

ACCREDITATION

Faith Outreach Academy is accredited by the Accreditation Commission and Board of the League of Christian Schools. The school has demonstrated a commitment to maintaining a quality academic program balanced with enriching student services in a professional and nurturing environment, as validated by adherence to recognized accreditation standards of excellence consistent with sound educational practices. ILCS and FLOCS are divisions of the League of Christian Schools, LLC in association with AdvancEd.

MISSION STATEMENT

The mission of Faith Outreach Academy is to help our students to be successful Christians by showing them the love of Christ in a nurturing atmosphere where they can learn and grow spiritually and academically in order for them to be prepared for the future.

VISION STATEMENT

The vision of Faith Outreach Academy is to see our students become what God has called them to be by providing them with a firm spiritual foundation, a challenging and stimulating learning environment, and a godly moral foundation.

PHILOSOPHY

We believe proper education must be biblically based and will minister to the whole man-spirit, soul and body (1Thessalonians 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 (Prov. 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/her 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 (Ephes. 4:8-14).

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 (1 Cor. 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).
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).

Statement of Faith

Faith Outreach Center considers certain truths as being fundamental to an understanding of and a relationship to the one, true and living God.

1. The one true God has revealed Himself as the eternally self-existent I Am, the Creator of the universe and the Redeemer of mankind (Ex... 3:14; Isa. 43:10, 11). God has further revealed Himself as a triune being Manifested as Father, Son and Holy Spirit (Matt. 28:19; Luke 3:22).

2. The scriptures, both Old and New Testaments, are verbally inspired Of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (II Tim. 3:15-17; I Thess. 2:13, II Peter 1:21).

3. The Lord Jesus Christ is the eternal Son of God and, as such, shares in the Divinity and Deity of God (Matthew 1:23, II John 3).

4. Original sin and the fall of man. Man was created good and upright; for God said, "Let us make man in our image, after our likeness" (Gen. 1:26-27). The first man, Adam, through disobedience, fell from the grace of God and thus sin entered into the world and death by sin. Adam's transgression incurred not only physical death for man, but also spiritual death, which is eternal separation from God (Gen. 2:17, 3:6-24). Man's propensity to sin, because of his sinful nature, necessitates salvation from the power of sin and a savior to provide that salvation (Rom. 7:13-25).

5. The salvation of man. Man's only hope of redemption and salvation from the power of sin is through the shed blood of the Lord Jesus Christ (Acts 4:12; Romans 5:13, 10:9; James 1:21; Ephesians 2:8).

6. Jesus Christ is the Good Shepherd (John 10:11) and the Great Shepherd (Hebrews 13:20). There is only one spiritual shepherd referred to in the New Testament and Jesus Christ is that One (John 10:16).

7. The Church is the Body of Christ, the habitation of God through the Holy Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and the church of the firstborn, which was written in heaven (Eph. 1:22, 23; Eph. 2:22; Heb. 12:23).

Since God's purpose concerning man is to seek and to save that which is lost, to be worshiped by man and to build a body of believers in the image of His Son, the responsibility of the Church is:

A. To be an agency of God for evangelizing the world (Acts 1:8; Matthew 28:19; Mark 16:15, 16).

B. To be a corporate body in which man may worship God (I Cor. 12:13).

C. To be a channel of God's purpose to build a body of saints being perfected in the image of His Son (Eph. 4:11-16; I Cor. 12:28; 14:12).

8. The Ordinances of the Church:

Baptism in Water. The ordinance of baptism by immersion in water is commanded in the Scriptures. All who repent of their sins and believe in Christ as Savior and Lord are to be baptized. This is a declaration to the world that they identify with Christ in His death and have been raised with Him in newness of life (Matthew 28:19; Mark 16:16; Acts 10:47, 48; Romans 6:4).

The Lord's Supper Communion consisting of the elements; bread and the cup of the fruit of the vine, as the symbol expressing our sharing the divine nature of our Lord Jesus Christ (II Peter 1:4), a memorial of His suffering and death (I Cor. 11:26) and a prophecy of His second coming (I Cor. 11:26) and is enjoined on all believers until He comes!

9. The baptism of the believers in the Holy Spirit is the enduing of power for life and service, the bestowing of the gifts or enablement's of the Holy Spirit and their uses in the ministry of the body of Christ (Luke 24:49, Acts 1:4,8; I Corinthians 12:1-31). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14, 15, 15:7-9).

10. Divine healing was provided for in the Old Testament (Ex. 15:23-26; Psalms 103:1-3; Isaiah 53:4, 5) and the Gospel (Matt. 8:16, 17; Acts 5:16; James 5:14-16).

11. The second coming of Christ includes the catching away of the church (I Thess. 4:16, 17), followed by the actual visible return of Christ with His Saints (the Church) to reign with Him on earth for one thousand years (Matthew 24:27, 30; Revelations 1:7). This millennial reign will bring the salvation of national Israel (Ezekiel 39:28, 29) and the establishment of universal peace (Isaiah 11:6-9; Psalms 72:3-8; Micah 4:3, 4).

