



Parent Handbook

Partnering with Parents

Schedule

Mother's Day Out:

Tuesday: 9:00 am – 2:00 pm

Thursday: 9:00 am – 2:00 pm

Optional Extended Care Tuesday/Thursday: Limited Availability 2:00 pm – 3:30 pm

Optional Wednesday: Limited Availability 9:00 am – 2:00 pm

Kindergarten – 4th Grade:

Tuesday: 9:00 am – 3:40 pm

Thursday: 9:00 am – 3:40 pm

Kindergarten – 4th Grade (Optional 3 Day):

Tuesday: 9:00 am – 3:40 pm

Wednesday Group Tutoring: 9:00 am – 2:00 pm

Thursday: 9:00 am – 3:40 pm

5th - 8th Grade:

Tuesday: 9:00 am – 4:00 pm

Wednesday: 9:00 am – 2:00 pm

Thursday: 9:00 am – 4:00 pm

Important Contact Information

School Phone Number: (817) 204-0300

Leave a voicemail during non-school hours. Voicemail is checked frequently.

School Principal: Kristyn Bray kbray@mosaicacademy.org

Mother's Day Out Director: Heather Goolsby hgoalsby@mosaicacademy.org

Director of Communications: Valeria Payton vpayton@mosaicacademy.org

Office/Administrative Assistant: Tracy Quesada tquesada@mosaicacademy.org

School Mailing address: 1400 College Avenue Fort Worth, TX 76104

School Website: www.mosaicacademy.org

Board Member Staff Liaison: Debbie Ginger gingerbreadfive@aol.com

A full school directory with individual teacher contact information will be available after the start of school.

Online Resources

Website: www.mosaicacademy.org

FACTS: www.factsmgt.com

Student Corner: (Online Assignment Sheets for Kindergarten-8th Grade)
<http://www.mosaicacademy.org/students/>

School Calendar: <http://www.mosaicacademy.org/students/#calendar>

Facebook: <https://www.facebook.com/mosaicacademy.org/>

Instagram: <https://www.instagram.com/mosaicacademyfw/>

Parent Access

We use email and cell phone (text) communication through FACTS & Remind App at Mosaic Academy on a consistent, weekly (often daily) basis.

Our school calendar is updated and available online. You can subscribe to our Calendar, on our website, to have it automatically integrate with your own.

Notifications and upcoming events are posted on our calendar, website, Facebook, Instagram, and emailed to parents.

We also try to update our social media pages with photos from the ongoings at school, and we encourage our parents to post photos of our students working at home as well on homeschool days! Feel free to *share* any post, picture, or event with all of your friends! Communication is paramount at Mosaic Academy!

Statement of Faith

We believe that God is the Creator of the earth and all that is in it. We believe Jesus Christ is His only begotten Son.

We believe in the virgin birth.

We believe in the Holy Spirit and in His active presence in our daily lives as Comforter and Guide.

We believe in the Father, Son, and Holy Spirit - three in one.

We believe that Jesus Christ was crucified, died, buried, and the third day He rose from the dead.

We believe He ascended into heaven, and is now Lord of heaven and earth.

We believe that Jesus has paid the way for the forgiveness of our sins through His death and resurrection.

We believe that those who have given their lives to Christ will spend eternity in Heaven with God.

We believe that the Bible is inspired by God and is profitable for doctrine, reproof, correction and instruction in righteousness.

These things form the foundation for our beliefs at Mosaic Academy. In our classes we will speak of God as Creator, Jesus as Savior, and Holy Spirit as Counselor and Guide.

In our Bible classes we will not spend time debating theological differences or Christian practices, but we will set our focus on conforming to the image of Christ, our Lord, as we seek to help our students develop the character of Christ.

Philosophy

We desire for every student to be successful in the learning process, and we understand that each student learns in a unique way. We will partner with parents to see that the assignments are meeting the educational needs of the individual student. Each teacher at Mosaic Academy is committed to working with each family to find the keys to success for the child in the classroom and at home. Our teachers are aware that at times we may need to be flexible in our approach to your students' application of the concepts they are being taught. We value open communication between parents and teachers. We value the role of the parent in the education of a student at Mosaic Academy. We expect parents to be "hands-on" in their student's learning and we have the presupposition that parents are directing the student's studies at home.

