

FAITH OUTREACH ACADEMY

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Dear Parents,

Faith Outreach Academy is an extension of the Christian home in training young people for time and eternity in a Christian environment. The Christian academy also provides a Scriptural setting for the basics of the Arts and Science relative to primary and secondary education.

We have a mandate from our Creator to educate children: "Train up a child in the way he should go, and when he is old he will not depart from it." (Proverbs 22:6)

We are happy to report that:

1) The A BEKA Curriculum will be utilized in grades K-3 through 5th, and
The A.C.E. Curriculum will be utilized in the 6th - 12th grades.

2) Greater emphasis will be placed on Science, Mathematics, English, sports, and extra-curricular activities.

If your child is not enrolled at the Academy, we would like for you to consider Faith Outreach Academy as the training center for your child's/children's education. Please call us at the above number between the hours of 7:30 am to 4:00 pm for information or to make an appointment to visit the school.

The purpose of this handbook is to foster good cooperation between the Academy and the Christian family by providing a better understanding of the Academy's policies.

Prayerfully yours,

Julie Sierra, M.C. E.

Principal

Non-Discriminatory Policy

Faith Outreach Academy does not discriminate on the basis of a student’s race, color, national, ethnic origin, or disability in its admission policy.

Office Hours

Office Hours are 7:00 a.m. - 4:00 p.m. Monday - Friday

Administration

Pastor.....George Walters Jr., Ph.D

Administrator.....Mickey Walters, D.D.

Principal..... Julie Sierra, M.C.E.

Asst. Principal/Financial Mgr..... Tammie Hobbs, A.A.

Faith Outreach Academy is affiliated with Faith Outreach Center.

www.faithoutreachcenter.org

You are invited to attend our services at Faith Outreach Center.

Service times are as follows:

Sunday

Prayer time.....	9:00 a.m.
Sunday School/Bible Study.....	9:15 a.m.
Morning Service.....	10:45 a.m.
Children Church	10:45 a.m.
Night Service	6:00 p.m.

Thursday

Midweek Service	7:00 p.m.
Kid's Program.....	7:00 p.m.
Youth Meeting.....	7:00 p.m.

Education, n. The bringing up, as of a child; instruction; formation of manners.

Education comprehends all that series of instruction and discipline which is intended to enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future stations. To give children a good education in manners, arts and science, is important; to give them a religious education is indispensable; and an immense responsibility rests on parents and guardians who neglect these duties.

(American Dictionary of the English Language,
Noah Webster, 1828)

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MISSION STATEMENT

Faith Outreach Academy (FOA) is a ministry of Faith Outreach Center. Our mission is to assist Christian parents in bringing up their children in the nurture and admonition of the Lord and giving them the very best academic education (Proverb 22:6; Ephesians 6:4).

PHILOSOPHY

We believe proper education must be biblically based and will minister to the whole man--spirit, soul and body (I Thessalonians 5:23).

We believe that the Christian school is an extension of the Christian home and that parents are responsible for the education of their children (Proverbs 22:6). **Our duty is to assist Christian parents by making sure that the curriculum and methodology presented in the classroom is fully Christian.**

We recognize certain inherent limitations on the effectiveness of a Christian School--we can be fully effective in building godly character and academic excellence **only if the home and school are in agreement.** That is to say, if the parents are not living a godly life before their children and insisting "as for me and my house, we will serve the Lord," it

is very unlikely that we can be effective in the education of the children from that home (Joshua 24:15).

Our duty and desire is to offer to the children entrusted to our care the very best life preparation possible. A child's education is for the purpose of preparing him/her for the unique call of God on his life. Our desire is to work closely with the Christian home and church to ensure each child is fully equipped to face the life and ministry challenges that lie ahead (Ephesians 4:8-14).

1

We believe that God is truth and is the origin of all truth, and is therefore the author of all areas of academic study. We, as educators, must search the Scriptures to learn, and then to teach, the basic principles of God's Word that provide the foundation for all education. Once the biblical foundation of truth is laid, we must then build upon that foundation with gold and silver and precious stones, so that the education we present will endure (I Corinthians 3:10-15).

GOALS & OBJECTIVES

1. To teach the Bible as the inspired, uncompromising Word of God and the single authority by which man lives (II Timothy 3:16-17; Titus 2:13-15; II Peter 1:21).
2. To present a Christian world view by integrating life and subject matter with the Bible (Job 38:36; Isaiah 48:17; John 16:13; Romans 9:1; I Corinthians 1:30; Ephesians 1:18; Colossians 2:8).
3. To teach the application of biblical principles to every part of daily life (James 1:22, 2:20).
4. To develop proper attitude toward marriage and the family and the understanding and skills needed to establish God-honoring homes (Ecclesiastes 4:12; II Corinthians 6:14; Ephesians 5:22; I Peter 3:1-9).

5. To promote physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 3:17, 6:19; II Corinthians 6:16).

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6. To provide a Christ-centered environment that promotes high academic standards which are established and evaluated in relation to the potential of the uniquely created individual (Genesis 1:27; Psalm 139:14; Jeremiah 1:5).

7. To guide students to become responsible, Christian citizens of our nation (Proverbs 14:34, 29:2; I Timothy 2:1-2).

8. To communicate closely with the parents in every phase of the student's development, especially as it relates to the school program (Matthew 20:27-28).

9. To assist families in developing Christ-centered homes and inform them of the changes in culture which affect their children (Deuteronomy 6:7; Psalm 144:11-12; II Corinthians 6:14, 17; Colossians 2:8).

10. To lead every child to the saving knowledge of Jesus Christ (John 3:3).

DOCTRINAL STATEMENT

1. We believe in the Scripture (Old and New Testament) as verbally inspired of God, inerrant in the original writings, and the supreme and final authority in faith and life (II Timothy 3:15-17; II Peter 1:20-21; Psalm 119).

2. We believe in the one God, eternally existing in three persons, Father, Son and Holy Spirit (Deuteronomy 6:4; Isaiah 43:10, 11; Matthew 28:19; Luke 3:22).

3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man (Luke 1:30-35; Matthew 1:18-23; Isaiah 7:14).

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4. We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death, which is separation from God. All human beings are born with a sinful nature, and are sinners in thought, word and deed (Genesis 1:26-31, 3:1-7; Psalm 51:5; Ecclesiastes 7:29; John 6:44; Romans 5:12-21; I Corinthians 2:14).

5. We believe in salvation by confession of our sins and inviting Jesus into our hearts -- through the blood of Jesus Christ (John 10:9, 10).

6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven and in His present life there for us, as High Priest and Advocate (Romans 8:26-29; Luke 24:1-49; Matthew 28:19, 16:18; Acts 1:1-11).

7. We believe in the local church, which was established by Jesus Christ. The entrance into the church is based on a public profession of faith in Jesus Christ as Lord; we also believe in water baptism by immersion (John 10:9, 10, 3:13-17).

8. We believe in bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost (Matthew 24:31-46; Acts 24:15; Revelation 22:11, 20:12-15).

9. We believe in the Baptism of the Holy Spirit with the initial evidence of speaking in tongues (Acts 2:4; Joel 2:28) and in the Gifts of the Spirit such as healing, prophecy and miracles (I Corinthians 12:1-12).

EIGHT CHARACTERISTICS OF A TRULY
CHRISTIAN SCHOOL

By: Dr. David Gibbs, Jr.

1. Priority one is to lead every child to the saving knowledge of Jesus Christ. (John 3:3)
2. Lead every child to the knowledge of the Word of God. (Psalm 119:9)
3. Teach every child how to lead another person to Christ. (Proverbs 11:30)
4. Teach the children to fear God. (Job 28:28)
5. Teach the children to live holy. (Ephesians 1:4)
6. Teach the children the stewardship of life. (Galatians 2:20)
-- they belong to Christ.
7. Teach the children biblical excellence.
-- Know and teach the things that excite God.
8. Teach the children how to worship God. (Psalm 95:6)

ACADEMY'S HISTORY

The Academy, home of the Eagles (formerly the Lions), was established in 1984 as Faith Outreach Christian School. Classes for a few students, ranging from K-4 through Grade 5, were held in the church. During that year, construction was underway to erect the school's official building. In August 1985, the school occupied its new building. However, construction was not fully completed until August 1986, when the school expanded through Grade 12. The first graduate was in 1987.

