

Faith ***International*** ***Academy***

Student & Parent **HANDBOOK**

Matthew 22:37-39

Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbor as yourself.' (NIV)

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Leadership

Administration

The FIA Executive Team consists of the Head of School, the principal, and the business administrator.

Leadership Team

The FIA Leadership Team consists of the principal and lead teachers for high school, middle school, and elementary school.

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 several mothers' help, Faith Academy Manila opened in July 1957.

Faith Academy in Davao

In the early '80s, a United Christian Academy in Davao asked Faith Academy to facilitate a branch in Davao. As a result, 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. Finally, in 2014, recognition was given, and FIA came into being.

Foundational Statements

Our articles of incorporation start with this statement about our purpose and direction:

To develop and operate an international school in Davao City and anywhere else in the Philippines, offering elementary and secondary courses which shall provide a quality education integrating Biblical values and principles intended primarily for the children of missionaries, which shall adhere to the following Statement of Faith which is the official doctrinal position of Faith International Academy of Davao City Inc.

Purpose

FIA exists to prepare students to live for God in his world through a Christ-centered education, thereby allowing families to serve the Lord wherever he places them.

Vision

To be a Christ-centered, multicultural, academic learning community that nurtures students and staff to be faithful disciples of Christ in the world.

Core Value

Our core value at FIA is to be like Christ, for example, being prayerful, caring, faithful, diligent, and thankful.

Philosophy of Education

We believe that each individual, being created in the image of God, is of supreme worth. We believe that the dignity and worth of the individual should be respected. We believe that students vary as to inherent and acquired capabilities and that these differences must be taken into consideration in the education process:

- To encourage each student to trust Christ and grow toward fullness and maturity in Him as stated in the Scriptures.
- To provide opportunities for citizenship training and character development for effective participation in the family and society.
- To include those experiences and activities for each pupil, which will enrich their own life through their spiritual, moral, social, intellectual, physical, and aesthetic development.
- To assist students in understanding the changing conditions in the world from a Christian viewpoint and prepare them to think through their obligations as Christians in new situations.
- To provide students with opportunities for direct involvement in the life and ministry of the body of Christ.

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. All 66 books of the Old and New Testament are God's complete written revelation to humanity, 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.

Statement of Unity

As an interdenominational school, it is recognized that there are some doctrinal matters not covered in the Statement of Faith that differ in the mission community. Therefore, 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 the freedom to share their personal doctrinal views when appropriate.

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

Enrollment

Admissions

Admissions information can be found on the school website - www.fia.edu.ph

Visa Requirements

Students enrolled at FIA are expected to have the proper legal documentation for residing in the Philippines. Various types of visas are acceptable, but those with a tourist visa must have additional documentation. In addition, students below 18 years old with a tourist visa are required to apply for a Student Study Permit (SSP). The family is responsible for the cost, but FIA can assist with the process.

Withdrawal Procedures

As soon as parents know that they will be withdrawing a student, official notice should be given to the registrar (academic.secretary@fia.edu.ph).

1. Contact the registrar at least two weeks before the withdrawal date to share the withdrawal intentions.
2. The school needs to ensure that all school materials are returned, fines and bills paid, and lockers/desks/etc. cleaned out. Therefore, the parent will need to ask the registrar for the student withdrawal form, which includes the following:
 - Reason for withdrawal
 - Last day in attendance
 - Signatures from all teachers, including lead teacher
 - Librarian and business office signatures
3. Once all signatures are finished, the completed form is submitted to the principal.

Requests for official transcripts and school records will not be honored until a student has been officially withdrawn by the office, including meeting all financial obligations.

Attendance

Attendance Expectations

Regular attendance is one of the most important factors determining success in school and is the individual student's responsibility and their parents. When a student is absent or late to school or class, not only does their learning suffer significantly, but the learning of other students is also affected. The classroom environment cannot be duplicated. When students are absent, they miss the following:

- The experience of classroom discussions.
- The additional explanation or focus gained by listening to lectures in person
- The opportunity to ask questions, to clarify homework, lectures, and discussions.
- The chance to work collaboratively on small group work and projects.
- The option of using classroom materials and resources needed for projects and research.

Absence or Tardy Procedures

Parents or guardians must email g.attendance@fia.edu.ph or call the front office about all student absences before 8:15 am. Please provide the student's name, date, and the reason for the absence. To ensure student safety, clear and prompt communication is essential. If a student is reported absent and no communication has been received, the school will try to contact parents and substantiate the absence.

An elementary student who arrives at school after 8:15 am should notify their classroom teacher. Middle school and high school students should receive a check-in slip from the guard, and hand it to their next classroom teacher.

Absences

Excused and Unexcused Absences

Reasons for Excused Absences

Valid reasons for excused absences include the following:

1. personal illness,
2. death or life-threatening emergency within the family,
3. trips to government offices,
4. ministry-related events or travel,
5. doctor appointments,
6. optional school-sponsored trips

Please schedule appointments after school hours whenever possible.

Other excused absences may be granted at the discretion of the principal. The school must receive written notification of the reason for an absence within three days; the absence will be considered unexcused if no parental notification is provided.

Excused Absences (Unexpected)

The student is responsible for any classwork missed and must arrange to make up missed work. 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.

Excused Absences (Planned)

Parents should communicate with the principal regarding planned absences no less than one week in advance. The principal may excuse a student for events such as a visit from an out of country family

member or a family trip. An excused absence allows the student to make up all tests, quizzes, and assignments within the time limit specified by the teacher.

Planned Absence Teacher Communication (Grades K-5)

Parents should also communicate with the classroom teacher one week before a planned absence to find out what is missed and develop a plan to help the student complete that work.

Planned Absence Form (Grades 6-12)

A planned absence form, from the lead teacher, should be filled out at least two days in advance. It should be signed by the student's teachers and the lead teacher before the absence. Failure to do so may result in a zero or grade deduction on missed work/tests. The student is responsible for planning ahead and completing missed work.

Unexcused Absences

Any absence that does not qualify as an excused absence is considered unexcused. Students may be assigned a zero or a grade deduction on missed work/tests after an unexcused absence. Homework assigned before the absence and tests scheduled for the first day absent are to be completed the day the student returns.

Excessive Absences

Students absent (excused and unexcused) more than fifteen days in a semester may fail courses and/or be retained unless the principal approves the absence and special arrangements are made with teachers. In addition, grade deductions due to missing class excessively should be expected.

Absences during school-sponsored trips will not be counted toward the fifteen-day absence policy.

In middle and high school, excessive unexcused absences will result in the following grade deductions from the end-of-quarter average in each course:

Number of Unexcused Absences (per quarter)	Quarter Average Deduction
5-7 days	-5%
8-10 days	-10%
11-13 days	-15%
14-15 days	-20%

Class Preparedness

FIA believes that the time spent in class is crucial to a student's learning and development. Students are to arrive on time and be prepared for daily classes. There will be consequences for middle and high school students who are consistently late or unprepared.

Leaving Campus During the School Day

Parents must contact a secretary if their child needs to leave campus during school hours; high school communication can go to the high school office. The office provides an exit slip, which is handed to the guard before

leaving. Since part-time students enter and leave more frequently, parents of part-time students should communicate with the academic secretary at the beginning of the year to pre-approve daily exit plans.

Absences due to Illness

If a student is sick, they should stay home, and the parents/guardians must email g.attendance@fia.edu.ph or call the front office before 8:15 am. A child with a fever (38°C/100.4°F or higher), or other severe symptoms such as vomiting, excessive coughing, or diarrhea, must be kept at home. Students should not return to school until they have been fever-free for 24 hours.

A child cannot attend school if they have a communicable disease (i.e., pink eye, chickenpox, measles, mumps, etc.). Therefore, it is essential for parents to contact a secretary if their child has a communicable disease. Parents of other students may be informed if their child has been exposed to a communicable disease.

A student who becomes ill or injured during the school day should go to the nurse's station. They may stay in the nurse's station until the student can return to class or their parents are contacted, and a plan is made.

Participation in Physical Education (PE)

PE is an essential facet of our program, and students are expected to participate. If there is a valid reason for a child not participating in PE, the parent/guardian must provide a note. If a student cannot participate for an extended period of time, then a doctor's note is required. Alternative assignments may be given.

Participation in After School Activities

To be eligible for after-school activities, a student needs to be in most of their classes that day.

Early Departure at the end of a Semester

Students enrolled in high school courses (including grade 8 students enrolled in Algebra I) should be aware that attendance for final exams each semester is mandatory. Final exams are an essential part of each course so it is FIA's policy that they are taken only during the regularly scheduled times. Requests for exceptions to the school's policy are rare and must be made in writing to the principal one month before the exams start. Failure to provide proper notification will result in a score of zero (0) for the exam.

Students in grades K-8 are also expected to complete the entire semester. Leaving early will result in zero (0) scores for assignments or exams during the absence unless arrangements are made with the principal at least one month in advance of the absence.

Temporary Absence of Parents

FIA expects its students to live with their parents while enrolled at the school. If a FIA student is in Davao without parents for 30 days or less, a temporary guardianship form must be submitted to the school and approved by the administration. This form is available from the Academic Secretary.