We believe that learning is an adventure! God created an amazing world and there is much to learn. We believe that the educational classroom should develop a love for learning. Our classes will provide excellent academics in a relaxed environment.

Managing Homework

In Kindergarten-3rd grade we ask you as parents to grade daily assignments at home and return them to class corrected. Each assignment that is turned in fully corrected receives a grade of 100%. Their completed homework is averaged with the grades of the tests and assessments that are given in class. If the work is not graded at home, the teacher will grade it and the student will have points taken off of their work based on incorrect answers. We operate this way in the lower grades because of the value we place on mastery of each concept rather than a focus on the grades themselves. These early years in school are spent laying a strong foundation in reading, writing, and math and our focus is on ensuring student mastery of each skill.

All assignment sheets are on our website under "Student Corner" for you to either read from them digitally or print them at home. We require each student to have a designated homework folder to use to transport their materials to and from school and to provide an organized system for communication between home and school. Assignments are posted by 8 p.m. each Tuesday evening and are available for individual download and printing for use at home. There will be a thorough explanation of all expectations and clear instructions. Teachers will provide handouts to students in class to supplement the posted assignments.

*Students who participate in our Wednesday K-4th Grade school day must print their assignment sheet the night before and bring it to class every Wednesday, along with any necessary resources, books, all assignments, and supplies from home if working on special projects.

In the upper grades—4th-8th grade students should begin to develop personal responsibility for their management of their schoolwork. Their work begins to get detailed and complicated and your child's teacher will grade and correct daily assignments.

To facilitate this independence and responsibility, teachers will post assignments on our assignment web page for students to access on the days when they are schooling at home. Assignments are posted by 8 p.m. each Tuesday evening and are available for individual download and printing for use at home. There will be a thorough explanation of all expectations and clear instructions. Teachers will provide handouts to students in class to supplement the posted assignments.

During these intermediate years we encourage students to begin to develop good study skills and gain individual responsibility and independence in the management of their class work and homework assignments. Parental oversight and active involvement is, however, still vital to the success of each student. The parents will have a high level of involvement in helping the student develop good study habits. The parent will need to assess the assignments and the student's mastery of the concepts. They will need assistance with writing, research and projects that will be due in their classes. It is the parents' responsibility to help the students keep up with the daily homework and to inform the teacher when there are conceptual difficulties with a particular assignment. There may at times be assignments that do not meet your student's educational needs. Please discuss your observations with your child's teacher so that she is able to assist you in making the necessary adjustments.

Our teachers are available by phone or email during the course of the week. As we partner with you by providing classroom training there will be times of miscommunication and confusion arising from the assignments and expectations between home and school. Your child's teacher is highly committed to working through these issues until they are resolved. Please feel free to schedule appointments for conferences with your child's teacher, as they are needed. Successful communication between the home and the classroom is the key to our program being a positive experience for your student.

Testing

Sharing instruction between home and school can provide some wonderful opportunities for student growth both at school and in the home. However, it also provides the need for good boundaries and procedures for different types of assignments. For testing, the student should work in a quiet area free from distractions. The student should work independently where appropriate. Some tests such as those for spelling will require assistance from the parent, while others are done without any assistance. Teachers will provide clear instructions for tests that require help from a parent.

Most tests will be administered at school by the teacher. Students who make below a 75 on a test may be given the opportunity to make corrections at home on occasion. At these times, they can re-submit the test and receive some points on that test grade. The number of points credited back to the student is up to the discretion of the classroom teacher. Students are always free to request extra credit work to make up a low test grade, or to add to their grades! Our teachers have lots of ideas to send home for extra study!

Procedure: There are some interesting dynamics to navigate when administering a test to a student at home. It is critical that parents avoid the normal tendencies to provide feedback, correction, direction and verbal or non-verbal cues for the student during the testing process. Tests are used by our teachers as tools to evaluate a student's progress in a given subject area. Parents are not to provide the student with cues of any kind during a test. It would also be inappropriate for the parent to note for the student problems that were missed during the testing process and have the student go back and make corrections on a completed test. To do so, will affect the results of the test and make it ineffective as an evaluative tool. We would consider any parent directed corrections, and verbal or non-verbal cues given to a student during a test as cheating. Cheating on a test will result in the student receiving a grade of a "0" on the test without opportunity for make-up, retakes, or extra credit.

