



FOUNDATION ACADEMY

Building a Foundation for Life

2018-2019

Student/Parent Handbook

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Foundation Academy is a ministry of First Baptist Church of Winter Garden

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Foundation Academy reserves the right to amend, discontinue or vary from these policies and procedures without prior notice.

NOTICE OF NON-DISCRIMINATORY POLICY: Foundation Academy encourages and welcomes all children regardless of race, color, or national/ethnic origin to apply for admission, grants, and any of the programs of the school. Foundation Academy does not discriminate on the basis of race, color, or national/ethnic origin in the administration of any program of the school.

ABOUT FOUNDATION ACADEMY

Vision

Building a foundation for life.

Mission

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

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.

CORE BELIEFS

The Scriptures

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. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, Who is Himself the focus of divine revelation.

God

There is one and only one living and true God. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit with distinct personal attributes, but without division of nature, essence, or being.

God the Father

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. God is Father in truth to those who become children of God through faith in Jesus Christ.

God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the virgin Mary. He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin.

God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Man

Man is the special creation of God in His own image. He created them male and female as the crowning work of His creation. By his free choice man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image and in that Christ died for man; therefore, every person of every race possesses dignity and is worthy of respect and Christian love. Mankind's reason for existence is to love God and share God's love with others.

Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, Who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification.

God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. All true believers endure to the end. Those whom God has accepted in Christ and sanctified by His Spirit will never fall away from the state of grace, but shall persevere to the end.

The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior; the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Lord's Supper is a symbolic act of obedience whereby members memorialize the death of the Redeemer and anticipate His second coming.

Evangelism and Missions

It is the duty and privilege of every follower of Christ and every church of the Lord Jesus Christ to endeavor to make disciples of all nations the word and to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle and by other methods in harmony with the gospel of Christ.

The Lord's Day

The first day of the week is the Lord's Day. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion.

Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. Jesus Christ will return personally and visibly; the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell. The righteous will receive their reward and will dwell forever in Heaven with the Lord.

Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debt to the whole world, a holy trusteeship in the gospel, and a binding stewardship of their possessions. They are, therefore, under obligation to serve Him with their time, talents, and material possessions. This stewardship also extends to the believer's responsibility to care for all of God's creation.

Cooperation

Christ's people should organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. Cooperation is desirable between the various Christian denominations.

The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society; in the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death.

Religious Liberty

Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. A free church in a free state is the Christian ideal.

Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. The husband and wife are of equal worth before God since both are created in God's image. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20, 1 Cor. 6:9-10).

Sexual Purity

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 (including practice, self-identifying statements, or public promotion) of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful and may result in expulsion. (Gen. 2:24, Gen.19:5, 13, Gen. 26: 8-9, Lev. 18: 1-30, Rom. 1:26 -29, 1 Cor. 5:6-9, 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)

Eternal Security

God gives us eternal life through Christ, and because of that the believer is secure in that salvation forever. Our salvation is maintained by the grace and power of God, not by the efforts of the believer.

EDUCATIONAL STANDARDS AND STAFFING

Accreditation and Memberships

Foundation Academy is a ministry of First Baptist Church of Winter Garden, Florida; a Southern Baptist Church. Foundation Academy is also accredited by the Association of Christian Schools International (ACSI) and AdvanceED. Memberships are also held with the North American Christian College Admissions Professionals (NACCAP), the Southern Association of College Admissions Counselors (SACAC), The College Board, the Florida High School Athletic Association (FHSAA), and the National Institute for Learning Development (NILD).

School Board

The members of the School Board are given the responsibility for 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 or his designate, 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.

Head of School and President

The Head of School and President are delegated by the School Board to carry out its policies. The Head of School is responsible for carrying out its policies within established guidelines and for keeping the Board informed of school operations. The Head of School and President shall be active members of First Baptist Church of Winter Garden.

Faculty and Staff

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 school's doctrinal, educational, and philosophical beliefs. A minimum of a CDA is required for preschool teachers and a Bachelor's Degree for teachers in grades K-12. Teachers are also required to have a valid ACSI teaching certificate. Teachers must display the ability to minister to young people through development of relationships, effective teaching, and the example of a Christ-like walk.

ACADEMICS

Foundation Academy believes that a Christian's call to steward truth requires the continual search for knowledge, understanding, and wisdom in all branches of academics. We desire to instill in our students a desire for life-long learning, the skills to conduct inquiry and research, the ability to think both biblically and critically, and the skill to communicate effectively. While we hope all our students make high marks in their academic work, we especially honor a student's perseverance to learn according to the best of his/her ability.

ACADEMIC RECOGNITION

Honor Roll

Foundation Academy strives for academic excellence and honors those students who achieve the highest grade points in their academic studies. Students will be placed on the Honor Roll at the end of the 3rd quarter if they meet the grade and course requirements outlined below.

Lower School/North Campus (Grades 1-6)

A Honor Roll

Students who earn all A's (90 – 100+) for the quarter will be placed on the All A Honor Roll.

A/B Honor Roll

Students who earn A's (90-100+) and B's (80-89) for the quarter will be placed on the A/B Honor Roll.

Upper School/South Campus (Grades 7-12)

Gold Honor Roll

Students who earn a 4.0 GPA or higher for the semester without a grade of D or F will be placed on the Gold Honor Roll.

Silver Honor Roll

Students who earn between a 3.75 and 3.9999 GPA for the semester without a grade of D or F will be placed on the Silver Honor Roll.

Bronze Honor Roll

Students who earn between a 3.5 and 3.7499 GPA for the semester without a grade of D or F will be placed on the Bronze Honor Roll.

Honor Societies

National Honor Society (Grades 10-12)

National Junior Honor Society (Grades 7-9)

National Elementary Honor Society (Grades 5-6)

The National Honor Society, National Junior Honor Society, and National Elementary Honor Society chapters at Foundation Academy are duly chartered and affiliated chapters of the prestigious national organizations. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office and have been revised to meet our local chapter needs.

These organizations recognize students in grades 5 through 12 who reflect outstanding accomplishments in the areas of scholarship, leadership, service, and character. In order for a student to be initially eligible (eligibility does not guarantee the student will be chosen) for membership, he or she must attend Foundation Academy for one full semester (NEHS requires enrollment for a full year), have a minimum GPA of 3.5 or higher, exhibit a history of leadership

experiences, participation (grades 7-12) in at least two student activity organizations each year (i.e., sports teams, chorus, performing arts, clubs, etc.), and documented service hours in accordance with grade level requirements. Students new to Foundation Academy may transfer an existing membership in these organizations.

National Art Honor Society

The National Art Honor Society (NAHS) is a nationwide organization whose purpose is to inspire, promote, and acknowledge excellence in art at the 9th – 12th grade levels through focusing on three areas:

1. Scholarship – a commitment to learning and dedicating oneself to striving for artistic excellence
2. Service – giving back, engaging in worthy service to the surrounding community
3. Character –NAHS values the traits of reliability, sincerity, self-control, honesty, and integrity.

National Merit Scholar

The National Merit® Scholarship Program is an academic competition for recognition and scholarships that began in 1955. Ninth-twelfth grade students enter the National Merit Program by taking the Preliminary SAT/National Merit Qualifying Test (PSAT/NMSQT®) – a test that serves as an initial screen of approximately 1.5 million entrants each year – and by meeting published program entry/participation requirements.

AP Scholar

The AP Program offers several AP scholar awards to recognize 9th - 12th grade students who have demonstrated college-level achievement through AP courses and exams. Although there is no monetary award in addition to receiving an award certificate, this achievement is acknowledged on any score report that is sent to colleges the following fall. Notifications about AP scholar awards are sent to students and schools in September of each year.

Duke T.I.P. (4th – 7th Grades)

The Duke University Talent Identification Program is a global leader in identifying academically gifted students and providing them with innovative programming to support their development. Duke T.I.P., a non-profit educational organization, conducts two annual talent searches and offers summer programs, online courses, and independent learning resources. Since 1980, Duke T.I.P. has served more than 1.9 million students. Please note if you have been a previous DUKE T.I.P. recipient, you will need to re-qualify as a 7th grade student.

Academic Recognition at Graduation

Students at Foundation Academy are encouraged to take the most rigorous offerings available to meet their individual goals. Academic excellence will be recognized at graduation based on a weighted GPA as follows:

- Summa cum laude - 4.0 and above
- Magna cum laude - 3.75 to 3.99
- Cum laude - 3.5 to 3.74

Valedictorian and Salutatorian

The valedictorian and salutatorian candidates shall be from the college preparatory or college preparatory honors diploma program. Eligibility for these two honors requires that the student has attended Foundation Academy as a full time student for his/her entire junior and senior years and that his/her conduct be above reproach. The student with the highest overall weighted GPA in English, math, science, social science, Bible, and foreign language will be the valedictorian and the second highest the salutatorian if they have met all other requirements. In the event of a tie, a committee will review each nominee's quality points, elective coursework, 7th – 8th grade GPA, and SAT or ACT scores to make the final selection.

CURRICULUM

The curriculum at Foundation Academy is much more than the textbooks we use; it also embodies the lives of our teachers and staff. We realize the most important qualities in education are transmitted from the life of the teacher to the lives of his/her students. Textbooks, maps, overheads, etc., are all merely tools and secondary resources compared to the faith, character, and worldview modeled by the teacher. The entire faculty at Foundation Academy works together to fulfill our mission in the lives of our students. Teachers work together as a team on scheduling, curriculum, and discussing student needs.

Textbook Selection

In an effort to provide the best Christian education for our students, Foundation Academy utilizes both Christian and secular textbooks. Foundation Academy strives to choose textbooks and supplemental resources that are age and developmentally appropriate because we believe a qualified Christian teacher can utilize a variety of materials to give our students a knowledge of God's Word and the wisdom to make right choices.

When applicable, students will be issued a textbook and will be expected to return it with minimal wear and tear in order to avoid fees to cover replacement costs.

COMMUNITY SERVICE

All Foundation Academy Upper School students (grades 7-12) 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.

1. Seventh and eighth grade students are required to participate in 20 hours of community service per school year. The focus will be on the true meaning of community service. Documentation of the service must be turned in to the student's Bible teacher as part of his/her class grade. Community service hours earned in 7th – 8th grades will not count towards graduation requirements.
2. Ninth through twelfth grade students are required to participate in 75 hours of community service for the college prep diploma and 100 hours for the honors diploma or honors with distinction diploma. 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.
3. All community service documentation must be submitted in the school year in which the service was performed by the following deadlines:
 - a. Hours served over summer due by the quarter 1 progress report
 - b. Hours served during 1st semester due before the student leaves for Christmas break
 - c. Hours served during 2nd semester due by the end of April

Community service forms are available online and in the main office. Foundation Academy reserves the right to determine the validity of reported community service hours.

Community Service Examples:

Neighborhood: Lawn care; house cleaning for the elderly, ill; or homebound

Church: Working in the church nursery, Sunday School, VBS, mission work or youth work in the community

Community: Habitat for Humanity, Red Cross, Salvation Army, Humane Society, etc.

Not Accepted as Community Service:

1. Court or school mandated community service
2. Any activity for which a student benefited financially or materially for the community service work
3. Any activity performed for a family member, including parents, grandparents, siblings, aunts, uncles, cousins, nieces, nephews, and spouses, including all step relations.
4. Any activity performed during school hours or as a requirement for a class
5. Any activity where there is no leader or responsible adult on site to evaluate and confirm student performance

COURSE AVAILABILITY

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.

EXAMS

All 7 – 12 grade students will be required to take both a semester exam and a final exam in Math, History, Science, and English. 9th – 12th grade level course exams will count at 20% of the semester grade. 7th – 8th grade level course exams will count at 10% of the semester grade. Projects may be given in other classes.

Exam Exemption

Seniors may be exempt from taking a final exam if they meet the following qualifications:

1. The final grade to be recorded in the class is an A.
2. The senior accumulates no more than 10 absences in a semester (excused or unexcused).
3. Seniors who qualify for the exemption in a class may take the exam and then elect not to count the score.
4. Exam exemption does not apply for AP or Dual Enrollment classes.

FLORIDA VIRTUAL SCHOOL (FLVS)

Florida Virtual School offers online upper school courses which may be used to supplement Foundation Academy's curriculum. Credits from FLVS will be accepted only for classes that are not offered/available in the Foundation Academy classroom. All FLVS courses must be approved in advance by the Director of Guidance. Upon completion of a FLVS course, the grade received will be added to the student's transcript. Students who take courses through FLVS over the summer must complete all class work, including exams, and an official transcript must be received by the Guidance Office before the first day of school in order to receive credit.

GRADE FORGIVENESS

According to Florida Law, a student may repeat a course for high school credit only if a final grade of D or F is earned. Students who fail a required course must retake the course at Foundation Academy or through an approved accredited program. All non-Foundation Academy grade forgiveness courses must be approved by Administration.

GRADING SCALE AND QUALITY POINT ASSIGNMENTS

Letter	Number	Points	#Honor Points	**AP and Dual Enrollment Points
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.0	1.0
F	<60	0	0	0

#Honor and AP/DE Points are given only in grades 9-12
*AP weighting is given only to students who take the class and exam in May.