For guardianship longer than 30 days, a face-to-face meeting of the parents and administration is required. Requests for guardianship for students in grades 6-12 may be refused, and permission for living with a guardian may be rescinded if the school determines that the living situation is not in the student's best interest or the school's. FIA defines a guardian as an adult over the age of 25 who lives in the home daily, providing ongoing support and care for the student's physical, emotional, and academic needs. The guardian is responsible to serve as the liaison between the school, the student, and the student's parents. The school must be aware of the living situation of its students; a student's enrollment can, and in most cases, will be revoked if the school finds that they are not living with parents without school administration approval.

School Schedule

School Year Schedule

First Quarter – August through October
 Second Quarter – October through December
 Third Quarter – January through March
 Fourth Quarter – March through May

School Hours

8:00- 3:00 Class hours
 7:45- 3:00 School supervision provided
 Every other Wednesday is early dismissal. The school day ends at 2:15pm.

Schedules 2024-2025				
Elementary	Middle School		High School	
Grades 1-5	Grades 6-8		Grades 9-12	
	Regular	Chapel/Assembly	Regular	Chapel/Assembly
Start 8:00	1 8:00-8:50	1 8:00-8:45	1 8:00-8:50	1 8:00-8:45
	2 8:55-9:45	2 8:50-9:35	2 8:55-9:45	2 8:50-9:35
	Merienda 9:45-10:00	Merienda 9:35-9:50	Merienda 9:45-10:00	Merienda 9:35-9:50
Merienda 10:00-10:30	3 10:00-10:50	3 9:50-10:35	3 10:00-10:50	3 9:50-10:35
	4 10:55-11:45	4 10:40-11:25	4 10:55-11:45	4 10:40-11:25
	Lunch 11:45-12:20	Lunch 11:25-11:55	5 11:50-12:40	5 11:55-12:10
	5 12:20-1:10	5 11:55-12:40	Lunch 12:40-1:15	Lunch 12:10-12:40
Lunch 12:15- 1:00	6 1:15-2:05	6 12:45-1:30	6 1:15-2:05	6 12:40-1:25
	7 2:10-3:00	Chapel/Assembly 1:35-2:15	7 2:10-3:00	7 1:30-2:15
End of Day 3:00		7 2:20-3:00		Chapel/Assembly 2:20-3:00

Before and After School Supervision

Outside of school hours, parents are responsible for keeping kids safe and ensuring they behave appropriately on campus. Therefore, students in elementary must always have direct supervision of a parent or designated supervising adult during non-school hours.

- Parents or designated supervising adults are expected to be within eyesight of their children and help to enforce campus rules.

Staff are often on campus and may help middle/high school students until 3:30 pm.

Academics

FIA strives to provide a quality Christian education and believes this encompasses more than just course content. We recognize the uniqueness of each student's individual development. At FIA, we are concerned about the whole child (academically, spiritually, socially, emotionally, and physically). Developing proper work habits and attitudes are an essential part of that. Teacher comments can describe students' academic progress, including their effort, attitude, class behavior, and progress in other areas of life (i.e., socially, emotionally, etc.).

The curriculum, though North American based, will include international aspects to meet students' needs. Our community language and the language of instruction is English. Students will spend adequate time learning the core areas of Bible, language arts, science, social studies, and mathematics.

FIA may provide continued opportunities to learn through art, computer, music, and physical education classes. FIA also offers Korean Heritage and Filipino Culture classes. Other heritage programs may also be offered based on need and teacher availability. K-8 students will be assigned to the appropriate heritage/culture class. High school students may take a heritage/culture class as an elective.

Marking System

Percent	LetterGrade HS&MS / ES	Understanding of the content is . . .
97-100 93-96 90-92	A+ / E+ A / E A- / E-	Excellent
87-89 83-86 80-82	B+ / G+ B / G B- / G-	Very Good
77-79 73-76 70-72	C+ / S+ C / S C- / S-	Satisfactory
67-69 63-66 60-62	D+ / N+ D / N D- / N-	Below expected achievement level
59 or less	F	

Some designated courses use a Pass/Fail system.

70 or more	P	Pass
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69 or less	F	Fail
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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.

Supplies for Students

FIA provides textbooks. A student will be given a fine if they damage or lose a textbook or any school materials. The amount of the fine will be determined based on the cost of replacement.

The student provides typical school supplies (i.e., pens, pencils, notebooks, folders, etc.). Teachers give a list of needed school supplies for their grade level or class.

School Records

Mid-Quarter Progress Reports

Teachers may prepare a progress report for each student in the middle of each quarter to facilitate communication. Each new student will receive first-quarter progress reports. Parents will be notified if a student shows a significant grade change (increase or decrease) or is in danger of failing.

Report Cards

Report cards are distributed at the end of each quarter. The school year is divided into four grading periods called quarters. The four quarters make up two semesters; semester grades are given for middle and high school students.

Parent-teacher conferences are also scheduled after the first and third quarters.

Cumulative Records

FIA maintains accurate records of student achievement and sends out transcripts to schools upon the request of the student or parent. There are fees involved for transcript requests. Cumulative files are an ongoing record of the student's academic history and are not to be removed from the office. Records of graduates are available from the [ACSI Transcript Depository](#).

For graduating seniors, FIA provides one final high school transcript at no charge if it is emailed, faxed, or sent via regular mail; the family would need to pay any additional cost for expedited postage fees. Seniors who leave the Philippines should submit a transcript request form before graduation and note that the request is for the final transcript.

Obtaining School Records

Withdrawal and End of Year Checkout Procedures

No records will be released until a student has completed all withdrawal or end of year procedures, all of the family's bills have been paid, and grades have been finalized. In addition, students must return all textbooks and class materials, pay fines, and have their teachers each sign the checkout form.

Transcript/School Record Request Procedures

Transcripts or other appropriate records can be requested from a secretary using the proper 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. Requests for official transcripts should be made two weeks in advance, giving the office ten 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.

Retention

If the school determines it is in the student's best interest, retention will be recommended to the parents. The notification of low academic achievement or behavior concerns should be indicated to the parent well before a recommendation for retention. The recommendation should only be made after careful consideration and consultation with the appropriate staff, lead teacher and principal. The principal will make the final determination for grade placement.

Homework

Students are assigned homework regularly to practice and use what they have learned or prepare for upcoming lessons. The amount of time will depend on each child's rate of learning. At times there will be special homework projects that go beyond the suggested time limits. 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.

Assessment

Students are evaluated by various assessments, such as classwork, homework, quizzes, tests, writing, projects, etc. Assessments help FIA teachers assess student growth, determine students' learning needs, and adjust instruction as needed.

Students should not usually 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 assessments.

Final exams are an essential part of each high school course. Students enrolled in these courses (including grade 8 students enrolled in Algebra I) should be aware that attendance for final exams each semester is mandatory.

In addition, FIA students will take the MAPs Growth test multiple times each year. These are standardized tests that monitor individual student academic growth.

Extracurricular Eligibility

Participation in extracurricular activities is a privilege and can be an integral part of a student's educational experience; however, students must maintain a high academic standard. Students must maintain a 2.5 GPA and not be failing any class to participate in extracurricular activities. Weekly academic eligibility checks are conducted.

Academic Honesty

Students should complete their work to the best of their ability (Colossians 3:23; 2 Timothy 2:15). Whether conducted in class or outside of school, it is vital that a student's work accurately reflects their abilities.

Cheating is not acceptable. Forms of cheating include but are not limited to the following:

- plagiarism - taking and using someone's work or ideas but presenting them as one's own, including the use of artificial intelligence (AI). See the Appendix.
- giving or receiving unauthorized help on any assignment
- copying others' work or allowing others to copy work

Consequences depend on the student's grade level, teacher, and the particular assignment. A student can receive a zero.

Objectionable Material Policy

The Christian should not be isolated from the world, but he should be a witness of the Truth to the world (John 17:14-21). Therefore, there is value in exposing our students to non-Christian material, as long as this is done in the context of evaluation rather than acceptance. Objectionable aspects must therefore be used with great care, always remembering the maturity of the students and the goal of edification.

Objectionable material includes, but is not limited to, the following areas:

- Inappropriate uses of the Lord's name (Exodus 20:7)
- Crude language such as swearing and references to sexual and bodily functions (Ephesians 4:29)
- Nudity & descriptions of sexual acts presented in a sensual or graphic way. However, at times, material with graphic images may be appropriate for instructional purposes such as in a biology, health, or art class (Romans 13:13-14).

Sin should never be glorified or even implied to be acceptable (Romans 13:13-14).

Movie Rating Policy

It is appropriate to show movies at school, either related to instructional content or during a leisure activity. Prior parental approval will not be required before showing films with the following ratings:

Elementary School- G

Middle School- G, PG

High School- G, PG, PG-13

Permission is always required for movies rated R. NC-17 films are never permitted. (Ratings are based on the Motion Picture Association of American standards - <https://www.filmratings.com/>) However, parental approval is required in writing before staff may show movies that exceed the ratings listed above. If parent approval is not granted, the teacher will provide an alternate assignment, and there will be no negative consequences to the child's grade.