If the student is struggling with a test and assistance is needed for explanation, that is an indicator that we as a team of educators need to make an adjustment to the material that the student is learning, review concepts more thoroughly, or move the student to another level. It is vital that students be permitted to provide their teachers with a true evaluative product in the form of tests that are taken independently.

Grades/Report Cards

Mosaic Academy will provide report cards every six weeks as a means for parents to follow their student's progress through the year. Grades will be based on returned homework and in-class assessments of the material covered in each subject during each six-week grading period. It will be important for each student to keep up with their homework and communicate with the teacher about missed work. Work that is not turned in is counted as a zero and will count toward their final grade. The teacher's goal and desire is the success of you and your student. Please communicate with your child's teacher when the workload is overwhelming, as well as when it is not providing enough challenge.

At Mosaic Academy we view the year's educational ventures as a partnership between the teachers and the parents. We value the input and insight into your student's learning that you bring us. We also recognize that for this academic year you have hired us as professionals to share and invest our gifting and training in you and your student. Our input into your child's life will be reflected in numerous ways during the course of the school year. One of the most obvious reflections is in the grade system. Our teachers use grades as a tool for evaluation of the student's mastery of a concept, and as a measure of their diligence to complete the development of each specific skill. There may be times when as a parent you disagree with the grade assigned to a particular assignment. Any dispute over an assigned grade may be addressed in person with the teacher—grades that do not affect the overall letter grade average will not be subject to change. If the grade in question affects the overall grade average the school administrator has the final word on whether or not the grade will be changed.

Please remember, that the grade at the end of an assignment is not a reflection of a student's worth. It is merely a tool for evaluation. Our teachers recognize that the grades given in no way reflect a child's unique gifting and callings. They are merely one of many ways that we as educators will help you to assess your student's participation and growth in our program.

At Mosaic Academy our goal is to see students master each concept presented in class and reinforced at home. For this reason, we have chosen to use a skill-based reporting system for our mathematics and language arts studies for kindergarten through second grade. These report cards will list the skills presented every six week grading period and the teacher will mark the card to reflect the level of mastery each student is demonstrating in each specific skill area. This system will provide both parents and teachers a more accurate reflection of what each student has actually accomplished in their academic studies, as well as providing a tool for guiding the planning and implementation of weekly studies at home and at school.

Below is a breakdown of our system of evaluation for each grade level.

Kindergarten: No letter or number grades will be given. Every six weeks you will receive a report detailing the skills and concepts that were presented for those six weeks. Each skill will be specifically evaluated and their report will be marked which of these applies to the skill: not introduced, needs improvement, developing, or accomplished. Behavior will be marked as follows: E-excellent, S-satisfactory, N-needs improvement, or U-unsatisfactory.

First and Second Grade: Mathematics and Language Arts studies will be assessed every six weeks with a skill based evaluation card. The skills covered for six weeks will be listed and your student's teacher will assess their mastery of each important concept.

Student's skills will be marked as follows: 1: Not Mastered, 2: Introduced, but Not Mastered, or 3: Mastered.

Behavior will be marked as follows: E-excellent, S-satisfactory, N-needs improvement, or U-unsatisfactory.

Third, Fourth, Fifth, and Sixth Grade: The middle elementary grades will be assessed in all academic classes on a standard number based system. Homework assignments, projects, quizzes, and tests will be averaged together to find the student's average for each six weeks.

A=90-100, B=80-89, C=70-79, D=60-69, F=anything below a 60.

Behavior will be marked as follows: E-excellent, S-satisfactory, N-needs improvement, or U-unsatisfactory.

Middle School (Grades 7-8th): These upper grade students will be graded on a standard number based system. The homework assignments, project, quiz and test grades will be averaged together to find the student's average for each six weeks.

A=90-100, B=80-89, C=70-79, D=60-69, F=anything below a 60.

Behavior will be marked as follows: E-excellent, S-satisfactory, N-needs improvement, or U-unsatisfactory.

Frequently Asked Questions

How will work be communicated to the student?

