



FOUNDATION ACADEMY

Building a Foundation for Life

Student Handbook

Grades K-3 through 12

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Foundation Academy is a Ministry of First Baptist Church Winter Garden.

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Welcome to Foundation Academy

On behalf of the School Board, Administration, Faculty and Staff, I want to welcome you and your family to another school year at Foundation Academy.

Foundation Academy exists to partner with parents and the church in providing an education emanating from the truth in God's Word. Kingdom Education dictates that every facet of our curriculum, from Bible class to band to football, promotes a Biblical worldview perspective, thereby preparing students to defend the truth and refute the lies of this world. We desire to graduate students who are committed to following Christ. While the task of educating children belongs ultimately to the parents, we believe that the combined effort of the parents, church, and school creates the optimal educational experience for the child.

This handbook is made available to provide you with an understanding of our mission, policies and procedures. Hopefully, it will also offer a "glimpse" of who we are as a school. Furthermore, it is our prayer that it will communicate the need for you, as parents, regardless of the age of your children, to remain active and involved in the education and training of your young ones.

We praise God, for His hand has rested on Foundation Academy for generations. May the Lord continue to bless this ministry, and may students and their families be drawn closer to Him. May He receive all the glory.

For His Kingdom,
Shawn A. Minks
Headmaster



FOUNDATION ACADEMY

History of the School

The school ministry of the First Baptist Church of Winter Garden, Florida began in 1958 with the founding of the kindergarten under Pastor Fred Williams. The ministry was expanded in 1984 to include the first, second, and third grades with plans for a grade to be added each year.

In 1993, an educational facility and Christian Life Center were added, the school name was changed to Foundation Academy, and our mascot became the Lion. The expanded facilities provided our school with a gymnasium, a science lab, a computer lab, and the ability to have expanded competitive sports programs, music and art classes, Bible classes, and many more classrooms.

In 2001-2002, under the leadership of the Holy Spirit, the ministry was expanded to include a high school program and the first high school graduation was held in May of 2005. In addition, Foundation Academy purchased 74 acres of land on Tilden Road on which to build a new campus. The facility currently houses grades 6 through 12.

With the support of our church family, Foundation Academy will continue to seek opportunities to proclaim Jesus as Lord, provide quality Christian education to our students, and serve our community. We thank God for His faithfulness in providing students, teachers, staff and the necessary finances and facilities during these years. Much has been accomplished for His glory and with the hymn writer we say, “to God be the glory, great things He has done.” We look forward with great anticipation to the way in which He will direct the expanding outreach and continuing growth of Foundation Academy.

Thank you for being a part of the family.

Vision Statement: To Transform Culture

Mission Statement: Foundation Academy partners with families and the church to build a firm foundation for life through Christ-centered education.

Building a Foundation for Life

Core Values and Operating Principles

Core Values: These values define the characteristics of our school that we are wholeheartedly committed to developing at every level.

1. Authority of Scripture
2. Spiritual Formation
3. Academic and Physical Discipline
4. Individual Purpose
5. Authentic Servant-hood
6. Commitment to Community

Operating Principles: Each operating principle has three equally important aspects. Just as we judge a concept by testing it with scripture, so each operating principle has at its core a precept from scripture. Using the precepts, we identified the principles that steer the policies and practices of our school. Scripture provides commandments for us to follow as well as promises as a reward for obedience; therefore, we acknowledge how each operating principle will be blessed by God. These three aspects of our operating principles equally combine to define our core values.

1. Authority of Scripture: We believe the Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy (taken from the SBC).
 - a. Precepts from scripture:
 - i. II Peter 1:21, "For no prophecy was ever produced by the will of man, but men spoke from God as they were carried along by the Holy Spirit."
 - ii. II Timothy 3:16-17, "All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work."
 - iii. John 14:6, "Jesus said to him, "I am the way, and the truth, and the life. No one comes to the Father except through me."
 - iv. John 1:1, "In the beginning was the Word, and the Word was with God, and the Word was God."
 - b. Principles guiding Foundation Academy, we will:
 - i. Employ and appoint staff and leadership who understand and commit to the authority of scripture and Foundation Academy's Statement of Faith.
 - ii. Instruct students in the essentials of the Christian faith based on scripture.
 - iii. Support families in establishing the absolute authority of scripture.
 - c. Promises from scripture:
 - i. I Peter 1:3-5, "Blessed be the God and Father of our Lord Jesus Christ! According to His great mercy, He has caused us to be born again to a living hope

through the resurrection of Jesus Christ from the dead, to an inheritance that is imperishable, undefiled, and unfading, kept in heaven for you, who by God's power are being guarded through faith for a salvation ready to be revealed in the last time.”

- ii. Matthew 10:41-42, “The one who receives a prophet because he is a prophet will receive a prophet's reward, and the one who receives a righteous person because he is a righteous person will receive a righteous person's reward. And whoever gives one of these little ones even a cup of cold water because he is a disciple; truly, I say to you, he will by no means lose his reward.”

2. Spiritual Formation: We believe parents or caregivers are responsible for the spiritual development of their children. However, we are committed to assisting parents, caregivers and the church in developing their child's spiritual maturity. We are also committed to developing the spiritual maturity of our staff.

a. Precepts from scripture:

- i. Ephesians 2:19-21, “So then you are no longer strangers and aliens, but you are fellow citizens with the saints and members of the household of God, built on the foundation of the apostles and prophets, Christ Jesus himself being the cornerstone, in whom the whole structure, being joined together, grows into a holy temple in the Lord.”
- ii. Isaiah 28:16, “therefore thus says the Lord GOD, ‘Behold, I am the one who has laid as a foundation in Zion, a stone, a tested stone, a precious cornerstone, of a sure foundation: ‘Whoever believes will not be in haste.’”
- iii. I Corinthians 3:10-11, “According to the grace of God given to me, like a skilled master builder I laid a foundation, and someone else is building upon it. Let each one take care how he builds upon it. For no one can lay a foundation other than that which is laid, which is Jesus Christ.”
- iv. I Corinthians 12:4-5, “Now there are varieties of gifts, but the same Spirit; and there are varieties of service, but the same Lord”.

b. Principles guiding Foundation Academy, we will:

- i. Provide Bible teaching and Biblical integration that stimulates knowledge and application of scripture.
- ii. Support families in their spiritual growth.
- iii. Present the Gospel message of salvation.
- iv. Provide discipleship to equip students to share their faith.
- v. Train staff on the principles of kingdom-based education.
- vi. Require staff to be active members of a local evangelical church.

c. Promises from scripture:

- i. Psalms 61:5,” For you, O God, have heard my vows; you have given me the heritage of those who fear your name.”
- ii. I Peter 2:6, “For it stands in Scripture: ‘Behold, I am laying in Zion a stone, a cornerstone chosen and precious, and whoever believes in him will not be put to shame.’”

3. Academic and Physical Discipline: We believe academia is a lifelong discipline that develops us into the person God created us to be. We also believe in the importance of physical discipline to the overall wellbeing of our God- given bodies.
 - a. Precepts from scripture:
 - i. Luke 2:52, “And Jesus increased in wisdom and in stature and in favor with God and man.”
 - ii. I Corinthians 9:24, “Do you not know that in a race all the runners run, but only one receives the prize? So run that you may obtain it.”
 - iii. II Timothy 4:7, “I have fought the good fight, I have finished the race, I have kept the faith.”
 - iv. Isaiah 40:30-31, “Even youths shall faint and be weary, and young men shall fall exhausted; but they who wait for the LORD shall renew their strength; they shall mount up with wings like eagles; they shall run and not be weary; they shall walk and not faint.”
 - b. Principles guiding Foundation Academy, we will:
 - i. Foster a culture of collegial discussion and lifelong learning among staff.
 - ii. Provide instruction and methods that help students develop self discipline that leads to academic success.
 - iii. Offer guidance that aids families in setting up a home environment that is conducive to learning.
 - iv. Encourage staff, students and families to maintain healthy exercise and eating habits.
 - c. Promises from scripture:
 - i. II Timothy 4:8, “Henceforth there is laid up for me the crown of righteousness, which the Lord, the righteous judge, will award to me on that Day, and not only to me but also to all who have loved His appearing.”
 - ii. I Kings 3:14, “And if you will walk in my ways, keeping my statutes and my commandments, as your father David walked, then I will lengthen your days.”
 - iii. James 1:12, “Blessed is the man who remains steadfast under trial, for when he has stood the test he will receive the crown of life, which God has promised to those who love Him.”
4. Individual Purpose: We believe every person is divinely created with a specific purpose. God has given all of us unique gifts and talents to use to accomplish His design for the glory of His kingdom.
 - a. Precepts from scripture:
 - i. Psalm 139:14, “I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well.”
 - ii. Romans 8:28, “And we know that for those who love God all things work together for good, for those who are called according to His purpose.”
 - iii. Colossians 3:17, “And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.”
 - b. Principles guiding Foundation Academy, we will:
 - i. Strive to assist students to identify their unique God-given abilities and spiritual gifts.

- ii. Encourage students to develop and exercise their unique gifts.
 - iii. Shepherd the students and foster their understanding of their gifts and encourage their application.
 - iv. Support families by encouraging students in their life mission.
 - c. Promises from scripture:
 - i. Jeremiah 29:11, “For I know the plans I have for you”, declares the LORD, “plans for welfare and not for evil, to give you a future and a hope.”
 - ii. Deuteronomy 4:30-31,” When you are in tribulation, and all these things come upon you in the latter days, you will return to the LORD your God and obey His voice. For the LORD your God is a merciful God. He will not leave you or destroy you or forget the covenant with your fathers that He swore to them.”
5. Authentic Servant-hood: We believe Christ-like leadership comes first and primarily through service to each other. We can demonstrate love to each other by serving the needs of others.
- a. Precepts from scripture:
 - i. Philippians 2:5-8, “Have this mind among yourselves, which is yours in Christ Jesus, who, though He was in the form of God, did not count equality with God a thing to be grasped, but made Himself nothing, taking the form of a servant, being born in the likeness of men. And being found in human form, He humbled himself by becoming obedient to the point of death, even death on a cross.”
 - ii. Micah 6:8, “He has told you, O man, what is good; and what does the LORD require of you but to do justice, and to love kindness, and to walk humbly with your God?”
 - iii. Titus 3:8, “The saying is trustworthy, and I want you to insist on these things, so that those who have believed in God may be careful to devote themselves to good works. These things are excellent and profitable for people.”
 - iv. Luke 22:27, “For who is the greater, one who reclines at table or one who serves? Is it not the one who reclines at table? But I am among you as the one who serves.”
 - b. Principles guiding Foundation Academy, we will:
 - i. Employ and appoint staff and leaders who model the servant- like attitude of Christ.
 - ii. Employ staff who are obedient to and passionate about God’s call to servant-hood.
 - iii. Encourage students to humble themselves and be obedient to God’s call to servant-hood.
 - iv. Encourage students to devote themselves to serving one another in ways that honor God.
 - v. Encourage families to be involved with a commitment to serve and model that example for their children.
 - c. Promises from scripture:
 - i. Matthew 25:21, “His master said to him, ‘Well done, good and faithful servant. You have been faithful over a little; I will set you over much. Enter into the joy of your master.’”

- ii. Matthew 6:3-4, "But when you give to the needy, do not let your left hand know what your right hand is doing, so that your giving may be in secret. And your Father who sees in secret will reward you."
- 6. Commitment to Community: We are committed to the Church as defined in the book of Acts as a community of believers. We also believe in community outreach to be a light to a non-believing world.
 - a. Precepts from scripture:
 - i. Ephesians 4:15-16, "Rather, speaking the truth in love, we are to grow up in every way into Him who is the head, into Christ, from whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love."
 - ii. Acts 4:34-35, "There was not a needy person among them, for as many as were owners of lands or houses sold them and brought the proceeds of what was sold and laid it at the apostles' feet, and it was distributed to each as any had need."
 - iii. Deuteronomy 6:4-9, "'Hear, O Israel: The LORD our God, the LORD is one. You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."
 - iv. I Corinthians 12:12, "For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ."
 - v. Acts 2:44, "And all who believed were together and had all things in common."
 - b. Principles guiding Foundation Academy, we will:
 - i. Require staff and leaders to model a cohesive and respectful working community.
 - ii. Encourage constituency to love God with all their heart, soul, mind and strength and to love their neighbor as their self.
 - iii. Encourage and connect students and families to serve within the community.
 - iv. Provide opportunities for students to come together and worship God by living out their calling.
 - c. Promises from scripture:
 - i. Luke 6:35, " But love your enemies, and do good, and lend, expecting nothing in return, and your reward will be great, and you will be sons of the Most High, for He is kind to the ungrateful and the evil."
 - ii. Job 36:11, " If they listen and serve Him, they complete their days in prosperity, and their years in pleasantness."

In conclusion, we believe all principles should be implemented with Christ-like excellence and in a manner fitting to serving the Kingdom of God. *Colossians 3:23-24, " Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ. "*

PRINCIPLES OF KINGDOM EDUCATION

Taken from *Kingdom Education: God's Plan for Educating Future Generations* by Dr. Glen Schultz

1. **The education of children and youth is the primary responsibility of parents.** Deuteronomy 6:4 – 9; 11:18 – 21; Psalm 78:1 – 7; Psalm 127:3; Proverbs 22:6; Malachi 2:13 – 16; Ephesians 6:4
2. **The education of children and youth is a 24-hours-a-day, 7-days-a-week process that continues from birth till maturity.** Deuteronomy 6:7; 11:19; Proverbs 22:6
3. **The education of children and youth must have as its primary goal the salvation of and discipleship of the next generation.** Psalm 78:6 – 7; Matthew 28:19 - 20
4. **The education of children and youth must be based on God's Word as absolute truth.** Matthew 24:35; Psalm 119
5. **The education of children and youth must hold Christ as preeminent in all of life.** Colossians 2:3; 6 - 10
6. **The education of children and youth must not hinder the spiritual and moral development of the next generation.** Matthew 18:6; 19:13 – 14; Mark 10:13- 16; Luke 18:15 – 17
7. **The education of children and youth, if and when delegated to others by parents, must be done by teachers chosen with the utmost care to ensure that they all follow these principles.** Exodus 18:21; 1 Samuel 1:27 – 28; 3:1 - 10
8. **The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers.** Luke 6:40
9. **The education of children and youth must lead to true wisdom by connecting all knowledge to a Biblical worldview frame of reference.** Romans 1:20; Psalm 19:1; Proverbs 4:5, 7; 3:19; 9:10; Psalm 104:24; 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; 1 Corinthians 8:1; 13:8; Romans 1:28
10. **The education of children and youth must have a view of the future that includes the eternal perspective.** Colossians 3:1 –2; Matthew 6:19 – 20; 2 Timothy 4:6 – 8; Acts 20:24; Hebrews 11:13; Colossians 3:23 - 24

Foundation Academy Statement of Faith

Foundation Academy's Statement of Faith summarizes Biblical truth that has historically and doctrinally been regarded as essential to the Christian faith. We require that all our administrators and faculty be in full agreement with this statement.

The Scriptures

We believe that the Scriptures were written by men divinely inspired by God and that both the Old and New Testaments are inerrant and are the supreme and final authority for faith and life.

The Godhead

We believe in the One True and Living God who exists in three Persons: Father, Son, and Holy Spirit. These three Persons are one God having precisely the same nature, attributes, and perfections.

God the Father

We believe that God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ.

God the Son

We believe that Christ is the eternal Son of God. We believe in His incarnation and Virgin Birth; His Death on the cross as the substitutionary atonement for sin; His literal, bodily Resurrection from the dead; His present ministry of intercession in heaven; and His personal, future return to earth.

God the Holy Spirit

We believe the Holy Spirit, the third person of the Trinity, convicts men of sin, regenerates, baptizes, indwells, seals, and sets apart believers unto a holy life; that He keeps and empowers believers day by day; that He is the Teacher of the Word of God and the Guide for daily living.

Man

We believe that man was created innocent and pure, and Adam fell through the sin of disobedience. Therefore, all men are corrupted in body, soul, and spirit; and all men need redemption.

Salvation

We believe that salvation is by grace, a free gift of God apart from works, and that salvation requires repentance, a turning from one's own way to God's way. Salvation is through personal faith in the Lord Jesus Christ, and all who receive Jesus Christ are regenerated by the Holy Spirit and become the children of God, and true salvation will be manifested by a changed life.

The Future

We believe in the personal, visible, bodily return of Jesus Christ to the earth, and in the bodily resurrection of the saved to an eternal abode in the glorious presence of the Living God, and in the bodily resurrection of the unsaved to judgment and everlasting punishment in the lake of fire.

*For God so loved the world that He gave His one and only Son,
that whoever believes in Him shall not perish but have eternal life.*

John 3:16

Affiliation & Accreditation

Foundation Academy is a ministry of First Baptist Church of Winter Garden, Florida, a Southern Baptist Church. The Academy is accredited by the Association of Christian Schools International (ACSI), the Southern Association of Colleges and Schools (SACS) and the Florida Council on Accreditation and School Improvement (CASI). Foundation Academy is also a member of SBACS, the Southern Baptist Association of Christian Schools.