Field Trips

Teachers may organize field trips to enhance classroom instruction. The lead teacher approves requests for field trips. Students must return a field trip permission form signed by a parent or guardian before participating in off-campus field trips. While on field trips and school-sponsored trips/activities, students must adhere to FIA's behavior guidelines and dress code.

See the field trip policy in the appendix for additional information.

Chapel

Chapel is held weekly for all students. Students have the opportunity to worship, listen to special speakers, learn Bible stories and lessons, and present dramas or skits dealing with biblical truths. Students must be on time, attentive, and listen respectfully. Chapel attendance is mandatory for all students at FIA.

Assemblies

Every other Wednesday, middle and high school students will attend an assembly. Various topics including those related to school policies/procedures and social-emotional wellbeing will be covered throughout the year.

Communication

Community Language: English

FIA's school community is blessed with people from many countries and cultures. This diversity of culture and language is a unique aspect of FIA. Therefore, in order to promote unity amidst our diversity, our community language is English.

English is the language of instruction, and students are expected to speak English during school hours and at school activities. This provides time for students to improve their English oral and listening skills and learn how to be good bilinguals (who know and use multiple languages without leaving others out). Using other languages can be exclusionary to those who do not speak the different language and can discourage unity among our students. Also, school personnel need to know what is being said in order to protect our students from bullying and inappropriate language.

- ❖ On school days between 8:00am and 3:00pm, students must speak English inside and outside of class. Exceptions would be during heritage/culture classes, when speaking with an adult who speaks a second language, or when specific teacher permission is granted (for example, helping another student understand what is being said in English).
- ❖ A "language misuse" is defined as the conversational use of a language other than English involving more than a sentence rather than simply a word or phrase.
- ❖ There will be consequences for students who repeatedly forget to use our community language.

Email

Important school communication will be sent via email. It is vital that the school has updated contact information so clear communication can happen. A weekly Community Bulletin is sent out from the office with important announcements.

Email is the preferred method of communication between the school and parents unless individual teachers specify otherwise. Staff will do their best to respond to emails in a timely manner (within 24-48 hours, not including evenings, weekends, or school holidays).

Social Media

The school's Facebook and Instagram accounts have information about activities, events, and other announcements. There is a FIA Community private Facebook group that all parents are encouraged to join. In addition, the school's website contains further information (www.fia.edu.ph).

Bulletin Boards

Bulletin boards are located in various locations around campus. Boards for community announcements and advertisements are located across from the fish tank. To post announcements, they must be approved in the business office. Student work is displayed on the board across from the facilities manager's office and by the canteen. Middle school events and activities are posted in the middle school hallway. High school information and announcements are posted in the high school building. Division lead teachers must approve postings on their respective bulletin boards.

Conferences with Teachers

Parents may request a conference with a teacher. Please contact the teacher via email, in writing, or by calling the school office to request and arrange a meeting time.

Classroom Visitors

If a parent desires to visit a classroom, an appointment should be made with the classroom teacher. Additional children should not be brought on these visits, and a low, non-disruptive profile should be maintained in the room.

Parents with children not currently enrolled at FIA may contact the principal one week in advance to schedule a classroom visit for their potential student.

Parent Volunteers

We believe that parents in our community have a great deal to offer in complementing our work with students. Parents are encouraged to contact individual teachers or the principal to volunteer in their areas of expertise. Volunteers must complete safeguarding training, sign the Statement of Faith, and have a background check on file before working with students.

Student Discipline

It is the goal of FIA to provide an atmosphere in which optimum academic, spiritual, and personal growth can take place. Creating a loving culture of order and discipline is a partnership between students, their families, and the school.

It is FIA's desire to build our discipline program grounded in the Word of God (II Timothy 3:16-17). As an additional resource, FIA promotes character development by instilling our core values, which give students a godly, ethical way of living. Discipline involves guiding, molding, encouraging, teaching, reproofing, and correcting to bring about heart change that can be seen through actions and attitude. The goal of discipline is to address the heart behind the behavior, not merely the behavior (Proverbs 4:23).

Discipline is essential to maintain a safe environment where all students can learn. Therefore, students are expected to conduct themselves in a manner consistent with the policies of the school.

School Jurisdiction

The extent of school jurisdiction is:

- On school property
- At FIA events, whether on or off-campus

However, school jurisdiction is also extended to behaviors that cause significant disruption to learning regardless of where or when the violations take place, including the following:

- Online behavior: defamation of character (of staff or students), cyberbullying, or other inappropriate online behavior
- Abusive behavior (including of property, substances, and others)

Discipline Procedures

Teachers establish classroom management plans with clear expectations and consequences. For example, when dealing with discipline issues, teachers:

- Will treat students with respect and dignity, regardless of differences in race, ethnicity, gender, religion, etc.
- Will encourage students to take responsibility for their actions and learn from their mistakes.
- Will use logical and realistic consequences.
- May give students opportunities to make decisions, including options for solving the problem.

Teachers will handle minor behavioral issues in their classrooms and notify parents when appropriate. Significant issues will result in a disciplinary referral to leadership and parent notification. Parents are encouraged to contact the school to discuss any concerns. Major behavior issues include, but are not limited to, the following:

- Inappropriate Language: Swearing or use of inappropriate words.
- Bullying/Harassment: Threats, intimidation, gestures, or verbal attacks.
- Disrespect/Defiance: Socially rude interactions, refusal to follow directions, and/or lack of submission to authority.

- Disruption: Yelling, noise with materials, or horseplay.
- Fighting: Physical or verbal.
- Theft: Removing someone's property.
- Vandalism: Damage to or abuse of school/individual property.
- Technology: Misuse of cell phones or other electronic devices. Violation of Computer Use Agreement.
- In an inappropriate area: Leaving campus without permission, wrong place at the wrong time, etc.
- Lying: Cheating and/or plagiarizing on assignments or assessments.
- Possessing Contraband: Tobacco, drugs, alcohol, weapons, inappropriate magazines, movies, music, etc.
- Purity Issue: Public displays of affection inappropriate for school; inappropriate magazines, movies, music, online activity, etc.

Detention

The teacher and/or leadership can determine detentions. Parents will be notified about after-school detentions and must inform the teacher as soon as possible if there is a conflict. If necessary, other arrangements may be made between the teacher and parents. Detentions take priority over all school meetings and activities. The student is expected to arrive on time for the detention.

Suspension

In severe cases of misbehavior, a suspension may be necessary as a disciplinary measure.

For an in-school suspension, the student will remain isolated and under supervision. In addition, the student is required to complete all missed assignments, but they will receive a 20% grade reduction.

For an out-of-school suspension, the student will remain under parental supervision and is not allowed on campus for the entire duration of the suspension. The student must complete all missed assignments, but they will receive a 50% grade reduction. In addition, the administration may decide that the student is not allowed to participate in extracurricular activities for a specific amount of time.

A suspension may lead to disciplinary probation and possibly even expulsion.

Disciplinary Probation

The administration will put a student on disciplinary probation if other forms of discipline have proven ineffective or if at any time it becomes questionable as to whether a student should remain at FIA. Before disciplinary probation, the administration will carefully consider the needs of the student and the issues involved. Disciplinary probation extends grace by providing additional time for the student to change.

The administration will set a definite time with specific goals for this probation. After the probation, the administration evaluates if the student has met the goals. If so, they will be taken off probation; if not, they will be recommended to the board for expulsion.

Expulsion

If a student commits a serious offense or fails to meet the goals of disciplinary probation, expulsion will be recommended to the Board by the Head of School.

The Board will review the situation and make the final decision.

The parents may appeal the decision within five school days. However, once the student is expelled, they must wait until the following school year to reapply.

Expectations of Personal Appearance

God is glorified when we act and think with purity and dress modestly (I Cor. 6:19-20). Conforming to FIA's dress code does not make a person a Christian or more "spiritual." However, all students are expected to conform to the dress code by being modest, neat, and appropriate. Appropriateness changes depending on the event. A student's conformity to the dress code shows respect and obedience.

It must be recognized that a dress code cannot address every area. For that reason, the leadership reserves the privilege of interpreting the principles and specifics of the dress code.

Uniform Dress Code

All students must wear FIA school uniforms on school days, unless otherwise notified. Uniforms are purchased from the Business Office. No alterations or additions should be made to the style or appearance of the uniform.

Students' uniforms must meet the following requirements:

- It is not acceptable to substitute garments that look similar to the uniforms.
- Uniforms must be in good condition and free from rips, holes, frays, and stains.
- Garments must be the appropriate size and may not be skin tight. No skin should be visible around the abdomen, even when students raise their arms.

Girls' Dress

ES

- **Shorts/Skorts:** may not be more than two inches/five cm from the top of the knee cap when standing

MS/HS

- **Skirts:** must touch the top of the knee cap
- **Pants/Trousers:** must reach past the ankle when standing
- **Capris:** must reach past the knee
- **Shorts:** may not be more than two inches/five cm from the top of the kneecap when standing

Boys' Dress

- **Shorts:** may not be more than two inches/five cm from the top of the kneecap when standing
- **Pants/Trousers:** must reach past the ankle when standing

Jackets

- If jackets are worn, they must be one of the two options available for purchase from the business office.