Kindergarten-8th grade students will have assignments posted online on our Mosaic Academy webpage: <http://www.mosaicacademy.org>.

Look under “Student Corner” and click on “Student Assignments.” The grade-level password will be given out by your teacher, on or before the first day of school.

How much time will be required each day?

As a parent, you may wonder what kind of homework load you should anticipate. Remember that you have enrolled in a school and as such we will provide the lessons and review necessary for students to successfully complete all of the appropriate class work for their grade. You should plan for about 30-45 minutes minimum per school subject each day. This will vary some, based on your student’s strengths, and weaknesses, as well as their age. Younger students will have less work and may finish earlier than older students. Be prepared for a full school day. All students should anticipate some outside reading, library trips and projects due about every 4-6 weeks. Your student’s teacher will keep you informed of these projects so that you will have time to accomplish each task in a timely fashion.

We require a high level of parental involvement each week. The weight for your student’s academic success is shared between the parents and the teachers. On Mondays, Wednesdays, and Fridays, please be closely involved in your student’s work.

What happens when our family has special events or trips during the school year and we miss some school days?

It is a common part of home education to have life events come up during the course of the academic year that interfere with the normal course of a school week. We provide your student with two “Homework Passes” per six weeks for you to use during these weeks of added activity and distraction. These passes are not to be used for major writing assignments, projects, or tests. Use these passes to give everyone a break from the routine without the pressure of “getting behind.” Extra homework exceptions are available on a limited basis and should be negotiated with the student’s teacher.

*More FAQs can be found on our website under “About Us”: www.mosaicacademy.org

Discipline and Conflict Management

The Code of Conduct (found in the back of this booklet) explains our school-wide standards for behavior and outlines our practice for discipline and resolution of conflicts. We require that each student and a parent sign our code of conduct. Please note that your student's enrollment is not complete and they may not attend classes until this form is returned to the school administrator.

These guidelines for behavior are designed to assist us in maintaining a safe and productive learning environment for all of our students. These procedures apply to all students any time they are on school property and apply to all their interactions with others while on school grounds.

Physical aggression will not be tolerated in any form and should be immediately reported to the student's teachers. Physical aggression towards another student or teacher will most often result in the student being sent home for the day. They are most often welcome to return the next school day for a fresh start. We trust that students enrolled in Mosaic Academy's classes will be responsive to correction for their aggressive choices. If a student persists in aggressive responses through all levels of discipline the administration will evaluate the need for extended suspension or expulsion.

When your student expresses concern about another student's behavior please immediately discuss these concerns with your child's teacher. If your student's teacher is not able to help you and your student resolve these difficulties please seek assistance from the school principal.

The standard for our procedures for conflict management comes from Jesus' commendation in Matthew 18. We will create an environment where students are encouraged to discuss their offenses and resolve them in a peaceful way. We believe that as followers of Christ we are called to face our conflicts, and to forgive and seek forgiveness. We as educators will provide opportunities for our students to practice and develop good conflict resolution skills as we help them deal with their conflicts.

We encourage all parents to model the love of Christ in their communications with the school staff and all students. If you have a difficulty with a teacher, please discuss your concerns with them in person. Email is a great tool of communication between home and school and is great for quick notes, thoughts, or observations about your student, or to schedule more serious conversations. Please do not use email to express strong grievances. Our school has an open door policy. If you cannot find a reasonable solution for conflict with a teacher, please seek the administration's help immediately.

A Board of Directors governs Mosaic Academy. Should a parent find, after following the pattern for resolution listed in this handbook, that they are unable to resolve a conflict

with school administration and staff, they may request an opportunity to present the situation to the School Board for mediation. The school administration will be happy to make the Board member's contact information available to you upon request. The Board will then arrange a special meeting to hear your concerns and seek a peaceable mediation and resolution of the situation.

THE NUTS AND BOLTS OF MOSAIC ACADEMY OPERATIONS

Tuition

We understand that we are choosing to enroll our student(s) in Mosaic Academy for the academic school year. We also understand that we are committing to pay the agreed upon fees for materials and tuition as stated on the fee schedule. We understand that should we choose to withdraw our student(s) from Mosaic Academy, there are no full refunds. We have read and agreed to the refund policy below.