*The wicked flee when no one is chasing them, but the Godly are as bold as
Lions. Proverbs 28:1*

School Board

The members of the School Board are given the responsibility for the establishment, guidance, and spiritual headship in the operation of the school. The Board is the policy setting body of the school. There is only one official line of authority which will flow from the Board, through the Chairman, to the chief administrator who is charged with the responsibility for properly conveying the decisions and actions of the Board to the staff, faculty, students, and parents as is appropriate. Foundation Academy School Board members shall be active members at First Baptist Church of Winter Garden, Florida.

Headmaster

The Headmaster is delegated by the School Board to carry out its policies. The Board holds the Headmaster responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. The Headmaster shall be an active member of the First Baptist Church of Winter Garden, Florida.

Faculty

The faculty and staff of Foundation Academy are selected from among those applicants who are born again Christians, active in an evangelical church fellowship, and are in agreement with the doctrinal, educational, and philosophical beliefs. In addition, a minimum of a CDA is required for preschool teachers and a Bachelor's Degree for teachers in grades K-12. All teachers must be certified through ACSI for our Elementary, Middle School, and High School. Teachers must display the ability to minister to young people through development of relationships, effective teaching, and the example of a Christ-like walk.

*Teach me your way, O Lord, and I will walk in your truth.
Psalm 86:11*

School Wide Policies

I. Admission Policies

Foundation Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

A. General Admission Requirements

1. Application for admission will be considered at any time as long as enrollment is available.
2. Application for returning students and their siblings are given priority for enrollment. Registration is scheduled during the winter.
3. **Application fees are non-refundable.**
4. Final acceptance of students and grade level/teacher placement will be made by the Admissions Committee.
5. All students transferring into FA are on a probationary status for the first semester. The terms of these probations will be decided on an individual basis.
6. Preschool students must be completely potty-trained.

- **Age requirements**

K-3 Students must be three years of age by September 1.

K-4 Students must be four years of age by September 1.

K-5 Students must be five years of age by September 1.

Grade 1 Students must be six years of age by September 1 and successfully completed kindergarten.

- **Health records**

The following information is required at the time of registration for all students as required by law: current health form dated within 12 months of August 1 of current year, original immunization record, birth certificate, and social security card. Students whose records are not current will not be allowed in the classroom. This applies to both new and returning students.

B. Registration

New Students: Written application forms must be completed and returned to the office along with the **non-refundable application fee**. The admissions procedure will include entrance testing to determine grade level and placement. Parents and applicants will be interviewed by administration. Transcripts of academic records, including current SAT or other standardized test scores, a current teacher and principal recommendation, and a copy of the current report card will be required at the interview.

Returning Students: Completion of registration forms and fee will secure a position for the next school year. Updated health forms are required for entrance to the classroom.

C. Dismissal/Withdrawal Policy

The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interest of the individual student, fellow students, or the school in general. Violation of any academic or disciplinary probation may be grounds for dismissal. The school reserves the right to refuse re-admission.

D. Family Commitment Form

Parents and students are required to sign and return the Family Commitment and Medical form located at the end of this handbook.

II. Financial Policy

- **School Records and Transcripts**

Report cards, SAT scores, official transcript, and any other documents within the student cumulative file will be held until any balance due is paid in full.

- **Enrollment/Reenrollment**

Upon acceptance of a child's registration, that child is considered enrolled for a full school year term at Foundation Academy. This enrollment is subject to the full and complete payment of tuition and fees. A payment schedule of twelve (12) monthly installments may be established at the time of registration. A discount may be offered for tuition paid in full by the date specified on the current school year rate sheet. Occasionally, circumstances (i.e. job transfer, move, etc.) dictate that a child must be moved before or during the school year. If or when this occurs, you are responsible for paying tuition through the entire month of the withdrawal.

- **Late Fees/Past Due Accounts**

Tuition is used to sustain ongoing operations. Therefore, it is expected to be paid in full and in a timely manner. Late fees are charged when payments are not received by the due date. Late fees are non-negotiable and non-refundable. In addition, a fee will be assessed for returned checks. At the discretion of the administration of Foundation Academy, a student may not be allowed to attend class or participate in other school activities if a delinquency of over 60 days exists for any outstanding fees. A delinquency of over 90 days of any payment of tuition or fees of any type to Foundation Academy will automatically result in the affected student not being allowed to attend class or participate in any school-related activities until the delinquency is resolved in an acceptable manner with the school administration. Any monies received when delinquent accounts exist will be first applied to the unpaid balance.

Parents whose accounts are delinquent may not be able to re-enroll their children without satisfying previous debts. Payments must then be kept current in order for their child to remain on the class list. The decision of the administration in this matter may be appealed to the Foundation Academy School Board in writing.

- **Financial Aid - FAST**

Registered families may receive a need-based tuition discount which is determined by an independent, out-of-state organization. Application instructions will be given to families upon request at the time of registration. Financial aid is awarded based on the availability of funds and on a first-come, first-served basis. The deadline for submitting application for FAST is the end of March. Incomplete applications jeopardize award eligibility due to extended processing time. Applications received after the end of March may not be eligible for a discount. The tuition discount will be awarded by the end of April. Recipients must reapply annually with the understanding that the same discount may not be received year-to-year. FAST is available to students enrolled K3/ K4 full time programs – 12th grade only.

- **Scholarships**

Foundation Academy currently accepts the John McKay scholarship and Step Up for Students scholarship awards toward tuition payments. Parents are subject to all policies and regulations pertaining to the scholarship program. Balance of fees not covered with scholarship funds are the responsibility of the parent. It is not the responsibility of Foundation Academy faculty or staff to ensure student compliance within scholarship guidelines.

III. School Policies and Procedures
A. Arrival and Departure Procedures

Preschool and Elementary Hours

	<i>School Hours</i>	<i>Classroom Arrival</i>	<i>Dismissal</i>
Preschool Three Day	8:15-2:40	8:00 a.m.	2:40 – 3:00 p.m.
Preschool Five Day	8:15-2:40	8:00 a.m.	2:40 – 3:00 p.m.
Elementary	8:15-2:40	8:00 a.m.	2:40 – 3:00 p.m.

- ***Early Arrival and Late Stays***

Students should not arrive before 7:30 a.m. or stay later than 3:00 p.m. unless they are involved in a school activity, have special permission from school administration, or accompanied by an approved adult. Students arriving before 8:00 a.m. must go immediately to Morning Care. Students not picked up by 3:00 p.m. will be taken immediately to the school office. Late pickup charge may be applicable.

- ***Morning Care 7:30-8:00 a.m.***

Complimentary Morning Care is provided daily in the lunchroom from 7:30-8:00 a.m. for preschool and elementary students.

For safety and security reasons, students should not be on campus before 7:30 a.m. without parental supervision because school personnel are not available to supervise students until 7:30 a.m.

- ***After School Care 3:00-6:00 p.m.***

Adult supervised After School Care is a family service provided by our school for a weekly fee. Preschool and elementary students must be registered for this service. Please visit the school website at www.foundationacademy.net and check tuition and fee schedule for specific information. After School Care is not available when school is not in session.

Secondary School Hours

	<i>School Hours</i>	<i>Arrival Hours</i>	<i>Dismissal Line</i>
MS	7:45-3:05	7:30 a.m.	3:05 – 3:25 p.m.
HS	7:45-3:05	7:30 a.m.	3:05 – 3:25 p.m.

- ***Early Arrival and Late Stays***

Students should not be on school property more than thirty minutes before or after school unless involved in an after school program or activity, or with the special permission of the administration. Students arriving early must go to the designated area. Students not picked up by 3:25 p.m. will be taken immediately to after care. After care charges will be assessed.

- ***MS After School Care Policy***

Foundation Academy offers extended care for our middle school students Monday-Friday from 3:30pm – 6:00pm. There will be no extended care on any day when school is not in session including teacher workdays, inclement weather days or school holidays. Students remaining on campus after 3:30pm will be sent to extended care and considered a non-registered student (non-registered fees will apply). Students picked up after 6pm will incur a late fee of \$1 per minute per student. Checks should be made payable to Foundation Academy on Monday of each week. Families are responsible for extended care tuition each week or their child will not be allowed to attend the following week. There are no refunds for missed days or pick-up times earlier than scheduled.

Parking

North Campus

- Parent parking is available on the grass at the front of the church, in the city-owned lot across Plant Street, or in the street spaces along Plant Street.
- Parents may not park anywhere along the dismissal line that impedes traffic flow. This would include in front of the Gym or the parking spaces in front of the church steps.

South Campus – Please follow the designated traffic patterns

- **Student Drivers:** Student drivers must register in the school office and present their license, vehicle registration, and proof of insurance to be kept on file in the office, along with the appropriate fee. Student drivers must display the parking permit at all times and park in designated areas.

Visitors and Volunteers

All visitors at both campuses must check in at the office and receive a visitor's badge before visiting any area within the school campus. Parents are not to come into the main buildings to bring their children to the classroom in the morning or to pick them up after school unless they have a prearranged appointment for a parent/teacher conference.

Elementary Walkers/Bike Riders

Students who walk or ride bikes to school are required to have a signed parental permission form on file in the school office.

B. Calendar

A school calendar listing school days and holidays will be available on our website, www.foundationacademy.net, for the current school year. In addition, you will find a link to the daily activities calendar on the homepage of the same website. Both calendars are subject to change at the discretion of the administration.

C. Campus Hours

- **South Campus:** The campus will open and two faculty members will be on outside duty beginning at 7:15 daily. The building will open at 7:30 daily and at 7:15 during inclement weather. School office hours during the school year are 7:30a.m. – 4:00p.m. Middle School After Care is offered each day from 3:30 to 6:00 p.m. for an additional charge.
- **North Campus:** Morning Care will be open each day beginning at 7:30 a.m. in the cafeteria. School office hours during the school year are 7:30a.m. – 3:45p.m. After School Care is offered each day from 3:00 to 6:00 p.m. for an additional charge (PreK – 5th grade).

D. Change of Address

Any changes in the home address, telephone numbers, place of employment, or any pertinent medical information that relates to the student, should be kept current by the parent in RenWeb.

E. Disaster Policy

The safety and wellbeing of FA students is of utmost importance to the school. Fire drills, lockdown drills, bus evacuation drills, and severe weather drills are held on a routine basis to keep our students and faculty prepared in case of emergency.

F. Dress Code

The dress code applies to grades K5-12. K3 and K4 students are not required to wear uniforms but should follow the standard for appropriate dress. Our desire is to demonstrate a conservative standard of

appearance for our faculty and students which reflects a modest lifestyle of dress and behavior. One's dress should show Christ's claim on one's life. Following the dress code is a means through which our students will be able to learn obedience and respect for authority as described in Proverbs 4:13 which says, "Hold on to instruction, do not let it go; guard it well, for it is your life."

Preschool Dress Code

The dress and grooming of preschool children should be that which contributes to their health and safety. Preschool children should wear tennis shoes (no flip-flops, dress shoes, cowboy boots or shoes without a heel strap may be worn). Play clothing should allow preschoolers to "independently" dress themselves after toileting

When cold weather arrives, make sure that coats/sweaters are worn and properly labeled with the child's last name. Outdoor time is scheduled for each school day (unless temperatures are very cold) and is a vital part of our curriculum.

- **Please know that we do not accept any child into Preschool who is not completely potty-trained.**
Preschoolers are required to have an extra change of clothing at school.

Elementary Dress Code

Dress code infractions by elementary students will be handled by the classroom teacher. A continued pattern of dress code violations will result in disciplinary action that may involve administration.

1. All uniform items must be purchased from the contracted uniform company or through Foundation Academy.
2. Exception: Cold Weather Gear
 - a. The uniform company provides cold weather gear that can be worn in the building. In addition, FA provides a variety of sweatshirts and athletic jackets that can be worn on cold days.
 - b. All other outerwear must be removed once the student is inside the buildings.
3. Long or short sleeve T-shirts or turtle-neck shirts may be worn under the uniform shirts. All under shirts must be **plain** pink, light or navy blue, yellow, or white and may not have any patterns or writing on them.
4. Uniforms should fit appropriately; neither being too tight or loose, too long or short. Skirts and shorts should be no shorter than fingertip length. Blouses worn with shorts, pants, skirts, or skorts must be tucked in. Clothing must cover midriff when arms are raised.
5. Shoes: Tennis shoes are recommended for daily wear and are required for Physical Education classes. All shoes must have full toe coverage and a heel strap. Flip flops, or single-toe strap sandals are not permitted.
6. Belts: Elementary students are to wear their shirts tucked in with a belt that is visible. Belts should coordinate with clothing.
7. Casual Days: *Students in grades K-5 will be allowed one casual day per month to be held on the last Friday of the month.* Clothing worn on casual days should be fitted properly and be in good condition. On days at school when casual dress is allowed, or at school sponsored events either on or off campus, the following list of items is not allowed:
 - a. Strapless, spaghetti straps or tank tops, tube tops
 - b. Clothing with holes, frayed edges, rips, or stains
 - c. Body suits
 - d. See-through clothing
 - e. Halter tops
 - f. Bare midriffs

- g. Short shorts or skirts
- h. Body, face, or hair paint without prior approval
- 8. **Inappropriate Items:** The following list of items is not allowed at any time:
 - a. Clothing with offensive slogans, logos, non-Christian music groups, or inappropriate language
 - b. Hats, sunglasses, or other headgear, including sweatshirt hoods
- 9. **Hair:** Hair should be conservative in style, length and color. Extreme hair styles such as shaved heads, shaved sides, spiked hair, unnatural coloring, or peroxide are prohibited. The length for boys should be off the eyebrow, no longer than the top of the collar, and should not cover the entire ear.
- 10. **Jewelry:** Jewelry and accessory items with offensive symbols such as peace symbols, pentagrams, etc. are unacceptable. Body piercing, tattoos, over-sized jewelry and earrings on males are not allowed.
- 11. **School Issued T-Shirts:** Friday will be T-Shirt day at FA. All students will be allowed to wear any T- shirt that has been purchased from FA, or is a part of an FA program such as chapel, sports, clubs, special events, etc. These shirts must follow the fit and condition requirements. Uniform pants or shorts are required with the T-shirts

Elementary Dress Code Violations

Dress code infractions by elementary students will be handled by the classroom teacher. A continued pattern of dress code violations will result in disciplinary action that may involve administration.

Secondary Dress Code

Secondary Dress Code Violations

Dress code infractions are part of the discipline system. When offensive clothing is worn, secondary students will be sent to the office where they will be asked to correct the infraction before being allowed to return to class. Parents may be called to bring proper clothing if necessary. If a student accumulates 3 dress code violations in a semester, specific to the 3" above the knee skirt/skort/short rule, then the student will be required to wear pants or capris for the remainder of the semester.

1. All uniform items must be purchased from the contracted uniform company or through Foundation Academy.
2. **Exception:** Cold Weather Gear
 - a. The uniform company provides cold weather gear that can be worn in the building. In addition, FA provides a variety of sweatshirts and athletic jackets that can be worn on cold days.
 - b. All non FA outerwear must be removed once the student is inside the buildings. If not, the outerwear will be confiscated and may be picked up at the end of the school day.
3. Long or short sleeve plain T-shirts or turtle-neck shirts may be worn under the uniform shirts. All under shirts must be light pink, light or navy blue, yellow, or white and may not have any patterns or writing on them. Pink, navy, white, or natural tights may be worn under the uniform.
4. **Fit:** Uniforms should fit appropriately; neither being too tight nor loose. Skorts, skirts and shorts should be no more than 3 inches above the top of the knee. Blouses should provide modest coverage with no cleavage and no midriff showing. Pants, skorts, skirts and shorts must not ride below waist level. All dress code issues can be evaluated at the discretion of Foundation staff.
5. **Condition:** Clothing must be in good condition. Uniform pieces that are faded, stained, frayed, or have holes are not to be worn.
6. **Shoes:** Tennis shoes are recommended for daily wear and are required for Physical Education. Shoes that are open toed, slippers and heels are not allowed.