Footwear

- All students must wear some type of footwear during school hours.
- No flip-flops (tsinelas) or slides are to be worn during school hours.
- Elementary students must wear athletic footwear or sandals with a heel strap for safety.
- MS/HS: Athletic footwear or dress sandals are permitted.

Hair

- Must be kept neat and clean.
- May not be worn in extreme styles.

- All hair colors must be a natural color.

Miscellaneous

- Piercings are not permitted on school days (except for earrings for girls).
- Undergarments must not show.
- Undershirts may be worn as long as they are not visible anywhere other than near the collar; if they are visible, the color must be neutral or blue and must not stand out.
- Hats, caps, bandanas, and hoods are not to be worn indoors.

Physical Education

- Students must wear shorts and shirts that comply with the casual dress code. In addition, athletic shoes must be worn.

Casual Dress

Applies to casual school-sponsored activities such as practices, student council-planned events, or other school activities

- Garments must be the appropriate size.
- No skin should be visible around the abdomen, even when students raise their arms.
- Underwear and cleavage must not show.
- Shirts must have straps that are at least one inch wide.
- Shorts must reach mid-thigh when standing or have at least a five-inch (13 cm) inseam unless spandex/leggings are worn underneath and meet that length requirement.
- Skirts must be three inches (7.5 cm) from the top of the kneecap when standing or longer. If leggings/spandex (knee-length or longer) are worn under skirts, the skirt must reach mid-thigh when standing.
- Leggings or spandex can only be worn under shorts, skirts, or shirts that cover the bottom.
- Clothing should contain no inappropriate messages, slogans, or pictures.
- Girls' swimwear must have straps and appropriately cover the chest and bottom. No bikinis.
- Boys' swimming shorts must reach mid-thigh and may not be skin tight

Formal School Events Dress Code

Applies to formal school events such as banquets, concerts, and graduation

- Students should wear dress clothes and look their best.
- Garments must be the appropriate size and may not be skin tight.
- Dresses or skirts must be at least three inches (7.5 cm) from the top of the kneecap when standing. If there is a lace/sheer overlay, the solid material underneath must meet the three-inch requirement.
- Dresses or tops must modestly cover the back, chest, and midriff.
- Underwear or cleavage must not show.
- No skin should be visible around the abdomen, even when students raise their arms.

Consequences for dress code violation

- If there is a question about the appropriateness of a student's appearance, the lead teacher and/or principal will make the final decision.
- School Days: If a student violates the dress code, the student will sit in the office until either a new uniform is purchased or a suitable outfit is brought from home.
- School-sponsored events: Students who do not follow school expectations will be asked to change or leave the event.

Expectations of Personal Conduct

As a multicultural school located in the Philippines, we recognize that many areas of social conduct 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 and the greater mission community represented at the school. The following policies reflect this sensitivity to others. The Code of Conduct (see Appendix) reflects this sensitivity to others; as we all are part of the larger Faith International Academy community living as guests in the Philippines

Respect

Acceptable personal conduct involves showing proper respect towards others, authority, school rules, and differences in beliefs/theology. This is especially true in an international school with a mixture of races, languages, ages, and genders.

Grievance Policy

When concerns arise, please follow the Matthew 18 principles as described in the Grievance Policy in the appendix. First approach people directly with concerns, avoiding gossip and slander; followed by going with a witness. If there is no resolution, follow the leadership chain.

Anti-Bullying Policy

FIA believes that a child's welfare must always be paramount; that children have a right to be heard, to be listened to, and to be taken seriously; and that parents/carers should be consulted and involved in matters which concern their children. All students have a right to be taught in a secure, safe, and caring environment, free from the threat of harm.

FIA considers bullying to be repeated behaviour which makes other people feel uncomfortable or threatened whether it is intended or not. See the appendix for the complete Anti-Bullying Policy.

Relationships

FIA encourages wholesome relationships between boys and girls, believes in a traditional, biblical worldview of relationships, and encourages sexual purity.

Public displays of affection are not allowed during school hours. This includes hand-holding, sitting/lying on other students' laps, prolonged hugging, kissing, etc. Therefore, the only appropriate on-campus, physical expression in dating relationships is hand-holding outside of school hours.

Relationships deemed inappropriate will be dealt with on a case-by-case basis; this includes the possibility of disciplinary action.

Drugs and Alcohol

Students must refrain from the illegal use of both drugs and alcohol and the abuse of addictive substances controlled by law. Regardless of legality, students should not reach a state of drunkenness. Students may not possess or use alcohol, tobacco, or illegal drugs while on campus or under the direct jurisdiction of the school.

Weapons

Students are not permitted to bring weapons (items used or designed to attack, harm, or kill) on campus.

Nothing that resembles a real gun (in color, design, or structure) is permitted on campus at any time; this includes, but is not limited to, pellet, BB, and airsoft guns.

Digital Citizenship

Students may have access to FIA computers for school-related work during the school day (8:00-3:00), provided there are supervisors. Use of social media is prohibited unless authorized and supervised by a teacher. Students must be good stewards of computer hardware, software, and internet bandwidth. See the Computer Use Agreement in the appendix for more details.

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

FIA students, under staff supervision, are permitted to access the internet. However, streaming or downloading music and videos for non-school use is strictly prohibited. Students may not store any inappropriate, illegal, or contraband files, including illegally downloaded music and videos.

Students should save all personal documents in their individual folders, in Google Drive, or on a personal USB drive. Documents in a student's individual folder will be backed up. Individual folders and all the contents are the property of FIA, and so is the google platform connected to the students' FIA email.

Printing

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

Cell Phones

To facilitate a more effective learning environment at FIA, including one where students develop face-to-face social skills, students cannot have cell phones on their person during the school day (8:00 am - 3:00 pm).

Expectations

Students may store their cell phone (powered off) in their lockers or backpacks (if it remains in the hallway); FIA highly recommends using a lock on the locker for security purposes.

Cell phones may be used with teacher permission for educational purposes (science lab, Kindle reading app, etc.). However, the phones must be put away immediately following that class period.

Consequences

1. Loss of cell phone privilege the rest of the day - Cell phone is submitted to the office. Students can retrieve phones from the office at 3:00pm.
2. Temporary loss of cell phone privilege - Cell phone is taken for one week. The phone will be checked in at the office each morning by 7:55 am and retrieved at 3:00 pm before leaving campus.
3. Permanent loss of cell phone privilege - This student is no longer permitted to have or use a cell phone during school hours for the rest of the school year. The phone must be checked in at the office each morning by 7:55 am and retrieved at 3:00 pm before leaving campus.
 - a. Students who permanently lose their cell phone privileges may receive a detention or other consequences if they continue to defy expectations and bring their phones to school.
 - b. A meeting with the Head of School and additional consequences will be determined on a case-by-case basis.

Devices (Tablets and Laptops)

In order to prepare students to live in a digital world, **FIA is requiring all High School students to have a device they can use at school** to complete assigned work. Cell phones are not allowed during school hours; the device must be either a laptop or a tablet.

For Middle and Elementary School students, a personal device is not required. Any grade 8 student taking Algebra 1 will be required to have a device. However, if online classes are necessary, all students will need access to a device at home.

All FIA students have been set up with an email address which is linked to Google Classroom. **This email address only sends/receives emails from the FIA domain.**

Middle and high school students are expected to read and respond to their FIA email regularly, and use Google Classroom to stay caught up on assignments.

Safeguarding

FIA places a high value on children and strives to provide a safe learning environment. The Safeguarding Policy and its procedures create safeguards from possible harm for members of our school community. The Safeguarding Code of Conduct and Policy, available in the appendix, provides further detail on the school safety guidelines, prevention strategies, and how to report concerns. The Safeguarding Team is a group of school staff who sensitively assess and respond to reports of possible harm.

Campus Use and Safety

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

Campus Usage

The school facilities (including the soccer field, covered court, and playground) are for school use only during school hours and possibly during other times for school activities. On school days, FIA reserves the athletic facilities for student activities. Children not enrolled in FIA may not use the school facilities (including the playground) during school hours, as this can be distracting for FIA students.

FIA is happy to open the campus to the missionary community during non-school hours when there are no school functions. In addition, there may be regularly scheduled community sports times that FIA has approved. If they are available and the request is approved, FIA may rent the facilities to parents, staff, community members, and like-minded organizations. Please see the Facility Usage Policy, in the Business Office, for more information.

Weekend Campus Usage

The outdoor spaces of the FIA campus are open for use by FIA families on the weekends. However, there are some guidelines that need to be followed for the safety of all involved:

- Elementary aged students and younger must always be accompanied by a parent, or other approved adult, who remains in eyesight.
- On Saturdays, middle and high school students who are gathering in a small group (5 or less) are allowed on campus until 4:30pm, without an adult. Students who are gathering in large groups (6 or more) must have an adult supervisor within eyesight, and must get prior approval to use the space. Large group activities are allowed on campus until 9:00pm.
- On Sundays, no students are allowed on campus unless accompanied by a parent, or other approved, adult who remains in eyesight.

There are often groups who have rented FIA facilities on the weekends. To show respect for the visitors who have followed procedure to rent FIA facilities for exclusive use, anyone not part of the original group should leave the area and not join the event.

All FIA planned activities, with approved chaperones, will be announced via the community bulletin or an email sent from a FIA staff member.

