic of the Philippines driver's license and a letter of permission signed by parents indicating parental approval to drive. Copies of these documents are to be submitted annually to the Business Administrator.

Bicycles

Those who ride bicycles are asked to park them in designated areas and are encouraged to lock them. All bicycles should be walked while on campus except when in the parking lot or on the covered court.

Cell Phones

Elementary students may not use cell phones during school hours. Middle school students are allowed to use cell phones with permission during lunch to call parents. High school students may use cell phones during merienda and lunch; during study halls cell phones may be used to listen to music.

Pets on Campus

Home pets should not be on campus during the school day unless they are invited to a class activity by the teacher. Dogs must be on a leash at all times while on campus. Pet owners are required to clean up after their pets.

Facility Use

God has provided wonderful resources for FIA, including quality facilities and equipment. Let us be good stewards and keep them clean, maintained, protected, and litter-free.

For the safety of all involved, the playground is reserved for FIA students during school hours. On school days, FIA reserves the athletic facilities for student activities until 5:00 pm. There are

regularly scheduled community sports times throughout the week that have been approved by the Administration. Parents, staff and community members can rent facilities if available.

Library Procedures

Patrons

FIA Community Members include students, staff members and their spouses, school volunteers, school employees, parents, and siblings of current students. All others who wish to check out materials from FIA Library must first register with the office and pay an enrollment fee of \$30.00/year for singles and \$60.00/year for homeschoolers. The person may then check out 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 once.

REFERENCE BOOKS may be checked out for **1 day with no renewals**.

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

DVDs and CDs may be checked out for one week. Only adults may check out videos. They may **NOT** be renewed.

INDEX BOOKS may not be checked out.

Checkout Limitations

- All students are limited in the number of books they can take by class. 1st grade gets one books, 2nd grade 2, etc.
If a child has an overdue book or a fine of over 50 pesos, he is not allowed to check anything out until the books are returned or fine paid.
- Adults are limited to 10 items. Homeschool families are limited to 10 books for the entire family.
- 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

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. The librarian must also physically see any book that is to be renewed.

Overdue Procedures and Fines

A fine of P5.00 per day is charged for overdue books. Fines are paid in the elementary library. Students with overdue books or library fines at the end of each quarter will not receive their report card until their library account is settled.

The Library Catalog

The library catalog is available online for students, teachers and parents to use from any computer. The website is www.fia.follettdestiny.com. From this database one can search the catalog to see which books are available within the library.

Reserving or Holding Material

Students, staff, or library patrons may reserve books if they are not already on the shelves.

Lost or Damaged Materials

Lost or damaged library materials must be reported to the librarian immediately. Some damaged books can be repaired easily if caught early, so please make sure the librarian is aware of the damage. If the book is beyond repair, the library patron will be charged the repair or replacement cost of the item.

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 checkout sheet on the librarian's desk.

Library Hours

The library is open as library personnel are available for students doing homework or parents wanting to check out books. There is also a time for home school parents and other parents to come in during that time also if they care to check out books for their children.

Kindles

The library does have several Kindles available for checkout by both students and teachers. There is a permission form to sign for students to check them out that needs to be signed by the parents but teachers can use them as needed.

Community Communication

Weekly Community Bulletin

An email bulletin is sent out from the office weekly with important announcements; a hard copy is available upon request. Contributions to the bulletin are welcome and should be submitted to the Academic Office (academic.secretary@fia.edu.ph).

Classroom Visitors

Parents are encouraged to take an active role in the education of their child(ren). 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 at FIA may visit the school for a specific time by special arrangement. One-week advance notice and agreement of the classroom teacher(s) is required.

Verbal and Written Communication to Parents

FIA encourages communication between parents and teachers. This occurs regularly through progress reports and report cards and can also occur during parent-teacher conferences and through email or notes sent home to parents.

An education is more than course content; at FIA we are concerned about the whole child (academically, spiritually, socially, emotionally, and physically). Developing proper work habits and attitudes are an important part of that. Teacher comments can describe students' progress in academics, including their effort, attitude, and class behavior, as well as their progress in other areas of life (i.e., socially, emotionally, etc.).

Procedures for expressing concerns

FIA cares about your concerns. We believe that listening and responding appropriately will be beneficial for everyone involved.