Because the Academy was expanding too rapidly without sufficient facilities, the school downsized to K-4 - 9th. Then in 1988, the church purchased additional property (now the Academy's administration building and the old High School building) and added a grade each year until 12th grade was again achieved.

In 1991, the school was renamed Faith Outreach Academy. In 1995, the K-3 class was added to the school, and in January 1996, construction was underway to build the Family Life Center, consisting of classrooms and a gymnasium. In February 1997, the Academy occupied the new gym with classrooms for Grade 5 through Grade 12.

PLEDGES

Faith Outreach Academy places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. America is a republic that guarantees liberty to educate and preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law and love for flag and country. We require the right from all parents to exercise this important aspect of education.

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE OF ALLEGIANCE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide His words in my heart, that I might not sin against God.

ADMISSION REQUIREMENTS

Overview: The admission of students is determined by testing, previous grade attainment and observations of a student at admission/placement interview (see below for specific grades). Faith Outreach Academy does not discriminate on the basis of race, color, national origin or disability in its admission policy of students.

1. **Preschool 3.** A child must be three years old on or before October 31st of the year for which the parent is applying, and the child must be toilet trained.
2. **Preschool 4.** A child must be four years old on or before October 31st of the year for which the parent is applying.
3. **Kindergarten:** In order to be admitted into the FOA's K-5 Kindergarten, a student must be five years old on or before October 31st of the year for which the family is applying.
See note in paragraph 4 below.
4. **First Grade:** A child must be six years old on or before October 31st of the year for which the parent is applying, and have successfully completed kindergarten.

Note: If your child is not 5 or 6 by August 31, we recommend he/she completes the full year in kindergarten and first grade at the Academy, or your child may be placed back one grade if his/her age does not meet the age requirements for the new school.

5. **Preschool - Grade 12.** It is a privilege to attend the Academy. Previous students or transferring students who were either expelled, placed in an alternative educational program, or asked to withdraw from the Academy or another school, will not be given consideration to enroll or re-enroll into the Academy.

6. **Preschool - Grade 12.** Acceptance into a grade does not mean automatic acceptance into the school the following year.

Additionally, students in grades 6 through 12 will have an information sheet mailed to their Pastor or Youth Pastor to be completed and returned for our files to verify student is involved in church activities. Students can be admitted under probation until all references are submitted, or those who do not meet these requirements, may be admitted at the discretion of the Principal, if the parents are willing to become actively involved with their child at Faith Outreach Center.

7. **Preschool - Grade 12.** Before admission, all required forms must be completed and submitted to the school office along with the appropriate registration fee. After the paperwork is reviewed, both parents (unless single parent with custody) and the prospective student must have an interview with the Principal. If, after the screening process is complete, the student is not accepted, the registration fee will be refunded in full. If the student is accepted and the parents change their mind, after having been notified that the student is accepted, the registration fee will not be refunded.
8. **Preschool - Grade 12.** During the registration period and no later than the first day of school, records will be requested from previous school. If records are not forwarded to F.O.A. within thirty (30) days from the first day of school, your child may not return to class until records are received.
9. **Preschool - Grade 12.** Proper registration is very essential. Parents are required to complete all forms at the time of registration. If submitted forms are inaccurate or incomplete, a student is subject to suspension (unexcused absence) until the forms are complete/accurate. By state Law, registration forms must be complete and accurate.

10. **Grades 1-12:** Report cards and standardized tests of student's prior year must be shown as proof of successful completion of the preceding grade in order to be admitted into any higher grade. In addition, students in grades first through twelfth must satisfactorily complete an entrance examination, consisting of vocabulary, reading comprehension, writing and math.

11. **Grades 6-12.** Students in grades 6th - 12th will not be considered for admission into the Academy after the first seven weeks of the first quarter, unless they are transferring students from out of state or another city or another Christian school. Consideration of non-transfer students will be given at the beginning of the new school year.

12. **NON-DISCRIMINATORY POLICY.** Faith Outreach Academy does not discriminate on the basis of a student's race, color, national, ethnic origin, or disability in its admission policy.

Student records become the property of the Academy. Parents who are listed on the registration card can request permission to review their child's records, and upon written request, receive a copy of a portion of the records. In cases of court directed Shared Parental Responsibility, the school must comply with the court order to provide both parents access to the records upon request. In these cases, we would require a letter of release from the parent that contracted the services with the Academy.

FINANCIAL INFORMATION

There is truly no way to place a value on your child's education, however, funds to pay teachers and operate our school make it necessary to charge tuition at a reasonable rate to support our teachers.

DO NOT SEND YOUR CHECKS, MONEY ORDERS, OR CASH WITH YOUR CHILDREN. PLEASE MAIL OR TURN IN PERSONALLY TO THE SECRETARY TO RECEIVE YOUR PROPER CREDIT.

Tuition for late registrants will be calculated based on the number of days attending for the month in which student registers.

Full registration will be due no matter what month your child enters the Academy.

TUITION DISCOUNT/SCHOLARSHIPS

There is a discount for each student returning to FOA. To qualify, the child must complete at least one semester in the school.

Note: We do not combine discounts; each child is given one discount, if applicable.

F.O.A. accepts the following scholarships: Florida Pride, John McKay, and School Readiness. Call the Academy Office for details.

REGISTRATION, BOOKS & FEES

Full registration, books, fees, and the first month's tuition are due by August 1. If all fees, registration, and the first month's tuition have not been paid by the first day of school, your child will not be admitted to class.

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WITHDRAWAL/REFUND

If prepayment is made and the student is withdrawn, asked to leave the school, or expelled before the school year is completed, a refund of any pre-paid tuition will be calculated for the remainder of days not attended. A check will be mailed to you. Please allow 10 days for refund. We require parents to give us a 30 day advance notice in writing if withdrawing student prior to the end of the school year. If a 30 day advance notice in writing is not received by the office staff, the parents will be responsible for paying for that month's tuition in full. Withdrawal action, including the returning of any school property and any monies due to Faith Outreach Academy, must be completed before a refund is issued or records are forwarded. **The refund will be reduced by the amount owed to the Academy.**

DELINQUENT ACCOUNTS

Tuition is payable in ten or less monthly installments on the first of each month commencing August 1 and ending May 1, unless other arrangements are made **in writing** with the finance office. Payments not received in the finance office by the tenth (10th) day of each month are considered late. On the eleventh (11th) day of each month, a late fee of \$25.00 per child will be assessed to any unpaid balance and a late notice will be mailed to the person responsible for paying the account. If we still have not been contacted by you by the 15th (fifteenth) day of the month, you will be notified in writing,

and by telephone, when possible, that your student will not be allowed to return to school after the 20th (twentieth) day of the month until such time as payment has been made. Teachers are paid directly by tuition payments. When parents fail to keep their agreement with the school, it directly affects our ability to make payroll.

The bottom line is that parents must honor their contract. If not, we have no other recourse but to suspend the child. If the account is delinquent, we may have to turn the account over to a collection agency and report it to the credit bureau. In addition, we will not be able to provide any records including: report cards, progress reports, transcripts, SAT's, etc., or allow the child to participate in class graduation. **If we have to pursue delinquent accounts, you will be responsible for the amount sought, plus interest (at current bank rates to lend money).**

Any monies paid on a delinquent account will be used to cover past indebtedness, including tuition, late fees, sports uniforms, etc. For example, if a parent owes April's tuition and pays it on May 1st, the amount received will be used to reduce April's tuition less the late fee, and May's tuition is still due by the 10th of the month along with April's late fee. We encourage parents to keep their account current to avoid late fees.

All accounts, both tuition and non-tuition, must be cleared before the last day of school or student records will not be released. In addition, account must be cleared before enrollment for the next school year can be accepted.

Note: If tuition is not paid prior to Parent Conference Night, your child's report card cannot be released until payment is received.

AFTERCARE CHARGES

Aftercare is calculated on two flat rates: up to five (5) hours per week and over five (5) hours per week. AFTERCARE charges are due each Monday or your child cannot use

AFTERCARE the upcoming week unless arrangements have been made with the Financial Manager. A \$10.00 late charge per child will be added to your account if not received by this date.