Gym Usage

No food or drink other than water is allowed in the gym. Please help us in protecting our floor from damage done by ants. The gym is not available for community use at any time. Although priority is given to the athletic program, the weight area is available Monday-Friday from 3-5 pm only for FIA students who have completed a waiver form and have a partner (see the Business Office for a form). The gym is for FIA athletics and pre-approved activities only. No community members should be using the gym for personal use.

School Property

FIA maintains the right to search lockers, cubbyholes, desks, or personal belongings brought to school (backpacks, lunch bags, etc.) if there is reasonable suspicion of possession of inappropriate, dangerous, or illegal materials.

School Equipment

School equipment must not be removed from the school without authorized approval.

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, they need to receive permission and supervision.

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. Confiscated items will be moved to the office or lost and found.
- 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.

Personal Transportation Devices (including bicycles)

Personal transportation devices include skateboards, waveboards, bicycles, rollerblades, etc. All wheeled devices should be walked while on campus except when in the parking lot or on the covered court after school hours. Those who ride bicycles are asked to park them in designated areas and are encouraged to lock them.

Transportation

Parents are responsible for transporting students to and from school. If you plan to drive a personal vehicle on campus, you must obtain a FIA sticker from the Business Office. Only vehicles with the FIA sticker are allowed inside the gate. Taxis and other vehicles must drop people off outside the entrance.

Any student wishing to drive on campus must possess a valid Filipino driver's license and complete the Consent for Student Drivers form in the Business Office.

Pets on Campus

Pets should not be on campus during the school day unless they are invited to a class activity by the teacher. Pets must be on a leash or in a cage at all times, and any mess created must be cleaned up immediately by the owner.

Campus Security

In order to provide a safe and effective learning environment, FIA hires contracted security officers and requires identification for entrance to the school property. We expect the security officers to be respected in recognition of their essential services to the FIA community. A wall and security gates surround the perimeter of the campus. Visitors must enter through the main FIA or SIL gates.

- FIA shares some of the property with SIL. Any person who is not part of a school family, school employee, or SIL employee will be required to present identification at the front gate and use a visitor pass to be allowed on campus.
- School buildings and classrooms are locked during non-school hours, and only some personnel have access to different areas.
- If concerns about a dangerous area arise, please contact a secretary or the Facilities Manager.

Crisis Response

FIA has a Crisis Response Team and Manual to be used in the event of an emergency. FIA personnel are trained in the crisis response procedures, and copies of the manual are located in each classroom. In addition, students participate in regular drills, including classroom evacuation and lockdown drills, to practice these procedures.

In the event of a school emergency, do not attempt to contact your student. FIA will update you with relevant information either by email, phone or text. In the case of drills and actual incidents, the school gates will be locked and no one will be allowed to enter or exit until the situation is resolved.

Student Services

Counseling

If staffing permits, FIA will offer the services of a counselor. For more troubling concerns or family issues, the counselor may refer a student to other professional counselors in the city.

Health Services

The school has a nurse on staff who will provide limited services to students needing medical attention.

Services Provided

The school offers the following health services:

- o **Basic First Aid** - The school gives first aid for injuries occurring at school only. If care beyond immediate first aid is required, the parent is called.
- o **Dispensing Medication**
 - Prescription:
 - In general, only inhalers and EpiPens are kept at school.
 - If a child requires regular medication during school hours, the parent/guardian is required to deliver the medication and exact dosage to the Health Office and to discuss the medical condition with the principal and school nurse.
 - Over-the-counter: The school provides *paracetamol, ibuprofen, antihistamines, pills for diarrhea, stomach aches and other minor ailments*. If parents do not want specific medicines used, they must provide and advise the school office in writing.

- Middle and high school students are allowed to bring limited personal medications to school. No student is ever allowed to give medication to another student. Parents of elementary students must give any medication to a teacher or the nurse.
- **Emergency First Aid** - The school will address emergencies and contact emergency response personnel and parents if they arise.

Parents must contact the principal regarding medical situations that may require additional aid in the case of chronic illness (such as insulin shots for diabetes). A medical care plan will then be drawn up in conjunction with the school nurse.

Required Medical Records

The school notifies parents regarding required immunizations and physical examinations.

Contagious Illness and Infectious Disease Policies

The school values the health of all members of the school community. Therefore, please do not send contagious children to school, as their own learning will be difficult and they may spread the illness to others in the school community.

Parents/caregivers are responsible for making decisions for their children's health and well-being; however, they also have a responsibility to other school community members when considering whether to send their ill children to school. This could include a temporary contagious illness (common cold, fever, throwing up, etc.) or an infectious disease.

In case of infectious disease, parents must notify the school immediately of the nature/type of the infection and isolate their child to prevent the transfer to other school community members.

The school will communicate with the broader community should a severe threat from a disease be present.

Communication Policies

- The office will keep a record of children who go home with a medical complaint or as a result of an accident.
- The school will communicate with the broader community should a serious threat from a disease be present.
- The school will notify parents regarding communicable disease control.

Library

Patrons

- FIA community members (students, parents and siblings of current students, supported and paid staff members and their spouses, alumni, and school volunteers) are automatically considered library patrons.
- Homeschool missionary families in Davao who wish to check out materials from the FIA library must first register with the Business Office and pay a deposit and annual fee. Any member of the family may then check out materials following the library procedural guidelines, up to 10 books per family. Any violation of the guidelines may result in privileges being revoked without reimbursement of the fees. (If the family plans to drive on campus, a FIA car sticker must also be purchased from the business office.)

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.
- **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 and high school students 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:

Grade Levels	Number of Books
K-5	5
6-8	10
9-12	10

- If a grade 6-12 student has an overdue book, they cannot check anything new out until the book(s) is returned.
- If a student (Grades 3-12) has accumulated fines of 50 pesos or more, the student will not be allowed to check out books for one week. The fine will automatically be charged to their business accounts and removed from their library accounts.
- If a grade K-2 student has had late books for two weeks in a row, the student will not be allowed to check out books for 1 week.
- Adults are limited to 10 items. In addition, 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.
- Library books should never leave Davao.

Checkout Renewals

A library patron may not renew a book if he/she has any other books overdue or if he/she has a penalty week due to a fine of 50 pesos or more (except Kindergarten to grade 2). These items must be resolved or completed before further checkout. The librarian must also physically see any book that is to be renewed. Books may be renewed once before returning them to the library.

Overdue Procedures and Fines

A fine of P5.00 per day is charged for overdue books. No one may check out any new books for one week of penalty once P50.00 has accumulated on their account. Late fines will not exceed P500.00. All fines are paid at the Business Office. Students with overdue books or library fines at the end of each semester will not receive their report card until their library account is settled.

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 ensure the librarian is aware of the damage. If the book is beyond repair, the library patron will be charged a repair or replacement fee for the item.

The Library Catalog

The library catalog is available online (www.fia.follettdestiny.com) for students, teachers, and parents to use. From this database, one can search the catalog to see which books are available within the library. One may also check on any borrowed books, their due dates, and fines.

Reserving or Holding Material

Library patrons may reserve books if they are not on the shelves.

High School Library

If the library staff is not available to check out books, please complete the checkout sheet.

Library Hours

The library is open as library personnel are available for students doing homework or parents checking out books. Only FIA students and staff should be in the library during school hours. However, special hours for homeschool families are sometimes provided.

Library Computers

Both libraries have computers available to FIA students and staff for school related work.

Hot Lunch Program

Students may bring lunch or sign up for the hot lunch program; students are not permitted to leave campus to purchase food during school hours. Students must be signed up for hot lunch in advance, using the menu provided. The business office needs to be notified before Friday to cancel lunch for the following week. Parents will not be charged for a missed lunch due to illness. In addition, the business office will be notified of any field trips taken over the lunch hour so that lunches are canceled.

Hot Lunch Choices: Regular meals include an entree, unlimited rice, a vegetable, and fruit. Hearty meals include an extra portion of the entree, plus the same sides (unlimited rice, a vegetable, and fruit).

Student Activities

School Activities (K-12)

School Spirit Week

Each September, 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 to show their school and team spirit. In addition, donations are collected to be given to a local Filipino ministry.

Community Enrichment Events

When staffing permits, various activities are organized to celebrate cultural diversity and promote community spirit. Students in all grade levels may be involved in planning and running different aspects of these events. Parents and staff may also be asked to assist.

Track and Field Day

Track and Field day is held near the middle of second semester. Students are placed on teams and compete in various races and competitions. Students are expected to participate since this is a regular school day. In addition, school community members are welcome to come to cheer for their children.

Open House

In order to promote unity and communication among the FIA community, there will be an Open House held near the beginning of the school year. Parents and students will be invited to tour the campus and classrooms and interact with staff.

School Activities (6-12)

Welcome Back Events

Near the beginning of the school year, the high school takes a short trip, and the middle school holds a party on campus. These events serve to welcome back returning students while also providing an opportunity for new students to get to know the community.

Outdoor Education

Outdoor Education (OE) is an integral part of the FIA curriculum for middle school and high school; participation by all students is expected. The cost is included in tuition for full-time students; however, part-time students who choose to participate will be expected to pay additional fees to cover the cost of the experience.