GRADUATION REQUIREMENTS FOR THE CLASS OF 2019

SUBJECT AREA	COLLEGE PREP DIPLOMA	HONORS DIPLOMA	HONORS WITH DISTINCTION DIPLOMA
Bible	3 Credits Specific Requirements: OT Survey, NT Survey, Life Calling, Apologetics	3 Credits Specific Requirements: OT Survey, NT Survey, Life Calling, Apologetics	3 Credits Specific Requirements: OT Survey, NT Survey, Life Calling, Apologetics
English	4 Credits One English Each Year of High School	4 Credits One English Each Year of High School	4 Credits One English Each Year of High School
Math	4 Credits Specific Requirements: Algebra I, Geometry, Algebra II, and One Year Beyond Algebra II	4 Credits Specific Requirements: Alg. I, Geometry, Alg. II, One Year Beyond Alg II; One Math Each Year of HS	4 Credits Specific Requirements: Algebra I, Geometry, Algebra II, Stats or Pre-Calc One Math Each Year of HS
Science	3 Credits Specific Requirements: Biology & Chemistry, One Year Beyond Chemistry	3 Credits Specific Requirements: Biology & Chemistry, One Year Beyond Chemistry	3 Credits Specific Requirements: Biology & Chemistry, One Year Beyond Chemistry
History	3 Credits Specific Requirements: World History, US History, US Government, Economics	3 Credits Specific Requirements: World History, US History, US Government, Economics	3 Credits Specific Requirements: World History, US History, US Government, Economics
Foreign Language	2 Credits Specific Requirements: 2 consecutive years in HS	2 Credits Specific Requirements: 2 consecutive years in HS	2 Credits Specific Requirements: 2 consecutive years in HS
Physical Education	1 Credit **Specific Requirements: HOPE or Personal Fitness	1 Credit **Specific Requirements: HOPE or Personal Fitness	1 Credit **Specific Requirements: HOPE or Personal Fitness
Fine Arts and/or Technology	1 Credit	1 Credit	1 Credit
Additional Credits	4 Credits	4 Credits	4 Credits
Community Service	75 Hours	100 Hours	100 Hours
GPA Requirement (Weighted GPA)	2.0 or higher	3.5 or higher	4.0 or higher
Honors Credits	None required	At least 8 credits of Honors, DE, or AP courses	At least 12 credits of Honors, DE, or AP (minimum 4 or more AP and/or DE credits)
Total Credits Needed During High School	25	25	25

HOMEWORK

Homework is an integral part of education that reinforces lessons learned at school and helps children learn the skills and develop the character necessary for independent work. Teachers will make every effort to make homework assignments meaningful and not excessive. Seventh through twelfth grade students in honors level, Advanced Placement, and Dual Enrollment classes should expect significantly more homework. Homework at this level may be given on weekends or over extended holidays at the discretion of the teacher.

If you have any concerns regarding your child's homework, please schedule an appointment with your child's teacher.

HONESTY IN ACADEMIC WORK

Foundation Academy students are expected to do their own work and to give credit when citing the work of others. It is dishonest to:

1. Copy someone's homework or allow others to copy yours
2. Give or receive test answers
3. Turn in another person's work as your own
4. Copy material from another source without using internal documentation
5. Reword specific ideas from another source and not cite that source
6. Use technology to undermine academic integrity, including but not limited to, sharing login information, using applications that produce answers to assignments, or using a search engine to find answers to assignments

Foundation Academy utilizes turnitin.com in many of its 7th – 12th grade classes as a teaching tool to help students compare their work to standard references so that they may make determinations of academic honesty.

Penalties for violating the academic honesty policy range from receipt of a zero for the assignment to dismissal from Foundation Academy and are a part of the discipline program.

LATE WORK POLICY

Lower School/North Campus (Grades K-6)

Work is considered late any time after the teacher has collected it during that class period. It is the student's responsibility to turn in the homework when it is due. Specific grade level policies will apply to late work.

Upper School/South Campus (Grades 7-12)

This policy includes projects, daily homework, and anything else assigned by a teacher. Work is considered late any time after the teacher has collected it during that class period. It is the student's responsibility to have the homework with him/her in class.

1. 1 day late – receive ½ credit; thereafter – 0 credit. Work is still required to be completed.
2. If a student has electronic or technological problems with computer/toner/printer, the student must turn in a hand-written final draft on the due date. This is the draft that will be graded.

MINIMUM GRADE POINT AVERAGE

The minimum of a 2.0 grade point average (GPA) is required for graduation from Foundation Academy. Therefore, any 9th - 12th grade student whose annual GPA falls below 2.0 will not be guaranteed continuing enrollment for the following year and will be on an academic probation contract.

Athletics

Per Florida High School Athletic Association (FHSAA) requirements, a student who has below a 2.0 GPA for each nine week grading period will be removed from athletic participation. Students who are on academic probation (see academic probation policy) may be removed from participation in athletics. Students and parents are to be aware of the minimum GPA and course requirements for NCAA which may differ from the minimums required by Foundation Academy and FHSAA. Please refer to www.NCAA.org for the most up to date requirements for student athletes with a goal of playing sports at the collegiate level.

Extracurricular Activities

Students who are on academic probation (see academic probation policy) may be removed from participation in extracurricular activities.

NATIONAL INSTITUTE OF LEARNING DEVELOPMENT (NILD)

Foundation Academy offers the National Institute of Learning Development (NILD) Discovery Program of Educational Therapy through specifically trained and qualified therapists who provide learning assessments and individualized, intensive, mediated learning experiences. NILD offers various educational support programs for students needing additional assistance as noted by a 504, IEP, diagnosed learning difficulty, or other indicators presented during the application process.

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. Foundation Academy reserves the right to require NILD for incoming or returning students for whom the need is identified.

RECORDS REQUEST

Foundation Academy requires a written release from the student's parent or from the student, if 18 years of age, in order to provide copies of student records. Juniors or seniors requesting transcripts to be sent to colleges must complete an online request through Family Connection (Naviance). All other transcript requests should be completed online through the Foundation Academy website. Please plan ahead when requesting records and allow at least two business days for completion of your request.

SCHEDULE CHANGES

Schedule change opportunities will occur at the start of each semester. The Guidance office will send out an email with the "change dates" and the schedule change form web link for each semester. Students will be allowed the first 5 "regular" school-days (not including student retreats) of each semester to make a request to change courses. Students will not be able to change courses after the 5th day of each semester. If a teacher recommends that a student move from an honors to a non-honors (or from AP/Dual Enrollment to Honors) class within the first 9 weeks of each semester, the student may be switched with parental and administrative approval.

STANDARDIZED TESTING

Foundation Academy evaluates student progress by administering standardized tests throughout the year. Standardized testing can include but is not limited to the Terra Nova, the Practice ACT, and the PSAT (Preliminary SAT). Students are required to take at least one college entrance exam (ACT, SAT or TOEFL) during their junior or senior year.

STUDENT ACADEMIC PERFORMANCE

It is Foundation Academy's desire to support and equip each student fully to fulfill all graduation requirements and to qualify for the broadest range of colleges and universities. Students who do not maintain good academic standing are at risk of not meeting graduation requirements. Such students may enter a period of academic probation. Academic probation is not punishment but is a tool to assist students to improve their academic performance and maintain grades that will ensure their graduation from Foundation Academy.

Academic Probation

Students will be placed on academic probation if, in any 9-week grading period, they fail to achieve a 70% or higher in two or more subjects or fail to achieve a 60% or higher in one subject.

A conference will be scheduled with the student, parent(s), and administration. The purpose of the conference will be to review the reason(s) for the student's poor academic performance and to outline strategies for improvement.

An Academic Probation Contract will be issued at the conference. Student and parents will co-sign the Probation Contract, agreeing to abide by the stipulated conditions.

Responsibilities

Student, parent(s), teachers, and administration are responsible for several aspects of the probation program. To help the student to become more successful, student, parent(s), teachers, and administration will meet during the next midterm to discuss the progress that has been made and the need, if any, of further assistance.

Student Responsibilities

The student must make every effort to:

1. Complete homework promptly
2. Seek out-of-class tutoring as needed
3. Attend weekly help classes
4. Attend academic review meetings with parent/guardian, administration and teacher(s)

Parent(s)/Guardian(s) Responsibilities

The parent(s)/guardian must make every effort to

1. Monitor out of school activities to focus on academic success
2. Provide an environment at home conducive to study
3. Maintain close communication with school staff regarding student's progress
4. Attend academic review meeting with student, administration, and teacher(s)
5. Consider feasibility of out-of-class tutoring for the student
6. Contact teacher if there are questions about the content of a progress report

Teacher Responsibilities

The teacher must make every effort to:

1. Provide weekly help class
2. Communicate with the student, parents, and administration
3. Attend academic review meeting with parents, administration and student

Administrative Responsibilities

Administration must make every effort to:

1. Provide the communication link between all of the participants in the probation program
2. Coordinate academic review meeting with parents, administration, and student

Probation Outcome

Students who have achieved at or above a 70% at the end of the following grading period will be released from academic probation. In cases of students who fail to meet the goals of the academic probation contract, administration will determine if sufficient progress has been made to continue with the contract goals or if Foundation Academy is the best educational setting for the student. If a student is placed on academic probation two times during the academic year, the student may be retained in the grade (Lower School) or withdrawn from Foundation Academy.

UPPER SCHOOL ADVANCED COURSEWORK

Advanced Placement

Foundation Academy offers Advanced Placement (AP) courses which allow 9th - 12th grade students the opportunity to earn college credit by passing the AP exams. Any student enrolling 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 and are set by CollegeBoard (see www.apcentral.collegeboard.com for details). The following AP prerequisites must be met in order to enroll in an AP course at Foundation Academy:

1. Have at least a 3.0 unweighted cumulative high school GPA
2. Demonstrate college readiness in reading, writing, and math
3. Have strong teacher recommendations

Dual Enrollment

Foundation Academy students may enroll in certain courses with Southeastern University or Grand Canyon University through dual enrollment agreements. The grades and credits earned will become part of the student's permanent Foundation Academy high school transcript and corresponding college transcript. Students enrolled in courses taken on the Foundation Academy campus through Southeastern University will be charged \$50 per semester.

Dual Enrollment Program Requirements:

1. Have at least a 3.0 unweighted cumulative GPA
2. Be a rising sophomore (Southeastern University only)
3. Be a rising junior, 16 years of age (Grand Canyon University)
4. Demonstrate college readiness in reading, writing, and math
5. Have a strong teacher recommendation
6. Maintain a minimum unweighted high school cumulative GPA of 3.0. If a student falls below the requirements, he/she will no longer be allowed to participate in the program.

ATTENDANCE

One of the major indicators of responsibility is the ability to fulfill one's obligations to be punctual and present. Not only is responsibility a character trait that we want to instill in every student, but also our ability to provide excellent academic instruction is dependent on every student being in the classroom on time. Foundation Academy students must take this commitment seriously, and parents must do everything possible to support their efforts.

Students who miss more than three consecutive days due to illness may be required to submit written documentation from a healthcare professional. Further, Foundation Academy reserves the right to require documentation from health professionals for students who excessively request to be excused due to illness.

ABSENCE TYPES

Excused Absences

Absences will be deemed excused provided the student turns in a valid excuse within 24 hours of returning to school. Excuses will be accepted for the following reasons:

1. Personal illness or injury
2. Serious illness or death in the family
3. Medical or dental appointments that cannot be scheduled outside of school hours
4. Court-related appearances
5. Pre-arranged absences that have been approved by administration
6. Documented college visits (pre-approved by Guidance) will be considered school related.

Unexcused Absences

Absences will be deemed unexcused when they occur either by student choice (truancy) or for non-legitimate reasons, such as oversleeping, caring for siblings, sleeping late after returning late from athletic or fine arts trips, staying home to complete school work, having out-of-town visitors, birthday celebrations, unapproved absences, etc. Any excuse turned in after the 24 hour time period will be marked as unexcused.

School-Related Absences

Absences due to participation in school-sponsored activities do not count as days missed.

Athletics, Teams, Clubs, and Other Activities

Students who miss school due to school activities should follow the "Work Missed During an Absence" guidelines. Students may not participate in school related activities if they have been absent more than three periods. Medical appointments (with written documentation from a physician) or other family emergencies with administrative approval are the only exceptions. Absences due to participation in a club, team, or activity that is not school related are unexcused absences.

Long-Term Absences

Long-term absences due to hospitalization or other verified medical reasons will be handled on an individual basis. This may affect course placement (i.e., Honors, AP, or Dual Enrollment classes).

Absences during Semester/Final Exams (Grades 7-12)

Students who are ill on the day a semester and/or final exam is given must present a note from a qualified physician in order to be allowed to make up the exam. If no note is obtained, the student will not be allowed to make-up the exam, and the grade of a zero/F will be earned.

Pre-arranged absences during exams are highly discouraged. The student must take the exam prior to the absence and will be assessed \$50.00 fee per exam to cover the cost of reformatting a new exam and securing a proctor.

ATTENDANCE RESPONSIBILITIES

The Florida Compulsory Attendance Law requires that every school age child attend school for 180 days per year or the hourly equivalent. Parents are required to enforce this law. It is the parent's responsibility to monitor student attendance through RenWeb. To be marked "Present" for the school day, a student must attend at least four class periods. The final authority for judging the legitimacy of an absence rests with the appropriate administrator.

Foundation Academy and the State of Florida require that a student may not be absent (for any reason) 20 or more days during the school year. Students who miss seven or more days in a semester course or 14 or more days in a full-year course will have their attendance closely monitored by the Assistant Principal.

A student who has more than 20 absences (10 in a semester course) will be required to show mastery of the course in order to receive credit.