7. Belts: Belts are required if shirt is tucked in. No offensive belt buckles, studs, spikes, or chains on belts are allowed.
8. Swimwear: A modest bathing suit with no midriff showing and a cover-up is required for girls. Boys are required to have a modest pair of swim trunks.
9. School Issued T-Shirts: On Chapel day students are permitted to wear the approved current year chapel shirt with FA uniform. Friday will be T-Shirt and blue jean day at FA. All students will be allowed to wear any T-shirt that has been purchased from FA, or is a part of an FA program such as chapel, sports, clubs, special events, etc. These shirts must follow the fit and condition requirements. Blue jeans must conform to the fit and condition rule and cannot contain holes, frayed edges, rips, or stains.
10. Informal for Formal: Clothing worn on these days should be fitted properly and be in good condition. Blue jeans that conform to the fit and condition rule are allowed. The following items are not allowed:
 - a. Strapless, spaghetti straps or tank tops, tube tops
 - b. Clothing with holes, frayed edges, rips, or stains
 - c. Body suits
 - d. See-through clothing
 - e. Halter tops
 - f. Bare midriffs
 - g. Short, skorts or skirts (no more than 3 inches above the top of the knee)
 - h. Body, face, or hair paint without prior approval
11. Inappropriate Items: The following items are not allowed at any time.
 - a. Clothing with offensive slogans, logos, non-Christian music groups, or inappropriate language
 - b. Hats, sunglasses, or other headgear including sweatshirt hoods
 - c. Wallet chains
 - d. Spandex
12. Hair: Hair should be conservative in style and color. Extreme hair styles such as bald heads, shaved sides or patterns, any variation of mohawk, rat tails, spiked hair, unnatural coloring, or extreme contrast are not permitted. The length for boys should be off the eyebrow, no longer than the top of the collar, and should not cover the entire ear. Afros must not be more than 1 ½ inches above the scalp. Young men must be clean shaven with close-shaven sideburns not extending past the bottom of the ear. Those not in compliance will be asked to shave or go home. Administration reserves the right to permit hairstyles deemed to be culturally appropriate.
13. Jewelry: Jewelry and accessory items with offensive symbols such as peace symbols, pentagrams, etc. are unacceptable. Body piercing, tattoos, and over-sized jewelry are not allowed. Earrings on males are not permitted on campus or while attending any school event. Students not in compliance will be asked to immediately remove their earrings. Covering earrings is not acceptable.
14. Formal Dress Requirements: Please follow the guidelines below for any formal occasion. These guidelines also apply to dates so be sure and inform them of the proper dress. Anyone who does not meet the listed standard will be asked to leave. All school rules pertaining to dress and behavior are in effect for Foundation Academy:
 - a. Ladies:
 - Preferably choose a tea-length (mid-calf) or longer dress. If you choose a short dress, it must be no more than 3 inches above the knee.
 - Dress backs must not be lower than the natural waist line of each girl.
 - No revealing neckline.
 - No slits more than 3 inches above the knee.

- All dresses must be approved before the event.
- b. Gentlemen:
Tuxedos or 2 piece suits with necktie properly tied.
Dress shoes.

G. Formal Occasions

Formal occasions are designed for Foundation Academy students and their guests in grades 9-12 only. Students below the 9th grade may attend only if they are part of a team that will be recognized at the event.

Any issue not covered in these guidelines will be addressed by the Foundation Academy administration.

H. Fundraising

During the year, special fundraising activities will take place to assist school groups or classes with specific needs. These activities usually aid the older students with their yearly trips, the sports department, or PTO in their efforts toward special school needs. While we understand the need for fundraising for special projects, we also understand financial concerns. Your prayers and support are always appreciated even if you need to say no to the financial request.

Our students are offered the opportunity to participate in charitable causes through service groups, community service, or missions. General fund distribution for senior tips will be calculated by number of years attended in high school at 25% per year. All fundraising is pre-approved by the Principal.

Foundation Academy will be searching for opportunities to build financial support beyond regular tuition. The hope is that this support can be used to enhance educational programs and opportunities for our students, and provide for future campus development.

*By this shall all men know that ye are my disciples,
if you have love one to another. John 13:35*

I. Complaint/Resolution Procedure

Occasionally during the school year a misunderstanding might develop between faculty and parents/students. We believe that these misunderstandings can be used to disrupt the harmony and flow of our Christian fellowship. The Scriptures provides us with guidelines to follow that will enable us to maintain an environment and ministry worthy of Christ's name. Matthew 18:15-16 "*If your brother sins against you show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.*" This verse gives us very definite principles to follow when problem solving. They are as follows:

1. All questions, problems, or complaints should first be brought directly to the teacher, coach, or offending individual before anyone else is involved.
2. If the situation is not resolved at this level through direct contact, it should be brought to the offending person and the direct supervisor in a face-to-face meeting. If it involves a coach, the Athletic Director should also be present.
3. Finally, but only when the above steps have not brought resolution, the problem can be brought to the attention of the Headmaster. The Headmaster and Principal will meet with the individuals concerned. If the Headmaster is unable to resolve the issue, it will be brought by the Headmaster to the School Board through written appeal from the parent. The written letter must be sent to the Headmaster's office, addressed to the "Headmaster and School Board Chairman" two weeks prior to the next

scheduled School Board meeting. The Headmaster will review the letter and forward it to the School Board Chairman.

4. All of this should take place in an attitude of prayer and humility, a willingness to conform to the will of Christ, and with a real desire to love one another as Christ loves us.

Pastors/staff members of First Baptist Church Winter Garden, school Administrators and School Board members are committed to following this Biblical process for problem resolution. Therefore, when a parent or student approaches one of these individuals with a concern, please understand they will direct the parent or student to follow this procedure. It is inappropriate for pastors, staff members, faculty, administration or School Board members to be approached with school problems at athletic contests, concerts, church, church functions or in any other manner not listed in steps 1-3 above. Please be respectful of this policy and understand that those who may stop you from sharing your problem are doing so to preserve the integrity of this Biblical model for problem resolution – not because they lack concern for you and/or your situation. Parents must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, spreading rumors, and spreading hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

*By this shall all men know that ye are my disciples,
if you have love one to another. John 13:35*

J. Health Policies

Communicable Disease Policy

Foundation Academy seeks to maintain a healthy school environment by instituting controls designed to prevent the spread of diseases. The term “Communicable Disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly.

An administrator or teacher who reasonably suspects that a student or employee has a communicable disease shall immediately notify the clinic staff.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Foundation Academy may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. Foundation Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and take all necessary action to control the spread of communicable diseases within the school.

Medication Policy

If it is necessary to dispense prescription or over-the-counter medication to your child at school, it is the duty of the parent to furnish the clinic staff with the following:

Prescribed Medication:

1. Medication form from the Clinic with the following information:
 - a. Physician’s name and signature for prescription medications
 - b. Child’s name, teacher, grade, and parent’s daytime phone number for emergencies
 - c. Name of medication
 - d. Directions for administering medication
 - e. Dosage
 - f. Times to administer
 - g. Reason for medication to be given during school hours

- h. Stop and start dates
 - i. Possible reactions to medication
2. Medication is to be delivered to and retrieved from the school by the parent (**not the child**) in its original pharmacy container labeled with the physician's name, child's name, and name of medication. The amount of medication (pills or liquid) will be counted/measured and verified with clinic staff.

Over-the-Counter Medication:

1. Medicine like Tylenol and Tums must be delivered to and retrieved from the school by the parent (**not the child**) in its original unopened container clearly labeled with the child (or children's name) and given to clinic staff.
2. Medication form from the Clinic with the following information:
 - a. Note from the parent must accompany medicine
 - b. Signature of parent and contact phone numbers
 - c. Date
 - d. Name of child, grade, and teacher
 - e. Name of medication
 - f. Directions
 - g. Dosage
 - h. Times to be administered
 - i. Reason for medication to be given during school hours
 - j. Stop and start dates
 - k. Possible reactions to medication

Prescription medicine or over-the-counter medicine will not be given to a student without signed and written consent from the parent. Only medication brought in by the parent will be administered to the student. All medicine must be in the original container. Medication dosage will not be changed without signed and written parental consent. Medication and notes will be kept on file in the school clinic and RenWeb. Authorization is valid for the current school year only.

A RECORD OF YOUR CHILD’S ALLERGIES TO NATURAL OR SYNTHETIC SUBSTANCES, FOOD OR MEDICATION MUST BE KEPT ON FILE IN THE CLINIC AND UPDATED REGULARLY ON RENWEB.

Health Precautions

Please do not send your children to school with symptoms of a communicable disease, such as **runny nose, diarrhea, fever, or other symptoms of illness such as rash, upset stomach, sneezing or coughing, etc.** The other children and parents will appreciate your consideration. *Students should be without a fever for at least 24 hours in order to return to school.* Parents may be required to furnish a physician's note for the student to return to school.

The head lice policy is kept on file in the Clinic. Foundation Academy follows the Orange county requirement of “no nits” in order to return to school.

K. Holiday/Party Policy

All holidays will be observed in a way that will glorify Jesus in mention, decoration, and attitudes. Thanksgiving, Christmas, Valentines, Easter and end of the year may be celebrated by the elementary classes with small and appropriate parties. Please be mindful and considerate of others and keep the expenses of the parties to a minimum, and clean up afterwards. Mission service projects are encouraged by each class, especially at Christmas time. Prior approval and planning for parties with the classroom teacher and administration is required. Private party invitations should not be sent to school for

distribution unless all students of the same gender or the whole class has been invited to attend. Classroom parties are not generally held at the MS/HS levels.

L. Lost and Found

The south campus lost and found collection is located inside the Media Center. The north campus lost and found is located in the PTO office. All clothing and personal items should have names clearly marked for easy identification. Articles not claimed by the end of each 9 week period may be donated to a local charity.

M. Lunch Program

Children can bring a sack lunch or participate in the lunch program provided by the school. In addition, milk, juice, or bottled water is available for an additional charge. Menus are available on the school website www.foundationacademy.net. The Foundation Academy office is unable to accept outside food orders for students.

N. Media Center

Foundation Academy's Media Center offers a wide variety of books, including a large selection of Accelerated Reader books. Many reference materials which provide detailed study for our students and periodicals will enable our students to stay informed of current events. Media Center times are scheduled for each class with the media specialist to checkout books and for instruction. We welcome all students to use the Media Center; however, we do require that all books and periodicals be checked out at the circulation desk. Parents are encouraged to volunteer in the Media Center.

O. Parental Dress/Conduct

Parents should dress modestly and appropriately for all school functions. The dress and conduct code should be followed at all times while on the campus or on field trips. Clothing that is too tight, too short, too revealing, or too casual is not appropriate. Thank you for your cooperation in being role models for our students.

P. Parent/Teacher Conference

Parent/Teacher conferences may be scheduled by appointments with the teacher throughout the year. Please feel free to call or e-mail to make an appointment with a teacher if you have questions concerning your child's progress. Teachers may request a conference with parents to keep them informed. Parents requesting a conference will be contacted within 24 hours by the teacher to schedule an appointment.

Parents may not visit classrooms while classes are in session or at any other time unless a prior appointment has been made through the school office or unless the teacher invites the parent to the classroom. Teachers have been directed to refer parents to the office unless an appointment has been made in advance.

To ensure privacy and safety for you, your child, and others, impromptu conferences during school arrival and dismissal will not be allowed. Teachers are required to supervise students during these times.

Q. RenWeb

RenWeb is an Internet-based school management system that embraces the various needs of administration, staff, teachers, students and parents. RenWeb's ParentsWeb is a private and secure website that allows students and parents to view information such as attendance, daily grades, progress reports, homework, missing assignments, school calendar, family directory, teacher websites, and other useful school information. Parents are responsible to keep personal information updated at all times.

R. School Property

Foundation Academy students are expected to keep all areas of our campus neat, clean, and free of damage. The sanctuary, gym, bathrooms, hallways, and playground are to be kept free of trash. The sports equipment, desks, and other school property are to be handled properly to prevent excessive damage. Students are never permitted to drive Foundation golf carts or landscaping equipment. The replacement/repair cost of property damaged or destroyed by a student may be assessed to the family of the student. Students found deliberately damaging any school property will receive discipline up to and including expulsion.

Secondary School Lockers

Secondary students are assigned a locker each year. Lockers should be kept neat, clean and free of damage. Markers, tape, or stickers should not be placed on the lockers. Magnetic tape or other magnets may be used to place items on the inside of lockers. Periodic locker inspections and locker clean-out days will be held by the faculty or the administration. Fees may be charged if lockers need to be repaired or replaced.

S. Severe Weather/Natural Disaster Policy

In the event that severe weather or natural disaster affects the ability for Foundation Academy to operate, we will follow the school closing policies of Orange County and the City of Winter Garden. If **all Orange County schools** are closed, Foundation Academy will be closed. Parents will be notified through local TV and radio stations. If **all City of Winter Garden schools** are closed, then Foundation Academy will be closed. When the danger has passed, Foundation Academy will reopen.

T. Telephone

A phone is available for student use but should be limited to emergencies only. The following are not considered emergencies: missing homework, forgotten lunch or P.E. clothes, or making after school plans.

U. Transportation

Transportation to and from school is not provided by the school. Transportation by bus (either charter or FBC/WG) is provided for school field trips or Football games only. For all other away athletic events, parents are permitted to rent Foundation buses (contact athletic department). Parental transportation during school hours is only permissible with signed required waivers.

V. Volunteers

PTO

Foundation Academy is blessed to have the support of an active Parent/Teacher Organization. The PTO works to promote the mission and purposes of Foundation Academy: through promotion of the home, school, and place of worship; by building relationships and cooperation between the faculty, staff, and parents; and by promoting a relationship between the school, home, and community.

All parents are encouraged to take part in the quarterly PTO meetings and yearly events sponsored by the PTO. The PTO also works to provide funds for educational resources.

Volunteers

Parents are encouraged to volunteer in their areas of interest within the school. The Media Center, Computer Lab, Lunchroom, or Art Department are some suggestions for service. **All volunteers are required to sign in at the school office and receive a visitor's badge while on campus. All volunteers who have direct contact with the students must provide the school with a current background check prior to serving.**

W. Working Together

The faculty and staff of Foundation Academy desire to work together with you and your family in a partnership that will benefit all students. Our primary goals should be to pray for each other, to give support and help where it is needed in an attitude of humility and love, to be positive in our approach to each other, and to show appreciation and respect for each other. We encourage you to be involved in your child's Christian education in order to help us to build a parent/teacher/student relationship that is founded on the Biblical approach to education.

Preschool

I. Academics

A. Preschool Curriculum

The preschool core curriculum is a combination of ABeka Books and supplemented with ACSI Bible curriculum. The preschool program offers a hands-on developmental approach to teaching preschoolers with unit studies throughout the year. The classrooms are organized into learning centers to meet these needs. Foundation Academy seeks to maintain a balance between academic and social activities in a supervised setting. Throughout the day preschoolers are encouraged to develop Christian virtues through positive social interaction as children learn to share, communicate, cooperate, and care for one another. By combining God, families, and teachers, Foundation Academy provides a rich spiritual and educational environment for each child.

Progress Reports

Progress reports are issued quarterly to reflect the individual progress of each student.

II. Attendance

A. Preschool Attendance

Preschool is not state mandated, but regular attendance is encouraged to expect optimum development.

B. Tardies

Preschool attendance is not state mandated; however, preschool students need to arrive by 8:15am so classroom routines can be established and continued without interruption. Parents must sign students in at the school clinic after arriving past 8:15am. School staff will escort preschool students to their classrooms after 8:15am.

III. Preschool Discipline Policies

Biblical strategies will be used to encourage a safe and nurturing environment at school and to assist students in taking personal responsibility for his or her own behavior.

Foundation Academy's teachers and staff look for opportunities to praise and reward students for appropriate attitudes and behaviors while not overlooking inappropriate behaviors. The goal is to create an environment in which children feel safe, secure, respected and loved.

In order for consistent corrective discipline to be effective, there must be a partnership of clear communication and cooperation between the home and the school. The primary partnership for student discipline is between the parent and the classroom teacher. Administration will assist in student discipline when necessary. The purpose of corrective discipline is to provide a learning experience that will

encourage children to take responsibility for their actions and grow in self-control as stated in Galatians. No one student will be allowed to repeatedly interrupt the learning process.

Behavior

- A warning to correct inappropriate behavior
- A five-minute time out
- A note home and/or phone call to parents with a ten-minute time out

Biting Policy

Biting may occur among preschool children in a group gathering, much to the frustration of the parents, instructors, and the children who are on the receiving end of the biting. We will provide constant supervision, positive reinforcement, redirection, and creative ways to express feelings. Even with this behavior management, if biting incidents occur, we will follow these steps to ensure the safety and well being of each child.

- With the first biting incident, the parents will be contacted by the teacher or director to discuss options of how to control the biting.
- With the second biting incident, the parents will be contacted to come remove the child from school and personally handle the discipline action.
- If the biting incidents continue even after following the above steps, the parents may be asked to find an alternative program.

However, depending on the severity of any bite, parents may be contacted that day to remove the child from school and the child may not be allowed to return to school for one day thereafter. This will be at the discretion of the director, teacher, or other designated school personnel. After the child returns to school, the director will have a conference with the parents to discuss strategies for improvement or other options.

IV. Preschool General Policies

A. Awards

We are very proud of our students at Foundation Academy. They are encouraged and challenged to do their very best at all times. We have many students who excel in scholarship, athletics, citizenship, fine arts, and Christian leadership.

B. Bible Instruction

Bible instruction is given daily at Foundation Academy. We feel that the Bible is the ultimate curriculum provided by God for a successful and fulfilled life. Prayer and Scripture memorization are taught as ways to develop spiritual growth. Bible is a graded subject. Grades are based on memory work, class participation and periodic evaluation.

C. Chapel

Preschool Chapel is held the last Wednesday of each month at 8:30am.

Chapel is a time of spiritual growth at Foundation Academy to help students develop a personal relationship with Christ, learn the importance of praise and worship, respond to the revelation of God's Word, and participate in the fellowship of the body of Christ. Our ministerial staff, invited guests, faculty and students participate in the leading of this worship time. We invite parents to join us for chapel anytime.

D. Field Trip Policies

1. Siblings are not allowed on a field trip due to safety reasons and insurance coverage.
2. Uniforms are required except for overnight trips or trips involving water activities.
3. Transportation rules prohibit food, drinks, or gum on the bus or vans.
4. Individual radios, Ipods, CDs, or other types of electronic equipment are not allowed.

