



MOSAIC
ACADEMY

Handbook

We partner with parents to equip their children to enjoy learning and enrich God's world.

Tuesdays and Thursdays
Kindergarten through Sixth Grade 9:00 a.m.-3:40 p.m.
Seventh Grade through High School 8:30 a.m.-3:40 p.m.

Location

MosaicAcademy
1400 College Avenue, Fort Worth, TX 76104

Important Contact Information:

School Phone Number: (817) 204-0300
Leave a voicemail during non-school hours. Voicemail is checked frequently.

School Mailing address: 1400 College Avenue
Ft. Worth, TX 76104

Administrator Contact Number: (817)301-3218

Email information: kbray@mosaicfw.org
Mother's Day Out: tmorris81@gmail.com

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

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 MosaicAcademy. 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 MosaicAcademy 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 student's 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 MosaicAcademy. 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 through third 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.

Students in the lower elementary grades will receive a printed assignment sheet each class day along with the graphic organizers and other tools that will help you and your student accomplish the assigned work together 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.

In the upper grades—**fourth through eighth** 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 6 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 hand-outs 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 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 distraction. 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 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 be inappropriate also, 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, re-takes, or extra credit.

If the student is struggling with a test and assistance is needed for explanation that is an indicator that we as 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 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 over-all 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 fifth grade. These report cards will list the skills presented every two 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 with an 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 that six weeks will be listed and your student's teacher will assess their mastery of each important concept. Student's skills will be marked with a 1: Not Mastered, 2: Introduced, but Not Mastered, or 3: Mastered.

History and Science will be graded with a standard number based system.

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

Behavior will be marked with an E-excellent, S-satisfactory, N-needs improvement, or U-unsatisfactory.

Third through Fifth 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 with an E-excellent, S-satisfactory, N-needs improvement, or U-unsatisfactory.

Sixth through Eighth Grade: 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 with an E-excellent, S-satisfactory, N-needs improvement, or U-unsatisfactory

Frequently Asked Questions

How will work be communicated to the student?

K-3rd Grade teachers will send home a daily assignment sheet for their class. Please be sure to check this assignment sheet to find information on assignments, as well as to stay informed on your student's progress and behavior during class. 4th-7th grade students will have assignments posted online at our school's assignment web page. The web address will be given out at our Open House night, and in class the first day of school.

How much time will be required each day?

As a parent, you may wonder what kind of a 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 student 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 educating 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.

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. 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 present the student's behavior to the school board to 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 come from Jesus' commendation in Matthew 18. We will create an environment where students are encouraged to discuss their offenses and resolve them peacefully. 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'S OPERATION:

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 agree to the refund policy as stated 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 before the year begins, or mid-year are committing to paying the remainder of the current semester's fees. Students who withdraw between semesters are required to pay 50% of the remainder of the academic school year.

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. Materials fees are not refundable.

ABSENCE/ILLNESS

MosaicAcademy provides instruction during 35 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 parent citing illness or family emergency. Extreme illness can be an indicator of a more severe situation and may suggest that MOSAICACADEMY is not the best educational option for your student. For this reason, 8 or more excused absences per semester will cause student's participation in MOSAICACADEMY 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 MOSAICACADEMY 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 & 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 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. These shirts will be available for purchase the last week of August.

MosaicAcademy 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 Spaghetti straps. No bare midriffs. Shorts and skirts must be size appropriate (arm extended at side, short or skirt bottom reaches finger tips); tight fitting shorts, short shorts and cutoffs are prohibited.**

The students will have outside playtime every day, and PE 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 & SPECIAL EVENTS

Each class will participate in field trips during the school year. We will also 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!

Again, be reminded that each student is required to purchase a red school shirt to wear on field trip and special days. Students will not be allowed to participate in field trips and special events without a school shirt.

MOSAICACADEMY enjoys celebrating the students' birthdays the last Thursday of each month with a special dessert during lunch. We rely on the families enrolled to help make this celebration possible. Please sign up at orientation to sponsor the birthday treat for one month during the school year.

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.

ARRIVAL AND DEPARTURE PROCEDURE

Classes will begin daily at **8:30 for seventh through tenth** grade students and **9:00 a.m. for kinder through sixth** graders. To allow the teachers time to prepare for the day, the classroom **doors will not be open until 8:50**. You may not drop your school-age students off at the building before 8:45. Children need to be picked up promptly at the end of the day. The school doors will remain locked during school hours and enrolled families will be given the access code to enter the building. This access code will be available at the orientation meeting. If you miss this meeting, you can request the code in person when school begins.