12. There will be a final judgment in which the wicked dead will be raised and will be judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Matthew 25:46; Mark 9:43-48; Revelations 19:20, 20:11-15, 21:8).

13. Fundamental Truths: Hebrews 6:1-6

D. Repentance from dead works.

E. Faith towards God.

F. Laying on of Hands.

G. Doctrine of Baptisms.

H. Resurrection from the Dead.

I. External judgment.

Finally, “We, according to His promise, look for a new heaven and a new earth, wherein dwelleth righteousness.” II Peter 3:13; Revelations 21:1

14. Human Sexuality.

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

B. We believe that the term “marriage” has one legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenant union as in Scripture. Marriage ceremonies performed in any facility owned, leased or rented by this church will only be those ceremonies sanctioned by God, joining one man with one woman, as that gender was determined at birth. (Gen. 2:24; Rom. 7:2; 1Cor. 7:10; Eph. 5:22-23).

15. Family Relationship.

We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Spiritual leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values through consistent lifestyle examples and appropriate discipline, including Scriptural corporal correction.

16. Abortion.

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions due to rape, incest, birth defects, gender selection, birth or population control, or the physical or mental well-being of the mother are acceptable. (Job 3:16; Ps. 51:5; 139:14-16; Isa. 44-24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44).

17. Euthanasia.

We believe that the direct taking of an innocent human life is a moral evil, regardless of the intention. Life is a gift of God and must be respected from conception until natural death. Thus, we believe that an act or omission which, of it or by intention, causes death in order to eliminate suffering constitutes a murder contrary to the will of God. Discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome can be legitimate refusal of overzealous treatments. (Ex. 20:13, 23:7; Matt. 5:21; Acts 17:28).

18. Giving.

We believe that every Christian should tithe of that portion of God's wealth entrusted to him. We believe that God has established the tithe as a basis for giving but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and to spread the Gospel. We believe that a Christian relinquishes all rights to direct the use of his tithe or offering once the gift has been made. (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1Cor. 16:2; 2Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17).

Relationship of the School to the Church

Faith Outreach Academy is a ministry of Faith Outreach Center Church. As such, the school belongs to the church and the pastor of the church is the chairman of the School Board. The school's employees and volunteers are operating in a ministerial capacity and are performing ministerial functions.

Chain of Command

If there is an issue or concern regarding your child, you need to speak to your child's teacher. If you feel that your concern is not being addressed, you would talk to the Assistant Principal or Director in charge of that building. If you still feel that your concern is not being handled properly, you would then schedule an appointment to speak with the Principal. If for some reason you are still not satisfied, you would schedule an appointment with the Administrator of the school. This is the chain of command for the school.

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 – that they belong to Christ. (Gal. 2:20).
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 1986.

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

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 scholastic evaluation, previous grade attainment and observations of a student at admission/placement interview. Faith Outreach Academy does not discriminate on the basis of race, color, sex, national origin or ethnic origin, or disability in its educational policies, admissions policies, scholarships, athletics, or any other school-sponsored programs, as a religious institution Faith Outreach Academy reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with Faith Outreach Academy's Statement of Faith, code of conduct, or other policies of Faith Outreach Academy. Enrollment in Faith Outreach Academy is a privilege that may be revoked at any time at the sole discretion of the school's administration.

1. **Preschool 3.** A child must be three years old on or before September 1st 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 September 1st of the year for which the parent is applying.
3. **Kindergarten:** A child must be five years old on or before September 1st of the year for which the parent is applying.
4. **First Grade:** A child must be six years old on or before September 1st of the year for which the parent is applying and have successfully completed kindergarten.

Enrollment Procedures/Registration

Enrollment for students in K3-12th grade will be finalized upon completion of the following:

1. The parent(s) and the student will be interviewed by administration.
2. A registration packet is completed and submitted with the appropriate fees.
3. The student is given an entrance test unless the previous year's standardized test scores are at or above the 80th percentile.
4. The following documents must be submitted to the school office:
 - a. Copy of student's birth certificate
 - b. Copy of student's social security card
 - c. A current Florida state health exam form (DH 3040)
 - d. A current immunization record (DH680)
 - e. Most recent report card and transcript (if necessary)
 - f. SAT and/or other standardized test scores for the previous year

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.

Inquiries about children with special needs will be addressed on an individual basis by the Administration.

During the registration period, records will be requested from previous school. If records are not forwarded to FOA within thirty (30) days from the first day of school, your child may not return to class until records are received.

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 may be subject to suspension (unexcused absence) until the forms are complete/accurate.

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.

Re-Enrollment

Re-enrollment of current students for the next school year takes place earlier than for general registration. Re-enrollment is finalized when the registration packet is completed and submitted to the office with the appropriate fees, if necessary.

Faith Outreach Academy reserves the right to refuse re-enrollment to students or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations of students or who do not meet the academic criteria of the school. Administration in an attempt to give the student another chance may place the student on probation for a specified length of time to see if there is a positive change. Enrollment in Faith Outreach Academy is a privilege that may be revoked at any time at the sole discretion of the school's administration.