Mastery will be determined as follows:

- A Cumulative passing grade for the course (70% or higher)
- A passing grade of 70% or higher on a comprehensive semester exam.

Parent Responsibility for Student Absence

If your child is absent from school, email (attendance@foundationacademy.net) or send a written excuse to the Main Office. Indicate your student's name, grade level, date of absence, and the reason for the absence. A valid excuse is due within 24 hours of the student's return to school.

The State of Florida and Habitual Truancy

Florida law defines "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian, and who is subject to compulsory school attendance. The Florida Legislature enacted requirements (Section 322.091, F.S.) that students who attain the age of 14 and accumulate 15 unexcused absences in a period of 90 calendar days be ineligible to receive or maintain driving privileges. Foundation Academy is obligated to report attendance records to the State of Florida.

PRE-ARRANGED ABSENCE

When parents sincerely believe that an absence is necessary, they should ask for a pre-arranged absence form located in the main office. Please keep in mind the following:

1. A completed pre-arranged absence form is to be signed by a parent/guardian and submitted to the appropriate administrator, preferably a minimum of 3 days prior to the absence.
2. Pre-arranged absences that are requested during final/semester exams will incur a fee of \$50 per exam.
3. It is the student's responsibility to gather assignments that will be missed during the period of absence. One day is given for each day missed to complete assignments.
4. Projects/long-term assignments with a due date that falls during the pre-arranged absence must be turned in prior to the absence to receive credit.

TARDY POLICY

A tardy is defined as a student not being in his/her assigned place at the time of the tardy bell. To help ensure that students arrive to all classes punctually, the following procedures have been established:

Morning Tardiness

Students who are not in the classroom prior to the beginning of the school day are required to report to the main office to obtain a tardy slip.

1. Most tardies are unexcused. Tardies will not be excused for traffic, unavoidable circumstances, over sleeping, or notes with no reason given for the tardy.
2. All tardies will be sent to administrators for final approval.
3. In Upper School, students missing half or more of any class period will be recorded as absent for that period.

A tardy may be excused for the following reasons only:

1. Returning from a medical appointment with doctor's note
2. Involvement in a car accident
3. Illness related to a medical condition on file (physician's note required)

WORK MISSED DURING AN ABSENCE

1. Students will be given days equal to the absence to make up assignments and assessments missed during the absence with no point reduction.
Example: Absent one day equals one additional makeup workday.
Absent two days equals two additional makeup workdays.
2. Students must take the initiative to arrange for make-up work. This will take place either before or after school or at such a time prescribed by individual teachers. Work that is not completed within the allowable make-up time will receive no credit.

COMMUNICATION

Foundation Academy (FA) desires to keep parents well informed with the use of the RenWeb gradebook, progress reports and report cards. Please contact your child's teacher anytime you have a question or concern about grades or assignments. We encourage voice mail, e-mail, and written notes whenever there is a question or concern. All staff members have access to a computer and check their e-mail throughout the day.

CONFERENCES

Conferences may be scheduled by appointment only with the teacher or administrator. Please feel free to call or email to make an appointment if you have questions concerning your child's progress. Teachers may request a conference with parents to keep them informed. 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 as teachers and administrators are required to supervise students during these times.

EMAIL

The best form of communication with classroom teachers is email, due to the highly regimented school schedule. Faculty, staff, and administrative email addresses are available on the school website (www.foundationacademy.net) and follow the pattern `firstname.lastname@foundationacademy.net`. Emails are returned in a timely manner.

INCIDENT REPORTS

These forms are used as communication tools to inform parents when an accident or incident has occurred at school. Parents are requested to sign these forms. Parent signatures verify that the parent has been informed of accidents and incidents. For incidents, there are sometimes consequences listed on the form as well. These forms provide clear communication from school to home.

RENWEB (FACTS SIS)

RenWeb is a web-based school management system that embraces the various needs of administration, staff, teachers, students, and parents. RenWeb's Parents Web 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.

REPORT CARDS

Report cards will be sent home at the end of each nine week period. In the Upper School, report cards are emailed. In Lower School, a physical copy of the report card is provided. Grades are also available online through RenWeb. Final report cards must be picked-up in the main office after all family obligations have been satisfied.

DAILY INFORMATION

ARRIVAL AND DISMISSAL

Lower School/North Campus (Grades K-6)

<i>School Hours</i>	<i>Arrival Hours</i>	<i>Dismissal Hours</i>
8:15am-2:45pm	7:30 Morning Care	2:45 – 3:00 pm
8:15am Classes begin	8:00am Students Go to Class	After Care 3-6pm

Arrival Procedures

Students should not arrive on campus before 7:30am. Supervision of students begins at 7:30am.

1. Speeds should be kept below 5 MPH in the parking lot.
2. Please do not use your cell phone for any reason while driving in the carline.
3. Use the gym side lane for students in preschool through 1st grade only.
4. Use the church side lane for students in 2nd through 6th only.
5. As space opens, please pull forward in carline.
6. PLEASE DO NOT GET OUT OF YOUR CAR IN CARLINE.

Dismissal Procedures

Students should be picked up at the close of school unless participating in a supervised school activity. All students not picked up by the end of dismissal, 3:15 pm, will be sent to After Care (see below) and charged the appropriate fees. Unsupervised students are not permitted on campus after school hours. Parents picking up students in the carline should follow these guidelines:

1. Speeds should be kept below 5 MPH in the parking lot.
2. Do not use your cell phone for any reason while driving in the carline.
3. Use the gym side lane for students in preschool through 1st grade only.
4. Use the church side lane for students in 2nd through 6th only.
5. As space opens, please pull forward in carline.
6. Please DO NOT GET OUT OF YOUR CAR IN CARLINE. Pull into a parking area to buckle students into car seats.
7. Parents who live within walking distance of school, may pick up students at the lunchroom door near the school entrance. All other parents should use the carline to pick up students from school.

Upper School/South Campus (Grades 7-12)

<i>School Hours</i>	<i>Arrival Hours</i>	<i>Dismissal Hours</i>
7:30am-3:30pm	7:15am Drop Off begins	3:00 - 3:30pm
7:40am Classes begin	7:30am Classrooms Open	After Care 3:00-6:00pm

Arrival Procedures

Students should not arrive on campus before 7:15 am, when supervision begins. No student should be dropped off in front of the gym.

7. Speeds should be kept below 15 MPH in the parking lot.
8. Please do not use your cell phone for any reason while driving in the carline.
9. As space opens, please pull forward all the way around the “U” in front of the building to drop off your student.
10. Students may exit their cars only in front of the main school building and along the walkway to the parking lot.
11. No student may exit a car in front of the gym.
12. The crosswalks located in the front loop running east and west are closed during drop off and pick up times. All foot traffic, including students, must walk around the loop. The crosswalk in front of the main building will be in use during these times.

Dismissal Procedures

Students should be picked up at the close of school unless participating in a supervised school activity. Any students not picked up within 30 minutes of the closing bell will be sent to Extended Care (see below) and charged the appropriate fees. Unsupervised students are not permitted on campus after school hours.

Parents picking up students in the carline should follow these guidelines:

1. Speeds should be kept below 15 MPH in the parking lot.
2. Please do not use your cell phone for any reason while driving in the carline.
3. As space opens, please pull forward all the way around the “U” in front of the building to wait for your student.
4. Students may enter their cars only in front of the main school building and along the walkway to the parking lot.
5. No student may enter a car in front of the gym.
6. We trust that all students on the south campus are old enough to know the driver and car that are picking them up, and we do not personally escort students to their cars.
7. Any special instructions or warnings must be made in writing and given to administration.

The crosswalks located in the front loop running east and west are closed during drop off and pick up times. All foot traffic, including students, must walk around the loop. The crosswalk in front of the main building will be in use during these times

CONFLICT RESOLUTION AT FOUNDATION ACADEMY

A successful school education requires intense and healthy relationships among parents, faculty, staff, and volunteers. Needless to say, miscommunication, misunderstandings, and disagreements will occur from time to time. It is vital to the health of our school that we all commit ourselves to following godly procedures to clarify intentions, communicate our feelings, and restore relationships. Below are the biblical principles outlined in Matthew 18 with their application to our school family:

1. Recognize the best in the person, realizing that perhaps the story you heard is not complete or not entirely accurate. A wise person does not judge until all facts are known.
2. Refrain from sharing hurt feelings with others. They will pick up your offenses but may not be around when the situation is resolved.
3. Be proactive and communicate to the person your understanding of the matter and how you feel. Give this person a chance to explain his/her understanding of the issue and/or to ask your forgiveness.
4. When you need to address a concern with a teacher or administrator, please schedule an appointment as opposed to “catching” him/her in the parking lot, between classes, etc., when there won’t be time for a meaningful conversation.
5. If the problems cannot be resolved, it is recommended that you present your concerns to the appropriate person (Principal, the Head of School, and then President, if needed). Discussions at that level will most likely require everyone’s continued input.
6. If you feel that the issue still has not been handled in a proper and fair way, you may bring your concern to the School Board. All concerns given to the Board must be in writing, explaining the issue you have, the steps that have been taken to resolve the issue, and explaining how your concerns were handled at the teacher and administrative level. Please make sure that you make clear your intent in the letter/concern.

*Note: Anonymous letters or phone calls will not be considered or accepted. No surveys or petitions will be accepted unless approved by Administration.

EARLY CHECK-OUT PROCEDURES

Please understand that checking out a child early from school disrupts the learning process for the teacher and the entire class. Parents should only check out their child(ren) during the school day only for a necessary medical appointment or emergency. Advance notice (i.e. the day before) is greatly appreciated. Parents must check students out from the Main Office. Registered student drivers may not check themselves out without written parental permission. If returning to campus during the same school day, the student must report back to the Main Office and present any required documentation.

EXTENDED CARE

Foundation Academy offers extended care for our students Monday-Friday from 3:00 P.M. – 6:00 P.M. There will be no Extended Care on any day when school is not in session, including teacher workdays, inclement weather days, or school holidays. Families are responsible for paying Extended Care fees in a timely manner to ensure continued access to this service. Students picked up after 6:00 P.M. will incur a late fee.

Please Note: All students remaining on campus after 3:20 P.M. will be sent to Extended Care with fees incurred beginning at 3:30 P.M. All non-registered students will incur a registration fee and the regular daily rate.

HOMESCHOOL ATHLETE POLICY

The Foundation Academy Athletic program offers the opportunity for homeschool students to participate on athletic teams. Students must qualify for participation within the guidelines set by the Florida High School Activities Association. Additionally, each athlete must be approved for participation by the Athletic Director and the Upper School Principal. Homeschool students who were asked to withdraw from Foundation Academy previously are not allowed to participate in the Foundation Academy Athletic Program.

LOCKERS

All students in grades 6-12 will be assigned a locker. Once a locker is assigned, students must keep the same locker for the entire school year. A change in locker assignment will be considered only with a current physician's note. We cannot be responsible for lost or stolen items. Unauthorized entry into another student's locker may result in suspension from school. Posters, decorations, etc., on the inside of the locker should meet Foundation Academy standards as determined by administration; students will be asked to remove items that are deemed inappropriate. The outside of lockers are not allowed to be decorated.

LOST AND FOUND

We strongly advise parents to label all items of clothing, backpacks, jackets, lunch boxes, etc., with their child's name. All unclaimed school items are turned in to the Main Office. At the end of each quarter, unclaimed items are donated to uniform resale or to a local charity.

LUNCH PROGRAM

Students may bring a sack lunch or participate in the lunch program provided by the school. Menus are available on the school website. The office is unable to accept outside food orders (i.e., pizza delivery) for students.

Visitors for lunch at the Lower School campus must check in at the front office. Visitors during lunch are not permitted in Upper School. Parents wishing to bring a lunch for their child are asked to limit this to special events like birthdays. The lunch should be brought to the main office to be picked up by the student. Please do not hand the lunch to the student in the parking lot, in front of the gym, or in the drop off loop.

OFF CAMPUS TRIPS AND EVENTS

Field trips are considered an important part of the educational program at Foundation Academy. All trips are carefully planned to give the students educationally enriching experiences that are not available in the confines of the classroom. Absences from field trips except for illness or family emergencies will be considered an unexcused absence. Students who do not attend may be required to complete a graded assignment that will be averaged into their quarterly grade.

All students are expected to follow school dress code for all field trips unless the trip involves a destination where other clothes would be more appropriate. In this case, clothing should follow the school dress code guidelines in regard to fit and length.

Once a payment has been made for a field trip, refunds are possible only if the school is reimbursed and arrangements can be changed which do not result in increased costs for others.

Siblings of students may not attend field trips or on-campus events with the exception of chapel ceremonies.

Volunteer/Chaperone Guidelines

To help ensure the safety of our students and the success of their service, we ask our volunteers and chaperones to comply with the following guidelines:

1. All parent volunteers/chaperones will be required to have a background check at their expense. Information regarding background checks is available in the school office.
2. Please realize that you are representing the school and upholding its policies. All adults (from employees to volunteer chaperones) who are serving on behalf of the school must comply with school standards. Please be an example by demonstrating maturity in actions, attitudes, and dress and by refraining from the use of tobacco, vape, and alcohol while chaperoning.
3. Only children enrolled in the class or activity may go. Siblings should be left at home so that chaperones may devote all their attention to the students under their care.
4. Please remember if you volunteer to chaperone, you will be assigned to oversee a group of students; and each child needs your attention and your supervision.
5. Please refrain from buying special treats for the students in your group unless all students will receive a treat. Children may have food allergies that you don't know about.
6. Each trip may have its own expectations and requirements for chaperones. While we are extremely grateful to all those who volunteer to chaperone, sometimes we may have too many volunteers, which can decrease the value of the trip for the students. Please understand that if this occurs, the teachers/administration must set limits.