Guiding Questions:

1. Is your concern relating to the application of our child safety policies or procedures or the actions of our Child Safety Team?
If so, please send an email to child.safety@fia.edu.ph
2. Is your concern relating to a discontent or disagreement with the conduct or decisions of a staff member, administrator, administrative policies, procedures, or management style, etc?
If so, please send an email to academic.admin@fia.edu.ph or to headofschool@fia.edu.ph or board.chair@fia.edu.ph
3. Is your concern relating to a particular board policy being violated to your detriment or in an unfair manner?
If so, please send an email to board.chair@fia.edu.ph

PRINCIPLES of addressing a complaint or grievance

The process of addressing a complaint or grievance is based on several principles:

1. Speaking up when one believes one has been wronged, rather than harboring resentment (Matthew 18:15)
2. Attempting to contain the matter to as limited a number of persons as possible during the attempt to resolve the problem (Matthew 18:15-17)
3. Being sensitive to the feelings of others and noticing when others seem to have been hurt by one's actions (Matthew 5:23-24)
4. Settling matters quickly (Matthew 5:25)
5. Speaking truthfully, but in a loving manner (Ephesians 4:15)

6. Common courtesy (Romans 12:10)
7. Allowing reasonable time for resolution before proceeding to the next step
8. Documenting grievances and attempts at resolving the grievance
9. Abiding by the disputed policy or decision until the matter is resolved
10. Not persisting in a grievance once the full appeal process has been finalized
11. While uniformity is not required, and diversity of opinion is encouraged, unity is to be preserved, and dissension avoided (Ephesians 4:3, 11-13).
12. All parties have the right to legal counsel and have the right to call witnesses.

Learning Environment and Student Discipline

Middle and high school students are required to sign the FIA Code of Conduct

School Jurisdiction

The extent of school jurisdiction is:

- On school property
- At official FIA events on or off campus
- While on school-provided transportation
- Or when representing FIA

However, school jurisdiction is extended to cover the following serious areas regardless of where or when the violations take place:

- Theft
- Substance abuse, including alcohol and tobacco
- Sexual abuse
- Sexual immorality

Behaviors that warrant action by staff members include:

Minor Offenses

- Tardiness
- Disruptive, distracting, or disrespectful behavior
- Dress code violation
- 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 Misbehavior

- Teacher Warning
- Conference with the Lead Teacher
- 30-minute detention, note and phone call to parent
- Parent Conference

Major Offenses

- Repeated minor offenses (evidence of defiance)
- Leaving campus without permission
- Lack of submission to authority including lying or talking back
- Cheating, including plagiarism on assignments or assessments

- Disrespectful behavior or language (directed toward anyone)
- Vandalism or abuse of school or individual property
- Fighting, bullying, stealing
- Possessing contraband items (tobacco, drugs, alcohol, weapons, fireworks, inappropriate magazines, movies, or music). The Administration has the right to check your personal property at school.

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 Head of School

Detention

After school detentions will be determined by the teacher. They take priority over all appointments, meetings, or activities unless authorized by the Principal. If a student is late, misbehaves or misses a detention for any reason other than absence from school the detention will automatically double.

Suspensions

When there is sufficient cause, the Principal will give a suspension and notify the student one day in advance.

For an In-School Suspension, the student will remain isolated 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, the student will not be allowed to participate in any extracurricular activities for the remainder of the quarter.

Expulsion

If a student commits a serious offense or multiple offenses, expulsion will be recommended to the Board by the Head of School. The parents or guardians may appeal the incident within five days. Once the student is expelled he or she will not be considered for readmission for that school year.

Dress Code and Uniforms

FIA requires students to wear uniforms. Uniform tops and bottoms are purchased from the Business Office.

Students are to be in uniform on school days. Occasionally, the Administration will grant a non-uniform day for a special event. The casual dress code applies. This is a privilege. Student dress

must be modest, neat and appropriate. While recognizing that opinions vary on this topic, the Administration is the final authority on uniform issues.

- It is NOT acceptable to substitute garments that look similar to the uniforms.
- Uniforms must be in good condition and free from rips, holes and frays.
- Garments must be in the appropriate size.

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.
- Elementary students wearing sandals or open toe style footwear must have a supporting heel strap for safety.
- Dress sandals are appropriate for middle school and high school students.
- Flip flops may not be worn.

Hair

- No design may be cut or shaved into the hair. Girls must not shave any of their hair.
- Hair must be a natural color.
- Hair must not be distracting.