Enrollment Agreement

As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the student's enrollment at the school. Making demands, threatening to sue, or litigating a matter against the school violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion of student's enrollment. Parents and students are required to resolve all potential claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or the enrollment agreement. Upon enrollment, parents and students waive any rights to file a lawsuit against the school or its agents in any civil court for such disputes, except to enforce a legally binding arbitration decision.

STUDENT RECORDS

Student records become the property of the Academy. Parents who are listed on the registration form 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, as well as a copy of the court order. Records and transcripts are only sent when the account is current. Office must have a five-day notice for transcript to be sent. There will be a fee for additional transcripts requested after the first one that students receive after graduation. Current student transcripts are free, recently graduated students \$10.00 for each additional transcript and past graduates \$25.00. Transcripts will reflect the student's legal name at the time of enrollment and may not be changed except with a court order reflecting a minor's name has been changed pursuant to an adoption decree.

Parental Custody

If there are situations regarding parental custody or parental restraint orders, the school will follow what the court deems appropriate through official court papers. The school must have a copy of an official court document before the school can take any action. The safety of the student is the school's number one concern. Please inform the school administration with formal documents of any situations of parental custody or restricted visitation.

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. Acceptable forms of payment are: cash, check, credit card, or online payments.

DO NOT SEND YOUR CHECKS, MONEY ORDERS, OR CASH WITH YOUR CHILDREN. PLEASE MAIL OR TURN IN PERSONALLY TO THE OFFICE 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 INCENTIVE PLANS/SCHOLARSHIPS

Faith Outreach Academy offers the following incentive plan for paying tuition:

Referral Incentive-If a family that you refer to the Academy is accepted and enrolls a child into the Academy, and that family remains with the Academy for 90 days, you will receive a one-time discount of \$50.00 off of your account for every family which you refer to the Academy. This incentive applies to all parents regardless of which payment plan you select. F.O.A. accepts the following scholarships: Step Up For Students, John McKay, HOPE, Family Empowerment, and Gardiner. Call the Academy Office for details.

ENROLLMENT FEE

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

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 complete a withdrawal form and give us a 14-day advance notice if withdrawing student prior to the end of the school year. If a 14-day advance notice and withdrawal form 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 on tuition is issued or records are forwarded for all the children of a family with an outstanding balance. **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 sent 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, MAP's, etc., or allow the child to participate in class graduation. **If we must 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 for all children of a family with an outstanding balance will not be released. In addition, account must be cleared before enrollment for the next school year can be accepted.

AFTERCARE CHARGES

Aftercare is calculated on three flat rates: up to five (5) hours per week; from 5-10 hours per week; and more than 10 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.

BEFORE & AFTERCARE SERVICE

Only students enrolled at Faith Outreach Academy are eligible to use the before or aftercare service. Before care hours are from 7:00 am - 8:20 am. There is no charge for this morning service. Please do not drop your child off before 7:00a.m.

Aftercare hours are from 3:45 - 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 3:45 p.m. will be placed in Aftercare and the parent will be billed. As a general rule, student athletes and their siblings, as well as those who assist the athletic program will be provided aftercare at no cost in the event that practice or games are completed prior to arrival of student's ride home.

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

If the child is involved in any extracurricular 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.

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

Involvement in extracurricular activities does not exempt your child from Aftercare every day.

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 be subject to disciplinary action.

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

In Aftercare, these students will complete homework, design arts and crafts, study, and/or participate in fun activities. **Students in 1st - 12th grade will work on completing 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; or U=unsatisfactory**

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

GRADING SCALE

A+	95 - 100	C	70 - 74
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 academic, non-elective subjects, may be required to repeat a grade. If one or two core subjects are failed, the student will have to make up the work during summer tutoring. If three or more core subjects are failed, the student must repeat the grade. Any exceptions to the above regulation must be approved by the administration.

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

Revised Transcript Policy

Once issued, transcripts cannot be revised unless evidence is provided to indicate that the transcript is materially inaccurate. A student with such evidence can petition for a transcript revision. The teacher of the course and the assistant principal will then review the transcript to determine its accuracy, consulting with the school principal. The principal will then issue a revised transcript where it is deemed appropriate.

Repeat Courses Policy

When a course has been repeated, the original course and grade stay on the transcript, but the credits for that course are indicated to be zero and the original grade for that course is included in the GPA calculation. The repeated course will be shown on the transcript as an "R" to indicate it was a repeat. The credits earned from the repeated course will be assigned to that course and that grade factored into the GPA calculation

-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.

Senior Exam Exemptions:

End of semester exams will be given in each class. No planned absences may be used during exam week. Failure to appear at the scheduled exam day and time will result in a zero grade. Semester exams cannot be administered early or taken after the exam date. Twelfth grade students may exempt up to two exams for the first semester and all exams for the second semester if they meet the following requirements:

1. Have a 'C' average in both nine weeks.
2. No more than 2-3 write ups per semester.
3. Have no more than 5 absences per semester.

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.