Refund Policy: Class sizes and staff decisions are based on enrollment. For this reason, your student's enrollment is accepted with the knowledge that your family is committing to this path of education for the academic school year. It is with this understanding that we enroll students for the whole year. Families who choose to withdraw after August 1st, or mid-year are committing to pay a one month withdrawal fee. Withdrawals between June 1 and July 31 do not accrue any withdrawal fees, but payments made are not refundable.

Should a student be dismissed from attendance at Mosaic Academy, then the family is exempt from payment of the remainder of the semester's fees. However, NO refunds are given.

No full refunds are given. Application/Books/Materials/Supply fees are non-refundable. Registration fees are not refundable.

Mosaic Academy operates on a 12-month payment schedule. Payments received after the deadline will have a late fee added to the charge. Please carefully review the payment schedule so that you can plan ahead for these payments. You will find a copy of the fee schedule in your enrollment packet.

Tuition and fees are assessed according to your payment plan (1st or 15th). A late fee of \$25 will be added to any tuition received if not received. Tuition is the same every month and does not vary due to holidays, inclement weather, or days missed for any other reason. Late Pickup Policy: If a parent is more than 15+ minutes late more than one time per month, a \$35 fee (per late pickup) will be added to the next month's tuition.

Failure to pay tuition by the due date for two consecutive months will result in students being placed on suspension until tuition and late fees are paid in full.

Absence/Illness

Mosaic Academy provides instruction during 36 weeks of the school year. In order for a student to attain a passing grade at the end of the school year, they must maintain an 85% classroom attendance. If your child has more than 5 unexcused absences during a semester, they will not be eligible to pass to the next grade. Absences can be excused with a doctor's note, or note of explanation from a parent citing illness or family emergency. Extreme illness can be an indicator of a more severe situation and may suggest that MOSAIC ACADEMY is not the best educational option for your student. For this reason, eight (8) or more absences per semester will cause student's participation in Mosaic Academy to be reviewed by the school administration.

It is not our desire to limit your family's freedom with this strict absence policy, but we have found that for your students to benefit fully from the instructional programs at Mosaic Academy they must attend class—to miss one day of class is to really miss 2-3 days of instruction. Our teachers teach for 2 or 3 days each class period and a lot of groundwork for home study is laid in these times of instruction. Please be diligent to have your students in class every day.

Illnesses are unavoidable— Please keep your child at home if he or she is ill. If your child has had a fever of 100 degrees or above, or has vomited within twenty-four hours of a school day, please keep them at home! Teachers cannot administer medication of any kind.

If your child must be absent for any reason, please notify the director or your child's teacher at (817) 204-0300. There is no refund or deduction for absences.

Lunch and Snack Time

The children will have a 15-minute morning break and a 30-minute lunch break. Please pack your student a non-refrigerated snack and lunch. It is important to provide your student with a snack and lunch that is high in protein to help them maintain their focus and concentration during our busy school day.

Dress Code

Each student is required to have a school shirt to wear for special days and field trips. Students who arrive at school on a field trip day without a school shirt will be asked to return home to change. Limited additional shirts will be available for purchase before school starts and extras will be available for purchase in the office. Parents will be invoiced for school shirts with September tuition.

Mosaic Academy does not require that students wear school uniforms at other times. We do, however, require that students dress modestly in school-appropriate clothing. All tops (shirts and blouses) must cover the top of the shoulder and completely cover the stomach, chest and bare back. Straps should be one inch wide across shoulders. No bare midriiffs. Shorts and skirts must be size appropriate (arm extended at side, short or skirt bottom reaches fingertips); tight fitting shorts, short shorts and cutoffs are prohibited.

The students will have outside playtime every day, and P.E. classes, and will need to wear appropriate shoes and clothing to participate in these activities. Shorts are acceptable in warm weather. The staff reserves the right to request a change of clothing when they feel that the student may not be dressed appropriately.

Field Trips and Special Events

Each class might participate in field trips during the school year. We will also often participate in community service projects during the year and invite the parents and older siblings to participate with us. Your availability will ensure that these activities are a success!

Each student is required to purchase a school shirt to wear on field trips and special days. Students will not be allowed to participate in field trips and special events without a school shirt.