5. All students and adults are required to remain in seatbelts when using private transportation.
6. The Administration reserves the right to limit the number and make the final selection of Parent/Chaperones allowed on any school trip.
7. All Parent/Guardians chosen to accompany students on field trips must comply strictly to the school dress code and support, without question, the instructions of the supervisory faculty member. Failure to comply with the dress or conduct code will result in dismissal from the field trip for parent and student.
8. Gambling, alcohol, and tobacco products are prohibited on all school trips.
9. All who participate in field trips are expected to abide by the established rules.
10. Only students who are registered at Foundation Academy and are members of the participating class or group may attend the field trip.

Elementary School

I. Academics

A. Elementary Curriculum

The elementary program combines a variety of quality resources and materials that best meet the need for quality academics. Secular sources of information are supplemented in scope by Christian instructors and taught within a Biblical worldview.

Progress Reports and Report Cards

Progress Reports will be e-mailed home through RenWeb on scheduled dates between each quarterly grading period. Report Cards are sent home each 9-week grading period and do not need to be returned to the school.

Elementary Grade Scale

90-100	A	Excellent
80-89	B	Good
70-79	C	Average
60-69	D	Poor
59 and below	F	Failing
Incomplete	I	

Educational Therapy through the National Institute of Learning Development (NILD)

Teach & Discovery Programs

Foundation Academy offers the National Institute for Learning Development (NILD) Discovery Program of Educational Therapy through specifically trained and qualified therapists who provide learning assessments and individualized, intensive, mediated, learning experiences. Direct intervention and the resulting competence and confidence allow students to gain the skills needed to become independent learners for a lifetime. NILD Educational Therapy is a direct, language- based intervention for students with learning difficulties. There is an additional tuition for this program.

TEACH is offered to kindergarten and first grade students.

Discovery is offered to second through fifth grade students.

Grading Policy for Discovery/TEACH Students

Students who enter the NILD Discovery Program have a variety of strengths and weaknesses. Therefore, suggested classroom accommodations and modifications will vary depending on each student's specific

educational needs. If a student has an average to above mental ability as determined by the WISC- IV, it is expected that the student will eventually function on grade level. However, while the student is in the process of educational therapy, some adjustments/modifications to classroom and homework will be necessary in most cases. Such accommodations/modifications include reduced amounts of written work, oral testing, shortened assignments, etc. Therapists will spend time providing teachers with information at the beginning of the school year and again at the end of each grading period to assist with the needed classroom intervention and evaluation strategies/measures to assess student learning. The NILD staff is available to serve the teachers in the process of classroom modifications. Please feel free to request any assistance we may be able to provide.

The goal of these adjustments and modifications should be to allow the student to make average grades (“C”), **if and only if** the student gives noted effort. The adjusted grade should not artificially inflate a student’s grade to an unrealistic level (“A”). The progress reports, report cards and cumulative records will need to reflect that the student may not be functioning on grade level at the time of the assessment. **If the grade has been adjusted, then the progress report and report card should have an asterisk with an explanation of an adjusted grade for modified work. The report card/progress report will state both the actual and the adjusted grade. In the notes section of the report card, the actual grade will be listed.**

In some subjects (classes), the students may prefer to do all of the assignments without any modifications to make the grade “on their own”. In this case, the student should receive the “regular” grade. If they are capable of making a “C” or above, they should receive that grade and it should not be noted with an asterisk.

Students who are “not working” (turning in homework, not performing at all in the classroom, etc.), **DO NOT** receive an adjusted grade. If a Discovery student is making a “D” or “F”, please communicate with the Guidance Counselor and/or Elementary Principal and the NILD Director before putting grades on the report card (**this is not an option**). If and only “if” we all agree that the student is not performing, then that student will receive the grade according to the effort they have or have not put forth.

Students are **NOT** allowed to use Discovery as an excuse for neglecting to fulfill their responsibility. Should a student be in their Discovery session during a review/test, etc., please inform the educational therapist so that both the teacher and therapist can collectively find a time for a student to complete the assignment. Students may need a variety of testing measures to assess the information they are learning; written, oral, etc. If a student has studied and still fails a test, please attempt to re-administer the test with a different approach. e.g., ask the questions orally. Or if the student has difficulty with oral presentations, attempt a written approach, etc. **The goal is to measure what they know, not the method in which they can express it.**

As students become more capable of regular assignments, accommodations/modifications are gradually discontinued. This is a joint decision made with the teacher, Discovery educational therapist and administrative staff. Modifications are not discontinued without a collaborative consultation with all of us.

NILD Late Work Accommodations

NILD students will be given consideration for adjustments in time for completion of assignments based on individual learning needs. Typically, NILD students are granted “double” the amount of time on specific assignments as stated under late work policy in the Foundation Academy Student Handbook.

NILD Discipline Policy

Elementary: Each classroom teacher has a class management system that includes basic rules, positive reinforcements, and unacceptable behavior consequences. Involvement of the NILD Program Coordinator will be based upon individual student need and/or with referral from the classroom teacher and/or principal.

II. Attendance

A. Elementary School General Attendance Policies

Regular attendance is required for all students enrolled at Foundation Academy. **Regular attendance is defined by the laws of the State of Florida as the actual attendance of a student in the class or on an educational trip that constitutes part of the school approved instructional program.** Parents are responsible for their child's school attendance and whenever the child is absent, parents must report and explain the cause of the absence to the school. Criteria for determining excused absence within state law is: **(1) Absence for religious instruction or holiday, and (2) Absence due to sickness, injury or other insurmountable condition.**

Foundation Academy has established the following policies pertaining to absence. Students and parents are asked to do the following:

1. Provide specific written medical, dental, or court validation to the school office immediately upon returning after an absence. Elementary students are to give the note to their teacher. If a student has had a pre-arranged absence, he/she must still get an admit slip upon returning to school.
2. Parents are encouraged to email the teacher reporting a student absence and send a note with the student upon his/her return.
3. School sponsored activities, whether on or off campus, do not count as an absence for students who participate.

B. Excused Absences

1. Illness, emergency family situations, or other legitimate causes will be excused absences.
2. Medical or dental appointments should be made after school; however, if these arrangements cannot be made, students will be excused from school for these appointments providing they bring an official medical excuse to the office.
3. Family outings and trips, **if arranged in advance according to school policy** (see Advanced Assignments), may be excused. Missed assignments and tests must be made up as soon as possible upon returning to school. Generally, students will be allowed one (1) day for each one (1) day absence to get homework turned in and tests taken. **Example:** A student misses (5) days of school (Monday-Friday). When he/she returns to school the following Monday, the work for the previous Monday is due the second day back to school, Tuesday. Tuesday's work is due on Wednesday, and so on.
4. If a student is absent two (2) or more days, parents need to contact the teacher to obtain assignments.

C. Unexcused Absences

1. Any absence without the knowledge and consent of parents and/or school constitutes truancy and is unexcused.
2. All suspensions (in- school or out-of -school) will be classified as unexcused absences. Students will be expected to make up work. Make-up work for out-of-school suspension will not receive credit. The student is to make up any work missed to help prepare for future tests.
3. If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-day-calendar period, or an equivalent combination of unexcused absences and accumulated tardies, the student's primary classroom teacher shall report this

information to the school principal. A pattern of non-attendance may jeopardize the student's promotion to the next grade level.

D. Tardies

1. Elementary students are to report directly to the clinic where the parent must sign them in.
2. Administration will address excessive tardies.

E. Advanced Assignments

If you are planning a family trip and need assignments, please notify the teacher at least one week in advance.

III. Discipline

Biblical strategies will be used to encourage a safe and nurturing environment at school and to assist students in taking personal responsibility for his or her behavior.

Foundation Academy's teachers and staff look for opportunities to praise and reward students for appropriate attitudes and behaviors while not overlooking inappropriate behaviors. The goal is to create an environment in which children feel safe, secure, respected and loved.

In order for consistent corrective discipline to be effective, there must be a partnership of clear communication and cooperation between the home and the school. The primary partnership for student discipline is between the parent and the classroom teacher. Administration will assist in student discipline when necessary. The purpose of corrective discipline is to provide a learning experience that will encourage children to take responsibility for their actions and grow in self-control as stated in Galatians. No one student will be allowed to repeatedly interrupt the learning process.

Elementary Policies

Students are expected to practice high standards of responsibility and behavior at all times. The following Elementary Discipline Policy applies to kindergarten through fifth grades.

Student Responsibility and Behavior Guidelines:

1. Be prepared for school – proper dress code, homework completed and turned in, student planner signed, and materials ready.
2. Follow directions.
3. Raise hand to speak and wait to be called upon.
4. Leave seat by permission.
5. Keep hands, feet and objects to oneself.
6. Keep a positive attitude.

Positive Reinforcements:

1. Verbal praise, stickers or notes
2. Good feedback to parents
3. Miscellaneous rewards
4. Free time or class privileges

Child training and discipline are handled with kindness and understanding. Attention is given to the specific needs of each child, while at the same time considering the needs of the group as a whole. No student will be allowed to disrupt the learning process for all other students or to display inappropriate behavior.

Inappropriate Behaviors

The following items are examples of inappropriate behaviors: blatant defiance or disrespect, inappropriate jokes, gestures, language, pictures, spoken or written profanity, cheating, stealing, lying, bullying, bodily harm or injury to another person, or damage to property.

Consequences

Specific responsibility and behavior consequences are based on age appropriate standards determined by the classroom teacher. These consequences may include conduct grade reduction, academic point penalty for cheating or loss of free time, silent lunch, loss of casual day or loss of classroom rewards. It is expected that responsibility and self-control will develop as the child develops, therefore the specific consequences for a fifth grader may be different than a kindergarten student. If a child intentionally injures another student, staff member, or destroys property, the child will be sent to the principal's office. The principal will then notify the parents to come and pick up the child from school. A student who repeats inappropriate behaviors may be suspended or expelled.

Red Responsibility Cards and Blue Behavior Cards: Red and Blue cards are to inform parents of any school guideline violation or inappropriate behavior. These cards are to be signed by the student and parent and returned the next school day to the teacher. The overall purpose of these cards is to strengthen the home/school partnership and assist students to improve responsibility and behavior.

Red Responsibility Card – given for violation of responsibility guidelines

Blue Behavior Card – given for violation of behavior guidelines or inappropriate behavior

Red Responsibility Card Consequences

1st and 2nd Cards - acts as written communication to parent of school consequences for student

3rd Card – acts as written communication to parent of school consequences for student and loss of one casual day for student

Blue Behavior Card Consequences

1st and 2nd Cards – acts as written communication to parent of school consequences for student

3rd Card – acts as written communication to parent of school consequences for student and loss of one casual day for student

A parent or school staff member may request a conference at any time during the school year when necessary.

Child training and discipline are handled with kindness and understanding by school staff. Attention is given to the specific needs of each child, while at the same time considering the needs of the group as a whole. No student will be allowed to disrupt the learning process for all other students or to display inappropriate behaviors. Any student who displays a pattern of inappropriate behaviors or constantly disrupts the learning process for other students may be suspended from school for a time. In extreme situations where discipline action has not assisted in a positive change in behavior, parents may be asked to withdraw the student from the school altogether.

Foundation Academy's first responsibility is the protection of all students at school or school functions. The school has a zero tolerance policy involving weapons, threats or perceived threats of violence by students both verbal and physical. If a student violates this zero tolerance policy, the school will take immediate and necessary action as stated under consequences.

IV. Elementary General Policies

A. Awards

We are very proud of our students at Foundation Academy. They are encouraged and challenged to do their very best at all times. We have many students who excel in scholarship, athletics, citizenship, fine arts, and Christian leadership.

Elementary Awards Day: The **Fruit of the Spirit Award** is Foundation Academy's highest honor and is given to those students who exhibit the characteristics given by the Holy Spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control as found in Galatians 5. This award is presented at the final Awards Ceremony to one student per class in elementary school. The **Scholarship Award** is given to one elementary student per class for the highest academic average.

The Honor Roll awards are presented each nine weeks. The A Honor Roll is given to each student who earns an A in each subject. The A/B Honor Roll is for students who have earned all A's and B's on their report cards. Students may also receive individual awards at the end of the year.

B. Bible Instruction

Bible instruction is given daily at Foundation Academy. We feel that the Bible is the ultimate curriculum provided by God for a successful and fulfilled life. Prayer and Scripture memorization are taught as ways to develop spiritual growth. Bible is a graded subject. Grades are based on memory work, class participation and periodic evaluation.

C. Chapel

Preschool Chapel is held the last Wednesday of each month at 8:30am. Elementary Chapel is held each Wednesday at 9:00am. Chapel is a time of spiritual growth at Foundation Academy to help students develop a personal relationship with Christ, learn the importance of praise and worship, respond to the revelation of God's Word, and participate in the fellowship of the body of Christ. Our ministerial staff, invited guests, faculty and students participate in the leading of this worship time. We invite parents to join us for chapel anytime.

D. Field Trip Policies

1. Siblings are not allowed on a field trip due to safety reasons and insurance coverage.
2. Uniforms are required except for overnight trips or trips involving water activities.
3. Transportation rules prohibit food, drinks, or gum on the bus or vans.
4. Individual radios, Ipods, CDs, or other types of electronic equipment are not allowed.
5. All students and adults are required to remain in seatbelts when using private transportation.
6. The Administration reserves the right to limit the number and make the final selection of Parent/Chaperones allowed on any school trip.
7. All Parent/Guardians chosen to accompany students on field trips must comply strictly to the school dress code and support, without question, the instructions of the supervisory faculty member. Failure to comply with the dress or conduct code will result in dismissal from the field trip for parent and student.
8. Gambling, alcohol, and tobacco products are prohibited on all school trips.
9. All who participate in field trips are expected to abide by the established rules.
10. Only students who are registered at Foundation Academy and are members of the participating class or group may attend the field trip.

E. Sneak Peek/Orientation

Sneak Peek is held before school begins. This provides an opportunity for you to meet the staff and your child's teacher. Class rosters will be posted at this time.

F. Standardized Testing

Each spring students in first through fifth grades take the Otis-Lennon School Ability Test. Students in kindergarten through fifth grades take the Stanford Achievement Test. FA students consistently score well above national averages in all subject areas (group scores are available upon request).

G. Student Activities

A variety of activities, events, competitions, and clubs are held each year for the students of Foundation Academy. Extra fees may be applied to the activities. These activities include athletics, drama, chess club, academic competitions, concerts, literary events and more.

H. Textbooks

Students are responsible for the proper care of all textbooks. All non-consumable books should be covered. Lost textbooks may be replaced by purchase through the school office. All non-consumable books remain the property of the school.

Secondary School

I. Academics

A. Academic Philosophy

Foundation Academy is a school where students are led to develop academically. The academic program of the school has been constructed to enable students of varying abilities to learn and grow intellectually. The teacher's responsibility in the learning process is to plan and prepare carefully the material to be learned. The teacher should present the material in an interesting, positive manner, and integrate spiritual principles into the lessons. Finally, the teacher should hold the student accountable for learning the material by testing or evaluating in some form. The student's responsibility is to be present and attentive in class, maintaining an open mind and willing spirit toward the subject and the teacher. The student is to faithfully complete all assignments on time and to prepare diligently for tests or other types of evaluation. Parents are responsible to support the teacher and help the student by providing for a study time at home, helping with homework as needed, keeping in touch with teachers if there is a problem, and holding their child accountable for his/her performance at school. When the teacher, student, and parents work together, the child has the best chance for academic success. Foundation Academy endeavors to educate the whole person academically, physically, socially, and spiritually.

B. Academic Probation

Students with more than one failing grade and/or a GPA below 2.0 will be placed on academic probation. A student will be removed from probation after the next full grading period if there is not more than one failing grade and/or the GPA is 2.0 or above. Additional details will be outlined in the Academic Probation Contract signed by both students and parents. Students on academic probation will experience:

- Loss of privilege to participate in extra curricular and co-curricular activities as determined by administration.
- Loss of privilege to be excused from any class period, except as the principal directs.
- A student who remains on academic probation for two consecutive semesters will be liable for dismissal.

C. Class Structure, Criteria, and Curriculum

1. **REGULAR CLASSES** - Regular Classes are offered in the four major subject areas: English, Math, Science, and History.
2. **HONORS CLASSES** – Honors classes are offered at the secondary level and will require a higher quality and quantity of work. Students must meet minimum standards for honors classes.
 - a. Students are required to have at least a B average.

- b. Teacher recommendation will be required.
3. **ADVANCED PLACEMENT CLASS CRITERIA**

Prior to enrolling in an Advanced Placement class, it is required that both the student and parent meet with the AP Instructor. Any student enrolled in an AP class is required to take the AP exam that is administered in the spring. Additional charges for books, materials, and testing apply. The following AP prerequisites must be met in order to enroll in an AP course at Foundation Academy.