EDUCATIONAL EVALUATION

Students in grades Kindergarten through 12th grade will take Measures of Achievement Progress (MAP) tests. The cost for this test is included in tuition fee. This test will determine the student's instructional level in the areas of reading and math and measure academic individual growth throughout the school year. Students will take the MAP test three times annually.

For placement purposes, new students may be required to take an educational evaluation prior to acceptance. There is no cost for this evaluation.

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 only administer non-prescription medication to students with authorization from the parents. Prescribed medication must 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. **Please do not send your child to school with medicine in his/her book bag or pocket. This could cause some serious issues for your child or another child.**

Parents must not send their child to school if the child has 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, we will call you to come pick up the child promptly.

SOME INFECTIOUS/CONTAGIOUS ILLNESSES:

HEAD LICE:

We are required to notify parents in writing when head lice has been identified in our school. After receiving 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 your child can return to his/her class. 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 quite 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.

COVID-19 (Coronavirus):

If your child has any of the following symptoms, immediately consult your physician. Symptoms include: fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea. Check with the CDC for a complete list of symptoms. The child cannot come to school until released by your physician with the proper documentation.

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 for the field trip. A conscious effort is made to keep the cost at a minimal. Generally, if a student does not go on the scheduled field trip, the parent will need to make arrangements for their child for the day. Students in 6th - 12th grades not attending scheduled field trips will attend school as normal. Parents are expected to volunteer as chaperones and provide transportation, if needed. Parent provided transportation is for his or her child only. Students are required to wear school t-shirt or the school's polo shirt and modest jeans on field trips, unless otherwise directed by teacher.

GUIDELINES FOR FIELD TRIP CHAPERONES

One Chaperone per five to seven students:

- (1) Students will always be supervised by an approved adult. Chaperones must have a list of students they are supervising.
- (2) Students must wear proper field trip attire to include the school t-shirt or the school's polo shirt and modest jeans, unless otherwise directed by teacher.
- (3) Correct any student's misbehavior and advise the field trip 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 9-1-1(if necessary) and then the Academy by calling (813) 887-5546.

BOOKS, CHROME 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 always be kept covered. Book covers may be purchased from an office supply store. 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.

Chrome books issued to students must be returned in same condition received, or parent will be responsible for paying for repairs, lost power cord, or damages to Chrome book cover beyond normal wear and tear (writing, drawing, 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.

Lockers

Lockers are assigned to all students in grades 6 – 12. Students may go to their lockers before and after class. Books and items are to be stored in such a way that they may be easily removed and do not interfere with the closing and opening of the locker door. Books or other items left out of lockers will be placed in Lost and Found. Nothing should be attached to the outside of the lockers. No stickers are allowed inside or outside of lockers. No wet clothes or food may be left overnight and the locker should be neat at all times. Damage, repair or replacement will be at the student's parent's expense. Please note that the lockers are the school's property and that the school has the right to open and search them at any time.

ALL GRADES

Notebooks, folders and all other items must be without illustrations or messages. Scenic pictures and Scripture quotations are permitted. A design is ok with no writing or characters.

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.

BOOK BAGS/LUNCH BOXES/GYM BAGS

Book bags or backpacks, lunch boxes and gym bags may be in any color. A design is ok with no writing or characters.

CHAPEL

All students will attend chapel, when scheduled. This is an important and special time for the staff and students which provides a vital forum for ministry and spiritual growth. Boys (grades 6th - 12th) are required to wear the white uniform monogrammed shirts, FOA burgundy ties and black or khaki uniform pants to chapel. Girls (grades 6th - 12th) are required to wear the white uniform monogrammed blouses and khaki or burgundy plaid uniform skorts. Boys (K3-5th) are required to wear the long black or khaki uniform pants with burgundy or white uniform polo shirt, while girls (K3-K5) are required to wear their khaki or burgundy plaid uniform skorts and burgundy or white uniform polo shirt.

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. Students are expected to arrive at school on time every day. Parents are expected to insure that students arrive on time. School instruction begins at 8:00a.m. For K3 – 5th grade students and 8:20a.m. For 6th – 12th grade students. 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 or injury 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 or dental appointments which could not be scheduled after school hours;
- e) court or administrative proceedings;
- f) religious observances;
- g) educational opportunity with proper advance notice; or
- h) Pre-approved family trip with necessary form on file with school at least one week in advance before trip.

Other excused absences are at the sole discretion of the administration and are narrowly defined. Exceptions such as family emergencies will be evaluated on a case-by-case basis.

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. Students will have two days to complete all make up work missed during an excused absence. It is the student's responsibility to collect these assignments, and students need to schedule a time (outside of class) with the teacher to make up tests, quizzes, etc. If a student is absent the day a test is given, he/she is responsible to take the test on the day that he/she returns to school. If the student fails to do this, he/she will receive a zero for that test. In cases of lengthy absences due to illness, the teacher will determine a reasonable time in which the student has to make up the work.

Secondary students (7th - 12th grade) must be in class for 30 minutes in order to be counted present for the class period. For secondary students who are absent more than the allotted time permitted, one point will be deducted off of the final semester average. An additional point will then be deducted with each additional absence.