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 the Filipino community in practical, interactive ways.
2. To promote students' spiritual development and challenge them to expand their understanding of God's role in their lives.
3. To provide educational experiences about the development, culture, and/or geography of the Philippines.
4. To build unity within the student community.
5. To challenge each student to better understand his or her gifts and abilities.
6. To have fun.

Middle School

Middle school OE is done in conjunction with Faith Academy Manila in February. The venue rotates between various sites on Luzon. Parents are expected to cover the cost of airfare.

High School

High school OE is organized and planned by the FIA staff and usually takes place in the second semester. The venue rotates between different locations on Mindanao.

School-sponsored Extracurricular Activities

FIA supports wholesome extracurricular activities developed by students, parents, and/or staff, consistent with the school's mission and philosophy. Students must maintain a 2.5 GPA and be passing all their classes to be able to participate in extracurricular activities.

Extracurricular activities will be sponsored, coached, and/or advised by personnel approved by leadership. The Athletic Director appoints coaches.

Worship Team

The school encourages students with musical gifts to participate in leading chapel music. Middle and high school students can try out to be on a worship team.

Student Leadership

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

Student Councils

If personnel allows, there may be separate but cooperating student councils in high school and middle school. Students elect student council members. 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.

Athletic Activities

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

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 travel and accommodation expenses. Students not planning or able to go to the tournaments are still encouraged to play on the team when competing locally. Middle school students with advanced skills may be invited to play on the teams.

Fine Arts Activities

As staffing allows, FIA provides activities such as plays, concerts, musicals, or art displays.

School-supported Extracurricular Activities

Clubs

FIA community members may apply to start a school-supported club. Club activities may not conflict with school-sponsored events (i.e. athletics events, Student Council events, etc.).

An application form must be submitted to the leadership for approval. New clubs may be approved for a one quarter trial basis; recurring clubs are approved for a semester. For any off-campus club activities, there must be at least one adult for every 8-10 students. On-campus club activities must end by 4:30 pm. FIA retains the right to cancel a club if participants do not abide by expectations.

Approved clubs can be recorded on high school students' co-curricular activities forms if accurate attendance records have been kept.

Elementary Parent-run Sports

If parents want to organize after school sports programs for elementary students, FIA may be able to host the program. However, the organizers must provide the equipment. Similar to clubs, FIA parents may apply to start these programs, but they may not conflict with school-sponsored events. An application form must be submitted to the leadership for approval.

Finance Policies

School Fees Payment Policy

For this school year, please follow this payment schedule for your school fees.

December 20, 2024	50% of Tuition and Capital fees paid (no report card can be given if a family has not paid 50% by December, 20, 2024)
March 28, 2025	100% of Tuition and Capital fees paid (no report card or transcripts can be given if a family has not paid 100% by March 28, 2025)
May 21, 2025	100% of all fees paid (no report card or transcripts can be given if a family has not paid 100% of their bill by May 21, 2025.) No transcripts or any documentation can be given until your account is paid full. Any children you may want to enroll for the 2025-2026 school year may not begin classes until your account is paid in full for the 2024-2025 school year.

Mode of Payment

FIA accepts the following payment methods: cash, check, Dragonpay, or wire transfer. However, please take note that the school is not responsible for any banking/service fees or losses due to foreign exchange conversions/fluctuations. Only the amount that the school actually receives will be credited to the parents' account.

Business Office Hours

The business office is normally open Monday to Friday from 7:30am - 4:30pm, unless otherwise specified.

Parent Accounts

The school maintains an internal account for every FIA family. The account acts as a bill that is sent to parents at the beginning of each month. The school reserves the right to offset any fees/expenses that are rightfully incurred by a student against any available credit balance in the account.

Tuition Assistance Program

FIA offers financial aid to deserving families on a need basis. This is not available to staff families. Parents should contact the Business Administrator for more information.

Appendix A: Artificial Intelligence (AI) Usage

Artificial intelligence (hereafter AI) refers to any tools that generate words, pictures, videos, or sounds. In recent years, AI has become accessible to everyone including students, staff, and parents. The FIA Student Code of Conduct and the Student & Parent Handbook contain our main policies regarding academic integrity and they apply to the use of AI. The following are added directions that pertain specifically to the use of AI by staff and students.

- FIA does not specifically discourage the use of AI in assignments guided by staff. FIA recognizes the value of learning through new tools and technology, however, we also value original student work and the critical thinking and creativity it promotes.
- To use AI on any assignment, students must have the permission of the teacher who gave the assignment. In addition, permission is needed to use AI for speeches, and other non-class specific work used for school activities.
- Whenever a student uses an AI tool, the student must clearly document both the tool and its output.
- The use of AI tools without permission or without citation could be considered plagiarism and the consequences listed in the Student & Parent Handbook will be applied.

Appendix B: Field Trip Policy

The school is structured to provide a safe place for students; however, other environments off-site aren't always as child-friendly or safe. It's important to make outings as safe as possible while allowing students to learn from their experiences in a variety of settings.

This policy is in place anytime students are away from the FIA campus for FIA activities.

Procedure and Practices

- Field trips will be planned as part of the overall curriculum and/or student's interests and will provide learning opportunities through hands-on participation.
- FIA staff will notify parents in advance of all field trips and any other special arrangements necessary.
- A parent or legal guardian will sign a permission slip for all field trips
- All school lunches will be canceled for the trip, if necessary. It is the responsibility of the field trip organizer to cancel all school lunches. If a student is not attending with their classmates, it is the responsibility of the parents/legal guardians to let the office know to keep their school lunch.
- A well-stocked first aid kit along with the parent's emergency contact numbers will be taken.
- If a student has medication needs, the parents will be responsible to communicate with the organizers regarding the distribution of medication as needed.
- All official accompanying adults will have safeguarding training. Students will not be left alone with any additional non-trained, accompanying adults. If a driver is not safeguarding trained, at least one trained adult must be in the vehicle.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time.
- Students will be counted before leaving the FIA campus, during the field trip, and again at the time of departure for return to FIA to ensure that all children are accounted for.
- Whenever possible, the organizer will visit the site ahead of time to determine the safety of the location, what experiences the students may gain, and age-appropriateness.
- Staff members will have cell phones in case of emergencies.
- Field trip plans must be approved by the Lead Teacher who is responsible to communicate the information to the Principal.

Appendix C: Computer Use Agreement

God has blessed Faith International Academy (FIA) 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 FIA, but they are also your investment to use and care for properly.

Use of computers, the network, and the internet is a privilege. To use computers at FIA, middle and high school students are required to sign this agreement. Failure to abide by these guidelines will result in the loss of privileges.

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 Administrator and the FIA Administration reserve the right to monitor all use of school computers, network, stored files, your FIA email, and your Google drive.

Guidelines

Copyright and Legal Issues:

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

Prohibited Material:

3. 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 conducting illegal activities such as making bombs, invading other people's privacy, committing fraud, or obtaining unauthorized access.

System Security and Integrity:

4. Do not remove, replace, or tamper with the FIA serial number on computer equipment.
5. Do not download programs from the internet.
6. Do not install or alter any software, nor run unauthorized software (that someone else may have installed).
7. Do not tamper with, remove, exchange, or install any hardware components in any computer at FIA.
8. Do not attempt to gain unauthorized access to any part of the school computer network or other people's files, nor use computers to illegally access other computers.
9. Only use your own account.
10. Report any violation of these rules to a teacher or administrator.
11. Personal devices (laptops/tablets) may be connected to the FIA student network.

Privacy:

12. Do not post personal information about yourself or other people on the internet.
13. Do not send threatening, illegal, vulgar, obscene, or harassing materials.
14. Do not post false or defamatory information about any person or organization.
15. Do not broadcast messages on the network.

Educational Use:

16. Do not play games on computers unless authorized (each time) by your teacher.
17. Limit computer use to school-related activities on FIA campus.
18. All FIA students have been set up with an email address which is linked to Google Classroom. **This email address only sends/receives emails from the FIA domain.**
19. Middle and high school students are expected to read and respond to their FIA email regularly, and use Google Classroom to stay caught up on assignments.

Further Guidelines and Advice

You are held responsible for any use of your account, so keep your password a secret and remember to log off of school computers after each session.

- A. Report any possible security problems that you discover to a teacher or member of IT.
- B. If you have a legitimate reason for doing something prohibited, please ask first.
- C. Be a good steward of our resources, namely
 - a. Limit storage space used for files (large media files may be deleted).
 - b. Conserve printer ink and paper. Teacher permission is required before printing in color.
 - c. Conserve internet bandwidth
 - i. Only use the following if directed by a teacher for a class project: movies, instant messaging, internet radio, chat, or other streaming media).
- D. Do not keep your only copy of important documents on the desktop or local C drive. Make sure you have a copy on a hard drive at home or in your folder on the network.
- E. Confirm your information from the internet with reputable sources.
- F. Do not plagiarize: Do not take others' ideas and words and present them as your own.
- G. Files in the student data drives will be deleted at the end of every school year.

Appendix D: Safeguarding Code of Conduct

The full Safeguarding Policy can be requested from the Head of School (headofschool@fia.edu.ph) or the Safeguarding Lead (safeguarding@fia.edu.ph).