OFFICE HOURS

Reception office hours are from 7:30 A.M. - 3:30 P.M. when school is in session.

OUTSIDE FOOD AND DRINK

No outside food or drink is permitted in the academic buildings or the gym at any time during the normal course of the school day. Water is always permitted. Exceptions are granted with administrative approval for special events.

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 at Foundation Academy sponsored events. 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.

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.

STUDENT DRIVING PRIVILEGES AND RESPONSIBILITIES

Each year, student drivers must register in the school office and present their license, vehicle registration, proof of insurance, and pay the parking fee. Student drivers must display the parking permit at all times and park in the student parking lot.

Student driving and parking on the Foundation Academy campus are privileges and not rights. Operating a motor vehicle is a serious responsibility and even more so in an area where there are many children present. Safety infractions cannot and will not be tolerated.

1. Speed must be kept under 15 M.P.H. on school property, and students must not quickly accelerate on the public roads around our campus.
2. Spinning or squealing tires or playing loud music is not acceptable.
3. Loitering in the parking lot is prohibited. Students may not visit or move cars during the school day without permission from administration. This includes lunch and study halls.
4. Reckless driving will result in loss of driving privileges.
5. Student vehicles may be searched if there are reasonable grounds to suspect the presence of illegal substances, stolen property, or other contraband.
6. Seniors receive the privilege of parking in a designated parking area.
7. Students may not drive another student to or from a school-sponsored event, game, or activity when leaving from Foundation Academy without prior written permission from a parent/guardian.

Any student found in violation of any of these offenses may have his/her driving privileges suspended or revoked.

Please note: Teachers may not transport students without prior approval from administration and written parental permission.

WALKERS/BIKE RIDERS

Students who wish to walk or bike to school must obtain prior approval from administration and are required to have a signed parental permission form on file in the school office. Because there are no crossing guards on the public streets next to our school, students who walk or ride a bike to school must do so at their own risk. Students with bicycles must park them in the designated area. We recommend that students lock their bikes, as we cannot be responsible for personal possessions left on school property.

DISCIPLINE

Foundation Academy establishes its standards of discipline to help train students to strive for excellence in all they say, think, and do. Some of our standards are based on biblical morality and manners; some support current civil laws, and others reflect what may be considered the common standards of our diverse school community. We want our students to realize that there is a time and place for individuals to express diversity and uniqueness, but that is not the main objective of Foundation Academy. In other words, what may be suitable for us to do in our homes or wear at the mall may not be suitable for Foundation Academy. It is often not a question of right or wrong, but of purpose and priorities. We trust that all those who are members of our school community will understand and fully support our school standards.

Consequences for inappropriate actions will follow the guidelines below. However, we will show love and forgiveness, teach that wrong actions have negative results, and ensure that the misbehavior is not repeated, while securing the safety of other students. Our goal is to encourage every student to adopt standards of excellence and to develop self-discipline. In order to achieve this goal, we are guided by the following principles:

1. Work with each student individually: recognizing differences in maturity levels, distinguishing between an impulsive act and a motive to hurt, and treating first-time offenders more leniently than those who have already been corrected for the same offense. In all cases we want to understand and train the child's heart and not just fix the behavior.
2. Form a partnership with the home: developing a mutual understanding and a common plan to address any academic, behavioral, or emotional need their child is experiencing.
3. Never give up on a child: asking a family to withdraw a child because Foundation Academy cannot effectively meet his/her need at that time is a last resort. We will continue to pray for that child, help him/her any way we can, and consider his/her readmission to the school if circumstances change. Foundation Academy always distinguishes between addressing a need and rejecting the person. Foundation Academy cannot meet every need, and sometimes leaving the school for a season may be in the best interest of all parties.
4. Administration reserves the right to enforce consequences deemed appropriate.

ATHLETIC DISCIPLINE PROCEDURES

If a student in grades 6-12 receives a detention, he/she may be referred to the Athletic Office for possible further disciplinary action. The student is required to fulfill all disciplinary actions, i.e., detentions, before attending any practices or games.

If a student receives a suspension, he/she will be suspended from athletic participation for a time determined by the administration and may be removed from the team.

CHARACTER AND EXPECTATIONS

At Foundation Academy, we believe that a quality education can be provided only in an atmosphere of faith, respect, and responsibility. Thus, all faculty, parents, and students are expected to:

1. Respect the mission and purpose of the school
2. Respect staff, parents, and other students
3. Respect the Foundation Academy campus and the property of others
4. Be honest and truthful in word and deed
5. Use appropriate oral, written, and body language
6. Obey the civil laws and school policies pertaining to drugs, tobacco, alcohol, and weapons
7. Refrain from engaging in inappropriate sexual behavior
8. Honor the dress code policy
9. Be punctual to class/school

What students do off-campus and outside of school often reflects on their overall character and ability to support the mission and culture of the school. Thus, out-of-school behavior is subject to school disciplinary action up to, and including, expulsion.

CONTRITION POLICY

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." Foundation Academy 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 wrongdoing 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. **Contrition does not guarantee freedom from consequences.**

DRESS CODE

Lower School/North Campus (Grades K-6)

Modest and appropriate dress is required at all school-sponsored events. Students may be asked to change or leave an event if their attire is deemed inappropriate.

1. All uniform items must be purchased from the contracted uniform company or Foundation Academy (FA).
2. While the uniform company does offer cold weather gear that can be worn in the building, students can purchase official FA sweatshirts and/or athletic jackets that can be worn indoors. All non-Foundation Academy outerwear must be removed once the student is inside the buildings.
3. Parent notification will be sent to determine days when students will be allowed to wear jeans and school uniform shirt for cold weather days. An email will be sent by 6:30 am for the day(s).
4. Long or short sleeve plain T-shirts or turtle-neck shirts may be worn under the uniform shirts. All under shirts must be light blue, navy blue, or white and may not have any patterns or writing on them.
5. Tights/leggings: Girls may wear solid color navy, white, or natural tights under their uniform bottom during cold weather.
6. Fit: Uniforms should fit appropriately – not too tight or too 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. Uniform shirts must be tucked in. Chapel shirts for Wednesdays and spirit shirts for Fridays do not have to be tucked in.
7. Condition: Clothing must be in good condition. Uniform pieces that are faded, stained, frayed, or have holes are not to be worn.
8. All students are required to wear athletic shoes.
9. Belts: Belts are required when uniform shirts are tucked in and there are belt loops on the uniform bottoms. No studs, spikes, chains or offensive belt buckles.
10. Swimwear: A modest bathing suit with no midriff showing. Boys are required to have a modest pair of swim trunks.
11. School Issued T-Shirts: On Chapel day students are permitted to wear the approved CURRENT YEAR chapel shirt with FA uniform. Fridays, students will be allowed to wear any T-shirt that has been purchased from FA or that is a part of an FA program such as chapel, sports, clubs, special events, etc. These shirts must follow the fit and condition requirements. On Fridays students may wear BLUE jean pants or shorts. These jeans must be BLUE and conform to the fit and condition requirements and cannot contain holes, frayed edges, rips, or stains.
12. Casual Day is always the LAST Friday of each month that school is in session. On Casual Day students may wear their own casual clothes within the fit and condition requirements.
13. The following items are not allowed at any time - Clothing with offensive slogans, logos, non-Christian music groups, or inappropriate language, hats, sunglasses, or other headgear including sweatshirt hoods or yoga pants.

14. Hair: Hair should be conservative in style and color. Extreme hairstyles such as bald heads, shaved sides or patterns, any variation of a Mohawk, 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. Administration reserves the right to permit hairstyles deemed to be culturally appropriate and make adjustments to policies as needed.
15. Jewelry/Tattoos: Jewelry and accessory items with offensive symbols are unacceptable. Body piercings other than ears and oversized jewelry are not allowed. Earrings on males are not permitted during school hours (7:30-4:00) or if representing FA while participating in an after-hours school event both on and off campus. Covering any piercings is not acceptable.

No student is permitted to display tattoos of any size or type on campus or at any school sponsored activity. This includes temporary tattoos and other forms of body markings (pens, markers, white-out etc).

Boys are not allowed to wear fingernail polish in any form at any time, including markers, white-out and any other nail discoloration.

Upper School/South Campus (Grades 7-12)

The dress code guidelines for Foundation Academy Upper School are listed below. Students are expected to follow the guidelines. Students must be in proper dress code when on campus and before attending classes or at Foundation Academy sponsored events. Please see section at the end of the guidelines for specific information on dress code enforcement.

1. **Tops**

Dennis Brand Uniform Polos are required to be worn Monday through Thursday. Polos must be worn under any FA outerwear on these days. Long or short sleeve plain T-shirts or turtle-neck shirts may be worn under the uniform shirts. All under shirts must be light blue, navy blue, or white and may not have any patterns or writing on them. **Hoodies are not allowed as undershirts.**

Friday will be T-shirt Spirit Day at Foundation Academy. All students will be allowed to wear any T-shirt that has been purchased from Foundation Academy or is a part of a Foundation Academy program, such as sports, clubs, special events, etc.

2. **Bottoms**

Students may wear either jeans (blue or tan) or pants (khaki or navy). Shorts or cargo shorts (khaki or navy) are also allowed. Shorts should be no more than 3 inches above the top of the knee. Pants and shorts must conform to the fit and condition rule and cannot contain holes, frayed edges, rips, stains, or added color/writing. Students may not wear “Joggers”, defined as having either an elastic waist, elastic at the ankles, or a drawstring waist.

3. **Outerwear**

The Dennis Uniform Company provides cold weather gear that can be worn in the building. In addition, Foundation Academy provides a variety of sweatshirts and athletic jackets that can be worn. **Hoods must not be up nor should hats be worn while ON CAMPUS during school hours.** Non-Foundation Academy jackets must be removed once the student is inside the buildings. Non-Foundation Academy sweatshirts may not be worn on campus during school hours. Polos must be worn under FA outerwear on Monday through Thursday. **No T-shirt is considered outerwear, even those designed to include hoods.**

Please note, beginning with the 2019-2020 school year, hoodies will not be allowed as outerwear during school hours.

4. **Fit and Condition**

Clothing should fit appropriately; neither being too tight nor loose. Shorts should be no more than 3 inches above the top of the knee. All shirts should provide modest coverage with no cleavage and no midriff showing. Pants and shorts must not ride below waist level. Clothing must be in good condition, and not be faded, stained, frayed, or have holes.

5. **Shoes**

Tennis shoes are recommended for daily wear and are required for physical education. Students may wear sandals with a back strap. Toe shoes, slipper style shoes, Crocs, and shoes without a back are not permitted.

6. **Belts**
No offensive buckles, studs, spikes, or chains on belts are allowed.
7. **Hair**
Hair should be conservative in style, natural in color, and not a distraction to the learning environment. Extreme hairstyles, fad hairstyles, unnatural coloring, or extreme color contrast is not permitted. Administration reserves the right to determine what is appropriate.
BOYS: Hair must not obscure vision and cannot be longer than the base of the earlobe or touch the collar or hood of the shirt worn. Hair cannot be pulled back by any accessory. Facial hair must be well groomed with a neat appearance.
8. **Jewelry**
Jewelry and accessory items with offensive symbols are unacceptable. Body, facial, and nose piercings, and over-sized jewelry are not allowed. Earrings on males are not permitted during school hours (7:15 A.M. - 3:30 P.M.) or while representing Foundation Academy at a school-sponsored event. Females may wear one or two earrings on each ear lobe. Use of plastic plugs or covering any piercings is not acceptable. Tattoos are not permitted and must be covered during school hours (7:15 A.M. - 3:30 P.M.) or while representing Foundation Academy or attending all school-sponsored events.
9. **Swimwear**
A modest bathing suit with no midriff showing is required for girls. Boys are required to have a modest pair of swim trunks..
10. **Approved Casual or Dress Up Day**
Students may be offered the opportunity to dress casually or dress up occasionally. On these days, clothing must continue to conform to the fit and condition rules that apply on other school days. Clothing and accessories deemed inappropriate are not allowed on approved dress-down days. All shorts and dresses should be no shorter than 3 inches above the knee (including front, back, or sides).
11. **Inappropriate Items**
The following items are not allowed at any time (**INCLUDING SCHOOL TRIPS**):
 - a. Clothing with offensive slogans, logos, non-Christian music groups, or inappropriate language
 - b. Hats, sunglasses, or other headgear, including sweatshirt hoods
 - c. **Yoga pants, athletic pants, and gym shorts (including any pants/shorts with elastic waist)**
 - d. **Joggers, leggings, and jeggings**
 - e. Strapless, spaghetti straps, tank tops, tube tops, and halter tops
 - f. Clothing with holes, frayed edges, rips, or stains
 - g. Body suits, see-through clothing, and bare midriffs
 - h. Body, face, or hair paint without prior approval
 - i. **Dresses and skirts (unless it is an approved dress-up day)**

Administration reserves the right to determine what is inappropriate.
12. **Formal and Special Occasion Dress Requirements**
The guidelines below are for any formal or special occasion (including homecoming, prom, award ceremonies, special chapel, etc.). These guidelines apply to Foundation Academy students and non-Foundation Academy students who attend as guests at homecoming or prom.
 - a. Female: young ladies are expected to wear formal dresses that are modest.
 - b. Minimum dress length is 3 inches above the knee.
 - c. For long dresses, slits may not be more than 3 inches above the knee.
 - d. No bare or sheer midriff areas.
 - e. Backs of dresses should be no lower than the natural waistline of each girl.
 - f. No revealing necklines (should not expose cleavage).
 - g. Dresses are to be approved by administration prior to the event. Students and/or parents are to email the designated contact. The information will be supplied prior to each event.
 - h. Male: Young men are to wear a dress coat, dress slacks, a tie, and dress shoes to these events.
 - i. Any tattoos must be covered.
 - j. Students who do not meet appropriate dress standards will not be permitted to attend.
13. **All students will dress according to their biological sex.**

DRESS CODE ENFORCEMENT

If a student is out of dress code, the student will be sent to the office where he/she will be asked to correct the infraction before being allowed to return to class. In Lower School, the school nurse may be able to provide proper uniform clothing. Parents may be called to bring proper clothing if necessary. Absence from class due to dress code violation will be marked as unexcused. Modest and appropriate dress is required at all school-sponsored events. Students may be asked to change or leave an event if the attire they are wearing is deemed inappropriate.