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

if you have the Step Up For Students Scholarship, students are required to be in school 90% of the year in order to keep the scholarship.

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 are unexcused.

A student must not miss more than ten (10) days per semester (FDOE), per class, excused or unexcused. Students missing more than twenty (20) days per year may be required to attend summer tutoring at discretion of administration and/or may be subject to retention.

TARDY POLICY

We have a “**no tolerance**” tardy policy. This policy does not apply to K-3 or K-4 students. A student is tardy when the K5 – 5th grade student arrives after 8:00 a.m. or 8:20a.m. for 6th – 12th grade students 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, if you were in an automobile accident, severe weather, or a major family emergency. 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 a zero in the core subject that was missed due to being tardy on the fourth and subsequent unexcused tardies to class. Five unexcused tardies per quarter will disqualify students from attaining honor status. Students with excessive tardies will earn grade reductions as applicable. Excessive tardies may require recovery of instructional hours through Saturday detention along with a fee. It is imperative that the students arrive to school on time. Remember, we are teaching our children habits which will affect their future.

Parents must take a student to the office if he/she is tardy 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. 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) Field Trip Chaperones
 - 3) Special Event Planning
 - 4) Drivers
 - 5) School Musicals/Programs
- Art Work or Sign Making
- 6) Sports Events Concession
 - 7) Assist with School Picture Days

For parents who volunteer on a regular basis, a background check may be required, as well as having parents fingerprinted.

Parental Communication

We value parent's 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, e-mail, phone calls, and conferences. Please be sure to inform the office of any changes in address, phone numbers, e-mail address, etc. In addition, the administration office will provide notification when a child is not progressing as expected.

In an effort to communicate more with parents, we are utilizing a reporting system called MySchoolworx. With this system, the parent will receive frequent updates on their child's progress and communication with the teacher. 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. Parent Conference Night is scheduled halfway through the quarter. We ask that parents call the office to schedule a meeting 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 children.

No homework will be assigned on Thursdays for Elementary students in 1st - 5th grades in order for families to be able to attend mid-week service at Faith Outreach Center or their home church. However, homework that is assigned on Monday is due on Tuesday morning; homework assigned on Tuesday is due on Wednesday; and homework assigned on Wednesday is due on Friday morning.

Students in 6th - 12th grades need to keep up with their studies and complete homework in a timely manner as it is assigned.

ACADEMIC PROBATION

Students not maintaining current grade level standards may be placed on academic probation. Students who do not maintain a 2.0 GPA in the core subjects (English, History, Math and Science) will be considered for probation. While a student is on academic probation, he/she may not hold a school office or participate in extra-curricular activities until the next report card is issued.

ELEMENTARY SCHOOL (K3 – 5TH Grade) CURRICULA

We use a combination of the following curricula in K3 – 5th grade: ABeka, Bob Jones, Fireflies (VPK), and Positive Action Bible. These curricula are nationally recognized for their high academic results.

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:

6th & 7th- Bible
Math
English
History
Science
P.E.
Elective
8th-
Bible
Pre-Algebra
English
History
Science
P.E.
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 History
Physical Science
P.E.
Fine Arts

10th- Bible
Geometry
English II
American
History
Biology
Spanish I
Elective

11th- Bible
Algebra II
English III
American Government/Economics
Chemistry
Spanish II
Elective

12th- Bible
Consumer Math
English IV

As of April 2010, the state of Florida requires that the following requirements be met in order for a student to graduate from high school:

English 4 credits

Mathematics 4 credits (one of which must be Algebra I or its equivalent, Geometry or equivalent, and Algebra II)

Science 3 credits (two of which must have lab, Biology and Chemistry or Physics)

Social Studies (1 credit World History, 1 credit American History, .5 credit American Government, .5 credit Economics)

Foreign Language (not required for high school graduation, but required for admission into state universities)

Fine Arts or Performing Arts 1 credit (may include speech and debate, or practical arts)

Physical Education 1 credit to include the integration of health

Electives 8 credits

Must take at least one of the required courses online through the virtual education program. 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 100 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.

Dual Enrollment

Dual enrollment is an opportunity by which an eligible secondary student may be enrolled part time in a college or university and credit earned applies toward both a high school diploma and a college degree. Students must have a minimum GPA of 3.0 (unweighted) and meet the required score on the SAT, ACT or PERT. A bonus of 1.00 is added to the cumulative GPA for every one half credit earned with a grade of C or higher. Courses must be approved by administration. Parents are responsible for paying for books and any other fees required in addition to providing transportation to and from the college. We are contracted with Hillsborough Community College and University of South Florida. Dual enrollment with other colleges and universities may involve additional fees. Interested students must the Gym Building Assistant Principal for information.

Collegiate Academy

The Collegiate Academy of Faith Outreach Academy provides students beginning in 9th grade with an opportunity to earn an Associate of Arts degree (A.A.) through Hillsborough Community College in addition to their high school diploma. The students will begin taking college courses during the school day in addition to taking classes at FOA. Parents are responsible for the cost of books and any other fees required in addition to providing transportation to and from the college. Interested students must see the Gym Building Assistant Principal for information.