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.

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 Closing and Holidays

In the case of inclement weather, Mosaic Academy will post closing or late start information on *our facebook page*. The administration will also send an email informing all parents of school closings.

THINGS A STUDENT SHOULD LEAVE AT HOME

Our class time with the 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** these are to remain in student lockers and may be used for occasional in-class activities

PARENT INVOLVEMENT

Parent involvement is a requirement for those enrolled at MosaicAcademy. We are a small learning community who are interdependent on each other for success in our educational endeavors. We will have community events through the year such as monthly “Moms with Muffins” mornings, community service events, community dinners, fund-raising events, open house, National Reader Day celebration, and other great events. We as a staff partner with you in the education of your children and we need your help and input. This isn’t a place where you merely drop your students off for the day—your gifts and talents are valued and necessary at our school. There is so much we can do together! I have listed in the rest of this section some of the ideas—but it is only a start!!!

We need parents with artistic abilities to help us decorate our hallways and organize bulletin boards, we need parents with technical expertise to help our classrooms excel in the use of technology. We need gardeners to sponsor gardening projects. Please let us know what you can contribute.

Our staff loves craft days where parents and grandparents prepare special projects for the student body to do together! Bring your ideas!!! We saw the beauty of this over Christmas, and Valentine’s Day and Easter last year—the students had a great time with some of our parents and grandparents enjoying some play and craft time.

We do **require** that each family join in our community fund-raising activities. We offer fund-raisers to help provide the “extras” for our teachers and classrooms, and to help our school meet general budget needs. Last year we were able to purchase three ipads, 5 beanbag chairs, and a climbing dome for our students use! We would like to add further ipads and laptops this year as well!

Parents are welcome to visit our classes. Please feel free to contact the teachers or director as special situations or problems arise. The value of communication between parents and teachers cannot be overstated. We welcome your involvement in the classrooms and appreciate your thoughts and suggestions.

Please volunteer for our special events, field trips, and class parties. Our success depends on help from each of our school’s parents. Please be available to your child’s teacher. Your presence in our school helps us succeed.

If you would like to plan a field trip for your student’s class, please contact your child’s teacher. He or she will be happy to help coordinate such an event for the students.

We are very interested in having guest speakers come and share with our students during the course of the school year. If you have a speaker that you would like to bring to our student body, please speak with the administrator and he or she can assist you in coordinating the event.

As mentioned in previous sections there are many specific tasks that we need your help to accomplish. On your school list you will find the top section to list quarterly community school supplies. To help the school cover the community costs of supplies, we request that each family contribute these community items each quarter. We will send a reminder each quarter with the list!

Below is a list of some other places that you as a parent can have a role in developing and strengthening our school community.

☐ Advertising

- ☐ Fund-raising
- ☐ Monthly “Mom’s with Muffins” Coordinator
- ☐ Teacher Appreciation Coordinator
- ☐ Coordinator for special guests
- ☐ Field trip planning
- ☐ National Young Reader Day celebration
- ☐ Collecting school pictures and creating a yearbook
- ☐ Beautifying our facility
- ☐ General office/teacher support (i.e., copying, organizing, typing, editing, filing, etc...)

A couple hours on a periodic basis is all it will take for our school to develop a sense of support and community among each of the families who are enrolled and our staff. With your help the school’s growth and success each year is guaranteed! If one of these areas sparks your interest, please stop by the school office to discuss the opportunity to help us! Please take the time to volunteer and give back!

OTHER FUND-RAISING

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.

Here are some programs that are automatic revenue streams for the school—all it takes is a moment of your time to sign up and a portion of your purchase is automatically donated to the school—very little effort required to make use of money already spent!!!

Box Tops for Education: bring your box tops to school—last year we earned over \$100!!!

Albertsons: stop by the office to receive your community partners card to use when you shop at your neighborhood Albertson’s store.

Kroger: set your Kroger Rewards card to donate directly to Mosaic Academy. Every time you use your card Mosaic will receive a percentage!

Smile.Amazon.com: set your amazon account to gain access through smile.amazon, and designate Mosaic Academy as a donor~a percentage of every expenditure will be donated to the school! EASY!

Printer cartridgeges/toner cartridges: the school receives between \$2 and \$4 for every cartridge that we turn in for recycling~ an easy way to keep us in copy paper and tape for the year!! ;) All cartridges welcome!

“Solo”Type Plastic cups: 1 cent per cup is our revenue! Bring your used plastic cups and we will send them off to be recycled and receive a nice little cash bonus in the process! Our cups last year bought us a bean bag chair~not too bad!