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BEFORE & AFTERCARE SERVICE

Only students enrolled at Faith Outreach Academy are eligible to use the aftercare service.

Before care hours are from 7:00 am - 7:50 am. There is no charge for this morning service. Please do not drop your child off before 7:00a.m.. Please walk your child into the building or watch them until they enter the building, before driving off.

Aftercare hours are from 3:30 - 6:30 p.m. Parents who do not pick up their child/children by 6:30 p.m., may lose their Aftercare privilege and will be billed a late charge of \$3.50 per ten minutes.

Students will be provided a light snack between the hours of 4:00 and 4:30 p.m.

All students in grades K-3 through 12th who have not been picked up by 3:30 p.m. will be placed in Aftercare and the parent will be billed. There are no exceptions to these rules.

All Faith Outreach Academy's rules of courtesy, dress, and behavior will remain in effect during Aftercare.

If the child is involved in any extra curricular activity, it is still the child's responsibility to check-in with the aftercare supervisor. Age or grade does not determine whether a student is in Aftercare. If a student is on school property, he or she must be under adult supervision. It is the parent's responsibility to check-out with the Aftercare supervisor.

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Cancellation of sports or drama activities requires aftercare services and again they must check-in with the supervisor.

Involvement in extra curricular activities does not exempt your child from Aftercare everyday.

In the event of rain or inclement weather, students must stay in designated area. Students are not permitted to run around the school, church or to be in the classrooms.

Any student that does not check-in or have parent sign him/her out will be charged for a full day of aftercare service. Those children who insist on not checking in or out or running around in prohibited areas will receive a student discipline report and must see the Principal the following day.

Continual breaking of the above rules can result in suspension from Aftercare and possibly from school.

Aftercare students are divided into four categories: K3 - K4, K5- 1st, 2nd - 6th and 7th - 12th. In Aftercare, these students will complete homework, design arts and crafts, study, and/or participate in fun activities. **Students in 1st - 12th grade will go into Homework Class from 4:00p.m. - 5:00p.m. to get started on their homework.**

RETURNED CHECKS

There is a \$25.00 administrative charge on all checks returned for insufficient funds. A second incident of a returned check will result in the requirement of payment in cash only or by credit card. Our bank automatically runs a check through twice before returning it for insufficient funds.

FUNDRAISERS AND CONTRIBUTIONS

It is our desire to maintain the lowest rate possible for tuition charges. In order to do this, it is necessary for us to have some fundraising activities. These activities provide funds that allow us to purchase needed items for the classrooms. Please show your full support to the students and staff when you are asked to help with an activity. **We strongly encourage parents to participate in Fundraisers and other school activities.**

Additionally, we need people who will give into this ministry above and beyond tuition. As God prospers you, please prayerfully consider a financial contribution to the school. You may also donate your professional skills to the Academy.

GRADING SYSTEM

Preschool and Kindergarten students will be graded on their progress using the following system:

E=excellent, **S**=satisfactory, **N**=needs improvement, or **U**=unsatisfactory.

The grading system and interpretation of letter grades used in grades 1-12 will be as follows:

GRADING SCALE

	70 - 74	A+	95 - 100	C
		A	90 - 94	
D+	65 - 69	B+	85 - 89	D
	60 - 64	B	80 - 84	F
	0 - 59	C+	75 - 79	

I(Incomplete)

Any student receiving a F or I in any academic, non-elective subject may be required to repeat a grade. Any student with two or more D's or lower in academic, non-elective subjects, may be required to repeat a grade.

An "I" must be made up within two weeks after the grading period or the "I" will become an "F" (59% or less).

Grade Point Average(GPA) System

-Credits are evaluated on a quarterly basis.

-Numerical values are assigned to letter grades:

A - 4

B - 3

C - 2

D - 1

-Valedictorian and Salutatorian are determined by the average of the individual numerical grades for each of the subjects through the end of the third nine weeks.

ACHIEVEMENT

Public recognition is given for those who excel academically by placing them on an honor roll at the end of each nine-week period. To qualify, the student must make no grade lower than a C. Those students who make no grade lower than an A+ **and have all E's in Conduct, Follows Directions and Participation** will be placed on the "**Principal's Honor Roll.**" Students with all A's **and E's and S's in Conduct, Follows Directions, and Participation** will be placed on the "**High Honor Roll**". Students with all A's **and B's with E's and S's in Conduct, Follows Directions, and Participation** will be placed on the "**Honor Roll**". Students with A's, B's, and C's with E's and S's in Conduct, Follows Directions, and

Participation will receive the "Citizenship Award". In addition, we recognize those who excel spiritually in Bible Excellence, Joy of the Lord, and Servanthood.

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TESTING

Students in grades Kindergarten through 11th grade will take a national standardized achievement test each spring to help measure progress achieved during the school year. The cost for this test is extra and is paid at the time of enrollment.

For placement purposes, all new students will be required to take an entrance examination prior to acceptance. There is no cost for this examination.

MEDICAL INFORMATION

All students must have up-to-date immunization records, or medical exemptions on file as required by state law, prior to beginning class at FOA.

In order for students to attend classes at FOA, parents must sign a form authorizing us to obtain emergency medical treatment for the student. This form must be notarized by a Notary Public. This service is available through the school office.

The staff of FOA **WILL NOT** administer non-prescription medication to the students. Please do not ask us to do so, or send it to school with your child. Prescribed medication should be brought to the office by the parent with written instructions pertaining to administration. Parents should then come to the office after the school day to retrieve the medication. Medication will not be released to the student.

Parents are asked not to send their children to school if the children have a fever or any communicable (contagious) illness. It is the responsibility of the parent to advise the school of any contagious illness or sickness of your child. A child sent to school should be well enough to participate in a normal school day. If your child should develop a fever or becomes ill at school, our first reaction will be to pray with the child to ask God for healing. If, in our judgment, the student is sick enough to possibly need medical attention or is unable to participate in classroom activities, the parent will be called and will be expected to promptly pick up the child.

SOME INFECTIOUS/CONTAGIOUS ILLNESSES:

HEAD LICE:

We are required to notify parents in writing when head lice has been identified in our school. Upon receipt of our notice, please help us control this problem by following our directions, including the examination of your child's hair each night and treatment. Pediculosis (head lice) is characterized by itching scalp. The nits (eggs) are white and cling to hair strands, particularly around the ears and at the back of the neck. The lice are small, white, wingless insects.

If we find your child with lice or nits, he or she will be sent home with instructions on how to rid the lice and/or nits, or you may seek advice from your physician. The child will remain home until his or her head is free of both lice and nits (generally 2-3 days). Upon return to school, your child should have a letter stating what actions were taken to correct the problem. Our school office will then re-examine your child's hair before acceptance into school. Further, the office staff will periodically re-check your child's head.

RINGWORM:

Ringworm (a fungus) is very common in children and the parent may wash the area three times daily with soap & water, pat dry, apply Tinactin, Griseofulvin, or other antifungal agent, and keep area covered so child can't scratch and spread the infection. See your family physician for proper care of the ringworm. The child may remain in school with the affected area covered.

IMPETIGO:

Another very common infection in children is impetigo. The affected area needs to be washed with soap and water three (3) times daily and apply Neosporin (triple ointment) or bacitracin. If the affected area doesn't clear in three (3) days, the child needs to see a physician. The child may remain in school with the affected area covered.

PINK EYE (Conjunctivitis)

"Pink Eye" or conjunctivitis is an inflammation of the membrane covering the outer, front layer of the eyeball and the lining of the eyelid. It is caused by bacteria, viruses, or such chemical irritants as smoke or soap. If your child complains of "something in my eye," he/she may have conjunctivitis. This feeling is often a first symptom, followed by a discharge of water or pus, or swelling accompanied by itching, burning, and discomfort from light. Consult your physician. Some forms of conjunctivitis are contagious. If a child has "pink eye," we require a statement from the physician that the child can return to school.