Each teacher will plan holiday parties and special days during the course of the year. Please be available to assist your teacher with the preparations for these special days.

School Trips

Some years Mosaic Academy goes on a school trip. Our school trips are open to all K-8th grade students and their families. Attendance for school trips is not required, and optional.

Each student is required to purchase a school shirt to wear on school trips. Students will not be allowed to participate in school trips without a school shirt.

Arrival and Departure Procedure

- Classes will begin daily at 9:00 am for MDO and K-8th graders.
- To allow the teachers time to prepare for the day, the classroom doors will not be open until 8:50 am. You may not drop your school-age students off at the building before 8:45 am unless you have specific permission or are attending an early class.
- Children need to be picked up promptly at the end of the day. K - 4th Grade are released at 3:40 pm. 5th - 8th Grade are released at 4:00 pm.
- Late Pickup Policy: If a parent is more than 15+ minutes late more than one time per month, a \$35 fee (per late pickup) will be added to the next month's tuition.
- The school doors will remain locked during school hours and enrolled families will be given an access code to enter the building.
- This access code will be available on or before the first day of school.
- To avoid congestion at the Morphy Street entrance, parents are encouraged to park or drop students off at the back entrance off of Washington. The door code for both doors is the same.
- On the Enrollment Packet, the parent/guardian specifies who is authorized for pick-up. If someone not on the authorized pick-up list needs to pick up a student, we will need the name submitted in writing from the parent/guardian and the ID of the individual at pick-up.

We provide a setting that is secure while your student is in our care. Please help us maintain this security by making sure the front door to the building is closed when you leave, and do not share the code with any persons who are not authorized to pick your child up from school. Do not allow your child or any other child to be left unattended in the parking lot. If you find a student alone outside the school building, please bring them to the school office.

Our day ends AFTER students have completed their community tasks and together worked to tidy their learning spaces.

School Closings and Holidays

In the case of inclement weather, Mosaic Academy will post closing or late start information on our Facebook page and in the REMIND app (text message). The administration will also send an email informing all parents of school closings. Please make sure the office has an up-to-date cell phone number and email address we can use to contact you. Also, be sure to "like" our Facebook page, as we use it to post all last-minute notifications, updates, and events.

Classroom Supplies

Supply lists are available on our website: <http://www.mosaicacademyfw.org/forms/#supply>

Parents, please check in with your teacher every 6 weeks to update student supplies as necessary (pencils, paper, etc...) Teachers may notify parents of upcoming school projects and ask for volunteer supplies. Please help and donate when able.

Things a Student Should Leave at Home

Our class time with students goes very quickly during the course of the school day. For this reason we want to encourage the maximum focus on the studies and activities that each teacher has planned for the day. We request that personal toys, games and activities be left at home. Teachers will inform you of any class events that allow an opportunity for students to bring toys or games from home.

Handheld game devices
Video/DVD players
MP3 players

**Cell Phones: All phones are to remain in student backpacks and may be used for occasional in class activities. Teachers have been instructed to take up cell phones that are out in class without permission and PARENTS will have to claim phones from the office.

Parent Volunteer Opportunities

The success of our school relies on our partnership with our parents! If you are interested in current Parent Volunteer Opportunities, please email our Director of Communications, Valeria Payton vpayton@mosaicacademy.org. Parent Volunteer Opportunities can include Pizza Day, Open House, Plant Upkeep, Staff Birthdays, etc.

School-Wide Family Volunteer Work Day

We often have one or two school-wide work family volunteer days per year. We complete necessary building projects, update classrooms as needed, paint, etc. It is very necessary for the upkeep of our school and we ask all families to participate with us as we grow our school.

Other Fundraising

As a private school, we rely heavily on the generosity of others in order to provide excellent educational programs for our school. To maintain our reasonable tuition costs, we must raise funds from other sources during the school year. We do accept donations from businesses, and others. We need parents to help us approach area businesses about partnering with us on a consistent basis.

North Texas Giving Day: Our primary fundraiser during the fall semester.

Other Possible Fundraisers: Read-a-Thon, Bake Sales, School Night at a restaurant, Box Tops for Education, Silent Auction, etc.