AP English Literature or Language

- Subject specific recommendation
- B average or above in English II Honors or English III Honors
- Essay and Interview if new to FA

AP Biology

- Subject specific recommendation
- B average or above in Biology Honors and Chemistry Honors
- B average or above in Math Honors Courses

AP History

- Subject specific recommendation
- B average or above in previous year's Honors level course
- Essay and interview if new to FA

AP Studio Art

- Subject specific recommendation
- B average or above in previous year's course

AP Calculus

- Subject specific recommendation
- B average or above in previous year's course

4. COLLEGE COURSES

Foundation Academy participates with Valencia Community College, Lake Sumter Community College and Palm Beach Atlantic University in the Dual Enrollment program. Students may earn as many as 12 semester hours in high school. Students purchase the required college textbooks and materials for the courses. To participate in the program, students must be recommended by their Guidance Counselor, have finished their sophomore year, and meet the minimum requirements as follows:

- Cumulative unweighted GPA of 3.0
- Qualifying score on the SAT or ACT
 - For Valencia:
 - SAT Critical Reading 480, SAT Math 500
 - ACT English 17, ACT Reading 20, ACT Math 21
 - For Lake Sumter:
 - SAT Critical Reading 440, SAT Math 440
 - ACT English 17, ACT Reading 18, ACT Math 19
 - There is no minimum SAT requirement for Palm Beach Atlantic
- Recommendation by Guidance Counselor and Teachers

5. CURRICULUM

Foundation Academy strives to consistently select curriculum and materials which best meet the need for quality academics, realizing that all secular sources of information are supplemented in scope and context by Christian instructors.

D. Community Service

All Foundation Academy MS and HS students are required to participate in community service hours. The goal of this service is for our students to experience service to and involvement in our community, and to learn to share the gifts God has given them through His grace.

- MS students are required to participate in 20 hours per school year. Documentation of the service is to be turned in to administration
- HS students are required to participate in 75 hours of community service. It is suggested that this service be completed by the end of the junior year so that documentation of the service can be placed on the high school transcript and college applications. Documentation of the service is required to be turned in to administration no later than December of the senior year.
- Service opportunities should come from an established volunteer organization.
- **Community Service is a requirement for promotion and graduation.**

E. Educational Therapy through the National Institute of Learning Development (NILD)

Discovery

Foundation Academy offers the National Institute for Learning Development (NILD) Discovery Program of Educational Therapy through specifically trained and qualified therapists who provide learning assessments and individualized, intensive, mediated, learning experiences. Direct intervention and the resulting competence and confidence allow students to gain the skills needed to become independent learners for a lifetime. NILD Educational Therapy is a direct, language -based intervention for students with learning difficulties. There is an additional tuition for this program.

Grading Policy for Discovery Students

Students who enter the NILD Discovery Program have a variety of strengths and weaknesses. Therefore, suggested classroom accommodations and modifications will vary depending on each student's specific educational needs. If a student has an average to above mental ability as determined by the WISC- IV, it is expected that the student will eventually function on grade level. However, while the student is in the process of educational therapy, some adjustments/modifications to classroom and homework will be necessary in most cases. Such accommodations/modifications include reduced amounts of written work, oral testing, shortened assignments, etc. Therapists will spend time providing teachers with information at the beginning of the school year and again at the end of each grading period to assist with the needed classroom intervention and evaluation strategies/measures to assess student learning. The NILD staff is available to serve the teachers in the process of classroom modifications. Please feel free to request any assistance we may be able to provide.

The goal of these adjustments and modifications should be to allow the student to make average grades ("C"), **if and only if** the student gives noted effort. The adjusted grade should not artificially inflate a student's grade to an unrealistic level ("A"). The progress reports, report cards and cumulative records will need to reflect that the student may not be functioning on grade level at the time of the assessment. **If the grade has been adjusted, then the progress report and report card should have an asterisk with an explanation of an adjusted grade for modified work. The report card/progress report will state both the actual and the adjusted grade. In the notes section of the report card, the actual grade will be listed.**

In some subjects (classes), the students may prefer to do all of the assignments without any modifications to make the grade "on their own". In this case, the student should receive the "regular" grade. If they are capable of making a "C" or above, they should receive that grade and it should not be noted with an asterisk.

Students who are “not working” (turning in homework, not performing at all in the classroom, etc.), **DO NOT** receive an adjusted grade. If a Discovery student is making a “D” or “F”, please communicate with the Guidance Counselor and/or Elementary Principal and the NILD Director before putting grades on the report card (**this is not an option**). If and only “if” we all agree that the student is not performing, then that student will receive the grade according to the effort they have or have not put forth.

Students are **NOT** allowed to use Discovery as an excuse for neglecting to fulfill their responsibility. Should a student be in their Discovery session during a review/test, etc., please inform the educational therapist so that both the teacher and therapist can collectively find a time for a student to complete the assignment. Students may need a variety of testing measures to assess the information they are learning; written, oral, etc. If a student has studied and still fails a test, please attempt to re-administer the test with a different approach. e.g., ask the questions orally. Or if the student has difficulty with oral presentations, attempt a written approach, etc. **The goal is to measure what they know, not the method in which they can express it.**

As students become more capable of regular assignments, accommodations/modifications are gradually discontinued. This is a joint decision made with the teacher, Discovery educational therapist and administrative staff. Modifications are not discontinued without a collaborative consultation with all of us.

NILD Late Work Accommodations

NILD students will be given consideration for adjustments in time for completion of assignments based on individual learning needs. Typically, NILD students are granted “double” the amount of time on specific assignments as stated under late work policy in the Foundation Academy Student Handbook.

NILD MS/HS Late Work Policy

Assignments that are not turned in for any reason other than an excused absence are subject to the following policy:

MS Students:

- Students will receive a temporary zero for the assignment. Half credit will be given when the assignment is turned in before the unit/chapter test. *Qualifies for adjusted “C” on overall grade.
- A permanent zero will be given if the assignment is turned in after the unit/chapter test.
- The grade will be entered on RenWeb as a zero until the assignment is turned in.

HS Students:

- Assignments are to be turned in on the due date.
- Assignments will be received two days late at the beginning of the class period for ½ credit. *Qualifies for adjusted “C” on overall grade.
- No credit will be received for work turned in beyond this time.

NILD Discipline Policy

MS/HS: NILD students will follow the Foundation Academy Individual Classroom Discipline Plan and Levels of Discipline Intervention and Consequences as stated in the Student Handbook. The Principal will follow a six level plan of intervention to help students and their families comply with our Biblically based discipline philosophy. The NILD Program Director will join the referral process at Level 2.

SGI

Because it is the goal of Foundation Academy to assist each 6th and 7th grade student to experience a competent and confident transition from elementary school into middle school, a **Small Group Instruction (SGI)** classroom is a selective class option for student development. The **SGI** classroom option is offered to any student who learns best in a smaller setting with greater individualized instruction.

The **SGI** classroom provides specific organizational structure, classroom management strategies and assists students to gain confidence and competence. The design of the **SGI** classroom provides instruction in core subjects in a smaller classroom setting (12 students maximum). This offers continuity for academic expectations and leads to a greater independence each year.

Benefits of SGI:

1. Smaller teacher-student ratio 1/12 maximum
2. Greater organizational structure
3. Improved classroom management plan
4. Enhanced teacher/parent communication
5. Increased variety/flexibility of teaching methods
6. Time
7. Social Connectedness
8. Building of self-confidence and self-responsibility

Transition to Regular Classroom:

- SGI Teacher Recommendation
- Assessment/Re-evaluation
- Administrative Review

F. Drop/Add Policy:

A high school student may add or drop a class within the first 5 days of a class. If a teacher recommends that a student move from an honors class to a non-honors class, the student may be switched with parental and administrative approval to the non-honors class. Additionally, middle school students do not have the option of making a schedule change.

G. Failure of Course Work

Administrative approval is required to advance a student to higher level course work until the lower level course work has been successfully completed. Students who have passed prerequisite classes with a low “C” or “D” may be required to repeat the course.

H. Grading Scale

MS/HS

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

I. Quality Points

	AP	Honors	General Academic
A	5.0	4.5	4.0
B	4.0	3.5	3.0
C	3.0	2.5	2.0
D	0	1.5	1.0
F	0	0	0

- Honors, AP and dual enrollment classes will only receive the higher quality point scale if a grade of “C” or higher is obtained. Otherwise, the general academic points are awarded.
- Foreign Language classes beyond years I and II shall be awarded honors quality points.

- Any students enrolled in Honors, AP, or college level courses are expected to maintain an 80% or higher.

J. Graduation Requirements

1. Cumulative unweighted GPA of 2.0.
2. Successful completion of chosen diploma program.
3. Students must have the recommendation of the entire faculty and administration.
4. Students must take the SAT or ACT test during their senior year.
5. Students must complete application to a minimum of two colleges, universities or post-secondary institutions
6. The student shall have seventy-five documented hours of community service during their 9th-12th grade years. Up to half of the hours may be in church or school related volunteer, non-paid services. The remainder shall be in community areas that are outside the student's normal sphere of activity and must be approved by administration.

K. Diploma Programs

Graduation Requirements - Class of 2012

Subject Area	Standard Diploma	College Prep	College Prep Honors
Bible	4 Credits	4 Credits	4 Credits
English	4 Credits English I, II, III, IV (3 with substantial writing)	4 Credits English I, II, III, IV (3 with substantial writing) Honors Available AP Literature, AP Language	4 Credits English I, II, III, IV (3 with substantial writing) Honors Available AP Literature, AP Language
Math	4 Credits* Algebra I, Algebra II, Geometry, and Advanced Topics in Math One must be Alg. I or equivalent	4 Credits* Algebra I, II, Geometry, Pre-Calculus, Advanced Topics in Math, or AP Calculus Honors Available Algebra I and above	4 Credits* Algebra I, II, Geometry, Pre-Calculus, Advanced Topics in Math, or AP Calculus Honors Available Algebra I and above
Science	3 Credits Biology, Chemistry, Marine Biology, Anatomy (2 with substantial lab)	3 Credits Biology, Chemistry, Marine Biology, Anatomy (2 with substantial lab) Honors Available AP Biology	4 Credits Biology, Chemistry, Marine Biology, Anatomy (2 with substantial lab) Honors Available AP Biology
History	4 Credits Civics, World History, US History, Government and Economics	4 Credits Civics, World History, US History, Government and Economics Honors Available AP US History	4 Credits Civics, World History, US History, Government and Economics Honors Available AP US History
Foreign Language	Not required for HS graduation; but required for admission into state universities	2 Credits Spanish I & II or French I & II	3 Credits Spanish I, II & III or French I, II & III
HOPE (P.E. & Health)	1 Credit	1 Credit	1 Credit
Computer	1 Credit Yearbook, Computer Applications or Interactive Design	1 Credit Yearbook, Computer Applications or Interactive Design	1 Credit Yearbook, Computer Applications or Interactive Design
Fine Arts	1 Credit Art, Drama, Choir or Praise Band	1 Credit Art, Drama, Choir or Praise Band AP Studio Art	1 Credit Art, Drama, Choir or Praise Band AP Studio Art
SAT Prep	Recommended but not required	0.5 Credit	0.5 Credit
Speech	0.5 Credits	0.5 Credit	0.5 Credit
Electives	6 Credits Psychology, Business Law, Weightlifting, Team Sports, Ethics & Media Analysis, TA, Financial Peace, My Soul Mission	5 Credits Psychology, Business Law, Weightlifting, Team Sports, Ethics & Media Analysis, TA, Financial Peace, My Soul Mission	5 Credits Psychology, Business Law, Weightlifting, Team Sports, Ethics & Media Analysis, TA, Financial Peace, My Soul Mission
Credit Total	28	30	32
Notes	Credits can be accumulated through ILC	No more than 2 ILC credits	Must have 10 honors classes or classes weighted beyond 4.0

*While in high school

Graduation Requirements - Class of 2013

***While in high school**

Subject Area	Standard Diploma	College Prep	College Prep Honors
Bible	4 Credits	4 Credits	4 Credits
English	4 Credits English I, II, III, IV (3 with substantial writing)	4 Credits English I, II, III, IV (3 with substantial writing) Honors Available AP Literature, AP Language	4 Credits English I, II, III, IV (3 with substantial writing) Honors Available AP Literature, AP Language
Math	4 Credits* Algebra I, II, Geometry, Advanced Topics in Math Algebra I and above	4 Credits* Algebra I, II, Geometry, Pre-Calculus, Advanced Topics in Math, or AP Calculus Honors Available Algebra I and above	4 Credits* Algebra I, II, Geometry, Pre-Calculus, Advanced Topics in Math, or AP Calculus Honors Available Algebra I and above
Science	3 Credits Biology, Chemistry, Marine Biology (2 with substantial lab)	3 Credits Biology, Chemistry, Marine Biology, Anatomy (2 with substantial lab) Honors Available AP Biology	4 Credits Biology, Chemistry, Anatomy, Marine Biology (2 with substantial lab) Honors Available AP Biology
History	4 Credits Civics, World History, US History, Government and Economics	4 Credits Civics, World History, US History, Government and Economics Honors Available AP US History	4 Credits Civics, World History, US History, Government and Economics Honors Available AP US History
Foreign Language	Not required for HS graduation; but required for admission into state universities	2 Credits Spanish I & II or French I & II	3 Credits Spanish I, II & III or French I, II & III
HOPE (PE/Health)	1 Credit	1 Credit	1 Credit
Computer	1 Credit Yearbook, Computer Applications or Interactive Design	1 Credit Yearbook, Computer Applications or Interactive Design	1 Credit Yearbook, Computer Applications or Interactive Design
Fine Arts	1 Credit Art, Drama, Choir or Praise Band	1 Credit Art, Drama, Choir or Praise Band AP Studio Art	1 Credit Art, Drama, Choir or Praise Band AP Studio Art
SAT Prep & Speech	Recommended but not required	1 Credit	1 Credit
Ethics & Media Analysis	Recommended but not required	1 Credit	1 Credit
Electives	6 Credits Psychology, Business Law, Weightlifting, Team Sports, TA, Ethics & Media Analysis, Financial Peace, My Soul Mission	5 Credits Psychology, Business Law, Weightlifting, Team Sports, TA, Ethics & Media Analysis, Financial Peace, My Soul Mission	5 Credits Psychology, Business Law, Weightlifting, Team Sports, TA, Ethics & Media Analysis, Financial Peace, My Soul Mission
Credit Total	28	30	32
Notes	Credits can be accumulated through ILC	No more than 2 ILC credits	Must have 10 honors classes or classes weighted beyond 4.0

Graduation Requirements – Class of 2014 and 2015

Subject Area	Standard Diploma	College Prep	College Prep Honors
Bible	4 Credits	4 Credits	4 Credits
English	4 Credits English I, II, III, IV (3 with substantial writing)	4 Credits English I, II, III, IV (3 with substantial writing) Honors Available AP Literature, AP Language	4 Credits English I, II, III, IV (3 with substantial writing) Honors Available AP Literature, AP Language
Math	4 Credits* Algebra I, Algebra II, Geometry, and Advanced Topics in Math One must be Alg. I or equivalent One must be Geometry or equivalent	4 Credits* Algebra I, II, Geometry, Pre-Calculus, Advanced Topics in Math, or AP Calculus Honors Available Algebra I and above	4 Credits* Algebra I, II, Geometry, Pre-Calculus, Advanced Topics in Math, or AP Calculus Honors Available Algebra I and above
Science	3 Credits Biology, Chemistry, Marine Biology, Anatomy (2 with substantial lab)	3 Credits Biology, Chemistry, Marine Biology, Anatomy (2 with substantial lab) Honors Available AP Biology	4 Credits Biology, Chemistry, Marine Biology, Anatomy (2 with substantial lab) Honors Available AP Biology
History	4 Credits Civics, World History, US History, Government and Economics	4 Credits Civics, World History, US History, Government and Economics Honors Available AP US History	4 Credits Civics, World History, US History, Government and Economics Honors Available AP US History
Foreign Language	Not required for HS graduation; but required for admission into state universities	2 Credits Spanish I & II or French I & II	3 Credits Spanish I, II & III or French I, II & III
HOPE PE/Health	1 Credit	1 Credit	1 Credit
Computer	1 Credit Yearbook, Computer Applications or Interactive Design	1 Credit Yearbook, Computer Applications or Interactive Design	1 Credit Yearbook, Computer Applications or Interactive Design
Fine Arts	1 Credit Art, Drama, Choir or Praise Band	1 Credit Art, Drama, Choir or Praise Band AP Studio Art	1 Credit Art, Drama, Choir or Praise Band AP Studio Art
SAT Prep & Speech	Recommended but not required	1 Credit	1 Credit
Electives	6 Credits Psychology, Business Law, Weightlifting, Team Sports, Ethics & Media Analysis, TA, Financial Peace, My Soul Mission	5 Credits Praise Band, Psychology, Business Law, Weightlifting, Team Sports, Ethics & Media Analysis, TA, Financial Peace, My Soul Mission	5 Credits Praise Band, Psychology, Business Law, Weightlifting, Team Sports, Ethics & Media Analysis, TA, Financial Peace, My Soul Mission
Credit Total	28	30	32
Notes	Credits can be accumulated through ILC	No more than 2 ILC credits	Must have 10 honors classes or classes weighted beyond 4.0

***While in high school**

L. Graduation Honors

Students at Foundation Academy are encouraged to take the most rigorous offerings available to meet their individual goals. Foundation Academy believes that academic excellence should be recognized at graduation. All graduation honors will be based on a **weighted GPA** and are as follows:

Summa cum laude – 4.0 GPA or above

Magna cum laude – 3.75 to 3.99 GPA

Cum laude – 3.5 – 3.74 GPA

Gold Cords – 3.0 – 3.49 GPA

Graduation Honors will be calculated at the end of the 7th semester. Graduation Honors will be awarded for students who earn a college prep or college prep honors diploma.