CHICKEN POX:

A common infection that is seasonal and recurs every few years is chicken pox. It is most contagious three (3) days before first crop of blisters appear. Medication is ineffective. The child must stay home until 10 days after the first set of blisters appear. Then the child may return to school if all lesions are drying. Teachers will give the child homework during this 10-day period.

FEBRILE ILLNESS:

If a child is listless and has a temperature higher than 99.6 (with or without chills), that child needs to see a physician. Symptoms of Febrile Illness include: nausea; vomiting; diarrhea; chronic cough which produces sputum; sore throat with red membranes and coated tonsils; headache with stiff neck and swollen glands; foul smelling tea colored urine, pink eyes with thin film of pus in corners; or rashes on skin which cannot be attributed to other causes. These symptoms indicate a contagious illness and the child must see a physician and stay home.

FIELD TRIPS

Field trips are a part of the overall educational program and are an enrichment for the students. We attempt to schedule field trips that are pertinent to what is being taught in the classroom. Enrolling your child as a student at FOA gives your implied permission for participation in field trips. You will be informed in advance of the nature of the scheduled trip and what the cost will be. A conscious effort is made to keep the cost at a minimal. Parents are expected to volunteer as chaperons and provide transportation, if needed. Parent provided transportation is for his or her child only. Students are required to wear the Eagle T-shirts or the school's maroon polo shirts and modest jeans for uniform appearance when attending field trips.

GUIDELINES FOR FIELD TRIP CHAPERONS

One Chaperon per five to seven students):

- (1) Students will be supervised by an approved adult at all times. Chaperons must have a list of students they are supervising, along with the consent forms.
- (2) Students must wear proper field trip attire to include the Eagle T-shirt or the school's maroon polo shirt and modest jeans.
- (3) Correct any student's misbehavior and advise the field trip teacher. In addition, complete a Student Discipline Report and provide the report to the homeroom teacher.
- (4) Students must be seated on buses or in cars with seat belts fastened.
- (5) Provide appropriate first aid to an injured student, and fill out an accident report.

(6) Report any emergency immediately to the Academy by calling (813) 887-5546 and then 9-1-1 (if necessary).

BOOKS AND SUPPLIES

Generally, softbound textbooks and workbooks in K-3 through Grade 12 belong to the students. Any hardbound textbooks which may be used in Grades 6th through 12th are the property of the Academy and must be kept covered at all times. Book covers may be made from plain brown or white paper bags or may be purchased from the bookstore, when available. No other book covers are permitted.

Books which are lost must be replaced at the student's expense. In addition, students will be assessed a fee (up to the cost of the book) for damages to FOA books, e.g., missing pages, torn pages, markings, stains, etc. All personal items, **including uniform items**, should be marked with the student's name, written in permanent ink. The school is not responsible for lost uniforms or personal items. It is each student's responsibility to keep track of his/her own property.

SUPPLY LIST

Listed below is our basic supply list for the students for the year. Please restock these supplies as needed.

K-3

2 boxes jumbo crayons (8 (primary colors only)	24
2 boxes of colored pencils	Glue sticks, Elmer's Glue
Large box Kleenex	Construction paper
Wet ones & Hand sanitizer	3 prong folders(2)
Box mixed size bandages	Small blanket & pillow
	Change of clothes (in Ziplock bag w/child's name on bag & clothes)

K-4

Box of 16-24 crayons
Colored pencils
Large box of Kleenex
Wet ones & Hand sanitizer
Box mixed size bandages
School supply box
Safety scissors
4 pocket folders(plastic w/prongs)
3 or 4 - #2 pencils
2 Glue Sticks
Construction paper
Small blanket & pillow
Change of clothes (in Ziplock bag w/child's name on bag & clothes)

K-5

Box of 24 crayons
Large box of Kleenex
Wet ones
Box mixed size bandages
1 Doz of #2 pencils
School supply box, Lg. erasers
Safety scissors
Glue sticks, 3 prong folders(2)
Bible (NKJ)
Construction paper
Change of clothes (in Ziplock bag with child's name on it)

FIRST

Box of 24 crayons
Box of colored pencils
Large box of Kleenex
Box mixed size bandages
#2 pencils
School supply box
Safety scissors
Glue Sticks
2 pocket folders
1 Ruler w/centimeters
Wide Rule Notebook paper
Bible (NKJ)
Construction paper
Extra erasers

SECOND

Box of 24 crayons
Box of colored pencils
Large box of Kleenex
Box mixed size bandages
#2 pencils
School supply box
Safety scissors
Elmer's Glue, Lg. Erasers
2 pocket folders(6)
1 Ruler w/centimeters
Wide rule notebook paper
Bible (NKJ)
Construction paper

THIRD - FIFTH

Set of colored pencils
 Set of colored markers
 Large box of Kleenex
 Box mixed size bandages
 #2 pencils/Highlighters
 School supply box
 Safety scissors/Glue
 Hand sanitizer
 1 Ruler w/centimeters
 Wide rule notebook paper
 2-pocket folders(6)
 Construction paper
 2 Erasable black pens
 Assignment Planner
 Bible (NKJ)
 Combination lock

GRADES 6TH - 12TH

2-pocket folders(6)
 Notebook paper (college rule)
 4 erasable black pens
 2 red pens
 #2 pencils
 Set of colored pencils
 Set of colored markers
 Large box of Kleenex
 Box mixed size bandages
 12" ruler w/centimeters
 Protractor, Compass

Combination lock
 Highlighters

GRADES 6TH - 12TH

(Continued)

Scissors & Glue
 Zipper pouch or supply box
 Assignment Planner
 Erasers
 Graph Paper
 Bible (NKJ)

ALL GRADES

Notebooks, folders and all other items must be without illustrations or messages. Scenic pictures and Scripture quotations are permitted.

All items, where possible, are to be permanently marked with the student's name before being brought to school. Calculators are not allowed unless specified by the teacher.

This is a general list of supplies needed. Individual classroom teachers may require additional supplies.

BOOK BAGS

Book bags or backpacks must be plain and without decorations. We require book bags to be a solid color of grey, black or burgundy.

CHAPEL

All students will attend chapel, when scheduled. This is a very important and special time for the staff and students which provides a vital forum for ministry and spiritual growth. Parents are encouraged to attend chapel services. Boys (grades 6th - 12th) are required to wear white monogrammed shirts, maroon ties and gray pants at chapel. Girls (grades 6th - 12th) are required to wear white monogrammed blouses and gray or maroon plaid skirts. Boys (K3-5th) are required to wear long gray pants with maroon polo shirt, while girls (K3-5th) are required to wear jumpers.

CLOSED CAMPUS

Faith Outreach Academy has a "closed campus" policy. Students are not permitted to leave campus at any time between 8 a.m. to 3 p.m. , unless:

- a) the student is on a scheduled class trip;
- b) the student is being picked up by a parent;
- c) the student has written permission from a parent to leave with another adult;

d) there is a medical emergency involving the student.

Students must be signed out through the school office. Students are not permitted to invite friends to visit the campus without permission of the Principal.

VISITORS

A visitor is defined as anyone other than an FOA staff member or a student enrolled at FOA. **ALL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE BEFORE ENTERING THE SCHOOL BUILDINGS.** While visiting the school, all visitors will wear a badge marked "VISITOR." This badge will be issued by the school office at the beginning of the visit and returned to the office at the end of the visit. Any visitor not wearing a badge will be asked to go to the office to sign in. This policy is for the protection and in the best interest of all our students.

ATTENDANCE

FOA offers an academically demanding, fast-paced learning environment. Therefore, it is important that a student be absent only when absolutely necessary. To help ensure each student receives maximum benefit for his/her educational opportunity, the following absenteeism policies have been established:

EXCUSED ABSENCES:

An absence is considered excused for reasons of:

- a) illness of the student;
- b) death in the family;
- c) illness in the family which requires the student to be with the family member;
- d) medical appointments which could not be scheduled after school hours; and
- e) other true family emergencies.

Upon returning from the absence, the student must present a note from the parent explaining the reason for the absence. The parent's note must include: the student's first and last name; date of absence; reason for absence to include doctor's consultation, if applicable; and parent's signature. Work missed during an excused absence may be made up for full credit, provided it is completed within a reasonable amount of time. The classroom teacher will determine what is a "reasonable amount of time."