Biblical Foundations:

From the Old Testament to the New, the Bible clearly states the responsibilities parents have for the training and care of their children. Similarly, penalties are harsh for those who would injure or rob a child of their childhood.

Proverbs 22:6 Train up a child in the way he should go; even when he is old he will not depart from it.

*Matthew 18:5,6 "Whoever receives one such child in my name receives me, **6** but whoever causes one of these little ones who believe in me to sin, it would be better for him to have a great millstone fastened around his neck and to be drowned in the depth of the sea.*

Within the Christian School we recognize a taking on of these responsibilities and our safeguarding policies seek to provide a mechanism by which we can properly do this.

1 Corinthians 13:4-7 Love is patient and kind; love does not envy or boast; it is not arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice at wrongdoing, but rejoices with the truth. Love bears all things, believes all things, hopes all things, endures all things.

Introduction

The welfare and safety of children are paramount in Faith International Academy's policies and procedures. FIA's intent is to provide a safe and loving environment where children are nurtured and cared for in a way that allows them to become all they are capable of being. This includes valuing them, regarding them positively, and treating them with respect and care.

Having a common set of expectations helps protect children, but can also protect the adults interacting with children. By putting these guidelines into place, an adult's interaction with a child is less likely to be interpreted incorrectly. Adults (faculty, employees and volunteers) assume the full burden of setting and maintaining clear, appropriate boundaries in all interactions with children.

FIA also works very closely with other Christian mission agencies in both prevention and response, agreeing to use similar child harm definitions and codes of conduct. FIA has made a commitment to abide by local law. With regard to the treatment of children, where local law is more prescriptive or strict than the guidelines here, then local law must be followed.

Our intent is not to be overly prescriptive in how parents raise their children. However, these guidelines need to be succinct, clear and consistent with other networks and external bodies that are also seeking the best for children.

Being vigilant is the most effective way to prevent harm from happening to children. By vigilantly following these standards for interactions with children, we hope to protect children from harm.

This Code of Conduct includes, but is not limited to, the following expectations of staff, and we assume that each person will use good judgment in applying them.

Within the work situation

In any situation with children we should use as many of the following safeguards as possible with a minimum of at least one. This will demonstrate professionalism and wisdom resulting in healthy interactions with children and reduce risk. All interactions with children should be planned in a way that minimizes risks as far as possible.

1. Visibility

Being visible to others when working with children is wise. This can be accomplished by planning activities in areas where others are present and at a time when other activities are occurring. It can also be accomplished by installing windows in rooms occupied by children or by keeping doors open.

2. Overcoming Isolation

An adequate number of adults should supervise student events, especially overnight activities. Isolation can also be overcome by avoiding being alone with one child. For example, take two or more children to the bathroom together, rather than only one; drop off siblings last in a carpool or take your own child along when providing rides, etc.

3. Accountability

All staff are expected to interact with children in a safe, caring, and responsible manner, with a high level of accountability. All staff are responsible for giving and accepting feedback from others in order to maintain a high level of professionalism and integrity in interactions with children.

When interacting one-on-one with a child, the following procedures should be followed, as applicable:

- Always be accountable to other adults regarding your interactions with children.
- Parents and/or supervisors are to be notified beforehand about any activities with children, for example, before transporting a child, keeping a child after school, a youth activity, or when tutoring a child.
- Counseling or other necessarily confidential meetings with children should be done in a place where the adult and child are visible to others such as in an office with a window in the door and only when another adult is in close vicinity, aware that the meeting is occurring, and willing to stay in the vicinity until it is completed.
- In an emergency situation, such as needing to transport a child alone or supervise a child alone, find an additional person to be involved if at all possible, or notify whoever is available.

4. Balancing Power and Control

When interacting with children, balance the age, development, power, responsibility, trust, awareness, and/or understanding between staff and children to help to lower risk. This can be done by such things as sending two children to the nurse or a secretary, sitting down for conversations with a child so your head levels are similar, or inviting two or more students to your classroom to work on a project, etc.

5. Supervision

Supervision also reduces risk. FIA administration and leaders should periodically and randomly inspect classrooms, offices, work areas and other areas where children and adults are together.

6. Differential Treatment

Adults should avoid favoring or showing differential treatment to particular children to the exclusion of and in the presence of others, or excluding children in a derogatory or embarrassing way in the presence of others.

Within the work situation, the family or other settings where children are present:

1. Discipline

The purpose of discipline should be to correct and teach, not to punish. The following actions may involve harm and are to be avoided: derogatory name-calling, ridicule, humiliation or shaming, publically singling out a child for negative treatment or exclusion, yelling at (loud speech that harms by bringing emotional degradation) or belittling a child or other forms of hostile or rejecting treatment. Other behaviors to be avoided include: hitting, pushing, or any behavior that assaults a child. Also avoid holding a child against his/her will outside the goals of protecting him/her from danger, providing him/her medical care or keeping him/her from harming himself/herself or others. Physical discipline by a parent of their own children, such as spanking, is not considered harm as long as it is reasonable, not done in anger, and causes no bodily injury to the child.

2. Touch

Because healthy, caring touch is valuable to children but unhealthy touch is harmful, the following guidelines apply:

- Touch should be in response to the need of the child and not the need of the adult.
- Touch should be open rather than secretive.
- Touch should be age-appropriate and generally initiated by the child rather than the adult. Resistance from the child should be respected.
- Touch should always communicate respect for the child.
- Adults should avoid doing things of a personal nature for children that they are able to do for themselves, including dressing, bathing, etc.

The following signs of affection are generally appropriate: verbal praise, side hugs, high fives or handshakes. For younger children, touching their hands, shoulders and arms, hugs, or holding them when others are present.

The following behaviors are inappropriate, or may be perceived as inappropriate, and should not be engaged in: touching buttocks, chests, genital areas, or thighs except to keep young children clean or healthy; showing affection in isolated areas or when alone with a child; sleeping or lying on a bed with a child that is not your own; flirtatious or seductive looks; any form of affection that is unwanted by the child; sexually-suggestive or explicit language, showing sexually-suggestive pictures or videos or playing sexually-suggestive games with a child; and any behavior that could be interpreted as sexual in nature. Adults should monitor each other in the area of physical contact, helping each other by pointing out anything that could be misinterpreted.

3. Communication

Communication should always be wholesome, whether it is online, written, verbal, video, or pictures. Adults should use words to support and encourage a child such as praise, positive reinforcement, and appropriate jokes. Inappropriate communication includes the following: shaming, belittling, name calling, using harsh language that may frighten, threaten or humiliate the child, cursing, or making derogatory remarks about the child, their family, and/or their place of origin. Inappropriate communication also includes improper comments that relate to physique or body development, telling derogatory or sexual jokes, making sexually suggestive comments, telling inappropriate secrets, or discussing sexual encounters or desires with children.

Final comments:

1. Parent Involvement

Parents are responsible for knowing where their children are at all times. Therefore, parents should be informed of planned school activities (e.g. trips included in the schedule) and be expected to sign a consent form. Parents should be encouraged to make unannounced visits to program activities, when appropriate.

2. Monitoring Child-to-Child Behavior

The following actions may involve harm or inappropriate behavior of one child to another and are not to be tolerated: bullying, hazing, derogatory name-calling, ridicule or humiliation, publically singling out another child for negative treatment or exclusion, inappropriate sexual touch, inappropriate sexually explicit language, showing of sexually explicit images, hitting, slapping, pushing, holding against their will, or otherwise assaulting another child.

Appendix E: Student Code of Conduct

As a multicultural school located in the Philippines, FIA recognizes that there are many areas of social conduct, which are viewed differently because of our diverse backgrounds. Therefore as a school, FIA has chosen to take a stand that respects the views of 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; as we all are part of the larger Faith International Academy community living as guests in the Philippines.

My Covenant with Faith International Academy Concerning My Behavior

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

1. *having 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 Faith International Academy 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.

Appendix F: Grievance Policy

When concerns arise, please follow the Matthew 18 principles as described in the Grievance Policy below. .

Definition of grievance

A grievance is a formal complaint expressing dissatisfaction or a feeling of injustice. A grievance may relate to conduct or decisions of school personnel, administrative policies, procedures, management style, etc.; a violation of board policy to one's detriment; or the unjust or unfair application of board policy.

Who may register a grievance?

A person (or couple) with a grievance must represent themselves but may ask one other person to accompany them even at the first step of the process. No one may seek to resolve a grievance on behalf of another person without express permission from the person. It is understood that people with different cultural backgrounds may find this process confronting and can invite an appropriate mediator to be involved in the process.

Principles of addressing a grievance

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

1. Speak directly to the person when one believes they have been wronged, rather than harboring resentment and/or gossiping with others (Matthew 18:15).
2. Attempt to contain the matter to as limited a number of people as possible while trying to resolve the problem (Matthew 18:15-17).
3. Be sensitive to the feelings of others and notice when others seem to have been hurt by one's actions.
4. Settle matters quickly (Matthew 5:23-25).
5. Speak truthfully, but in a loving manner (Ephesians 4:15).
6. Use common courtesy (Romans 12:10).
7. Allow a reasonable time for resolution before proceeding to the next step.
8. Document grievances and resolution attempts.
9. Abide by the disputed policy or decision until the matter is resolved.
10. Do not persist in a grievance once the complete appeal process has been finalized.
11. Preserve unity and avoid dissension while acknowledging that uniformity is not required and diversity of opinion is encouraged (Ephesians 4:3, 11-13).
12. All parties have the right to legal counsel and have the right to call witnesses.