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 need to have this note in the office at the beginning of the school day in which a student is to go home with another student. We also need to know if someone other than the parents will be picking up your child.

Student Vehicles

Students driving to school must register their vehicle with the school. Forms are available in the school office. A copy of the driver's license, proof of insurance, and registration is required. Parent and student must sign an agreement to follow school policy. The permit may be revoked for improper behavior with the vehicle. No students may be transported to or from school or any school activities in another student's vehicle without permission from the parents of both the driver and the rider. **Once a vehicle is parked on school property, students are not to move the vehicle or go to it without the permission of administration.**

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. (K3- K5) are dismissed at 2:50p.m., students in 1st - 5th grades are dismissed at 3:05p.m. and 6th - 12th grades are dismissed at 3:30p.m. If you need to pick up your child before dismissal begins, please come to the office to sign your child out. From 2:50 - 3:45p.m., students are picked up through the car pick up lane only- **NO WALK UPS.** We do not release students to parents who walk up during dismissal time. It's too confusing and we want the students to be safe, also it is not fair to parents who are waiting in line. **Do not park in the traffic lanes.**

Early Dismissal Days

On Early Dismissal Days the students will be dismissed at noon. Please refer to school calendar for the days. On these days Aftercare Services are not available.

PHYSICAL EDUCATION

All students in K3 - 9th grade are required to participate in P.E. Students in 3rd-9th grade are required to wear the official FOA P.E. uniform, which consists of the burgundy FOA T-shirt and black uniform 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.

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 zero for the day.

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.

TELEPHONE

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 administrative assistant, 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 at the beginning of the day in which the student is to go home with another student.

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 one of the Assistant Principals to include fighting, unacceptable language, stealing and cheating, smoking/alcohol/drugs (on & off campus), knife, gun, damage to property, safety violations, as well as any others that the administration considers disruptive in nature. Attitudes, actions, and behaviors deemed by the administration to be disruptive in nature to the academic and/or spiritual environment of the school will not be tolerated and will be disciplined, up to and including termination of enrollment, at the discretion of the administration. Students are expected to meet and exceed the standards of conduct at all times.

The following code of conduct is based on the Ministry's Statement of Faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. A student may be disciplined, up to and including expulsion, or asked not to return the following year if he/she is out of harmony with the ministry's code of conduct or other policies of the school, whether on or off the property, as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

Faith Outreach Academy Disciplinary Policy

Category I

These incidents are activities that violate Category I rules or any other minor disturbances that prevent classroom order and instruction, such as, but not limited to the following offenses:

Passing notes in class

Dress code violation

Talking or disrupting class

Tardy to class

Public display of affection

Chewing gum

Food or drink in the classroom

Being in possession of electronic devices after school begins

Possible Consequences: Additional work, lunch detention, after-school detention, parent notification, student-administration conference, suspension of extra-curricular activities or Category II consequences for recurrent offenses, as determined by the Administrator.

Confiscated electronic devices will be held in the office and released to parents on Wednesdays only between 3:30 - 4:30p.m.

Category II

These incidents are activities and attitudes that show a lack of respect for authority, frequent and repeated violation of Category I offenses, or any of the following offenses:

Cheating

Plagiarism

Misconduct

Disrespect of authority

Destroying school property or personal property (less than or equal to \$50)

Skiping class

Leaving a building without the supervision of an authorized adult

Being in an unauthorized area of the school or church

Leaving the school grounds without proper permission

Lying

Not attending scheduled detention

Possessing or using an electronic device

Possible Consequences: Student-administration conference, parent-administration conference, multiple-day detention or suspension, suspension of extra-curricular activities or Category III consequences for recurrent offenses, as determined by the Administration.

Category III

These incidents include violations of U.S., state, or local laws, activities that seriously threaten the safety of the student or classmates, activities that show gross lack of respect for authority or property, and activities that violate biblical moral codes of conduct, frequent and repeated violation of Category II rules, or any of the following offenses:

Tampering with the fire alarm, detectors, or extinguishers

Using profanity

Fighting

Threats of any kind: verbal, written, or implied

Stealing

Using or possessing a weapon at school or at a school activity

Blatant disrespect of authority

Sexual misconduct

Destroying school property or personal property (valued at more than \$50)

Using or possessing controlled substances such as alcohol, illegal drugs, tobacco, etc.

Inappropriate use of electronic devices

Possible Consequences: Offenses may result in suspension or dismissal/withdrawal as determined by the Administration.

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 or anything that is brought onto the school property. Administration will conduct periodic locker inspections to ensure that lockers are kept neat and do not contain unauthorized items. The school is not responsible for lost or stolen items.

Students are expected to come to school prepared to learn and participate/contribute to the classroom, ex. books, pencils, paper, assignments, etc. If a student comes unprepared for class, the student will receive a zero for the day in that class. The student might be sent home from school if the student did not bring his/her books for the day. The absence will be counted as an unexcused absence.