Absences for reasons other than those stated above will be considered unexcused unless prior arrangements have been made with the classroom teacher and coordinated with the Principal.

Whenever possible, parents are asked to call the school office by 9 a.m. on the day of the absence to inform us of the reason for the absence. This telephone call does not negate the need for a written excuse upon return to school.

UNEXCUSED ABSENCES:

Absences which do not fall under any of the categories mentioned above will be considered unexcused. Work missed during an unexcused absence may not be made up for credit. A student receives a zero on all work missed during an unexcused absence. Absences resulting from a student being suspended by the Principal are unexcused.

If a student accumulates 10 or more absences in one 9-week period, or 15 absences in two consecutive 9-week periods, a parental conference with the teacher and principal will be required. A student who misses 30 or more days of classroom instruction may be required to repeat this present grade.

TARDY POLICY

We will have a “**no tolerance**” tardy policy. This policy does not apply to K-3 or K-4 students. A student is tardy when the student arrives after 8:05 a.m., and is not in his/her assigned seat.

a. **Excused Tardiness.**

A student’s tardiness shall be excused for illness of the student, medical appointment, automobile accident, severe weather, or a major family emergency. Oversleeping, traffic problems, or just running late are not excusable. A parent or guardian must provide a detailed note on the reason for the tardy.

b. Unexcused Tardiness.

1) A student should make every effort to be in class on time. A student failing to attend class in a timely manner shall be considered truant and subject to disciplinary action.

2) A student's excessive unexcused tardiness shall be considered willful disobedience and the student shall be subject to disciplinary action, to include:

A K5- 12th grade student will receive three(3) demerits for each unexcused tardy. A student accumulating 15 demerits will have detention after school for a fee of \$10.00. It is imperative that the students arrive to school on time. Remember, we are teaching our children habits which will affect their future.

Detention will be held between 3:00- 4:00 p.m., and parents will be notified 24 hours in advance. We cannot change a detention date. If a student is late for detention, he/she will receive an additional day of detention. If the student does not show up for detention or does not complete his/her full hour, he/she may be suspended from school.

Parents should NOT take a student directly to the classroom if they are tardy. Please go to the office first to receive a tardy slip, otherwise the student could be counted as absent for the day.

PARENTAL INVOLVEMENT

The more parents are involved in their child's education, the greater chance that student has of achieving "educational success." A child's education is the parents' responsibility.

The Christian school can never be a substitute for or replace the parental role in a child's education.

We always have need of volunteers to help at school. All parents are asked to complete a "volunteer survey" to determine in what areas of school life they are most interested and qualified to help. Your participation enhances the quality of your child's education. We would like to have enough volunteers to be able to provide child care for those parents who would like to be involved but have little ones at home. Be willing to give of yourself. It takes more than tuition to operate a Christian school. We need volunteers in the following ministry areas:

- 1) Home Room Parent
- 2) Teacher's Aide
- 3) Library Aide
- 4) Typing & Word Processing
- 5) Field Trip Chaperons
- 6) Prayer Group
- 7) Fund-Raising
- 8) Special Event Planning Committee
- 9) Drivers

- 10) Tutoring
- 11) Refreshment Committee
- 12) School Musicals/Programs
- 13) Art Work or Sign Making
- 14) Sports Events Assistant
- 15) Open House & Parent Orientation
- 16) Lunchroom Supervision
- 17) Traffic Patrol
- 18) Fall Festival/Field Day
- 19) Physical Education Aide

Those parents who regularly volunteer their service to the Academy will be required to complete a "Volunteer Application" and have a meeting with the Principal. During the meeting, the Principal will provide instructions on the:

- 1) Academy's Philosophy and Mission;
- 2) importance of volunteers in the school;
- 3) duties of volunteers and chaperons;
- 4) student discipline procedures; and
- 5) health and safety measures.

In addition, a background search will be required, as well as, being fingerprinted.

PARENTAL COMMUNICATION

We value parents involvement in their child's education. FOA will routinely advise parents on the progress of their child. The teachers will primarily communicate with the parents via notes, letters, phone calls, and conferences. Please be sure to inform the office of any changes in address or phone numbers to contact you. In addition, the administration office will provide notification when a child is not progressing as expected.

A mid-quarter progress report will be sent home during each mid-nine week period. The report will give a detailed report of your child's progress. If you have any concerns or would like to make an appointment with your child's teacher, please call the office to schedule an appointment with the teacher.

HOMEWORK

All students at FOA will have some homework. Homework enhances the student's academic discipline and provides an opportunity for parents to become directly involved in the academic progress of their students.

No homework will be assigned on Thursdays in order for families to be able to attend mid-week service at Faith Outreach Center or their home church. However,

sufficient homework will be assigned on Monday and is due on Tuesday morning;
homework assigned on Tuesday is due on Wednesday; and homework assigned on
Wednesday is due on Friday morning.

MIDDLE SCHOOL COURSE OF STUDY

The middle school program is designed to develop the learning skills in all subject areas in preparation for high school. The course of study is as follows:

7th - Bible

Math
English
History
Science
Music/Band/Choir
P.E.
Study Hall/Elective

8th - Bible

Pre-Algebra
English
History
Science
Music/Band/Choir
P.E.
Study Hall/Elective

HIGH SCHOOL COURSE OF STUDY

The high school course of study is designed to develop the learning skills in all subject areas in preparation for college. The course of study is as follows:

9th -Bible

Algebra I
English I
World Geography
Biology
Music/Band/Choir
P.E.

10th - Bible

- Geometry
- English II
- World History
- Physical Science
- Spanish I
- Speech/Electives

11th - Bible

- Algebra II
- English III
- American History
- Chemistry
- Spanish II

12th - Bible

- Business Mathematics
- English IV
- American Government
- Economics

As of October 2007, the state of Florida requires that the following requirements be met in order for a student to graduate from high school:

must be

have lab)

History, 1 credit

History, .5 credit American

Government, .5 credit Economics)

Algebra I)

English 4 credits

Mathematics 4 credits(one of which

Science 3 credits(two of which must

Social Studies (1 credit World

American

high school
required for admission into state
universities)

Foreign Language(not required for
graduation, but

36

credit(may
include speech and debate)

Fine Arts or Performing Arts 1

Physical Education 1 credit
Major, Minor, or Electives 8 credits:

Interest(MAI)

4 credits in a Major Area of

may be
to allow for a second Major Area of

4 credits in elective courses, which
combined

Interest, a minor area of interest(3 credits), or

individual elective courses.

For a total of 24 credits to graduate. In addition, the students must have passing scores on the Grade 10 SAT and a cumulative GPA of 2.0 on a 4.0 scale.

Florida Student Scholarship & Grant Programs

The state of Florida offers a variety of student scholarship and grant programs to graduating high school students. In addition to the state of Florida requirements for graduation, several of these scholarships also have other requirements. In order to qualify for some, including Bright Futures Scholarship, students must have 75 hours of community service while in high school. Community Service is defined as identifying and addressing a social issue in the community. This requires students to look beyond

themselves and reach out to an issue faced by our society today(i.e. poverty, abuse, elderly citizen). These hours will meet the requirement for the Florida Academic Scholars Award through Bright Futures.

Volunteer Service is defined as assisting where needed and does not necessarily address a social issue. Although these hours are not recorded on the transcript, students can keep a log of these activities for use when applying for college, job applications, awards and scholarships other than the Bright Futures.

For more information on these and other available scholarships, contact the Academy Office.

TRANSPORTATION

Transportation to and from school is the parents' responsibility. We do not offer bus service to and from school. Please send a written note to school if your child is to go home with another student. We also need to know if someone other than the parents will be picking up your child.