Process of addressing a grievance

Step 1 - Private approach (Matthew 18:15)

- A person who has a complaint is to first privately approach the person or people whom the complaint is against and communicate the complaint (verbally or in writing). The opportunity for face-to-face dialogue must be provided. If the person who has grieved the other responds positively to the airing of the complaint, the person with the complaint is to allow an agreed upon time to ensure that the complaint is resolved.
- If students are concerned about negative repercussions from voicing a complaint to a teacher, they are encouraged to have their parents join them for the meeting with the teacher.
- If the agreed-upon time passes without steps being taken toward resolution or if the person who is approached responds inappropriately and does not agree to resolve the issue, it may be necessary to proceed to step 2.

Step 2- With others (Matthew 18:16)

- If a resolution is not reached, the person with the complaint and one or two witnesses should set a mutually convenient time with the person or people against whom the complaint is made. During this meeting, the person with the complaint will communicate the complaint verbally, again allowing dialogue. If the person who has grieved the other responds positively to the airing of the complaint, the person with the complaint is to allow an agreed upon time to ensure that the complaint is resolved.

- If the agreed-upon time passes without steps being taken toward resolution or if the person who is approached refuses to meet or responds inappropriately and does not agree to resolve the issue, it may be necessary to proceed to step 3.

Step 3 - Lead Teacher (Matthew 18:17)

- If a resolution is still not reached, the person with the complaint and the witnesses should approach the lead teacher or people against whom the complaint is made and share the complaint.
- The lead teacher will research the complaint, talk with all primary parties, and act upon the complaint in a timely manner. Then the lead teacher will set up a meeting with the two parties involved, again allowing dialogue. The lead teacher will document the process. Before proceeding to the next step, the party (parties) with the complaint must allow an agreed-upon time to pass so that resolution may be reached.
- If the agreed-upon time passes without steps being taken toward resolution or if the lead teacher refuses to meet, responds inappropriately, or does not agree to resolve the issue, it may be necessary to proceed to step 4.

Step 4 - Principal

- If a resolution is still not reached at the lead teacher level, the complaint may be taken to the principal. A copy of the lead teacher's documentation is to be given to the principal. The principal will communicate with the lead teacher, act upon the grievance, document their decision, and report to all parties involved.
- If the agreed-upon time passes without steps being taken toward resolution or if the principal refuses to meet, responds inappropriately, or does not agree to resolve the issue, it may be necessary to proceed to step 5.

Step 5 - Head of School

- If a resolution is not reached at the principal level, the complaint may be taken to the Head of School. The person should present a written, dated, and signed statement of the grievance with a complaint to the Head of School. In addition, a copy of the lead teacher's and principal's documentation is to be given to the Head of School.
- The Head of School will act upon the grievance, document their decision, and report to all parties involved. The Head of School will notify the person with the grievance when the issue has been finalized. It is unlikely that the Head of School will be able to discuss the details of the resolution. The administration and staff are expected to respond courteously to complaints, but it will be up to the administration's judgment as to how they handle the grievance. The complaint may not be resolved in the way the reporter desires; however, the reporter should accept the decision of the Head of School and cease the complaint.
- Reporters are to be dealt with at the administrative level, going no higher than the Head of School. However, it may be necessary to proceed to step 6, grievance appeal to the school board, in the following cases:
 - if the agreed-upon time passes without steps being taken toward resolution,
 - if the Head of School refuses to meet,
 - if the Head of School responds inappropriately,
 - Or if the Head of School refuses to resolve the issue and does not explain that the administration has already dealt with the complaint.

Step 6 - Board

- If a resolution is not reached at the Head of School level, the reporter may take a grievance appeal to the school board chair.
- The school board chair will request related documentation from the Head of School and report to the executive committee.
- The board executive committee will determine if it is appropriate for the grievance appeal to be heard by the whole board. If it is, the board will act upon the grievance and record the proceedings. If it is not, all parties will be notified.

All board decisions are final. Those who persist in a grievance (by either word or deed) after the board's decision has been communicated will be subject to discipline, up to the point of being asked to leave the school.

Appendix G: Anti-Bullying Policy

Vision Statement

Faith International Academy strives to be a Christ-centered, multicultural, academic learning community that nurtures students and staff to be faithful disciples of Christ in the world

FIA believes that a child's welfare must always be paramount; that children have a right to be heard, to be listened to, and to be taken seriously; and that parents/carers should be consulted and involved in matters which concern their children. All students have a right to be taught in a secure, safe, and caring environment, free from the threat of psychological and physical harm.

Students have a responsibility to behave in a caring manner towards other members of the school community, to help create a climate where bullying is not accepted, and to report to staff any suspected or witnessed instances of bullying.

In this school bullying is considered to be repeated behaviour which makes other people feel uncomfortable or threatened whether it is intended or not.

Any reported or suspected instances of bullying will be investigated thoroughly.

All necessary steps will be taken to identify those responsible, appropriate sanctions will be used, and help and guidance given to modify behaviour.

Aims of Policy:

- To raise awareness of bullying as a form of unacceptable behaviour with school leadership, staff, students, and parents/guardians.
- To ensure the emotional and physical well-being of all students.
- To enable students to talk about their fears and concerns and be confident that they will receive a sympathetic and supportive response from staff and other adults within the school community.
- To create a school ethos which encourages students to disclose and discuss incidents of bullying behaviour.
- To develop and implement support for those who are being harmed by bullying behaviour and for those involved in bullying behaviour.
- To develop and implement strategies which are preventative in orientation, intended to minimise the likelihood of incidents of bullying behaviour taking place.
- To develop procedures for recording and reporting incidents of bullying behaviour.
- To develop procedures for investigating and dealing with bullying behaviour.

Definition of Bullying

Bullying is repeated behaviour which makes other people feel uncomfortable or threatened whether it is intended or not.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting
- Physical - actions that hurt others
- Prejudicial - taunts or gestures because of race, gender, economic status, sexuality, etc.
- Verbal - name calling sarcasm, spreading rumors, teasing

- Cyber - misuse of the internet and cell phones, (email, chat rooms, text messages) and other misuse of associated technology.

School jurisdiction extends to behaviours that cause a significant disruption to learning regardless of where or when the violations take place.

Possible Signs and Symptoms of Bullying

- Anxiety about traveling to and from school - requesting parents to drive or collect them, changing route of travel, avoiding regular times for traveling to and from school.
- Unwillingness to go to school, refusal to attend.
- Deterioration in educational performance, loss of concentration, loss of enthusiasm and interest in school.
- Pattern of physical illness (e.g., headaches, stomach aches).
- Unexplained changes either in mood or behaviour; it may be particularly noticeable before returning to school after weekends or more especially after longer school holidays.
- Visible signs of anxiety or distress - stammering, withdrawing, nightmares, difficulty in sleeping, crying, not eating, vomiting, bedwetting.
- Spontaneous out-of-character comments about either students or teachers.
- Possessions missing or damaged.
- Increased requests for money or stealing money.
- Unexplained bruising or cuts or damaged clothing.
- Reluctance and/or refusal to say what is troubling him/her.

These signs do not necessarily mean that a student is being bullied. If repeated or occurring in combination they warrant investigation in order to establish what is affecting the student.

Action to be taken when bullying behavior is suspected

- Listen carefully and sympathetically to the student's concerns.
- Ask the student what he/she would like to see happening to resolve the situation and what he/she thinks would make it worse.
- The student should be asked to give the name[s] of potential witnesses.
- The student should be told he/she must take some responsibility for his/her own safety - keep away from the alleged bully, do/say nothing to provoke the bully, and report any further incidents.
- Discuss with the students help and support that is available for them.
- It may be appropriate to encourage the student to keep a written record of future incidents.
- Support and protection should be promised and agreement reached on an appropriate course of action.
- If you feel the situation warrants it, the child's parents should be kept fully informed.
- Check with the student in a few days on how they are feeling, if any incidents have occurred, and who they have talked to.
- The alleged bully should be interviewed quickly. Explain calmly and dispassionately the allegations of bullying behaviour. The alleged bully should be given an opportunity to tell his/her story and, if necessary, asked to give the name of potential witnesses. The implications of bullying behaviour, whether intentional or not, for the student who was the target should be pointed out and assurances that the bullying will not be repeated should be sought.
- The alleged bully should be told that the targeted student has been told to report any further incidents from any source and that he/she must also report any incidents where the targeted student says/does anything connected to the original incident.

- Depending on the alleged bully's record and the seriousness of the bullying incident, the parent[s] should be contacted and informed of the circumstances, discuss any relevant background information, and secure support for any remedial action to be taken.
- It may be considered appropriate, if both agree, to bring the two parties together and reach an agreement on the nature of further relationships.
- Sanctions for bullying, depending on the perceived seriousness and previous involvement in similar behavior, include detentions, suspensions, and ultimately expulsion.
- Records should be updated and information passed only to the relevant members of staff.