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 Assistant Principal or 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.**

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they should notify their child's teacher or the administration, where appropriate. An effort will be made to resolve any differences and maintain quality communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent is disruptive to the academic, athletic, or spiritual environment of the school or has failed to support the ministry staff or the school's policies and procedures, including the code of conduct, which is based on the statement of faith, the administration reserves the right to deny the student continued enrollment in the school.

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. The teacher or assistant principal will address the infraction with the student. A student will be disciplined according to the rules of the school.

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 student 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.) **Assistant Principal:** The Assistant 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, privileges taken away, etc.**

2) **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.

3) **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 Assistant Principal, Principal and/or Administrator 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 on a chronic basis, the student will be expelled from school.

Any time a student is referred to one of the Assistant Principals for academic counseling or disciplinary action, a notification will be sent to the parent. 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.

Student Cheating:

Cheating by students is a major infraction of the parent/student/school contract and will be dealt with firmly and equally by one of the Assistant Principals or Principal. If a teacher discovers a student cheating, a Student Discipline Report will be completed immediately. One of the Assistant Principals or Principal will address the situation, counsel the student and contact the parent the same day or as soon as possible. The student will receive a zero on the test, quiz, etc. in which he/she was cheating in addition to other consequences as listed under Category II.

Student Plagiarism:

Plagiarism is defined as student submission of any work (essay, book report, project, etc.) that is taken from another individual's work without giving proper credit to the original author. Plagiarism includes: work copied word for word from another source and presented as one's own work, work that has been paraphrased (even heavily altered) without giving credit; material cut and pasted directly from websites; and work that is submitted that is not the student's original work. The student will not be given credit for the work and will receive a zero in addition to other consequences as listed under Category II.

Physical Contact:

Students must remain above reproach in their physical contact with each other and should seek to bring honor to God in their relationships. Demonstration of romantic involvement by inappropriate displays of affection between students on school property or at a school function is not permitted.

Sexual Activity/Expression:

In keeping with the ministry's Statement of Faith, immoral conduct, either on or off campus, will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any immoral acts or statements of immoral acts will not be tolerated in any form and will constitute grounds for expulsion. (Gen. 2:24; Gen. 19:5; 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4).

The term "immoral act" is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in a sexually immoral act. This includes viewing pornographic material on or away from the school campus.

The term "statements of immoral acts" is one in which a student or employee does any of the following: engages in speech regarding sexual immorality; claims he or she is homosexual, bisexual, transgender, or otherwise identifies as being sexually immoral under biblical Christian standards; or uses words, language, or behavior, including by dress or other appearance or online activity, that, in the discretion of the school, would indicate an intention

to convey the impression that the person engages in, advocates for, or approves of behavior or identity that is immoral under biblical Christian standards.

Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students, however, must be treated with dignity and respect, free of threats or harassment.

Law Enforcement Involvement

Administration and staff reserve the right to contact law enforcement if they determine that students' actions warrant it. Also, teachers and administrators have a mandatory obligation to report all actual or suspected cases of child abuse, abandonment, or neglect to the proper legal authorities. Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203).

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 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 contact such as touching, assaulting, impeding or blocking movements.

Employee-Student Sexual Harassment:

Employee-student sexual harassment is prohibited.

Student-Student Sexual 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 and Christian College 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 the 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. 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.

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, principal or the administrator. All reports are 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.

EXTRA-CURRICULAR ACTIVITIES

In order to participate in any extra-curricular activity, a student must maintain a 2.0 GPA. Students who do not earn the 2.0 GPA are ineligible for participation in any extra-curricular activity for that grading period and until such time as the 2.0 GPA can be met in the following grading period. If a student receives an "I" for a grading period, all required work must be completed before he or she is able to participate in extra-curricular activities during the following grading period.

Extra-curricular activities include, but are not limited to: team sports, cheerleading, drama, student government, and school clubs. Students participating in extra-curricular activities may be required to pay an activity fee, such as a sports fee, uniform rental fee, etc.

LUNCHES

We have lunch available for the students. Lunches for students are included in the tuition cost. A copy of the lunch menu is available in the office. Students can bring their own lunch to school. Lunch boxes/bags may be in any color. A design is ok with no writing or characters. 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 are permitted. Students in K3 -5th grade are not permitted to have outside food (Wendy's, Taco Bell, etc.) in the cafeteria. Students in 6th - 12th grade are allowed to have food from outside sources.

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

Do not send food that must be refrigerated or heated 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. Students in 6th - 12th grade will be allowed to use the microwave.

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, we will feed the child a peanut butter and jelly sandwich.

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. The following rules apply while in the lunchroom:

- 12) Walk silently in and out of the lunchroom.
- 13) Keep arms, hands, and feet to yourself.
- 14) Stay in your seat except to purchase a food item.
- 15) No exchange/sharing of food is allowed.
- 16) No throwing of food is allowed.
- 17) 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.

DRESS CODE

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 one of the Assistant Principals. The Assistant 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. In accordance with our Statement of Faith, all students will be expected to dress in accordance with their biological genders. The clothing must be clean, neat, and in good repair.