PICK UP & DROP OFF RULES

DROP OFF

There is only one primary entrance into the school grounds. Please enter via the church driveway, travel under the canopy, drive around, and drop off your child in front of the Elem. Bldg. Before care starts at 7:00 a.m. in the Elem. Bldg. **DO NOT PARK IN THE TRAFFIC LANES, OR DROP OFF YOUR CHILD AT THE ADMINISTRATION BUILDING.**

PICK UP

Please enter the school grounds the same way as discussed above. Form one line in front of the green gates, your child will be escorted to your car in front of the Elem. Bldg. when the gates are opened. Please stay in your vehicle for the safety of the students. Remember, students in the Elem. Bldg. are dismissed at 2:50p.m. and students in the Gym Bldg. are dismissed at 3:10p.m. If you arrive prior to dismissal time, please park in the church parking lot and walk over to the Academy Office to sign out your child. **Do not park in the traffic lanes.**

All students are required to participate in P.E. Students in 3rd-12th Grade are required to wear the official FOA P.E. uniform, which consists of the gray FOA T-shirt and maroon shorts (See uniform requirements for P.E. shoes). P.E. uniform must be purchased from our uniform vendor to keep a uniform appearance.

Physical Education uniforms are to be worn only during P.E. They may not be worn anywhere in the buildings except when going to and from the dressing area and in the gym for P.E. planned activity. Students must change back into school uniforms after P.E. class is concluded, except when P.E. is the last class of the day. However, if a student is required to see the Principal, he or she must be dressed in uniform.

A student must have a written excuse from parents or doctor to be excused from participation in any P.E. activity. This does not excuse the student from getting dressed for the activity and going to class. Students who do not have the proper P.E. uniform for class will have points deducted from their grades and receive a Uniform Violation Form.

Students may not bring physical education equipment to school, e.g., footballs, basketballs, etc. There will be no playing of football or basketball in the morning before

school begins or during dismissal time. After 3:30 p.m., practice for sports events may take place. Any equipment brought to school will be placed in the school office and must be picked up by the parent. If not picked up within a reasonable amount of time, the item will be discarded.

HOLIDAYS AND CLASS PARTIES

The major holidays celebrated at FOA are Thanksgiving, Christmas, and Passover (celebrated in conjunction with Easter). Class parties may be scheduled during those holidays. Any other class parties must be planned by the teacher involved and approved by the Principal.

Birthday parties are not held at the school. Parents may send special treats for the entire class, if prior arrangements have been made with the classroom teacher. Students may hand out birthday party invitations at school only, if all children in the class receive an invitation.

FOA does not celebrate Halloween, nor do we recognize it as a legitimate holiday. Please do not allow your child to bring anything to school that reflects the world's recognition of this unholy observance. Any such material that is brought to school will be confiscated and must be reclaimed by the parent.

The school telephone lines are for business purposes only. Students will not be allowed to use the telephone during the day except for an emergency. If an emergency situation occurs, office personnel will place the call and give the appropriate message to the parent.

Students will not be allowed to call home to get the parents to bring forgotten homework, lunches, P.E. uniforms, etc. Should the parent voluntarily bring any such items after school has begun for the day, the items should be left with the school secretary, who will see that the student receives them. Students may not call home to see if they can go home with someone else. If a student is to go home with another student, a note from the parent must be in the office.

Parents are asked not to call and ask to speak with students during the school day unless unusual circumstances warrant such a call.

STUDENT CONDUCT AND DISCIPLINE

Our goal is to have a school of excellence. Since it is a privilege to attend FOA, we expect the students to treat their teachers, each other, and personal and school property with respect. Acts of flagrant disobedience, disrespect, and disruption will be automatically referred to the Principal to include fighting, unacceptable language, stealing and cheating, smoking/alcohol/drugs (on & off campus), knife, gun, damage to property, and safety violations. Students are expected to meet and exceed the following standards of conduct at all times:

1. Demonstrate respect for teachers, staff and other students.
2. Profane or obscene language or gestures will not be tolerated under any circumstances.

3. Fighting will not be tolerated. Students are not to physically retaliate, if provoked, but should immediately report any confrontational incident to a teacher or other staff member.

4. Students will abide by classroom rules at all times.
5. Electronic games, radios, tape or CD players, tapes or CD's, musical instruments, beepers, cell phones, collector cards, playing cards etc., will not be allowed in school unless permission is granted by teacher or principal.
6. Magazines, books or pictures not conducive to Christian behavior will not be permitted on the campus, in wall lockers or book bags, in vehicles being used for school functions or at any school-sponsored function. The school reserves the right to decide what reading material is acceptable in a Christian school.
7. Any student enrolled at FOA found to possess or use alcoholic beverages, tobacco products, illegal drugs or pornographic materials, on campus, whether during school hours or Aftercare, is subject to severe disciplinary action including suspension or expulsion.
8. Students are to show proper respect toward others' property. Students will be responsible for repairing or replacing any property for which they are responsible for damaging or destroying. This includes school property. Please note that student's desk, table, and locker are the school's property and that the school has the right to open and search them at any time. The school also has the right to search book bags. The school is not responsible for lost or stolen items.
9. Public display of affection is not permitted (e.g., holding hands, kissing, embracing.)
10. There is a hands off policy at FOA. This policy includes students touching students, and students touching teachers. In addition, teachers and staff members will avoid unnecessary hands on the students. Primarily a female teacher or staff member will only touch a child to bring about comfort, or to give directions.

11. No gum chewing is permitted at the school. A student will be subject to a monetary fine if he or she is caught chewing gum.
12. Students are expected to come to school prepared to learn and participate/contribute to the classroom, e.g., books, pencils, paper, assignments, etc.
13. Students will walk on the sidewalks and refrain from running or playing in the hallways.
14. Students are not to leave the school grounds without permission of the Principal.
15. Students will remain in class unless otherwise scheduled or granted permission to leave.
16. Students are prohibited from entering the grounds of the church north of the Academy's office, being behind the Elementary or Family Life Center, or at the church/church grounds without proper permission.
17. **Students must abide by other announced policies and procedures concerning conduct at school whether contained in this handbook or not.**

Parents and teachers must cooperate fully with one another. Anything said or done which undermines respect and confidence for either one will harm the child. When there is a misunderstanding, a student should take it quickly to the teacher. Often a conference or even a note can clear up the difficulty.

If your child brings a problem home to you, please encourage your child to go to the teacher involved and resolve the problem. If the problem then is not completely resolved, the parent should go to the teacher involved and resolve the problem. If the problem then is not completely resolved, call the school office for a conference with the Principal.

When problems arise, remember this principle: We must all conduct ourselves at all times according to the instructions given in God's Word. Children (and adults) must be in submission to those in authority over them (Romans 13). Complaining should not be tolerated! If your child does come home complaining about a policy or disciplinary action, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's interpretation may be emotionally biased and may not include the full account of the incident.
3. Understand that FOA has a unique individualized program with policies based upon Scriptural principles.
4. Support the teachers and the administration and call us for all the facts.

When correction is necessary, the form of correction will depend upon the nature and severity of the problem. The more a parent becomes involved in correcting behavioral problems at home, the more your home will be strengthened. However, if correction

of a problem must be assumed by the school, the administration may use one or more of the following:

a) **Teacher/Staff Members:** The Student Discipline Report will be used by teachers and staff members to record violations of school policy. When a teacher or staff member observes a student breaking a rule, he/she will complete a Student Discipline Report after speaking with the child about the infraction. This report will either be given to the office or placed in the home room teacher's mailbox for action. A student will incur demerits if he/she is not following the rules of the school and not displaying the correct behavior at school or at a school function.

Teachers may also take any or all of the following actions:

1. Discuss the offense with the student, and assess a conduct grade.
2. Deprive the pupil of certain classroom privileges.
3. Rearrange the student's classroom seating.
4. Place the elementary student in time out.
5. Issue a special writing assignment due the next day.
6. Arrange a parent conference.
7. Develop a behavior modification plan for the student.

8. Issue a Student Discipline Report.

9. Refer the discipline problem to the Principal.

b.) **Principal:** The Principal will take actions listed in the discipline guidelines and as listed below to resolve a violation.

1) **Verbal correction of problem/special written work assigned.**

2) **Detention:** Detention starts at 3:00 p.m. and ends at 4:00 p.m. A \$10.00 detention fee will be charged to the parent for each detention served. When detention is assigned, the student will be given work to do or a writing assignment. Detention is assigned by the hour. We cannot change a detention date. Parents do not ask for your child's Detention to be re-scheduled for any reason other than for an emergency or already scheduled doctor's appointment. If a student is late for detention, he/she will receive an additional day of detention. If the student does not show up for detention or does not complete his/her full hour, he/she may be suspended from school. If a student has served three(3) detentions, the next offense to occur will result in the student being suspended.