GUIDELINES FOR INFRACTIONS

Foundation Academy follows the general guidelines below. However, all consequences are at the discretion of the administration as to the proper level of the offense. Based upon the specific facts and circumstances, nature of the offense, history of prior misconduct, student attitude, and other factors, Foundation Academy reserves the right and discretion to bypass this general procedure and proceed to more severe discipline, up to and including suspension or expulsion. An appeals process based on the "Conflict Resolution Policy" may be followed to resolve misunderstanding and differences of opinion. In all such cases, the parent agrees to follow the processes outlined in this handbook as the sole method of conflict resolution without resorting to legal action of any sort.

All behavior violations are recorded and communicated through RenWeb, though personal communication may also be used as indicated.

Lower School/North Campus (Grades K-5)

While each offense carries a specific consequence as a guideline, other factors may influence the actual consequence a student receives. These other factors include a student's age, willingness to accept responsibility for his or her behavior, his or her attitude of repentance, etc. The classroom teachers will work closely with administration to monitor student behavior.

LEVEL 1

These and other like offenses are handled by the classroom teacher on an individual student basis:

1. Tardiness
2. Not prepared for class
3. Excessive talking
4. Inattentiveness
5. Dress code violations
6. Failure to follow classroom rules
7. Disruptive behavior
8. Use of profanity

LEVEL 2

These and other like offenses result in a student conference and parent contact:

1. Persistent Level 1 offense
2. Inappropriate displays of affection
3. In unassigned area without permission i.e. unattended classroom
4. Destructive pranks in an attempt to be amusing
5. Insubordination to adults in authority
6. Blatant dishonesty
7. Leaving class/school without permission

LEVEL 3

These and other like offenses typically result in a student/parent conference, appropriate consequences determined by administration and possible in-school or out-of-school suspension:

1. Overt disrespectful behavior
2. Forgery
3. Pranks of a malicious nature
4. Gross insubordination to adult authority

LEVEL 4

These and other like offenses typically result in a student/parent conference, appropriate consequences determined by administration and/or possible school suspension or expulsion:

1. Repeated Level 2 or 3 offenses
2. Outright defiance of authority
3. Misuse of computers/social media
4. Defacing/destroying school/personal property
5. Stealing or being in possession of stolen property
6. Harassment/hazing
7. Bullying (including cyberbullying i.e. Facebook, YouTube, etc.)
8. Fighting/harming another individual
9. Plagiarism/cheating
10. Pranks of a destructive and malicious nature

LEVEL 5

These offenses will result in expulsion and possible police contact. These include repeated Level 4 offenses, behaviors that are against civil laws and threaten the safety of others. Some examples of these offenses are:

1. Possession of a firearm or explosives
2. Possession of objects that could inflict bodily harm
3. Possession of an illegal substance
4. Malicious destruction of private (individual or school) property
5. Sexual harassment or misconduct

Sixth Grade Demerit System

Sixth grade students, faculty, and administration will operate on a demerit system in order to maintain a high level of communication with parents and accountability to students for behavior. Demerits may be issued to students for any offenses listed under Levels 1 - 5.

A total of 3 demerits within a nine-week period will result in a lunch detention. A total of 5 demerits within a nine-week period will result in a morning detention. A total of 10 demerits within a nine-week period will result in an in-school suspension, possible out-of-school suspension or expulsion, depending on the nature of the offense. The number of demerits stays within each quarter and do not carry over from one quarter to another. However, demerits are recorded throughout the year.

Disciplinary Procedures Based On Demerits

Lunch Detention

Student consequences may include lunch detention whereby a student will be isolated from their peer group for the entire lunch period.

Morning Detention

A student may be required to serve Morning Detention from 7:30 to 8am with a designated teacher on a designated day.

In-School Suspension

In-School Suspension is served in a designated room on campus with adult supervision. The student is assigned work from each class to complete and return to the teacher by the end of the day. Work is to be accomplished quietly and without assistance. Students who receive in-school suspension will not be permitted to participate in any after school extracurricular activity that day.

Out-of-School Suspension

Out-of-school suspension requires students to stay away from school and all school functions including away games and off-campus activities during the time of suspension. Before returning to school, the student and parents must have a conference with school administration. All make-up work will only count for partial (80%) credit. Students who receive out-of-school suspension will not be permitted to participate in any after school extracurricular activity that day.

Probation and Behavioral Contracts

A possible result of a meeting with administration will be a probation contract that clearly states expectations for student improvement. The goal of the probationary contract is to help students concentrate on key steps for improving in an area of weakness that may ultimately result in expulsion from FA unless improvement is made. The probation contract can unite parents and teachers and clearly define how all parties can best help the student succeed. The expectation is that every student on probation will continue at FA and be an example to others of perseverance toward improved behavior and character. Students on probation may not be allowed to participate in field trips or after school activities until probation has ended.

Expulsion

Expulsion may result when past corrective actions have been unsuccessful in changing a student's attitude and/or behavior. Certain serious behaviors, whether done on or off-campus, that indicate that a student's lifestyle choice is in major conflict with the mission and objectives of FA, may be asked to withdraw from FA or be expelled at the discretion of the Administrator.

Upper School South/Campus (Grades 7-12)

The goal of the Foundation Academy discipline policy is redemptive in nature. Consequently, the points for infractions and demerits are zeroed out at the end of each year, even though the file stays intact. Level 1 demerits are zeroed out at the end of each semester. However, this does not apply to students on a behavioral violation contract.

Guidelines:

Level 1 (1 demerit per infraction) Issues may include, but are not limited to, the following:

1. Tardiness - Third unexcused tardy and any subsequent tardy thereafter
2. Unprepared for class, off task behavior, inattentiveness, and other minor disruptions
3. Dress code violations (this includes not having ID badge during school hours)
4. Failure to follow classroom/school procedures
5. Unauthorized food/drink in classroom, hallway, or any part of the building
6. Inappropriate hallway, cafeteria, or assembly behavior
7. Failure to report to lunch duty

Level 2 (3-5 demerits per infraction) issues may include, but are not limited to, the following:

1. Persistent Level 1 offense
2. Use of profanity
3. Moderate classroom disruption that results in student send to student services office
4. Immature behavior as defined by Interpersonal Behavior Policy
5. Failure to maintain academic integrity
6. Excessive roughhousing
7. Possession of cell phone during school hours
8. Inappropriate or off task use of any personal electronic device or accessory
9. Inappropriate displays of romantic affection
10. Presence in unassigned area (including elevator) without permission (pass)
11. Disrespect, disobedience, or dishonesty
12. Violation of driving policy
13. Violation of Social Media Policy without interpersonal behavioral violations (may be covered in other ways, like profanity)

Level 3 (10-15 demerits per infraction) issues may include, but are not limited to, the following:

1. Persistent Level 2 offense
2. Cheating/Plagiarism
3. Lying or forgery
4. Pranks that interrupt classes/programs or damage property
5. Insubordination to adult authority
6. Reckless driving on campus
7. Failure to report to after school detention or ISS
8. Unkind behavior as defined by the Interpersonal Behavior Policy
9. Stealing, being in possession of stolen property (minor value)
10. Missing class without permission

Level 4 (15-20 demerits per infraction plus possible suspension) issues may include, but are not limited to, the following:

1. Repeated Level 2 or 3 offenses
2. Bullying as defined by the Interpersonal Behavior Policy
3. Defiance of authority
4. Misuse of computers
5. Defacing/destroying school/personal property
6. Stealing, being in possession of stolen property (major value)
7. Harassment, threats and intimidation, including racial, ethnic, sexual, or gender slur
8. Fighting/harming another individual
9. Possession or use of tobacco or vaping products
10. Tampering with emergency equipment
11. Leaving school without permission

Level 5 (25 demerits per infraction plus possible suspension) issues may include, but are not limited to, the following:

1. Possession of a weapon
2. Possession, use, and/or sale of an illegal substance or alcohol (see drug policy in General Information)
3. Malicious destruction of private (individual or school) property
4. Assault on a staff member or school official
5. Threats to school (i.e., bomb threat)
6. Sexual or moral indecency

Tier Level Disciplinary Actions

The levels of disciplinary action taken will be as follows to ensure that the student and the parents remain informed and to ensure that behavior patterns can be identified and closely monitored.

Tier 1: After School Detention

The accumulation of 5 demerits will result in After School Detention, served from 3:00 P.M. to 4:00 P.M. The parent will receive an email notification from the Assistant Principal. After school detention will normally be offered only once per week. The cost of after school detention is \$20 to cover the cost of a faculty monitor and must be paid prior to the time of the detention.

Tier 2: Two After School Detentions

The accumulation of 10 demerits will result in two separate After School Detentions, served from 3:00 P.M. to 4:00 P.M. The parent will receive an email notification from the Assistant Principal. After school detention will normally be offered only once per week. The cost of two after school detentions is \$40 to cover the cost of a faculty monitor and must be paid prior to the time of the detention.

Tier 3: Half Day ISS

The accumulation of 15 demerits will result in a half day of In School Suspension, served as four hours during the school day. Students must wear a school uniform on this day. The cost of Saturday school will be \$60.00 to cover the cost of faculty monitors, and it must be paid prior to the time the ISS is served. Additionally, the parent will receive a phone notification from the Assistant Principal. Students will be given work from each of their teachers to be completed that day, and their work is eligible for credit in accordance with this handbook. Students who are assigned a half day of ISS will remain eligible for extracurricular activities.

Tier 4: In-School Suspension

The accumulation of 20 demerits will result in a full day of In School Suspension. The cost of in-school suspension will be \$120 to cover the cost of a faculty monitor, and it must be paid prior to the time that in school suspension is served. Additionally, the parent will be notified by phone by the Assistant Principal regarding the reasons for the in-school suspension. Students subject to in school suspensions will also be suspended from extra-curricular activities throughout the duration of their suspension at a minimum. Students will be given work from each of their teachers to be completed that day, and their work is eligible for credit in accordance with this handbook. Students who are assigned a full day of ISS are ineligible for extracurricular activities.

Tier 5: Out-of-School Suspension

The accumulation of 25 demerits will result in out of school suspension. The Principal or Assistant Principal will notify the parents personally and always in writing of the reasons for the suspension. Students subject to out-of-school suspensions will also be suspended from extra-curricular activities for the duration of their suspension at a minimum, subject to additional days at the discretion of the extracurricular activity sponsor. A suspended student will be reinstated to class after consultation with both the student and parent or guardian, preferably in person, with assurance from them that such behavior and/or attitudes will be discontinued and that the student will assume his/her place in the school community with a cooperative and willing spirit. Students will be required to complete all missed work and turn it in on the day he/she returns to be given 80% credit. Tests, quizzes, and labs must be completed within 1 school day of returning to school from the suspension. Students who do not make up this work within this timeframe will receive zero credit. This level will result in a behavioral contract and may result in expulsion.

We understand that detentions and suspensions may cause an inconvenience for the family; however, it is the inconvenience that serves as part of the discipline for the student, and hopefully it will serve as the mechanism to thwart his/her less than ideal behavior.

Note: Failure to pay in a timely fashion for supervision fees will result in the student being removed from class until all fees are paid. In the event that a student falls ill and is unable to attend a planned ISS, the school should be notified immediately. Failure to notify school by email prior to 7:00 am will result in an additional \$20 supervision fee added.

Any student who exceeds 15 demerits for the year may be subject to being placed on behavioral probation and may be subject to suspension or expulsion at the discretion of the administration.

Probation and Behavioral Contracts

A possible result of a meeting with administration will be a probation contract that clearly states expectations for student improvement. The goal of the probationary contract is to help students concentrate on key steps for improving in an area of weakness that may ultimately result in expulsion from FA unless improvement is made. The probation contract can unite parents and teachers and clearly define how all parties can best help the student succeed. The expectation is that every student on probation will continue at FA and be an example to others of perseverance toward improved behavior and character. Students on probation may not be allowed to participate in field trips or after school activities until probation has ended.

Expulsion

Expulsion may result when past corrective actions have been unsuccessful in changing a student's attitude and/or behavior. Certain serious behaviors, whether done on or off-campus, that indicate that a student's lifestyle choice is in major conflict with the mission and objectives of FA, may be asked to withdraw from FA or be expelled at the discretion of Administration.