Valedictorian and Salutatorian Eligibility:

- The Valedictorian and Salutatorian Candidates shall be from the College Prep program or College Prep Honors Program.
- Eligibility for these two honors requires that the student has attended Foundation Academy for his/her entire Junior and Senior years and that his/her conduct be above reproach.
- The student with the highest overall weighted GPA will be the Valedictorian and the second highest the Salutatorian if they have met all other requirements. In the event of a tie, the student with the most quality points of the candidates involved will be the nominee for the particular position. In the event a tie remains, a committee will review seventh and eighth grade GPA's and the nominee's SAT scores and make the selection.
- The administration and/or faculty may withdraw any individual's name that they feel does not represent Christ or Foundation Academy. This will only be done when there is a situation that would bring disgrace to the ministry and the class.

M. Help Classes

Teachers will make help classes available on a weekly basis for those students who need additional help. These classes will be held before or after school hours and students will need to make the necessary transportation arrangements.

N. Home School Work

Students with home school work in grades 9-12 must provide an official high school transcript from an accredited home school organization in order to enroll at Foundation Academy.

O. Independent Learning Center (ILC) Policy

ILC is a unique setting to meet the needs of students who have learning needs/differences, unique scheduling, or a transfer student in need of some specific courses.

1. The purpose of the Independent Learning Center is to provide an optional setting for students with scheduling needs, diverse learners who need (based on the entrance criteria) an alternative learning environment to be successful academically, or students with specific diagnosed learning needs.
2. ILC provides:
 - a. Teacher/Student interaction
 - b. Teaching of subject content
 - c. Strategies to research/discover the unknown data

- d. Test-taking strategies
 - e. Rewording questions/connection with common terms
 - f. Word banks/multiple choice
 - g. Mediated learning – guided questioning
 - h. Higher levels of thinking
3. Entrance Criteria
- a. Students in 9th -12th grades (8th grade NILD student with NILD recommendation)
 - b. NILD approval/recommendations that may include: current NILD students, previous NILD students, referred students, students with testing/evaluation of learning needs
 - c. Schedule challenge
 - d. Teacher approval/recommendations
4. In order to request an ILC class, each student must complete the following process:
- a. Student & Parent complete ILC application
 - b. Guidance Counselor requests teacher and NILD recommendation
 - c. Guidance Counselor reviews application and recommendations and determines the necessity for a committee meeting
 - d. If needed, committee meets to make final decision on student application. If not needed, Guidance Counselor makes decision on the student application
5. Students in grades 9-12 will not be permitted to take more than 9 core classes in the ILC (NILD students will be the exception). It is highly recommended that 8th grade students take no more than 2 classes in the ILC.

P. Late Work Policy

Assignments that are not turned in for any reason other than an excused absence are subject to the following policy:

MS Students:

- Students will receive a temporary zero for the assignment. Half credit will be given when the assignment is turned in before the unit/chapter test.
- A permanent zero will be given if the assignment is turned in after the unit/chapter test.
- The grade will be entered on RenWeb as a zero until the assignment is turned in.

HS Students:

- Assignments are to be turned in on the due date.
- Assignments will be received one day late at the beginning of the class period for ½ credit.
- No credit will be received for work turned in beyond this time.

Q. Middle School Course Offerings

	ENGLISH		MATHEMATICS		SCIENCE		HISTORY		FOREIGN LANGUAGE
		Honors		Honors		Honors		Honors	Honors
6th Grade	English 6		Math 6	Math 6 Honors	Earth & Space Science		World Studies		
7th Grade	English 7	English 7 Honors	Math 7	Pre Algebra	Life Science		World Geography		
8th Grade	English 8	English 8 Honors	Pre Algebra	Algebra I	Physical Science	Physical Science Honors	US History	US History Honors	Spanish I

R. Non-offering of a Course

Foundation Academy reserves the right to decline to offer a course if there is insufficient student interest, non availability of a qualified instructor, or proper facilities. This shall be an administrative decision and made on a year-to-year basis. Foundation Academy will do its best to provide required courses as needed but cannot guarantee the availability of courses when taken out of the recommended course sequence. Students who fail a course will be required to retake the course in summer school. It is the sole responsibility of the student and parent to make-up required courses.

S. Progress Reports & Report Cards

Progress Reports will be e-mailed home through RenWeb on scheduled dates between each quarterly grading period. Report Cards will be emailed home on scheduled dates following the end of grading periods 1, 2, and 3. Final report cards will be mailed home at the conclusion of the school year.

T. Promotion Standards

Grades 6-8: Students must pass English, math, science, history and reading with a minimum grade of a “D”. The student cannot fail more than one non-core class and be promoted. Also, since Bible is required at Foundation Academy, if a student earns a D or F, he/she must make it up in summer school. Grades 9-12: Students must pass each class with a minimum grade of “D” to receive credit for the class. Except in extenuating circumstances, students in grades 9-12 do not repeat the entire year; they “promote” to the next grade but must make up the class they failed by attending summer school or retaking the course the following year.

U. Standardized Testing

Each spring all students in grades 6-8 take the InView and TerraNova 3. Students in grades 9–11 take the PSAT and PLAN in October each year. Twelfth grade students must take a minimum of one college entrance exam (SAT or ACT) during their senior year.

V. Summer School or Sevenstar Academy Classes

Credits from Florida Virtual School (FLVS) will only be accepted for classes that are not offered/available in the Foundation Academy classroom. No other FLVS credits will be accepted during the school year. All classes taken through FLVS must be approved in advance by the Guidance Counselor. Students who take courses through FLVS over the summer must complete all class work including exams and send an official transcript to the Guidance Counselor by the first day of school in order to receive transfer credit.

W. Transcript Requests

When transferring to a new school, Foundation Academy requires a written, signed release from the student’s parents to mail all cumulative records directly to the next school. Seniors or graduates requesting transcripts to be sent to colleges or employers must complete a transcript request form and return it to the Guidance Counselor. Please plan ahead and allow 10 school days for the completion of your request. Foundation Academy will supply transcripts in one of two ways: 1) The Guidance Counselor will send a transcript directly to the college or university via certified mail for a charge of \$4.00 per transcript or 2) The student may pick up their transcript from the Guidance Counselor free of charge. Foundation Academy will send final transcripts for all graduates directly to the college or university free of charge.

II. Attendance

A. General Attendance Policies

Students are required, by law, to attend school. Student attendance affects student achievement. Therefore, Foundation Academy expects students to attend school all day, every day. It is the student's responsibility to attend classes daily and be on time.

Any student who accumulates more than 10 absences in a semester (excused or unexcused) will receive an F for the course. In order to receive credit for the course, the student will be required to schedule and pass a cumulative course exam with a grade of 70% or better. Failure to earn a 70% or better on the cumulative exam or failure to show for a scheduled cumulative exam will result in a non passing score and no credit for the class. The fee for scheduling the exam is \$25 per class.

Students with 15 or more unexcused absences within a 90-day period may not be issued a learner's permit or driver's license in the State of Florida until their 18th birthday. Students who are licensed drivers with 15 or more unexcused absences within a 90 - day period will have their driver's license revoked or permit suspended until they have attended school for a minimum of 30 consecutive days.

If a student under the age of 16 is to accumulate more than 15 unexcused absences, the student will be reported to the Department of Children and Families.

Students more than 10 minutes late to a class without a pass will be considered truant from that class. Disciplinary action will follow.

Foundation Academy has established the following policies pertaining to absence. Students and parents are asked to do the following:

1. Provide any specific written medical, dental, or court validation to the school office immediately upon returning after an absence. If a student has had a pre-arranged absence, he/she must still get an admit slip upon returning to school.
2. Parents should email the school office on the day of the absence or send a note with the student upon his/her return.
3. **Secondary students arriving after 7:45 a.m. are to sign in at the school office and obtain an admission slip to class.**
4. A MS/HS student is considered absent whenever he/she misses 40 minutes or more of the class period. This is further defined as missing at least half of the classroom experience on any given day. If a student arrives at school before the 3rd block begins he/she will be considered tardy for the day but absent from classes 1 and 2. If arrival is after 3rd block begins, or later, he/she will be considered absent for ½ day. If a student checks out after 11:00 a.m., he/she will be considered absent ½ day.
5. Student-athletes must be in school a minimum of 2 full class periods to play or practice that day. Exceptions may be made for extenuating circumstances as approved by Administration.
6. All secondary students are required to sign out in the school office when leaving school early. Students may be checked out during the day for the following: doctor and dental appointment, medical emergency, illness or other legitimate cause as determined by the faculty/administration. Permission must be granted each time a student signs out. Excused or unexcused status will be determined upon receipt of a written notice from parent.
7. Only parents or legal guardians are allowed to sign their child out of school. A student who drives may be allowed to sign out with parent permission by phone, but ONLY for the reasons listed above.
8. Siblings may not sign out a student without written notice from a parent.
9. Students with advanced knowledge of their absence must notify the school office. If permission is granted, the student will be able to obtain classroom assignments prior to the absence.

10. School sponsored activities, whether on or off campus, do not count as an absence for students who participate.
11. Seniors may be exempt from taking a second semester final exam if they meet the following qualifications:
 - a. The final grade to be recorded in the class is a “B” or better.
 - b. Any combination of not more than four (4) excused absences in the class for the school year (not more than two (2) for semester classes). Note: Seniors who have any unexcused absences or unexcused tardies in the class will not qualify for an exemption in that class.
 - c. Seniors who qualify for the exemption in a class or classes may take the exam and then choose whether or not to count the result.
12. Students absent for an extended period of time may be withdrawn from school after 15 days of unexcused absence provided that reasonable means of notifying the parent have been made (phone, letter, personal contact) and there has been no acceptable parental response by the end of the 15th day.
13. Teachers may require students to stay for an after school help session for absence or tardiness.
14. Any student who has a record of skipping or truancy may be asked to leave Foundation Academy. We do not discourage students from having jobs, but it is not an excuse for tardiness or absence, for not having homework completed, for checking out early, or for missing after school assignments.

B. Excused Absences

1. **Illness/Emergencies:** Illness, emergency family situations, or other legitimate causes, as determined by the faculty and/or administration, will be excused absences. **After five consecutive days absence, a note from the attending physician is required.**
2. **Medical or Dental Appointments:** Medical or dental appointments should be made after school; however, if these arrangements cannot be made, students will be excused from school for these appointments providing they bring an official medical excuse to the office. Appointments should be staggered throughout the day to prevent excessive absence in one class.
3. **College Days:** Juniors/Seniors have two (2) days available to visit prospective colleges with advanced permission.
4. **Family Outings/Prearranged:** Family outings and trips, **if arranged in advance according to school policy** (see Advanced Assignments), may be excused. Missed assignments and tests must be made up as soon as possible upon returning to school. Generally, students will be allowed one (1) day for each one (1) day absence to get homework turned in and tests taken. **Example:** A student misses (5) days of school (Monday-Friday). When he/she returns to school the following Monday, the work for the previous Monday is due the second day back to school on Tuesday. Tuesday’s work is due on Wednesday, and so on. If a teacher feels a student has sufficient advance notice of tests, the student must make up the test the day he/she returns.
5. **Obtaining Assignments:** If a student is absent two (2) or more days, parents need to call the school office to obtain assignments. These calls need to be made by 8:30 a.m. if assignments are to be picked up by 3:10 p.m. of the same day. Assignments resulting from later calls may be picked up the following day.
6. A note is required the following day when students check out early during the day.

C. Unexcused Absences

1. **Truancy:** Any absence without the knowledge and consent of parents and/or school constitutes truancy and is unexcused. Truancy is subject to disciplinary action.
2. **Skipping:** Missing all or part of a class period without specific verbal or written permission from the administration is skipping. Students may not leave the school grounds during school hours unless they sign out in the school office with parental permission. This action will be treated as an unexcused absence and skipping. Skipping is subject to disciplinary action.

3. **Unexcused Absence:** An absence which may occur with permission of a parent, but is not acceptable to school personnel as a justifiable reason to be absent from school is **unexcused**.
4. Students may not leave the school grounds during school hours unless they are signed out in the school office by a parent. Failure to follow this procedure will result in an unexcused absence and will be treated as skipping.
5. **School Work/Unexcused Absence:** Students with unexcused absences will be expected to make up their work even though they will not receive credit. Continual unexcused absences may result in the student failing the quarter or being asked to withdraw from the school.
6. **Suspensions:** All suspensions (in-school or out-of-school) will be classified as unexcused absences. Students will be expected to make up work. Make-up work for out-of-school suspension, including quizzes, will not receive credit. The student is to make up any work missed to help prepare for future tests. **Tests:** Teachers have the prerogative of creating a different testing format for missed tests.
7. **Notifying the School:** Notes to excuse absences are to be brought the day a student returns to school. If no note is brought, an unexcused absence with its academic penalties will be assigned. The absence can be changed to excused if a note with an **excusable reason** is brought the next day. Such notes will be acceptable up to a week after the student returns to school; but after a week, a note may not be acceptable and the absence will remain unexcused.

D. Tardies

It is imperative that students be present and on time every class period. A student is considered tardy when they arrive to class after the tardy bell rings. Students arriving to class tardy are extremely disruptive to the classroom and hinder a positive learning environment.

All students have the responsibility to arrive promptly to their scheduled class.

1. Tardies are a disciplinary matter. Every third unexcused tardy to school will result in a discipline form and a disciplinary point. Every second and subsequent unexcused tardy to classes other than first period, within a grading quarter, will result in a discipline form and a disciplinary point.
2. A student is considered tardy whenever he/she reaches the classroom after the scheduled time and misses less than 40 minutes of the class period.
3. **Most tardies are unexcused.** Please make every effort to be punctual. Tardiness interrupts and distracts classes already in session. Tardies will not be excused for traffic, “unavoidable” circumstances, or notes with no reason given for the tardy.
4. Teachers and administration will provide an excused tardy slip if the situation warrants it.
5. Doctor and dental appointments may be excused if the necessary paperwork is provided. The office will need an official form from the doctor’s office in order to excuse medical appointments.
7. If a student doesn’t drive, it is the responsibility of the parents to have their child to school before 7:40 a.m.

The intent of these Absence and Tardy Policies is not to cause hardships on students...quite the contrary. We feel it will benefit the students. Missed classroom discussions and interactions cannot be made up and will be detrimental to student learning. We hope, through these policies, to encourage attendance and decrease interruptions and thus improve learning.

E. Advanced Assignments

If you are planning a family trip and need assignments in advance, a note should be taken to the school office at least one week in advance. A form will be given for the student to take to his/her teachers to get assignments. While we recognize the necessity and/or value of such trips, a student’s academic progress will often be affected by extended absences from class. Students may not ask for advanced assignments during semester exam weeks except for extreme family emergencies. Ski trips and vacations do not constitute an emergency. Parents need to understand the following things about make-up work:

1. This is only an approximate assignment. It is often difficult to know exactly what will be covered in advance, and students may be asked to do other work when they return. They should also expect to stay after school for regularly scheduled help sessions if needed.
2. Tests should be made up immediately upon return at the discretion of the teacher. The longer a student waits, the harder it is to pass make-up tests.
3. The assignments cannot fully compensate for the class time missed. Written work is only a small part of the learning process. Class discussions, explanations, and reviews will have been missed. Parents should evaluate whether their child is strong enough academically to miss being in class.
4. An extra fee will be assessed for semester exams that must be written to accommodate students.

We want to work with you in every way possible in such circumstances; but please realize that you as parents and the student are responsible for getting all make-up work done and turned in, preferably the day the student returns. Teachers should not have to continually remind a student to turn in his/her make-up work.

III. Discipline

*Discipline produces a harvest of righteousness and peace
for those who have been trained by it.
Hebrews 12:11*

Our children receive loving discipline. We expect respect for those in authority, consideration of others, and cooperation in the following of rules and policies of the school. When a student forgets any of these, we remind him or her of the oversight and expect no repetition. However, progressively stronger methods of persuasion are used if the child does not respond. We will work closely with the parents to try to determine the reasons for the child's lack of cooperation. The administration reserves the right to adjust or modify the disciplinary code to meet the need of the individual student.

The Bible teaches that:

- *“a good name is more desirable than great riches; to be esteemed is better than silver or gold”* (Proverbs 22:1).
- We should be *“blameless and pure, children without fault in a crooked and depraved generation...”* (Philippians 2:15).
- *“...blessed is the man who does not condemn himself by what he approves”* (Romans 14:22).

Therefore, we encourage students to practice self-discipline and to admonish one another in keeping the school rules and policies. These rules and policies are designed to aid the development of character by teaching obedience, respect, and responsibility. Obedience is essential to the development of maturity and results in genuine freedom in one's life (Hebrews 5:8-9). Respect is necessary for all successful and meaningful relationships (Romans 12:3-18); and assuming responsibility develops a sense of achievement, a necessary ingredient for healthy self-worth (Romans 14:12; Ecclesiastics 9:10).

Since our goal is self-discipline as taught in I Corinthians 11:31, we desire to practice Biblical methods of disciplinary control. Our disciplinary actions seek to be grounded in the spirit of Galatians 6:1 (*“...you who are spiritual should restore him gently...”*) as well as II Corinthians 3:6 (*“...the letter kills, but the spirit gives life”*). While we use detentions, parental contacts, and suspensions as disciplinary methods, our desire is to use flexibility and creativity in determining any method that might best meet the specific need of the offending student.