3) **Probation:** Probation is invoked when a student has serious academic, attitude or behavior problems in order to give the student an opportunity to correct his/her problem. It is usually instituted after consultation and counseling with the student, parents, and faculty, and usually lasts for nine weeks. If there is not a significant improvement, the student will be dismissed or asked to withdraw from school.

Student activities may be limited during the probationary period, and the student may be asked to relinquish all positions of trust and responsibility for the remainder of the year.

4) **Suspension and Expulsion:** Students who have consistently been in violation of school policies and procedures or who have, through behavior or attitude,

demonstrated contempt for the academic, spiritual, moral, or philosophical standards of FOA will be subject to suspension or expulsion. This would include any breach of the standards of conduct listed above as well as cheating, vandalism, and being in an unauthorized place. The number of days for a suspension will be determined by the Principal based on the offense. Absences during a suspension period are considered unexcused. Work missed during an unexcused absence may not be made up for credit.

A student receives a zero on all work missed during an unexcused absence. If the student has been suspended for three(3) days, the next offense to occur will result in the student being expelled from school.

Any time a student is referred to the Principal for academic counseling or disciplinary action, a Student Discipline Report will be sent home with the student. This form must be signed by the parent and returned to the office the following day. If the Student Discipline Report is not returned, the student will have to sit in the office until the parent brings the signed report to the school. It is the child's responsibility to provide the referral report/ticket to the parent in a timely manner. It is the responsibility of the parent to sign the report and return it to the office in a timely manner.

It is our desire to teach the students to discipline themselves. This produces maturity and responsibility. External discipline is only required when internal discipline is not maintained. We desire to encourage obedience and not control.

c) **Counseling with the Administrator or Pastor.** The administrator or pastor is available to discuss any matter to include review of actions taken by the Principal, or provide counseling, if needed. Please call and arrange for an appointment at (813) 887-3354.

d) **Discipline Guidelines:**

Offense	1st Time	2nd Time
1. Uniform Violation (wrong shoes, untucked	3 demerits assigned	

2. Disrespect to Teacher (language, attitude, actions, etc.)	5 demerits assigned		
3. Disruptive Behavior (classroom or to peers)	3 demerits assigned		
4. Dishonesty (cheating, stealing, untruths, etc.)	5 demerits assigned In addition, student will receive a zero on test/quiz		
5. Vandalism (personal property or school property)	5 demerits assigned In addition, student will pay for damages		
6. Safety Offense (fire alarm or detectors, extinguishers, etc.)	10 demerits assigned		
7. Unacceptable Language (cursing, slander, offensive jokes, horse playing, etc.)	5 demerits assigned		
8. Fighting (hitting, kicking, wrestling, etc.)	10 demerits assigned		
9. Drugs/Alcohol (Use or possession)	3 Day Suspension	Expelled	
10. Tobacco Use or possession(any form)	3 Day Suspension		Expelled
11. Pornography or adult magazines or materials	3 Day Suspension		Expelled
12. Cell Phone Usage/ Electronic Devices	3 demerits assigned Devices will be taken away until parent picks up		
13. Physical Contact (Public display of affection/Hands Off Policy)	5 demerits assigned		
14. Unprepared for Class-books, paper, etc.	3 demerits assigned		

In order to participate in any extra-curricular activity, a student must have a passing grade in all subjects for the previous grading period. A student with a "D" on any subject on a 9-week report card will be ineligible to participate in extra-curricular activities until the grade has improved to a "C". If a student receives an "I" for a grading period, all required work must be completed before he or she is able to participate during the following grading period.

Extra-curricular activities include, but are not limited to, team sports, cheerleading, drama, student government, school clubs, and choir. Students participating in extra-curricular activities may be required to pay an activity fee, e.g., purchase of uniforms, instruments, etc.

LUNCHESES

We have "Limited Food Service." Limited means we are only allowed to serve food from a restaurant, not prepare the food. Students may bring a sack lunch. Lunch containers must be plain and without decorations. Scripture verses or Christian theme lunch containers are the only exceptions. Parents are responsible for ensuring all utensils, napkins, cups and other necessary accessories are included in the lunch. These items will not be provided by the school.

No glass containers please.

Students are not allowed to take food or drinks outside the building unless special permission is granted by the teacher.

Do not send food that must be refrigerated or microwaved in your child's lunch. Students are not permitted to use the kitchen appliances. Staff members cannot heat up student's food. Students must clean up after themselves.

If a student should forget his/her lunch, the parent is responsible for providing a lunch to the child. However, if the parent cannot bring a lunch and we have extra lunch items, the school will provide a lunch and the parent will be billed. We will not call home for forgotten lunches as this promotes irresponsibility in the student.

A snack and soda machine is available in the school cafeteria and gym.

LUNCHROOM RULES: All students will enter the lunch area silently and leave silently. Students are expected to obey lunchroom monitors/teachers at all times. Students may bring work or approved reading material. The following rules apply while in the lunchroom:

- 1) Walk silently in and out of the lunchroom.
- 2) Keep arms, hands, and feet to yourself.
- 3) Stay in your seat except to purchase a food item.
- 4) No exchange/sharing of food is allowed.
- 5) No throwing of food is allowed.
- 6) Clean table and floor before leaving.

Students are allowed to talk quietly with students at their table. Students will be subject to disciplinary action for violation of these procedures.

The goal of our dress code is to promote Christian modesty, uniformity, and affordability. We do not believe that the style of dress and appearance we require is the only "right" or "moral" one, but it is what we require and it will be enforced.

Teachers will check uniforms daily. Students not in compliance will have to make adjustments in order to comply. If the dress code infraction can be corrected by removing jewelry, make-up or an outer garment, that item will be removed and turned over to the Principal. The Principal will only return the item to the student's parent or guardian.

If the infraction cannot be corrected as stated above, the student will be sent home to correct the situation and the absence is unexcused.

STUDENT APPEARANCE:

The administration reserves the right to make judgment on the appropriateness or inappropriateness of a student's appearance, whether or not it has been specifically covered in the dress code. Christian modesty and sound educational practices are expected to be followed by all students. The clothing must be clean, neat, and in good repair.

Boys hair must be styled to hang above the collar (as measured on a dress shirt) with a portion of the ears showing and out of the eyes. It must be neatly trimmed.

Conservative hair styles are encouraged; two-tone (color) hair styles are not permitted in the school. Designs in the hair and/or mohawks are not acceptable. Highlights(not streaks) are permitted.

Facial hair is not permitted on boys except a mustache.

Girls appearance should be neat and modest. Conservative hair styles are encouraged; two-tone (color) hair styles are not permitted. Highlights(not streaks) are permitted.

UNIFORM REQUIREMENTS

SHOES (All students)

Classroom and P.E.: Solid black, white, gray maroon or two-tone school color tennis shoes with non-marking soles are to be worn. Tennis shoes with wheels are not acceptable at the school because of our floors.

ALL: Shirts or blouses must be tucked in at all times. Boys must wear belts, and girls wearing shorts must also wear belts. **Note: The belt end must not hang down, but must be neatly tucked in the pant/short loops or trimmed to fit in the loops.** All students will wear uniforms and must adhere to the dress code and appearance policy. We depend on our parents to work with the Academy in maintaining these appearance standards by checking your child before he/she leaves for school.