Shirts and Tops

- Undergarments must not show.
- Shirts must fit loosely with a one inch (2.5 cm) allowance on each side.
- When students raise their arms above their head no skin should be visible in the abdomen

Pants/Skirts/Shorts/Skorts

- Boys must wear shorts or long pants (trousers).
- Girls in middle and high school must wear skirts, capris, or long pants. Elementary girls may wear skorts or shorts.
- Skirts must touch the top of the kneecap.
- Shorts and Skorts must not be more than two inches (5 cm) from the top of the kneecap when standing.
- Capris must reach past the knee.
- Pants, capris, and shorts must have a one inch (2.5 cm) allowance on each side of the hips.

Miscellaneous: Hats/Jewelry

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

Casual School Events Dress Code

When students are on campus or at a casual school event (such as athletic games, student council planned activities, or other school activities) students must be modest, neat and appropriate.

- Garments must be in the correct size.
- Underwear and cleavage must not show.
- Shirts must fit loosely with a one inch allowance on each side and straps that are at least one inch wide.
- Skirts must be two inches (5 cm) from the top of the kneecap when standing or longer.
- Shorts must reach midway from the top of the thigh to the knee cap when sitting.
- When students raise their arms above their head no skin should be visible in the abdomen.
- Body piercing jewelry (with the exception of earrings for girls) is not allowed at any school event on or off campus.

Formal School Events Dress Code

When students are on campus or at a formal school event (such as banquets, graduation, or other school activities) students must be modest, neat and appropriate. The Administration may authorize a modified formal dress code for specific events.

- Females will wear a dress shirt and skirt/dress pants or a nice dress.
- Males will wear a dress shirt and dress pants.
- Dresses or skirts must be two inches (5 cm) from the top of the kneecap when standing or longer. Wearing leggings/tights does not negate the length requirement.
- Dresses or tops must have straps and modestly cover the back and chest.
- Underwear or cleavage must not show.
- When students raise their arms above their head no skin should be visible in the abdomen.

Body piercing jewelry (with the exception of earrings for girls) is not allowed at any school event on or off campus.

Faith International Academy

Code of Conduct

As a multicultural school located in the Philippines, we recognize that there are many areas of social conduct that may be viewed differently because of our diverse backgrounds. Therefore as a school, we have chosen to take a stand that respects views held by the local Christian community as well as the greater mission community represented at the school. The following Code of Conduct reflects this sensitivity to others; we all are part of the larger FIA community living as guests in the Philippines.

My Covenant with FIA Concerning My Behavior

Realizing that I live my life before God, I will strive to honor Him throughout the school year by:

1. *having a respectful attitude toward those in authority.* I will obey school rules. I will abide by the school dress code while at school and school-sponsored activities.
2. *respecting others' theological beliefs.* I will respect the differences of doctrine and practice within the FIA community.
3. *working to maintain good relationships with others.* I will choose to speak the truth in love. When a disagreement happens, I will try to resolve the conflict peacefully.
4. *using wholesome speech and language.* I will treat staff members, employees, and other students fairly and with respect, free from harassment and intimidation. I will not swear or tell suggestive jokes.
5. *respecting the opposite gender.* I will live by the Biblical guidelines for moral purity and will honor others in all my interactions. I will show no public display of affection (hand holding, kissing, hugging, etc.).
6. *looking after my health.* I will not use alcoholic drinks, tobacco, illicit drugs, or other illegal substances, for this could cause harm to myself and others.
7. *looking after my mind.* I will choose entertainment that is wholesome. I will stay away from unwholesome and potentially harmful use of the Internet, movies and television, music, computerized games and reading materials.
8. *maintaining my integrity.* I will not steal property belonging to others. I will not cheat in my schoolwork or plagiarize materials.
9. *looking after my behavior.* I will not participate in dancing that is sexually suggestive in movement or attire. I will not go to nightclubs, bars or other similar places. I will not practice occult activity.

Faith International Academy

Computer Use Agreement

God has blessed Faith International Academy with excellent computer resources. The following guidelines and security policies have been created in order for us to be good stewards of these resources, to glorify God in our use of these resources, and to protect our investment. These computer systems belong to Faith International Academy, but they are also your investment. Please help us protect them.