While this handbook covers most disciplinary methods that may be used, those responsible for disciplinary actions are not limited to the prescribed methods within.

Secondary School Discipline Procedures

Teachers will inform students during the first week of school of their individual classroom discipline plan – the rules, the rewards, and the consequences.

Acts of Misconduct - Minor

(One discipline point per infraction)

Minor acts of misconduct are those that interfere with the orderly operation of the classroom or school activities. They will result initially in teacher intervention only, but, if accumulated, will result in administrative intervention. Examples of minor acts include, but are not limited to classroom disruption, disorderly behavior, disrespect for peers, tardies to class (second and subsequent per quarter), dress code violation, littering, lack of materials, excessive talking, note passing, personal grooming, public display of affection (no physical contact allowed between couples), inappropriate language, every third unexcused tardy to school, gum, candy, food or drink (other than clear bottled water) in the classroom or hallway, and use of an electronic device (including cell phones, MP3 players, and personal gaming systems). Each teacher will then follow a four-stage plan of intervention **for minor offenses** as follows:

Stage One – Warning - Teacher initiates a discipline form and files in teacher's discipline box

Stage Two – Teacher conferences with student, assigns a consequence (note made on discipline form), and files in teacher's discipline box

Stage Three – Teacher conferences with parent (phone conversation is acceptable), assigns a consequence (note made on discipline form), and files in teacher's discipline box.

Stage Four – Teacher finishes discipline form and distributes copies as follows:

- White – to student (who transfers to parent for signature and return)
- Yellow – to Principal (who assigns discipline point(s) and forms silent lunch list)
- Pink – to teacher's discipline file box (for future reference)

Students must have a pass when outside of the classroom or as admission into class. It is each student's responsibility to obtain a pass.

When a student is assigned a discipline form or sent to the Principal for disciplinary action, he will initiate a point system. The points will be allocated as outlined below.

Minor offenses committed outside of the classroom will bypass preliminary stages and be assigned an immediate discipline form.

When a student receives a discipline form for reaching Stage Four or, thereafter, commits any single minor act listed below, he is assigned a discipline point and a silent lunch to be served the next day at school. Students who fail to report to silent lunch or report without their parent-signed discipline form (from the prior school day) will receive two additional discipline points.

When signed discipline forms are returned late, one of the two previously assigned additional points will be removed.

Students may be referred directly to the Principal, bypassing the first three stages, for intermediate or major acts of misconduct.

Before discipline forms are written (and points assigned) for minor acts of misconduct (in the classroom), the teacher will have carried out the three preliminary stages outlined above.

Being unprepared for class is credited as a “stage” and can result in the assignment of a silent lunch, but a discipline point will not be assigned for a one-time offense, even after a student has reached the 4th stage.

Acts of Misconduct - Intermediate

(Three to five discipline points per infraction)

Intermediate acts of misconduct will result in an administrative conference, parental contact, Saturday School, and/or suspension. Examples of intermediate acts of misconduct include, but are not limited to, repeated minor acts of misconduct, threats, intimidation, destruction of property, vandalism, insubordination, gambling, skipping class, profanity or obscene gestures, cheating, stealing, lying, forgery, possession of vulgar material, plagiarism, accessing the Internet or using a school computer without permission.

Acts of Misconduct - Major

(Ten or more discipline points per infraction)

Major acts of misconduct will result in an administrative conference, parental contact, suspension and report (if appropriate) to the proper law enforcement agency, and/or expulsion on the first offense. Examples of major acts of misconduct include, but are not limited to repeated intermediate acts of misconduct, assault/battery (fighting), serious threats, destruction of property/vandalism/stealing property over \$20.00 or more (restitution must be made), illegal or immoral acts on or off campus, and tampering with safety equipment. Additionally, students who use, sell, buy, possess or display the intent to use, sell, buy, or possess tobacco, alcohol, illegal drugs and/or appearing to be under the influence of an illegal substance, carrying a firearm or knife or anything construed as a weapon, blatant insubordination, participation in any illegal organizations or unauthorized assemblies, sexual harassment/battery, sexual offenses (physical or otherwise) on or off campus, trespassing, conviction of a felony, qualifies as a major act of misconduct.

Levels of Discipline Intervention and Consequences

The Principal will follow a six level plan of intervention to help students and their families comply with our Biblically based discipline philosophy:

Level 1: The accumulation of five (5) discipline points will result in:

1. Letter sent to student and parents
2. Administrative conference with student

Level 2: The accumulation of ten (10) discipline points will result in:

1. Phone conference with parents
2. Administrative conference with student
3. Saturday school

Level 3: The accumulation of fifteen (15) discipline points will result in:

1. Phone conference with parents
2. Administrative conference with student
3. One day out-of-school suspension

Level 4: The accumulation of twenty (20) discipline points will result in:

1. Parent/student conference with Principal
2. Two day out-of-school suspension
3. Disciplinary Probation

Level 5: The accumulation of twenty-five (25) discipline points will result in:

1. Parent/student conference with Principal

2. Three day out-of-school suspension

Level 6: The accumulation of thirty (30) discipline points will result in:

1. Parent/student conference with Discipline Review Committee
2. Enrollment status reviewed with possible expulsion

It is our goal to help students grow and mature in their behavior so they can become all that God wants them to be. It is our prayer that this system will accomplish that goal by holding students consistently accountable for their actions and by involving parents in the program.

New Student Probationary Period

All new students begin the school year on a 9-week behavior probation period. This period is used to evaluate the student's ability to adapt to our program. At the end of six weeks, students who are not able to stay on task or able to maintain the proper academic or behavior levels will meet with the school administration to discuss a success plan or to advise the student to attend a more suitable school.

Probation

Probation is invoked when a student has a serious problem and is given an opportunity to correct the problem. If he/she does not improve to a satisfactory level, he/she will be dismissed and asked to withdraw from the school. Reasons for probation include:

Academic

1. Insufficient academic progress.
2. Failure of the parents to get recommended professional help for exceptional children.

Disciplinary

1. Continued deliberate disobedience.
2. Committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony.
3. Failure of the parent to comply with the disciplinary procedures of the school.
4. Accumulating excessive discipline points.
5. Committing a major violation.
6. Committing repeated minor and/or intermediate violations.
7. Reaching Level Four of the discipline system.
8. A rebellious spirit, which is unchanged after much effort by the teachers.
9. A continued negative attitude and bad influence upon the other students.

The terms of probation will be detailed in a contract that the student, the parents, and the administration will sign. The length of probation is typically a minimum of one full semester, but may vary depending on individual circumstances. Students on probation may be ineligible for athletics or other extracurricular activities. At the end of the assigned probation period, the student will be reevaluated and the probationary status will either be lifted or extended. In cases where a student has responded poorly to the terms of probation, he/she may be asked to withdraw. Student activities may be limited and all positions of trust and responsibility may be relinquished during this time.

Saturday School

Students may be assigned a Saturday School for reaching Level 2 of the discipline system or committing any single intermediate offense. Saturday school will run for four hours on the assigned Saturday. Students will be assessed a \$10/hour fee to cover cost of teacher supervision. It may include work detail or written assignments.

Suspension

The Principal or Headmaster has, at all times, the authority to suspend a student. The length of suspension may be determined by the Principal. The reasons, which would give cause for suspension, are:

1. Continued deliberate disobedient/disrespectful display.
2. A rebellious spirit, which is unchanged after much effort by the school staff.
3. A continued negative attitude and bad influence upon other students.
4. A serious breach of conduct inside or on grounds of the school, **on or off campus**, which has an adverse effect upon the image of the school.
5. Failure of the student to comply with the disciplinary actions of the school.
6. Failure of the parents to get recommended or required professional help for exceptional children.

During a suspension, the student will be removed from the classroom and must stay off campus for the duration of the suspension, including after-school activities. The student will perform 6 hours/day of community service for a recognized service organization (hours will not count towards service requirement). The student assumes the responsibility for obtaining and completing assignments; however, he will earn a zero on daily work, and only tests may be made up for credit. Community service performed while under suspension will not count toward the required community service hours requirements.

Expulsion

When a student is recommended for expulsion, both the student and the student's parents shall be notified in person and in writing as to the reasons for the expulsion. The student and his parent or guardian may meet with the Discipline Review Committee before the final decision is made, whereby the student and his parent or guardian may offer an appeal. Once expelled, a student may be considered for admission as a new student after attending full one school year elsewhere. Expulsion may result when there is a serious departure from school policies or expectations for students, including but not limited to, the following:

1. Committing a Level 3 offense
2. Breaking probation
3. Repeated misconduct
4. Failure to respond positively to repeated efforts at correction by the school's personnel
5. A serious breach of the school's code for student conduct
6. Threatening or bringing harm to any member of the school community
7. An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community including immorality; an attitude not in harmony with the goals and spirit of the school
8. An action by a parent or guardian, which seriously interferes with the school's ability to accomplish its educational purposes
9. Commission of a crime
10. Parents have been asked to withdraw the student, but have refused.

Contraband Policy

No contraband should be seen or heard during the school day from 7:30 am until 3:05 pm on school property. Contraband includes: cell phones, playing cards, trading cards of any type, MP3 players, personal gaming systems, CD players, skateboards, shoe skates, magazines, and other non school related items so designated by the administration are prohibited on school campus and school trips/activities. Laptops, electronic book readers, and PDA's may be permitted with advance administrative approval. FA understands the need for students and parents to communicate with one another. Before 3:05 pm each day, all communication should come through the phones located in the school office. Such items are attractive nuisances inviting theft, and they are a disruption in the classroom. Any violation of this policy

will result in these items being confiscated and handled as detailed in the discipline policy. Parents may pick up these devices from the Principal.

The school will not be responsible for any private property that is confiscated as contraband and then is stolen, lost, or destroyed. Also, if a locker is vandalized and items are stolen, lost, or destroyed, the school assumes no responsibility for the contents, and students shall be responsible for school issued text books.

Contrition/Restoration Policy

Contrition - In the face of severe pending disciplinary consequences for misbehavior, a student has an opportunity for mercy and grace through contrition. Contrition is defined as a student's "recognition of and repentance for sin." FA cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition, a student is contrite by confessing wrong doing **before** being called to the office or called upon by Administration in any way to account for behavior. Any student confession **must** be made to the Principal by the student alone or with an accompanying faculty member or parent.

Restoration - Students who have been through the disciplinary procedures will be lovingly restored to the FA student body. It is the desire of FA to clearly assist the student to understand why the offense was inappropriate or harmful; give a clear plan for improvement; recommend mentoring or counseling as necessary; provide a plan for restitution if possible; help the student to verbalize the offense and follow the Matt. 18 precept as appropriate; maintain a policy of privacy concerning the student's offense and consequence; and engage in a prayer time.

Drug Testing

If the administration of the school deems it necessary, a student must submit to a drug test within one hour at a facility designated by the administration of Foundation Academy.

Test procedure:

1. Parent calls for an appointment immediately upon being told to do so by the school administration.
2. Parent tells the facility that Foundation Academy had referred him/her.
3. Parent tells the facility that the school has permission to call for results. If necessary, parent signs a release form.
4. Parent is responsible for full payment of drug test.
5. Parent must give the Principal the set of ID numbers that the facility gives the parent, in order for the Principal to receive the test results.
6. The Principal must receive the test results directly from the test facility.
7. If the student tests positive, the student may be expelled from school.

If a student or parent refuses to submit to a drug test of the student when requested to do so by the administration of the school, the student may be expelled from school.

Extortion/Threats Policy

Threats that are written, verbal, or electronically transmitted and made toward people or school property will be viewed as a criminal act on or off school property and will be reported to the appropriate law enforcement authority to investigate and prosecute. This also includes students providing false reports, making bomb threats, inciting others, or making false fire alarms (a felony).

Search & Seizure Policy

1. Students have the responsibility not to carry or conceal any such material that is prohibited by law, by the school or would distract from the educational process.

2. Students have the responsibility for the contents stored in their lockers, vehicles, backpacks, gym bags, purses, or their person or other personal storage places.
3. School personnel have the authority to conduct a warrant less search of a student's person, cell phone, backpack, gym bag, vehicle, purse, or other storage places if school personnel have reasonable suspicion that illegal, prohibited, stolen or harmful items or substances may be concealed on the student or hidden in their belongings.

Student Pregnancy Policy

God has clearly communicated His standard of reserving sex for the institution of marriage. If the school becomes aware of a pregnancy, the FA students involved-both male and female-will be suspended for a period of time to allow for an investigation of the facts, a discernment of the spiritual condition of the student or students responsible, and the appropriate response of the school. The continued attendance of expectant parents will not be an option.

Human Sexuality Policy

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen.19:5, 13; Gen. 26: 8-9; Lev. 18: 1-30; Rom. 1:26 -29; 1 Cor. 5:1;6-9; 1 Thess. 4: 1-8; Heb. 13:4)

We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

Standard of Conduct

Ministry functions and services are private meetings held on private property according to the policies and procedures followed by the ministry and should not be considered open to general public under all circumstances. The ministry leadership reserves the right to remove any participant for any reason in the leadership's sole discretion. A member/participant/student may be dismissed/removed from any ministry function or asked not to return if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the ministry whether on or off property as determined in the sole discretion of the ministry leadership. Readmission considerations following dismissal/removal will be determined on a case by case basis.

Parental Support

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

Physical Contact/Immorality

Demonstrations of romantic involvement between students on school property are forbidden. Embracing or any contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in discipline action and could result in suspension or expulsion. Behavior should be above reproach. In accordance with the ministry's Statement of Faith in recognition of Biblical commands, immoral conduct will not be tolerated. The Bible strictly forbids such conduct, which includes immoral action as well as advocating sinful behavior. The following will not be tolerated in any form and will constitute

grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, pornography.

Definition of “Immoral Act”

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of “Identifying Statement”

A statement that a student is a homosexual or otherwise immoral, or words to that effect, or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts. (Examples: “I am gay”, “I’m a homosexual”, “I have a homosexual orientation”)

Homosexual conduct, defined as acts or identifying statements, is incompatible with enrollment at Foundation Academy and is a basis for dismissal or non-admittance. All students must be treated with dignity and respect, free of threats or harassment.

Weapons Policy

Foundation Academy has a zero tolerance policy involving threats or perceived threats of violence by students, parents, and guests. Parents should understand that the school’s first responsibility is the protection of all its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately investigate and will recommend expulsion for the student. If a parent or guest is found with a weapon, they will be asked to leave the premises and the appropriate authorities may be called if there is no compliance. Possession can be defined as, but is not limited to, having a weapon in a locker, book bag, purse, or vehicle. Parents are to be advised that the school will contact local police or the appropriate authorities, and will note in the student’s permanent record if he/she was expelled for possession of a weapon on school premises or at a school function.

Possession includes, but is not limited to:

- a. Firecrackers/fireworks/matches (possession/igniting).
- b. Possession or use of any weapon, firearm, any sharp cutting instruments, or any club-like instruments, or look-a-like weapons.
- c. Possession or use of explosives of any kind, ammunition, and lighters.

Student Internet Policy

Any student found with a student created website/blog /social networking site that is deemed inappropriate to the purpose and mission of Foundation Academy will be subject to disciplinary action up to and including immediate ineligibility to attend the Academy.

Acceptable Use

The purpose of Foundation Academy’s electronic resources and the Internet is to support the school’s education mission. Students and staff use of these resources must be for matters directly related to academic studies or work for the school. The following policies are to provide clear guidelines for use and consequences of misuse.

Network and Internet Policies

1. Conduct on the computer is to:
 - a. Reflect and be consistent with Christian ethical and moral principles and

- precepts.
- b. Be consistent with the high standards for character and conduct expected of all students.
2. The use of school computers is a privilege that may be taken away if the student misuses computers, the network, or the Internet improperly or causes damage to computer hardware or software.
 3. The computers are to be used only for schoolwork as directed by the teacher or staff.
 4. Email is not provided for student use.
 5. The student should not copy material from the Internet and incorporate it into his/her own work without properly identifying the source (do not plagiarize).
 6. The student will only use the Internet under direct supervision of teacher or staff member.
 7. The following are considered **UNACCEPTABLE** for school Internet use:
 - a. Chat groups – unless set up by a teacher in a course linked with other schools.
 - b. Searching for inappropriate material/images/sites – those not keeping with moral Christian standards.
 - c. Sending or receiving email unless directed by a teacher.
 - d. Playing Internet games not authorized by the teacher.

Should any of the policies be violated, disciplinary measures as defined in this handbook will be taken by the Foundation Academy Administration (which could include dismissal or expulsion from Foundation Academy).

Student Policy for all School Computers

1. Students are:

- Encouraged to use the computers whenever possible.
- Encouraged to ask for help in using the computer.
- Encouraged to ask for help in conducting on line research.
- To return all used CD's, books, and computer disks to the appropriate replace.
- To treat the equipment with care.
- Strongly encouraged to have updated virus protection at home to protect against bringing viruses to school.
- To use their own name (never an alias or other person's) if prompted in a program.
- To understand that anyone found making illegal software copies may be subject to civil or criminal penalties and/or expulsion from Foundation Academy.
- To report any suspected misuse of the hardware/software to the school's Technology Department, classroom teacher, or administrator.