Boys, K-3 through Grade 5:

- Maroon or white polo shirt with embroidered school logo
- Gray elastic waist or flat front trousers
- Gray elastic waist or walking shorts, knee length (Note: worn with the maroon polo)
- Solid white or solid gray socks
- Gray or black belt
- Gray P.E. shirt with mascot screened (3rd - 5th)
- Maroon P.E. shorts mid-thigh (3rd - 5th)
- Maroon, gray or white sweater
- Gray w/maroon Jacket with school logo

Girls, K-3 through Grade 5:

- Maroon plaid drop waist jumper, knee length (may be worn daily; must wear at chapel)

White, Peter Pan blouse with embroidered school name
Maroon gym shorts, mid-thigh (worn under jumper)
Gray elastic waist or walking shorts(knee length) with cuff, worn with maroon or white polo
Maroon or white polo shirt with embroidered school logo
Solid white or solid gray socks
Gray, white or maroon sweater
Gray P.E. Shirt with screened mascot (3rd - 5th)
Black or white tights - Winter Only
White, Gray or Maroon knee socks (optional)
Gray w/ maroon Jacket with school logo
Anklets, maroon or white (optional)
Hair accessories (optional)

Boys, Grades 6 through 12:

Maroon or white polo shirt with embroidered school logo
Gray pleated trousers (not baggily worn)
White, Oxford shirt (short sleeve) with embroidered logo
(worn during chapel)
Maroon tie
Solid white or solid gray socks
Gray or black belt
Gray P.E. Shirt with mascot screened
Maroon P.E. Shorts (Mid-thigh- not baggily worn)
Maroon, Gray or White sweater
Gray w/ maroon Jacket with school logo

Girls, Grades 6 through 12:

- Maroon or white polo shirt with embroidered school logo
- Gray or plaid skirt (knee length or slightly below)
- Solid gray or solid white socks, or neutral/skin-tone hose, without patterns
- White oxford blouse with embroidered school logo (short sleeve) (worn on chapel days)
- Gray P.E. shirt with screened mascot
- Maroon P.E. shorts (mid-thigh) -- wear under skirt daily
- Gray, white or maroon sweater
- Gray w/maroon Jacket with school logo
- Hair accessories (optional)

PHYSICAL EDUCATION UNIFORM: (Required Grades 3rd through 12th)

- Gray P. E. shirt with screened school logo
- Maroon mid-thigh length shorts(not baggily worn)

ALL:Shirts must be tucked in at all times. Boys must wear belts; girls (grades K3 - 5th) must wear belts with walking shorts.

UNIFORM VENDOR: Vendor information will be provided by a separate correspondence.

WINTER DRESS:

Girls may wear white, gray, black or maroon stocking tights (**NOT** stretch pants) under jumpers.

Sweaters - Maroon, white or gray (required item in the uniform requirements)

Jackets - Gray w/maroon jacket with school logo offered by our vendor.

JEWELRY

Note: If jewelry draws attention to a student, the jewelry needs to be removed.

BOYS

Boys may wear no more than two necklaces and/or bracelets. Earrings are not allowed.

One watch and two rings is allowed. Nail polish is not acceptable.

GIRLS, Kindergarten through Grade 5:

One watch and/or bracelet, and one ring are permitted. One necklace is permitted.

One pair of earrings (one earring in each ear lobe) is permitted which must not be dangling or suspended. Make-up, nylons or dark fingernail polish are not permitted.

GIRLS, Grades 6 through 12:

One watch, two bracelets, and a total of two rings are permitted. No more than two necklaces are to be worn. No more than one pair of earrings (one earring in each ear lobe) is allowed. Earrings may be small hoops if a finger cannot fit through the hoop.

Only a modest amount of make-up is permitted. If make-up draws an unusual amount of attention to the student, then she is wearing too much. False eyelashes, bright red lipstick or other highly noticeable make-up is unacceptable.

Nail polish must be conservative. No dark or neon colors, such as black, red, etc.. No multiple colors or illustrations. Fingernail length may not hang over fingertip more than 1/4 inch. Acrylic nails are acceptable(as long as they meet the above criteria). A French manicure is acceptable. No press-on nails are allowed

Nylons, if worn, must be skin tone without patterns.

Note: The Academy is not responsible for missing jewelry or items of value to include money.

ADVERSE WEATHER INFORMATION

Faith Outreach Academy has an emergency weather plan for the protection of our students. We stay abreast to the changing weather patterns via an emergency weather radio, television weather advisories, and warnings of local authorities. **Generally, if Hillsborough County Schools close, we will also close the Academy.**

I. Types of Warnings & Advisories:

a. **Watch.** An alert for a specific area that a storm may pose a threat within 36 hours. **Generally, the school remains open.**

b. **Warning.** An alert for a specific area that a storm poses a threat within 12-24 hours, or an actual storm has touched down on land. If issued during school hours, teachers will take immediate action to protect the students, and the school will close.

Parents must pick up their child if the school closes.

Parents must stay abreast to local news and reports.

Generally, if Hillsborough County Schools

close,

we will also close the Academy.

It may be difficult
Academy during
emergencies.

to make contact with the

c. **Evacuation.** The Academy is in Zone A evacuation area, and during a **hurricane, tornado or tropical storm** warning issued by local authorities, we will **close and evacuate the Academy.**

Upon notification by local authorities or by the Academy, parents **must** immediately come and pick up *their child.* *If the adverse weather notification is issued when school is not in session, the school will be closed and please do not send your child to school.*

II. Closings. Please stay tuned to your local television or radio for public school closings. We follow Hillsborough District Schools closings, especially in the Town and Country area.

STUDENT SEXUAL HARASSMENT POLICY

(Employee-Student and Student-Student)

POLICY:

Faith Outreach Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

DEFINITION OF SEXUAL HARASSMENT:

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.

2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

EXAMPLES OF SEXUAL HARASSMENT:

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;

4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, drawings or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

EMPLOYEE- STUDENT SEXUAL HARASSMENT:

Employee-student sexual harassment is prohibited.

STUDENT- STUDENT HARASSMENT:

Student-student sexual harassment is prohibited.

WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT:

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school or church officials designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school or church officials designated below. All complaints will be promptly investigated.

WHERE TO REPORT SEXUAL HARASSMENT:

1. School Principal/Administrator (813) 887-5546
2. Teacher (813) 887-5546
3. Pastor's Wife (813) 887-3354
4. Faith Theological Seminary Dean (813) 886-8492

Note: The names of the above individuals are available in the office.

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

PROTECTION AGAINST RETALIATION:

It is against school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

PROCEDURES FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION:

When one of the school or church officials designated in this policy receives a complaint, he or she shall immediately inform the principal/administrator. The principal/ administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

d)Discipline Guidelines(cont.):

Offense	2 nd Time	1 st Time
15. Leaving Campus without permission		10 demerits assigned
16. Notes containing vulgarity, swearing, cursing, lewd, devious or sexual innuendoes	10 demerits assigned	Suspended for two days
17. Late to school(unexcused tardy)	3 demerits assigned	
18. Late to class(tardy)		1 demerit assigned

If a student accumulates 15 demerits, the student will have one hour of detention. If a student accumulates three(3) detentions, the student will be suspended for a day from school. Detention will be held from 3:00 - 4:00p.m.. A \$10.00 detention fee will be charged to the parent for each detention served.

BULLYING PREVENTION POLICY

The proposed Federal(HR 284) definition of bullying is as follows:

Bullying is conduct, including conduct that is based on a student’s actual or perceived identity with regard to race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics that may be defined by a state or local educational agency that -

- (A)is directed at one or more students;
- (B)substantially interferes with educational opportunities or educational programs of such students; and
- (C)adversely affects the ability of a student to participate in the school’s educational programs or activities by placing a student in reasonable fear or physical harm.

The proposed legal definition of bullying in Florida is as follows:

Bullying means substantial:

1. Teasing
2. Social exclusions
3. Threat
4. Intimidation
5. Physical violence

6. Theft
7. Sexual or racial harassment
8. Public humiliation
9. Destruction of property

The goal of Faith Outreach Academy is to prevent bullying. The administration is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including bullying. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or termination.

What to do if you experience or observe bullying:

Students who feel that they have been bullied or are currently being bullied need to report the matter to their teacher, the principal or the administrator. Students who observe bullying behavior are encouraged to report the matter to their teacher, the principal or the administrator. All reports will be promptly investigated.

Every effort will be made to protect the privacy of the parties involved in the investigation. However, the school reserves the right to fully investigate every report made and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation:

It is against the school's policy to discriminate or retaliate against any person who has filed a report concerning bullying or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning bullying.

Procedures for Investigation of the Report and for Taking Action:

When one of the school officials designated in this policy receives a report of bullying, he/she shall immediately inform the principal or administrator. The principal and/or administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions will be taken. The individual who suffered the bullying will be informed of the corrective action taken(as can be relayed). In addition, any employee or student found to be responsible for the bullying in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