INTERPERSONAL BEHAVIOR POLICY

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

Immature Behavior

1. No intent to be unkind
2. Annoying activity that causes discomfort
3. Foolish actions that may cause harm to others and/or their property

Immature Behavior: Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior fall under the demerit system as a LEVEL 2 offense.

Unkind Behavior

1. Intent is to be unkind
2. Behavior is not frequent
3. Behavior intensity level is low
4. Behavior may reflect impulsivity and is infrequent
5. Behavior duration is short

Unkind Behavior: Such behavior may be addressed by the classroom teacher or school administration. Consequences for this type of behavior fall under the demerit system as a LEVEL 3 offense. Parents will be contacted by phone or through a parent conference with administration.

Harmful Behavior

1. Intent is to be harmful (ie punching or shoving)
2. Behavior is not frequent
3. Behavior intensity level is low
4. Behavior may reflect impulsivity and is infrequent
5. Behavior duration is short

Harmful Behavior: Such behavior will be addressed by the school administration. Consequences for this type of behavior fall under the demerit system as a LEVEL 3 or higher offense. Parents will be contacted by phone or through a parent conference with administration.

Bullying Behavior

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

1. Intent is to be harmful (physically or emotionally)
2. Behavior is frequent
3. Behavior intensity level is moderate to severe
4. Behavior duration is long
5. Negative behavior is mostly one sided

Bullying: Such behavior will not be tolerated. Actions that constitute this behavior will be determined and addressed by the classroom teacher and school administration. Consequences for this type of behavior fall under the demerit system as a LEVEL 4 offense. A parent conference will be held, and consequences will include a minimum of one day suspension.

PHYSICAL CONTACT

Demonstrations of romantic involvement between students on school property are forbidden. This includes embracing or any contact that would contribute to undue familiarity. This type of behavior will result in disciplinary action and could result in suspension or expulsion.

PROHIBITED ITEMS

Prohibited items should not be seen or heard during the school hours. These items include cell phones, personal gaming systems, skateboards, shoe skates, fidget spinners, and other non-school related items so designated by the administration. Any violation of this policy will result in these items being confiscated and handled as detailed in the discipline policy.

The school will not be responsible for any prohibited items that are confiscated and then 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.

RESTORATION

Students who have been through the disciplinary procedures will be lovingly restored to the Foundation Academy student body. It is the desire of Foundation Academy to 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.

STUDENT PREGNANCY

God has clearly communicated His standard of reserving sex for the institution of marriage. If the school becomes aware of a pregnancy, the Foundation Academy students involved (both male and female) will be suspended 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, which may include expulsion.

FINANCES

DELINQUENT ACCOUNTS

As a private institution, Foundation Academy must rely on prompt tuition payment in order to operate efficiently. Late fees will be added to all past due accounts. Accounts not paid in the month due could cause a suspension of testing, grade reporting, participation in clubs and athletic teams, receiving schedules, access to RenWeb, and starting school. If a tuition account is two months or more past due, the student(s) will be unable to attend classes. If the student(s) is unable to attend classes for two weeks due to the status of the family's account, the student(s) may be withdrawn from Foundation Academy.

FEES

It is our goal to offer the best programs, personnel, and services for our students and also to keep the costs to our school families to a minimum. This is only possible if we receive prompt payments of tuition and fees. Tuition payments are handled through an outside company (FACTS). Payments are due based on the option selected by your family when you sign up for FACTS (there are multiple options available). Billing fees are charged for all accounts not paid in full. Registration, curriculum, and fees are non-refundable and non-transferable.

RETURNED CHECK POLICY

A service fee is added to your account for failed auto-debit and failed checks.

TUITION ASSISTANCE

Foundation Academy desires to serve all families who sincerely want a Christ-centered education for their child. For this reason we have established a need-based tuition assistance fund to help cover a percentage of the costs of educating a student. Interested parents should apply online through FACTS.

To be considered for tuition assistance the following must apply:

1. Family must have submitted an application for admission and been through testing/interview process. The tuition assistance and admission application may be submitted at the same time.
2. Account must be current.
3. Student must be in good standing academically.
4. Student must be in good standing behaviorally and maintain the standards set forth in the Student Handbook and Parent/Guardian Admission Contract.

WITHDRAWALS AND REFUNDS

Foundation Academy operates on a continuous enrollment contract. Withdrawals and refunds are governed by the continuous enrollment contract. Official withdrawals must be done through the Admissions Office and a Withdrawal Form must be completed by the parent. Tuition and fees will continue to accrue until the official withdrawal date is established. For payment purposes, the school year begins June 1 of each year. This also applies to students who are requested by the school to withdraw.

A withdrawal fee, as defined in the student's continuous enrollment contract, will be assessed if a student is withdrawn before the end of the school year. Registration, curriculum and application fees are non-refundable and non-transferable. Any balance of unpaid fees due (ex: Extended care, Fine Arts fees, Athletic fees, etc.) will be required to be paid to clear a student's account as well. If tuition was paid in full, a refund of the remaining amount minus the withdrawal fee and any other fees owed will be issued. Transcript and student records will not be released or forwarded until all the required tuition and fees due are paid. International student tuition and fees are non-refundable.

SAFETY AND SECURITY

DRUG PREVENTION POLICY

Foundation Academy is dedicated to academic excellence and to the personal growth and well-being of its students. This mission requires a school environment that is safe and drug-free in order to maximize the learning potential of its students. The primary purpose of Foundation Academy's drug prevention program is to provide our students with a resource they can draw upon when faced with choosing for or against drugs. Some are able to make that choice on their own without any fear of social pressure, but some are not. We hope this program will help their decision-making in this crucial area.

Foundation Academy may require drug testing for all students in grades 7 -12, all employees, and all school board members. The program is designed to prevent drug use by students. It is based on a structure that assists, rather than punishes, students on the first offense. It is intended to empower parents with valuable information for active participation in this assistance. Foundation Academy insists on a drug-free environment. The possession or use of illegal drugs or the misuse, abuse, illegal possession or use of prescribed drugs or other substances, including alcohol and tobacco, by a Foundation Academy student at any time does not promote the general welfare and reputation of Foundation Academy, its students, or the community. Thus, Foundation Academy will not tolerate the possession or use of illegal drugs or the misuse, abuse, illegal possession or use of prescribed drugs or other substances on campus or during any school-sponsored activity. Foundation Academy will take disciplinary action as it deems appropriate.

Drug Prevention Testing and Evaluation

Mandatory Testing and Evaluation:

If a student in grades 7 – 12 is suspected of using or abusing illegal drugs, alcohol, or other substances, Foundation Academy may require evaluation at any time by a physician or medical technician, including, but not limited to, drug testing. The suspicion may be based on any information considered reliable in the discretion of the administration including, but not limited to:

1. Observed change in behavior or performance
2. Reckless driving or speeding on campus
3. Any major disciplinary infraction as defined by the administration
4. Chronic tardiness or absences from school
5. Being off campus without permission
6. Violation of any criminal law

Students refusing to submit to any required testing will be subject to dismissal.

Universal and Random Drug Testing:

Students in grades 9 – 12 are subject to universal and random drug testing as follows:

1. Foundation Academy may test every student at least once during the academic year.
2. A number of students will be randomly selected for additional tests during the academic year.
3. Any student testing positive on the initial or on any subsequent test will be re-tested within 100 days and again thereafter at the discretion of Foundation Academy. All follow-up testing will be at the expense of the student's parents.
4. New students may be initially tested within 15 days of beginning classes and are subject to additional testing as described above.
5. Students refusing to submit to any required testing will be subject to dismissal.

Testing Method:

The primary testing method will be hair analysis performed by a licensed clinical laboratory, such as Psychemedics Corporation. Each hair sample will be analyzed for a number of substances, including, but not limited to, cocaine, opiates, marijuana, methamphetamines, PCP, and Ecstasy. Other forms of testing (such as urine testing or hair testing for additional drugs) may be employed at the discretion of the school. Foundation Academy will not require students to give blood samples. All tests required by Foundation Academy will be performed at a site determined by Foundation Academy, and results will be sent directly to Foundation Academy.

Hair Collection Procedures:

Each student will be assigned a unique identification number. The school will perform the hair collections using chain of custody procedures established by the licensed clinical laboratory. Foundation Academy's President, Head of School, Principal, and Assistant Principal will be the only people privy to the identification numbers.

A sample of hair (approximately 60 strands) will be cut cosmetically from the crown of the student's head. Students with insufficient head hair will have hair collected from the arm, leg, or underarm. The sample will be mailed to a licensed clinical laboratory for analysis.

Confidentiality and Dissemination of Results:

1. All sample collections and results will be identified by the unique identification number of the student. No names will be recorded on the collection bag or the test results.
2. Test results will be confidentially provided by the licensed clinical laboratory to Foundation Academy's President, Head of School, Principals, and Assistant Principals and to no one else.
3. Parents will NOT be notified if a test is negative. Foundation Academy will notify the student's parents of a positive result within 15 days of receipt of the test results.
4. Foundation Academy will maintain all test results of students as strictly confidential between the student, his/her parents, the President, Head of School, Principal, and Assistant Principal.
5. Absent a court order, no test result of any student will be disclosed to any person or agency beyond the persons identified above without the written consent of the student's parent.

Re-testing:

1. If a student testing positive wishes to dispute an initial test result which is not subject to automatic retesting, he or she may do so within ten days of notification of the student's parents of the positive results.
2. Re-tests will be at the expense of the student's parents.
3. Re-tests must be performed by Foundation Academy's selected licensed clinical laboratory using the same collection procedures as in the initial test.

Consequences of a Positive Result:

1. Foundation Academy will not initiate criminal charges or other legal action against the student or the student's parents based solely on a positive drug test obtained from the testing program.
2. Foundation Academy will require a conference between the parents of a student testing positive and the appropriate divisional administrator.
3. In the event of a positive testing result, Foundation Academy will require the student, with the support of his or her parent(s), to obtain a substance abuse evaluation through a counselor or community agency.
4. All costs for the recommended counseling are the responsibility of the parents.
5. A student who has tested positive for the first time on a test administered in the universal drug testing program will be suspended for at least three (3) school days. The student will then be allowed to continue normal school activities unless directed otherwise by the parents or counselor.
6. Any student who tests positive in the universal testing program will be re-tested approximately 100 days after the first test and thereafter at the discretion of Foundation Academy until graduation or until the student is no longer enrolled at Foundation Academy.
7. A second positive test within 12 months will result in the student being dismissed from Foundation Academy. Additionally, at the discretion of the administration, a second positive test at any time may result in the student being dismissed from Foundation Academy.
8. Any student who has tested positive on a test administered in the universal drug testing program for the first time remains subject to all other disciplinary policies and procedures of Foundation Academy.
9. Seniors who test positive for the first time with less than 100 days of school remaining must successfully pass a second test (to be given in the summer) prior to the school issuing his/her diploma.

Agreement by Parents and Students:

By execution of the signature page of the Foundation Academy Handbook, students and parents agree that:

1. Students shall submit to any reasonable testing, as outlined above, that at the school's discretion, is deemed necessary, including, but not limited to, breath tests, urine tests, hair tests, and fingerprinting. Students refusing to submit to any required testing will be subject to dismissal.
2. Students and their parents understand the purpose and reason for the tests and give their consent to said testing.

3. Students and their parents will hold harmless Foundation Academy and its employees, agents, and representatives for any loss sustained as a result of said testing, including the negligence (but not gross negligence) of Foundation Academy and its employees, agents, and representatives.
4. Students and their parents waive any privilege or confidentiality that might exist or come into existence with respect to said testing, including, but not limited to, any doctor-patient relationship. This waiver shall be limited to Foundation Academy, and Foundation Academy will not publicly disclose the results of any such testing except as may be ordered by a court of law.

Drug Policy: Community and Parental Responsibilities

For the welfare of students and the school and to promote and insist on a drug-free environment, the entire Foundation Academy community, including parents and guests, should not be in possession of or under the influence of alcohol or illegal drugs during any activity on Foundation Academy's campus or at any Foundation Academy event, athletic or otherwise. The cooperation of parents and guests is needed to send a strong message to our students with regard to the school's position.

EMERGENCY PROCEDURES

Foundation Academy utilizes the ParentAlert® school emergency communication system to disseminate information during times of a campus-wide or school-wide emergency situation. During an emergency event parents can expect one or more of the following forms of communication:

1. A robocall will be sent to all primary contact numbers in Renweb explaining the nature of the event as well as when parents can expect updates on the event.
2. An email containing verbiage identical to the robocall will be sent to all primary email addresses listed in Renweb.
3. An abbreviated text/SMS message will be sent to all primary cell phone numbers listed in Renweb.

During the time of an emergency, please refrain from flooding the school office with phone calls. A designated and dedicated school representative will be sharing information via the methods stated above. In the event that action is needed on your part, we will be sure to notify you as soon as possible.

Emergency situations where the parents should expect communications via the ParentAlert® systems include, but are not limited to, the following:

- a. Storms, tornado, hurricanes, or other natural disasters
- b. Fire
- c. Campus lockdowns

In addition to the information provided above, Foundation Academy will follow the procedures below when dealing with and/or preparing for emergency situations:

1. Storm days: Foundation Academy will generally follow Orange County Public School's decision about suspending school on storm days. However, we determine when we reopen, which may not be the same as OCPS. For return date following school closing do one of the following:
 - a. Listen to local television news, Z88.3, or WDBO (96.5FM)
 - b. Check Foundation Academy's website (www.foundationacademy.net)
2. Fire drills: When the signal is given, all class activities must cease; and everyone is to walk out of the building as quickly and quietly as possible to a designated area. Students may return to the building with permission.
3. Tornado Drills: Tornado drills are taken when tornado warnings are issued by the weather service. Students will assume the "duck and cover" position and wait for instructions from an administrator or teacher.
4. Lockdown: Teachers and students will follow the procedures given by administration in the event of a lockdown emergency.