Use of Faith International Academy (FIA) computers and the computer network is a privilege. To use computers at FIA, you are required to sign this agreement. Failure to abide by these guidelines will result in the loss of computer privileges. This could have serious implications for your grades or position at FIA.

GOALS

1. To provide adequate access by students and staff to computers, software and the Internet.
2. To protect our students and staff from inappropriate and harmful material.
3. To protect the integrity of the computer systems.
4. To protect and respect the privacy of others.
5. To uphold copyright laws.
6. To encourage the use of computer resources for educational purposes and spiritual development.

We respect the privacy of users, their documents and email. However, in order to provide accountability, integrity, and responsibility regarding the use of computers on campus, the IT Administration and the Faith International Academy Administration reserve the right to monitor all use of school computers, network, and files stored on the FIA computer system.

It may be necessary for the IT Administration to institute verbal guidelines to specific persons or groups in addition to the following guidelines. These verbal guidelines become amendments to this policy. All stipulations regarding consequences in this document also apply to the verbal amendments.

GUIDELINES

Copyright and Legal Issues:

1. Do not use FIA computers or network for illegal or commercial purposes.
2. Do not use FIA computers to pirate or make unauthorized copies of music, images, videos, software, or any other copyrighted material. Respect copyright laws.

Prohibited Material:

1. Do not use the FIA computer system to access inappropriate material, namely:

- a. Profanity, pornography, sexually explicit pictures or words, any material showing extreme violence or other obscene behavior.
- b. Instructions for doing illegal activities, such as: making bombs or drugs, invading other people's privacy, defrauding telecommunications companies, or obtaining unauthorized access.

System Security and Integrity:

1. Do not remove, replace, or tamper with the Faith International Academy serial number on computer equipment.
2. Do not download programs from the Internet.
3. Do not install or alter any software, nor run unauthorized software (that someone else may have installed).
4. Do not tamper with, remove, exchange, or install any hardware components in any computer at FIA.
5. Do not attempt to gain unauthorized access to any part of the school computer network or other people's files, nor use FIA computers to illegally access other computers on the Internet.
6. Do not use any account other than your own.
7. Report any violation of these rules by any individual to an administrator or the computer director.
8. Do not connect personal computers (laptop) to Faith network without specific approval from IT Administration.
9. Personal computers (laptops) are expressly forbidden on the Faith network – except boarding students in their dorms, and only after specific approval IT Administration. (students)

Privacy:

1. Do not post personal information about yourself or other people on the Internet.
2. Do not send threatening, illegal, vulgar, obscene or harassing materials.
3. Do not post false or defamatory information about any person or organization.
4. Do not broadcast messages on the network.

Educational Use:

1. Do not play games on school computers unless authorized (each use) by your teacher or supervisor.
2. Student use of outside email must be authorized by a teacher or by the librarian for a specific purpose.
3. Limit use to school-related activity on Faith file servers. (This does not include storing photos of your Aunt Susie's 3rd wedding)

Further guidelines and advice to make your computer use more productive:

- A. Keep your password a secret. You are held responsible for any use of your account.
- B. Log off after each session. You are held responsible for use of your account at all times.
- C. Report any possible security problems that you discover to the IT Department.
- D. If you have a legitimate reason for doing something prohibited above, please come and ask us first. We will be happy to help you.
- E. Be a good steward of our resources, namely:

- a. Limit time on the computers (if you have nothing else to do, make sure that no one else need the computer)
 - b. Limit storage space used for files (large media files may be deleted!)
 - c. Conserve printer ink and paper (don't waste these items; pay for all personal use)
 - d. Conserve Internet bandwidth (avoid movies, instant messaging, internet radio, chat, and other streaming media that will slow down the Internet for everyone)
- F. Do not keep your only copy of important documents on floppies. Make sure you have a copy on a hard drive at home or in your folder on the network.
- G. Confirm your information from the Internet with reputable sources, with teachers, and with parents.
- H. Avoid plagiarism: Do not take the ideas and words of others and present them as if they were your own. The penalty for this is at the discretion of the teacher (typically an F for that assignment).

CONSEQUENCES OF NOT ABIDING BY THIS AGREEMENT

Refusal to adhere to these standards will result in one or more of the following actions:

1. Verbal warning and a phone call to your parents (students)
2. Suspension of computer/network access for a period of time determined by the responsible administrator
3. Revocation of all computer/network access for the remainder of the semester/year
4. School suspension (students)
5. School expulsion (students)