2. Students are not permitted to:

- Use any school computer without the knowledge and supervision of a Foundation Academy employee.
- Use any classroom computer without the permission of that classroom teacher.
- Give their personal passwords to another student.
- Have food or drink at any computer.
- Download or install any computer programs including games.
- Delete programs.
- Access anyone else's files without permission.
- Change the color scheme, desktop arrangement, wallpaper, or screen saver without permission from the teacher.
- Exit to the DOS prompt to list or manipulate file directories or to run programs.

- Change any system configurations.
- Remove CD's, books, or computer disks from the lab without permission.
- Rename computer files that they do not own.
- Move program or document files.
- Make unauthorized copies of software under any circumstance.
- Change, move, or otherwise tamper with computer hardware, software, or network connections.
- Use the LCD projector or Interactive White Board without proper authorization.

Any damage to computers or vandalism will result in the loss of computer privileges and the student will be charged for any materials and labor costs to make repairs. This policy includes pranks such as unplugging network cables, removing the "roller ball" from the mouse, etc. No exceptions to this policy will be made.

Any student found with a student created website/blog that is deemed inappropriate to the purpose and mission of Foundation Academy will be subject to disciplinary action up to and including immediate ineligibility to attend Foundation Academy.

IV. Secondary School General Policies

A. Awards

We are very proud of our students at Foundation Academy. They are encouraged and challenged to do their very best at all times. We have many students who excel in scholarship, athletics, citizenship, fine arts, and Christian leadership.

The **Fruit of the Spirit Award** is Foundation Academy's highest honor and is given to those students who exhibit the characteristics given by the Holy Spirit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control as found in Galatians 5. This award is presented at the final Awards Ceremony. The **Lion Award** is given to one student per grade level who exhibits leadership.

The A Honor Roll is given to each student who earns an A in all subjects on their report card. The A/B Honor Roll is given to students who have earned all A's and B's on their report card. The Honor Roll is awarded each semester and will be based upon the Semester 1 average at the end of the first semester and upon the 3rd quarter report card in Semester 2.

An academic award will be awarded to the student in each grade level with the highest class numeric average for the year.

Middle School and High School students are selected for a variety of awards presented each year.

*But seek ye first His kingdom and His righteousness,
And all these things will be given to you as well. Matthew 6:33*

B. Bible Instruction

Bible instruction is given daily at Foundation Academy. We feel that the Bible is the ultimate curriculum provided by God for a successful and fulfilled life. Prayer and Scripture memorization are taught as ways to develop spiritual growth. Bible is a graded subject.

Thy word is a lamp unto my feet and a light unto my path. Psalm 119:105

C. Chapel

Chapel is a time of spiritual growth at Foundation Academy. It is a time to help students develop a personal relationship with Christ, learn the importance of praise and worship, respond to the revelation of God's Word, and participate in the fellowship of the body of Christ. Our ministerial staff, invited guests, faculty, and students participate in the leading of this worship time. Chapel is scheduled once a week. We invite you to join us for these weekly praise services.

Worship the Lord with gladness; come before Him with joyful songs. Psalm 100:2

D. Field Trip Policies

1. Siblings are not allowed on a field trip due to safety reasons and insurance coverage.
 2. Uniforms are required unless prior approval has been granted.
 3. Transportation rules prohibit food, drinks, or gum on the bus or vans.
 4. Electronic equipment for music, movies, or games is not allowed.
 5. All students and adults are required to remain in seatbelts.
 6. The Administration reserves the right to limit the number and make the final selection of Parent/Chaperones allowed on any school trip.
 7. All Parent/Guardians chosen to accompany students on field trips must comply strictly to the school dress code and support, without question, the instructions of the supervisory faculty member. Failure to comply with the dress or conduct code will result in dismissal from the field trip for parent and student.
 8. Gambling, alcohol, and tobacco products are prohibited on all school trips for students and chaperones.
 9. All who participate in field trips are expected to abide by the established rules.
 10. Only students who are registered at Foundation Academy and are members of the participating class or group may attend the field trip.
- **Overnight Field Trip Rules**
 1. Be courteous and obedient. Appropriate behavior is expected at all times. Remember that we represent Christ and Foundation Academy. Students who fail to follow the prescribed standard are subject to removal from the activity.
 2. Electronic equipment for music, movies, or games is not allowed. Movies and music will be provided by the chaperones. Reading material is subject to inspection by the chaperones. Inappropriate items will be confiscated for the duration of the trip.
 3. Cameras will be allowed on overnight trips. Money or other valuables should be kept to a minimum and kept on your person. Do not leave large sums of money or valuables unattended. Foundation Academy will not accept responsibility for loss of any of these items.
 4. Students must stay with assigned chaperones/groups and should not be allowed to go anywhere unaccompanied. Students are not allowed to leave their assigned rooms after lights out.
 5. All coed activities are to be held in the designated area. Boys and girls are not allowed to visit in each other's rooms.
 6. The use of alcohol and tobacco is prohibited on any Foundation Academy trip or at any activity. Gambling is not permitted.
 7. Uniforms are not required on overnight field trips; casual dress is appropriate following the off-campus standard. Students who dress inappropriately will be asked to change by the chaperones. However, the following Off Campus Dress Code Standards should be adhered to on all trips:
 - a. Off Campus Standard – Dennis uniforms are not required. Belts and tucked-in shirts are not required. Students may have hats and sunglasses for outside or water

- activities. Tennis shoes are recommended. Outerwear does not have to come from Foundation Academy.
- b. All clothing should follow the Fit Rule #4 of the Dress Code. Not too tight, too loose, or cut too low at the neck.
 - c. Length – no less than fingertip length.
 - d. The following clothing items are not permitted – low cut, tight tank tops or tight blouses, body suits, see-through clothing, halter tops, bare midriffs, clothing with offensive slogans, logos, and inappropriate language, wallet chains.
 - e. Jewelry and hair style must follow the student handbook dress code standards.
8. Swimwear: A modest bathing suit with no midriff showing is required for girls. Boys' bathing suits must be modest in size and coverage.

- **Student/Chaperone Responsibility** All Foundation Academy students, parents, and chaperones are to remember that we represent Christ in the world and should conduct themselves accordingly. All school rules, including dress code, are in effect during the trip and the students and chaperones are expected to follow the standards of conduct willingly and with a good spirit. Students should engage in planned activities only and remain with the group at all times unless he/she has made special arrangements. Students should return with the group unless other traveling arrangements are made prior to departure or in case of an emergency. All forms for the trip must be completed.

Adults who chaperone a group of students have assumed responsibility for the students during the entire trip – whether it is 4 hours or 24 hours. Accordingly, the chaperones must set appropriate and prudent guidelines, including curfews, staying with assigned groups, etc. Chaperones should at no time make personal plans except with the consent of the person in charge of the trip. The drinking of alcoholic beverages and/or tobacco usage is prohibited. All non-faculty/staff chaperones must be 21 or over and approved by the administration.

E. Sneak Peek/Orientation

Our Sneak Peek/Orientations are held the week before school begins and throughout the year. These very important meetings provide an opportunity for you to meet the staff and your child's teacher. Elementary class rosters will be posted in the general meeting area during Sneak Peek. Secondary schedules and locker assignments will be distributed.

F. Student Activities

A variety of activities, events, competitions, and clubs are held each year for the students of Foundation Academy. Extra fees may be applied to the activities.

- **Athletics:** Foundation Academy offers well established FHSSA men's and women's sports. Football, Bowling, Cross Country, Golf, Softball, Baseball, Basketball, Volleyball, Track and Field, Tennis, soccer and Cheerleading are offered. Intramural play is held. All athletic teams are formed through tryouts. An awards night is held for all major sports.
- **Eligibility Policy:** All students are invited to try out for extracurricular activities at Foundation Academy, but must abide by the following guidelines (FHSSA):
 1. The student must be regularly enrolled and in regular attendance at Foundation Academy. If the student is a home education student or attends a charter school that is not a member of the FHSAA, the student must declare in writing his/her intention to participate in athletics to Foundation Academy prior to the first day of practice and pay all required fees.
 2. The student must enroll in school within 10 days of the beginning of each semester to be eligible during that semester. If not, the student must make up all work missed and be in

- attendance a minimum of one day for each day missed due to late enrollment before the principal can declare the student eligible.
3. The student must maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale through the end of the previous semester as required by Florida Law. For sixth-graders, seventh-graders and eighth-graders, the student must have been regularly promoted from the previous grade, carry a normal class load, do satisfactory classroom work and maintain a satisfactory conduct record.
 4. The student must not have graduated from any high school or its equivalent.
 5. The student must participate at the school in which he/she first enrolls or at which he/she first takes part in an athletic practice at the beginning of the school year.
 6. The student must transfer from his/her previous school prior to the first day of practice and secure an "Application for Waiver of the Transfer Rule" signed by the principal of both the previous school and the new school. If the student transfers on or after the first day of practice in a sport, he/she cannot participate in that sport. If the student transfers from a school at which he/she was ineligible because of disciplinary action or unsatisfactory conduct, he/she will be ineligible at the new school for one full semester. *If the student participates on a non-school team (i.e. AAU, American Legion, club settings, etc.) which is affiliated with or coached by a coach from a school other than the one the student attends, or has attended, and then transfers to that school, it will be assumed that the student has been recruited to attend that school or transferred to that school for athletic reasons and the student will be ineligible there for one year. If the student transfers to a school that his/her coach has relocated to within the past year, it will be assumed that the student transferred to that school for athletic reasons and the student will be ineligible there for one year.*
 7. The student must not have successfully completed the eighth grade for the first time more than four years ago. If the student is a sixth-grader, seventh-grader or eighth-grader, he/she must not have participated in an earlier year in the grade in which he/she is currently enrolled.
 8. The student must be less than 19 years 9 months old to participate in high school; 16 years 9 months old to participate in junior high school; and 15 years 9 months old to participate in middle school. On the day the student reaches one of these ages – regardless of when that day is – he/she becomes ineligible to participate on that level.
 9. The student must get signed permission to participate from his/her parents or guardian on a form provided by the school.
 10. The student must have a physician's certificate stating that he/she is physically fit for interscholastic athletic competition.
 11. The student must be an amateur. This means the student must not accept money, gifts or donations for participating in a sport, or use a name other than his/her own when participating.
 12. The student must not participate in an all-star contest in a sport prior to completing his/her high school eligibility in that sport.
 13. The student must display good sportsmanship and follow the rules of competition before, during and after every contest in which he/she participates.
 14. The student must not provide false information to his/her school or the FHSAA to gain eligibility.
 15. In addition, student participation will be evaluated on an individual basis by the Academic Review Committee.
- **Clubs:** Several clubs are offered for student participation. Including but not limited to: the National Honor Society, Junior Honor Society, Fellowship of Christian Athletes, Student Government, Quill & Scroll, Thespians, and Yearbook.
 - **Dramatic Productions:** MS/HS students may audition for *The Foundation Academy Players* who offer yearly productions.

- **Fine Arts Week** is our festival of the Arts held in the spring. The Choir, Band, Music and Art Departments participate in the festival.
- **Competitions:** Foundation Academy students may participate in several district competitions through ACSI for Spelling, Speech, and Math.
- **Spiritual Retreats:** MS and HS students take part in a spiritual retreat each year.
- **Discovery Cove:** The 6th Graders will spend a day at Discovery Cove.
- **Marine Biology Trip:** Each year, the 7th Grade travels to the Florida Keys for three days of study of the ocean and marine life.
- **Washington D.C.:** Our 8th Grade students have the opportunity to participate in a three day trip to Washington in the spring where they are introduced to our capital city, its monuments and museums, and given a memorable journey through the history of our nation.
- **High School Trips:** Our HS students are given the opportunity to participate in trips to Europe, senior trips, and/or mission/educational trips in the U.S. or abroad.
- **Graduation/Social Events:** High School social events will be scheduled throughout the year. Class rings will be available for our sophomores. Graduation ceremonies will be held during May each year for our seniors.
- **Leadership Training:** Communicators for Christ (grades 7 -8). Student Leadership Institute (grades 9 – 12).

G. Textbooks

Students are responsible for the proper care of all textbooks. Lost textbooks may be replaced by purchase through the library for the full purchase price. Damage to non-consumable books at the end of the school year will be assessed a damage fee. All non-consumable books remain the property of the school.

The School Board or Administration of Foundation Academy reserves the sole right to amend, alter, interpret, and implement the written or unwritten policies and procedures of the institution. Furthermore, the School Board or Administration reserves the sole right to introduce new policies or changes to the existing policies and procedures at any time throughout the year. Parents and students are expected to comply with all policies and procedures as they are announced by the School Administration.

Revised June 2011

Family Commitment Form

Responsibilities of Foundation Academy Parents/Guardians

1. We understand that Foundation Academy is a ministry of First Baptist Church of Winter Garden and that the ultimate desire is that each child be born again (John 3:3) and conformed to the image of Jesus Christ (Romans 8:29).
2. We have carefully examined the Mission Statement, Core Values, and Statement of Faith of Foundation Academy and agree to place our child under the authority of Foundation Academy in the administering of these guidelines. We desire to support our child's total education with Jesus Christ as the model as stated in Luke 2:52, "Jesus grew in wisdom and stature and in favor with God and men."
3. In full cooperation with Foundation Academy, we will do our best to attend the Parent-Teacher meetings and other functions requiring our participation. We recognize that the Bible teaches (Deut.6) that parents are the primary educators of their children. Therefore, we commit to being integrally involved in our child (ren)'s education.
4. We will follow the principles taught in Matthew 18 regarding conflicts and will bring all questions, concerns, and criticisms directly to our child's teacher.
5. We give the teachers and administration full discretion in the discipline of students, within the discipline guidelines stated in the school's policies. Parents will be notified prior to a disciplinary action being taken for a major offense.
6. We fully understand that if, for any reason, our child does not comply with the academic requirements or cooperate with the disciplinary standards of Foundation Academy, the school reserves the right to suspend, expel, or otherwise discipline any student who does not adhere to school standards.
7. We commit to help maintain peace and harmony within the school. If a problem ever arises, we agree to work closely with the school in helping the student learn how to solve interpersonal problems.
8. We recognize that the school is not equipped to handle the special educational needs of all children. We understand that the final decision of whether the school can meet the special educational needs of a student rests with the administration.
9. We understand that Foundation Academy is a non-profit ministry operating on the principle of faith. Tuition is kept as low a possible to make Christian education available to those who desire it for their children. Additional funding must be met with gifts from our parents, friends, relatives, foundations, and corporations. We understand fundraising is necessary to keep tuition as low as possible and agree to support these efforts.

Parent/Student Commitment Form

This form must be signed and returned to your child's homeroom/Bible teacher by Tuesday, August 23, 2011. As of Wednesday, August 24, students will not be admitted to class without submission of this signed document.

I have read and understand the guidelines and policies outlined in the pages of the Student Handbook. I agree to follow the policies and practices written in the Student Handbook and I acknowledge that failure to comply with the policies and guidelines mentioned in this book can result in being asked to withdraw from Foundation Academy or expulsion. With my signature, I hereby agree to lend my support to the teachers, administration and staff of Foundation Academy and to abide by the codes of conduct as outlined here in this handbook.

Parent Signature _____ Date _____

Student Signature _____ Date _____

EMERGENCY STUDENT INFORMATION FORM

Student Name _____
Last First M.I.

Date of Birth _____ Gender _____

Residential Address _____ City _____ Zip _____

Mailing Address _____ City _____ Zip _____

Preferred Doctor _____ Phone _____

Preferred Dentist _____ Phone _____

Preferred Hospital _____

Insurance (Medicaid, etc.) _____ Policy # _____ Group # _____

Currently under physician's care _____

Current Medication _____

Complete Medical History _____

Allergies (food, medication, insect stings, etc.) _____

PARENT/GUARDIAN INFORMATION (Enter in sequence to be contacted)

Name _____ Phone _____ Cell _____

Address _____ City _____ Zip _____

Employer _____ Work Phone _____

Registered Parent/Guardian Email Address _____

Name _____ Phone _____ Cell _____

Address _____ City _____ Zip _____

Employer _____ Work Phone _____

If the above cannot be reached, contact _____ Relationship _____

Phone _____ Work Phone _____ Cell _____

SCHOOL HEALTH SERVICES

In the event of a serious accident or illness and I cannot be reached, I hereby authorize the school to contact the physician or dentist and for those professions to provide protected health information.

In the event of an EMERGENCY, I understand that the school will access the 911 emergency medical system immediately. To expedite care, I give my permission for school personnel to provide medical information to the responding medical team to initiate treatment and transport to an appropriate facility. I give my permission for the appropriate medical personnel and staff to initiate treatment immediately upon arrival to the appropriate facility. I request to be notified of my child's condition and admission as soon as possible. If I cannot be reached, I request that the admitting facility notify one of the other persons listed above of my child's condition and admission. I agree to be financially responsible for my child's total treatment and transport.

I have reviewed the above information and have made corrections as needed.

Parent/Guardian _____ Date _____

THIS FORM IS EFFECTIVE FOR ONE YEAR FROM THE DATE SIGNED.

This form must be signed and returned to your child's homeroom/Bible teacher by Tuesday, August 23, 2011. As of Wednesday, August 24, students will not be admitted to class without submission of this signed document.