LIGHTNING ALERT

Foundation Academy subscribes to WeatherBug, by Earth Networks. The WeatherBug network is deployed at thousands of schools, major sports stadiums, broadcast stations, and public safety facilities across the U.S. WeatherBug provides the school with Spark lightning alerts to report on the closest lightning in proximity of the school campuses. In an effort to keep students and faculty safe, in the event of lightning in the area, the school is placed on lightning alert mode. This means that students are not allowed to move from building to building or be outside for any reason until such time as the lightning alert has passed.

In the event a lightning alert is posted at the time of pick-up, students will be held for dismissal until such time as the alert has passed. Additionally, students will not be dismissed to after school activities until said alert has been lifted. Should parents/guardians not wish to wait until that time, a parent/guardian may choose to pick up their student at the parent/ guardian's sole discretion. The school will not dismiss students to a car without a parent/guardian signing out the student in the front office. By doing so the parent is assuming responsibility for the safety of themselves and their student while being outside during a lightning alert monitored time. Students will not be released through a parent phone call to the office. A parent/guardian must be present to release a student. Student drivers will be held until such time that the lightning alert has been cancelled.

REPORTING CHILD ABUSE AND NEGLECT

As a childcare provider, it is our duty and legal responsibility according to s. 415.504, F.S. to report any suspected case of child abuse and/or neglect to the Florida Abuse Hotline.

MEDICAL PROCEDURES

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 and without symptoms of vomiting and diarrhea for at least 24 hours in order to return to school. Please keep in mind that 24 hours FREE of symptoms means from the last time they had the symptom/episode without the aid of medication. Administration reserves the right to increase symptom free time frame as needed. Parents may be required to furnish a physician's note for the student to return to school.

Head Lice

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.

Allergies

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.

Communicable Disease Policy

FA 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 school nurse.

Any student or employee with a communicable disease 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 to verify the diagnosis/prognosis of communicable disease. Foundation Academy reserves the right to make all final decisions necessary to enforce the communicable disease policy and take action to control the spread of communicable diseases within the school.

Students must be without signs of a communicable disease which may include symptoms such as fever, vomiting, and/or diarrhea for at least 24 hours before returning to school. Administration reserves the right to increase symptom free time frame as need.

Medication Policy

At school, all prescription or over-the-counter medications for any student must be dispensed by the school nurse or person authorized by administration to do so.

Prescribed Medication can only be given to a student with the following:

1. Medical form from the school clinic with the following information:
 - a. Physician's name and signature for prescription medications
 - b. Student's name, teacher, grade, and parent's daytime phone number
 - c. Name of medication
 - d. Directions for administering medication
 - e. Dosage of medication
 - f. Times to administer at school
 - g. Reason for medication to be given during school hours
 - h. Date to begin / date to end
 - i. Possible reactions to medication
2. Medication is to be delivered to and retrieved from the school by the parent (**not the student**) 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. Over the counter medications (i.e. Tylenol, Tums, Advil etc.) must be delivered to and retrieved from the school by the parent/guardian (**not the student**) in its original unopened container clearly labeled with the child (or children's name) and given to clinic staff. OTC medications must be FDA approved if the school nurse (or other approved school personnel) is to administer.
2. Medication form from the Clinic with the following information:
 - a. Student's full name, date of birth, teacher, and grade
 - b. Name of medication
 - c. Dosage of medication
 - d. Times to be administered at school
 - e. Date to begin/Date to end
 - f. Medical reason for medication
 - g. Possible reactions to medication
 - h. Parent Signature

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. ***All student medication brought in by parents must be taken home at the end of each school year. Any medication that is left in the clinic will be discarded.***

PRIVACY

The Administration reserves the right to conduct the following at will:

1. Locker checks
2. Backpack/athletic bag searches
3. Purse checks
4. Drug testing
5. Vehicle inspections
6. Body checks

SEARCH AND SEIZURE POLICY

1. Students have the responsibility not to carry or conceal any such material that is prohibited by law or by the school or that would distract from the educational process.
2. Students have the responsibility for the items stored on their person or in their lockers, vehicles, backpacks, gym bags, purses, or other personal storage places.
3. School personnel have the authority to conduct a warrantless search of a student's person, 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 his/her belongings.

SEXUAL HARASSMENT

Foundation Academy has a strong commitment to maintaining a safe, nurturing, Christ-centered environment for our students. This commitment includes keeping our classrooms, campus, and school activities, whether on or off campus, free from sexual harassment. The responsibility for doing so rests with each member of our school community. Any form of sexual harassment is absolutely prohibited. Sexual harassment will not be tolerated and is subject to discipline, including dismissal.

Sexual harassment includes any inappropriate or unwanted sexual comment, display, or conduct. This includes, but is not limited to, the following:

1. Student to student
2. Staff to staff
3. Staff to student
4. Student to staff
5. Staff/students to outsiders (including student families)
6. Outsiders (including student families) to staff/students.

All members of these groups are responsible for their own comments/displays/behavior.

Conduct/activities considered to be sexual harassment include, but are not limited to, the following:

1. Spreading sexual gossip
2. Inappropriate sexual comments, gestures, or displays
3. Sexual or dirty jokes
4. Pressure for sexual activity/favors
5. Sexually suggestive telephone calls or other communication (including, but not limited to, e-mail and instant messages on computer)
6. Any offers of or requests for sexual favors or advances to secure favorable academic conditions or other reward
7. Any physical contact of a romantic or sexual nature occurring between an adult and a student
8. Touching of the sexual nature
9. Sexual "cat calls" or name-calling
10. Graffiti of a sexual nature
11. Clothing that depicts sexual subject matter
12. Talking about sexual activity in front of others
13. Spreading rumors about others as to sexual activity

STUDENT ID BADGES (Upper School South Campus)

Every student in grades 7-12 will be issued an ID badge and lanyard. The student ID badge must be worn on an appropriate lanyard around the neck and must be visible at all times. The ID badge will serve as a fob to access the school buildings during school hours as well as serve as their SLA lunch card to purchase school lunches. Damaged or lost ID badges will be replaced at a cost of \$10. Students will be required to replace IDs that have damage that prevents the picture from being easily seen. As a caution, do not wash ID badges in laundry or submerge ID badges in liquid, as it could damage the embedded microchip necessary for fob access.

THREATS

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).

VISITOR PROCEDURES

All visitors (everyone excluding students and employees) must sign in at the Main Office during school hours and receive a guest badge to wear while on campus. Parents are not to come into the main buildings to take their children to the classroom in the morning or to pick them up after school unless they have a pre-arranged appointment for a parent/teacher conference.

Students from other schools are not allowed on campus before, during, or immediately after school unless they are attending a school-sponsored event that is open to the public. In Upper School, visitors during lunch are not permitted (see lunch policy). Requests for exceptions to this policy must be submitted to administration in advance.

All visitors must uphold the standards of modesty and decorum in their appearance while on campus or at a school function.

WEAPONS ON CAMPUS

Foundation Academy has a zero-tolerance policy for weapons on campus unless carried by a law-enforcement officer. Weapons include firearms (and ammunition), explosives (including fireworks), knives and cutting instruments, clubs, and any instrument or device (including look-a-like weapons) that the school deems a threat to the safety of students and school personnel. Violation of this policy by a student can result in serious consequences, including arrest and expulsion.

TECHNOLOGY

BRING YOUR OWN DEVICE POLICY

1. 9th - 12th grade students may only use the school issued Chromebook during the school day. 7th-8th grade students may choose to bring their own tablet or laptop for use during the school day. **Students in the Lower School (Grades K-6) are not permitted to bring their own device.**
2. 7th and 8th grade students bringing a device to school must bring the device completely charged. Foundation Academy will not provide charging stations or dedicated power outlets for students to charge devices. Additionally, students will not be allowed to charge devices during class time, as this can create a disruption as well as a tripping hazard.
3. Students will be provided with an FA-issued email account. All school-related correspondence between teacher and student will go through this account. Email accounts are capped at 100MB storage capacity. It is the responsibility of the student to monitor his/her storage limit. Email accounts will be emptied for any student exceeding this limit.
4. All student email accounts will be permanently deleted upon withdrawal or graduation, whichever comes first.
5. Students will be required to utilize the FAStudent SSID when accessing the wireless network. Students will be limited to one device authenticated to the network at a time. Any student being found to have more than one device authenticated at a time will be subject to a suspension or revocation of network access.
6. Students are not allowed to have personal devices with cellular capability (i.e., 3G or 4G/LTE capable tablets).
7. Students are not allowed access to cell phones during the school day (see cell phone policy).
8. Use of personally-owned computers on campus is subject to the same rules and expectations as we have for FA-owned equipment. We expect all students to abide by our acceptable use policy whether using school computers or personal computers. Failure to abide by the acceptable use policy may result in loss of computer privileges at school.
9. Foundation Academy will not be held responsible for any physical damage, loss, or theft of a personally-owned device.
10. Foundation Academy will not be held liable for any damage that may occur to a personally-owned device as a result of connecting to the school's Wireless Network or any electrical power source.
11. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Foundation Academy for any damage that their student may cause arising out of and relating to the use of the Foundation Academy wireless network with his/her personally-owned device.

CELL PHONE POLICY

Students are not allowed to have their cell phones in their possession during school hours. Cell phones are to be powered off and placed in their assigned lockers (not athletic lockers). Students are not allowed to use these devices during class periods, lunch periods, or break times. Any device used to communicate during school hours will be subject to the cell phone policy. Headphones, earbuds, or other similar listening devices are not permitted during the school day as well. Students in violation of this policy are subject to confiscation of the device and consequences as stated within the discipline guidelines. Parents may be required to meet with administration to retrieve the device after three violations.

INTERNET ACCEPTABLE USE POLICY

Foundation Academy is committed to safe Internet usage, including the safe and appropriate use of social networking sites and chat rooms. One goal in our computer classes is to provide instruction to students concerning their behavior when interacting with others on social media sites.

The Internet user, therefore, is held responsible for his/her actions whenever using the Internet. Unacceptable use of the network will result in the suspension or revocation of these privileges. The use of our school computers and access to the school network, and/or Internet is a privilege, not a right. Some (but not all) examples of unacceptable use are:

1. Using the wired and/or wireless network for any illegal activity
2. Using the wired and/or wireless network for financial gain or initiating any financial transaction
3. Degrading or disrupting the equipment performance. (Any security problems must be reported to the technology coordinator and not shared with other users.)
4. Vandalizing the data of another user
5. Wastefully using finite resources after being warned and instructed on proper use
6. Gaining unauthorized access to resources, which includes attempting to get around the content filters installed on a computer with Internet access
7. Invading the privacy of individuals, including reading mail that belongs to others without their permission
8. Using school-provided accounts owned by other users with or without their permission
9. Posting personal communications without the author's consent or posting information not meant to be made public
10. Photographing, videoing, or recording students or teachers or sending or re-sending such photos and records to others
11. Posting rude or inappropriate messages
12. Harassing or threatening others in an online or digital format or environment
13. Downloading viruses or attempting to circumvent virus protection programs
14. Violating the spirit of Foundation Academy's Mission Statement
15. Using unauthorized Wi-Fi access
16. Posting another person's personal contact information on any Foundation Academy site

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions above, Foundation Academy cannot assume responsibility for:

1. The reliability of the content of a source received by another user. (Student must evaluate and cite sources appropriately.)
2. Costs that the students incur if they request a product or service for a fee.
3. Any consequences of disruption in service that may result in a lack of resources. Though every effort will be made to ensure a reliable connection, there will be times when the Internet service is down or scheduled for use by teachers, classes, or students.
4. Guaranteeing privacy of mail. Though we support privacy of e-mail, users must not assume that this is guaranteed. The technology coordinator and the administration reserve the right to investigate possible misuse or to monitor any e-mail that comes through Foundation Academy computers.

ONE-TO-ONE CHROMEBOOK INITIATIVE

Foundation Academy has instituted a one-to-one initiative with the use of Chromebooks in 9th through 12th grades. FA has taken this initiative to better prepare students for their college experience. The Chromebooks will be purchased by students and will be theirs to take with them as they graduate. The cost of \$245 will be a one-time fee which covers the cost of the Chromebook, charging cable, necessary fees and required licenses. If a student Chromebook is lost or damaged, a fee not to exceed \$245 will be assessed. FA requires that all students use the equipment purchased for consistency of coursework as well as in managing programs and networking. Parents and students are required to read and agree to the usage policies outlined in the Chromebook Handbook prior to students being issued their Chromebook. Students will not be permitted to use any other device in the classroom.

SOCIAL MEDIA

Expanding Our World and Protecting Our Values

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Foundation Academy are necessarily high. While we respect the right of students, employees, alumni, and other members of our community

to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in Foundation Academy-sponsored sites.

Social Media Comments and Participation Policy

Comments to Foundation Academy-sponsored sites, such as its website via blogs, online forms, or social media sites, are welcomed and encouraged; and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to Foundation Academy-sponsored sites will be publicly available on the Internet, and therefore, publicly accessible without limitation or protection of any kind. Please consider how much personal information to share with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to Foundation Academy-sponsored sites as outlined above, users give Foundation Academy the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including, but not limited to, displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. Foundation Academy reserves the right to review all comments before they are posted and to edit them to preserve readability for other users.

Foundation Academy further reserves the right to reject or remove comments for any reason. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this policy from time to time to address issues that may arise and changes in our operations or the law.

In posting material on Foundation Academy-sponsored sites, you agree not to:

1. Post material that Foundation Academy determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
2. Post phone numbers, email addresses, or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
3. Post material that infringes on the rights of Foundation Academy or any individual or entity, including privacy, intellectual property, or publication rights.
4. Post material that promotes or advertises a commercial product or solicits business, membership, or financial or other support in any business, group or organization, except those which are officially sponsored by Foundation Academy
5. Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the Foundation Academy-sponsored site.
6. Allow any other individual or entity to use your identification for posting or viewing comments.
7. Post comments under multiple names or using another person's name.

Foundation Academy reserves the right to do any or all of the following:

1. Ban future posts from people who repeatedly violate this policy. We may affect such bans by refusing posts from specific email addresses or IP addresses or through other means as necessary.
2. Remove or edit comments at any time, whether or not they violate this policy.

The user agrees to indemnify and hold harmless Foundation Academy, its affiliates, directors, employees, successors, and assigns against any damages, losses, liabilities, judgments, causes of action, costs, or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on Foundation Academy-sponsored sites.

By posting a comment or material of any kind on a Foundation Academy-sponsored site, the user hereby agrees to the policy set forth above.

Student Use of Social Media

First and foremost, students are always encouraged to exercise the utmost caution when participating in any form of social media or online communications, both within the Foundation Academy community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Foundation Academy community and, as such, are subject to the same behavioral standards set forth in the student code of conduct.

In addition to the regulations found in the student handbook, students are expected to abide by the following:

1. To protect the privacy of Foundation Academy students and faculty, students may not, under any circumstances, create digital video recordings of Foundation Academy community members either on campus or at off-campus Foundation Academy events for online publication or distribution.
2. Students may not use social media sites to publish disparaging or harassing remarks about Foundation Academy community members, athletic or academic contest rivals, etc.
3. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
4. Failure to abide by this policy, as with other policies at Foundation Academy, may result in disciplinary action as described in the student handbook, or as determined by the school administration.

Appendix A:

FOUNDATION ACADEMY PRESCHOOL HANDBOOK

ATTENDANCE

Preschool is not state mandated, but regular attendance is encouraged to expect optimum development. Preschool students need to arrive by 8:15am daily so classroom routines can be established without interruption. Parents must sign students in at the office after arriving at school past 8:15am. Students will be escorted to their classrooms by staff.

BIBLE AND CHAPEL

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

CURRICULUM

The preschool core curriculum is ABeka Books 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 development in a supervised setting. Throughout the day preschoolers are encouraged to practice Christian virtues through positive social interaction with their peers as they learn to share, communicate, cooperate, and care for one another.

DISCIPLINE

Biblical strategies will be used to encourage a safe and nurturing environment to assist students to take 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 in the classroom.

Inappropriate Behavior Consequences

The following are consequences for inappropriate behaviors:

- A warning to correct inappropriate behavior
- An age-appropriate time out
- A teacher note sent home to parents
- Administrative communication to parents, which may result in a student being sent home.

If your child does receive a note home, it will need to be signed and returned to the teacher the following day. Please speak to your child about the situation and encourage better behavior at school. Most situations are handled by the classroom teacher, but often parent involvement is absolutely necessary.

A child may be referred to an administrator if the behavior prevents the rest of the class from working in a safe and positive learning environment. We recognize that all three and four-year-olds may not be ready for a structured learning environment. Parents may be asked to look for an alternative program/school if a student demonstrates great frustration and/or behavioral difficulties.

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 administrator 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.
- If the biting incidents continue even after following the above steps, the parents may be asked to find an alternative program/school.
- 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 school administrator, teacher, or other designated school personnel. If the child is allowed to return to school, the administrator may have a conference with the parents to discuss strategies for improvement.

A Preschool Discipline Policy document will be sent home with each Preschooler for parents to sign at the beginning of the school year

DRESS CODE (PRESCHOOL ONLY)

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 or shoes without a heel strap may be worn). Play clothing should allow preschoolers to “independently” dress themselves after toileting. Preschoolers are required to have an extra change of clothing at school. 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.

PROGRESS REPORTS

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

STANDARDIZED TESTING

During second semester all K4 students will take the Developmental Readiness Assessment for kindergarten. Results are forwarded to parents before the end of the school year.

Please Note: Foundation Academy cannot accept any child into Preschool who is not completely potty-trained.

Appendix B:

FOUNDATION ACADEMY **CHROMEBOOK HANDBOOK** *Grades 9-12*

The policies, procedures and information within this document apply to all Chromebooks used at Foundation Academy by students, staff or guests, and includes any other device considered by the administration to fall under this policy.

ADMINISTRATIVE ACCESS AND MANAGEMENT

The student and parent/guardian will grant Foundation Academy full access and management of the Chromebook. Foundation Academy will manage updates, application installation as well as filtering and monitoring for the student's Chromebook and School account. Attempted removal or disabling of these and other Foundation Academy installed systems will be considered a violation of this agreement and may result in disciplinary action, the limiting or termination of device usage on School property or for school events and/or work or legal action at the discretion of Foundation Academy.

When a student is unenrolled from Foundation Academy due to Graduation, not returning, expulsion or any other reason that would effectively dissolve the students connection with Foundation Academy, Foundation Academy will unenroll the student's device from all management, filtering and administrative software and accounts and relinquish their right to access maintain or otherwise interact with the device without the approval or consent of the student or guardian. Upon unenrollment it will become the responsibility of the student and/or guardian to maintain, manage, filter and secure the content of the device.

CHROMEBOOK AGREEMENT

Students agree to show respect by:

- Selecting online names that are appropriate.
- Demonstrating respect for themselves and for others when posting information and images online, including personal information about life, experiences, or relationships.
- Avoiding obscenity.
- Not using electronic mediums to flame, bully, harass or stalk other people.
- Not visiting sites that are degrading, pornographic, racist or inappropriate.
- Not entering other people's private spaces or accounts.
- Being respectful when interacting online, even when in disagreement

Students agree to educate themselves and connect with others by:

- Requesting permission to use resources.
- Citing suitably any and all use of websites, books, media, etc.
- Validating information.
- Not downloading, uploading, posting or publishing any copyrighted images, videos, audio files, software or other content, media or material unless granted the right to do so.
- Requesting to use the software and media others produce.
- Using free and open-source alternatives rather than pirating software.
- Purchasing any music and media and refraining from distributing these in a manner that violates their licenses.

Students agree to protect themselves and others by:

- Ensuring that the information, images and materials posted online will not put themselves or others at risk.
- Not attempting to modify or disable any system or application installed or managed by Foundation Academy.
- Not publishing personal details, contact details or schedules of themselves or others.
- Reporting any attacks or inappropriate behavior directed at themselves or others to a faculty member.
- Protecting passwords, accounts and resources.
- Reporting abuse, not forwarding inappropriate materials or communications, and not visiting sites that are degrading, pornographic, racist or inappropriate.
- Understanding that no online communication is ever private.
- Understanding that my Chromebook and online files managed under the foundationacademy.net, FASStudent.net or any other Foundation Academy owned domain are subject to search, scrutiny or confiscation at the discretion of Foundation Academy.

Students assume full responsibility for Chromebooks by:

- Accepting responsibility for care, maintenance and security of the individual Chromebooks.
- Agreeing to pay for repair/replacement of the Chromebook in the event of loss or damage.

Students will:

- Shut down Chromebooks when not in use and bring it to school fully charged daily.
- Not loan out Chromebooks.
- Not attempt to modify the hardware or Operating System (OS) of Chromebooks.
- Not carry Chromebooks by the screen.
- Not use any offensive or inappropriate language or imagery nor will cover or alter the engraving on Chromebooks, if choosing to decorate Chromebooks.
- Report Chromebooks lost or stolen to the School by the next school day.
- Understand that the Chromebook issued is subject to inspection at any time without notice.

CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook issued by the school. Chromebooks that are damaged or malfunctioning in a way that prevents the student from being able to utilize them during school hours must be replaced. If a loaner device is needed, one may be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- Food or drink is not recommended near or on the Chromebook.
- Students should never carry their Chromebook while the screen is open.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be forced into a locker or book bag as this may damage the screen.
- Chromebooks should not be exposed to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Chromebook.
- Chromebooks must be allowed to reach room temperature prior to being turned on.

Screen Care

- The Chromebook screen can be damaged if subjected to improper treatment.
- The screens are particularly sensitive to excessive pressure and temperatures.
- Do not lean on top of the Chromebook.
- Do not carry the Chromebook by the screen.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner, water or any other liquid on the Chromebook.

CHROMEBOOK PROTECTION AND STORAGE

Identification

Students' Chromebooks will be engraved with the Student's name. The removal or covering of this engraving is prohibited under this agreement.

Storing Your Chromebook

When students are not using their Chromebook, it should remain in their possession or be stored in their lockers with the lock securely fastened. The Chromebook is not to be stored in lockers or anywhere else at school outside of school hours. Under no circumstances should a student leave their Chromebook unattended.

Storing Your Chromebook at Extracurricular Events

Students are responsible for securely storing their Chromebook during extracurricular events. A locked locker is suggested for storage.

CHROMEBOOK USAGE

Using Your Chromebook at Home

All students are required to take their Chromebook home each night throughout the school year. Chromebooks must be brought to school each day fully charged. When fully charged, the battery should last throughout the school day.

All usage of the Chromebook, both on and off campus must be in compliance with the Student/Parent Handbook and Behavior Guide.

Using Your Chromebook at School

The Chromebook is intended for use at school every day. Students are responsible for bringing their Chromebook to all classes. Students should use their Chromebook and fastudent.net email account for school-related communications and work. Failure to bring your Chromebook to class and fully charged will result in disciplinary action or detriment to participation grade at teacher's discretion.

Sound

Sound must be muted at all times during school hours unless permission is obtained from the teacher for instructional purposes. Headphones are not permitted in non-classrooms settings. In the classroom setting, headphone use is at the teacher's discretion.

Adding Files and Data

Students may add appropriate music, photos, videos as well as other documents and media to their Google Drive.

Personalized media must follow the Foundation Academy Acceptable Use Policy and are subject to inspection.

Inappropriate media includes, but is not limited to depictions of or references to:

- Vulgarity or profanity
- Drug usage and paraphernalia
- Nudity, pornography, obscene images, sexual acts or explicit material
- Violent acts
- Bigotry
- Weapons
- Cyber Bullying
- Copyrighted Materials

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive or to an external memory device. Saving to Google Drive will make the file accessible from any computer with internet access. It will be the responsibility of the student to maintain the integrity of their files and to keep proper backups.

RECEIVING YOUR CHROMEBOOK

The Chromebook belongs to the family who signs for the Chromebook. The student's use of the Chromebook on Foundation Academy property is limited to and conditioned upon full and complete compliance with the Foundation Academy Chromebook User Agreement and this handbook. Chromebooks will be distributed in August. Parents/Guardians and students must sign and return the Chromebook Policy Handbook Agreement and Student Pledge, as well as the Chromebook User Agreement before the Chromebook and charger will be issued to their child.

REPAIRING OR REPLACING YOUR CHROMEBOOK

Repair and Replacement

Students are responsible for the care of their Chromebooks and all related accessories. Parents/Guardians agree to repair or replace the device or any accessory in case of damage resulting in the device becoming unoperational.

Chromebooks Undergoing Repair

Loaner Chromebooks may be issued to students when their device is undergoing repair, replacement or forgotten. Loaner Chromebooks will be issued on a first come first serve basis until supply is depleted.

All loaner Chromebooks must be returned by 3:30pm on the day the device was issued or a \$5 per day lending fee will be charged to the student and their legal guardian until the device is returned or the Chromebook is replaced.

Students and parent/guardians accept responsibility for any damages caused to the Chromebook during the period of time in which the loaner Chromebook was in the possession of the student. All repair or replacement costs will be paid by the parent/guardian of the student.

It is important that students keep their school data synced to the cloud drives so documents and class projects will not be lost in case of damage or loss to personal or loaner Chromebooks.

Chromebook Technical Support

Foundation Academy will provide technical help in troubleshooting Chromebook issues during school hours 7:30am through 3:30pm EST Monday through Friday excluding student holidays or teacher work days.

It is the student's responsibility to make any difficulty or issue with their Chromebook known to a faculty member so the appropriate technical support can be requested.

Technical support MAY include but is not limited to

- User account support
- Coordination of warranty repair
- Distribution of loaner Chromebooks
- Operating System or software configuration support
- Restoring Chromebook to factory default
- System software updates

SOFTWARE ON CHROMEBOOKS

Originally-Installed Software

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time, the school may add software or apps for use in a particular course. This process will be automatic. Applications that are no longer needed will automatically be removed by the school as well.

Additional Software

Students will be able to install additional applications on their Chromebook from the approved Foundation Academy Google Store.

Inspection

Students may be required to provide their Chromebook and accessories for inspection. Discovery of inappropriate use or content will be subject to disciplinary action in accordance with Student/Parent Handbook.

USERNAME/PASSWORD

Initially, passwords are randomly generated and unique to individual student accounts. Students will be asked to change the password after the first log in. The new password should adhere to the following criteria:

- Be 8 characters or longer
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

Appendix C:

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