Boy's hair must be styled to hang above the collar (as measured on a dress shirt) with the ears completely showing and out of the eyes. It must be neatly groomed. Conservative hair styles are encouraged; two-tone (color) hair styles are not permitted in the school. Designs in the hair, mohawks, and pony tails are not permitted. Highlights (not streaks) are permitted. Designs are not permitted in the eyebrows.

Facial hair is not permitted on boys except a mustache or goatee neatly trimmed.

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. Designs are not permitted in the eyebrows.

The school reserves the right to decide what is acceptable. If the student has a hair violation, the student will be sent to the office and the parent called to pick up the student and correct. The absence is considered unexcused.

UNIFORM REQUIREMENTS

SHOES (All students)

Classroom and P.E.: Tennis shoes may be in any color and may have a design on them with no characters, no light up, or words, except for the brand name. Shoes must have non-marking soles and no wheels because of our floors.

ALL: Shirts or blouses must be tucked in at all times except for girls in 6th – 12th grades. Boys must wear belts, and girls wearing shorts and jeans on Fridays 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 our school 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:

Burgundy or white polo shirt with embroidered school logo

Khaki or black elastic waist (up to 1st grade) or flat front pants

Khaki or black elastic waist (up to 1st grade) or flat front shorts, knee length

Solid white, black, burgundy or khaki socks

Khaki or black belt

Burgundy P.E. shirt w/school logo (3rd-5th)

Black P.E. shorts mid-thigh w/school logo (3rd - 5th)

Burgundy, khaki, black or white sweater

Burgundy or black crewneck sweatshirt

Burgundy or black Jacket w/zipper with school logo

Girls, K-3 through Grade 5:

Plaid or Khaki Skort knee length (may be worn daily; must wear at chapel)
Khaki or black elastic waist (up to 1st grade) or flat front shorts (knee length)

Burgundy or white polo shirt with embroidered school logo

Solid white, black, burgundy or khaki socks

Khaki, black, white or burgundy sweater

Burgundy or black crewneck sweatshirt

Black, burgundy or white tights or leggings to be worn with skort-Winter

Burgundy or black Jacket w/zipper with school logo

Burgundy P.E. shirt w/school logo (3rd - 5th)

Black P.E. shorts mid-thigh w/school logo (3rd - 5th)

Hair accessories **in school colors only** (optional)

Boys, Grades 6 through 12:

Burgundy, white or black polo shirt with embroidered school logo Khaki or black flat front pants (not baggily worn)

White, Oxford shirt (short sleeve) with embroidered logo (worn during chapel)

Burgundy FOA logoed tie

Solid white, black, burgundy or khaki socks

Khaki or black belt

Burgundy P.E. Shirt w/school logo (6th - 9th)

Black P.E. Shorts w/school logo (Mid-thigh- not baggily worn) (6th - 9th)

Burgundy, Black, Khaki or White sweater

Burgundy or black crewneck sweatshirt

Burgundy or black Jacket w/zipper with school logo

Girls, Grades 6 through 12:

Burgundy, white, or black polo shirt with embroidered school logo

Plaid or khaki skort (knee length or slightly below)

Solid khaki, burgundy, black or white socks, or neutral/skin-tone hose, without patterns White oxford blouse with embroidered school logo (short sleeve) (worn on chapel days) Cross Tie (worn on chapel days)-Optional

Burgundy P.E. shirt with school logo (6th - 9th)
Black P.E. shorts (mid-thigh) w/school logo (6th – 9th)
Khaki, black, white or burgundy sweater
Burgundy or black crewneck sweatshirt
Burgundy or black Jacket w/zipper with school logo
Hair accessories **in school colors only** (optional)

PHYSICAL EDUCATION UNIFORM: (Required Grades 3rd through 9th)

Burgundy P. E. shirt with school logo
Black mid-thigh length shorts (not baggily worn) with school logo
ALL: Shirts must be tucked in at all times except girls in 6th– 12th grades. Boys must wear belts; girls (grades K3 - 5th) must wear belts with flat front shorts. All students' 2nd– 12th grades to wear belts with jeans on Fridays.

UNIFORM VENDOR: Educational Outfitters

WINTER DRESS:

Girls may wear white, khaki, black or burgundy stocking tights or leggings) under skorts.

Sweaters - Burgundy, black, white or khaki

Crewneck sweatshirts-Burgundy or black

Jackets - Burgundy or black w/zipper with school logo offered by our vendor.

JEWELRY

Note: If jewelry draws too much 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 are allowed. Nail polish is not acceptable. Tongue rings and body piercings are not permitted. Temporary or permanent tattoos are not permitted.

GIRLS. K-3 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. Tongue rings and body piercings are not permitted. Temporary or permanent tattoos 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. Tongue rings and body piercings are not permitted. Temporary or permanent tattoos are not permitted.

Nail polish must be conservative. No dark or neon colors, such as black, red, orange 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.

Lost and Found

Parents must mark every item of clothing, lunch box, book bag, etc., so that lost items can be returned. Lost items are placed in the hamper in the teachers' lounge. Items not claimed after each month will be donated or discarded. Small items such as jewelry, glasses, etc. are kept in the office.

GRADUATION REQUIREMENTS

Students must earn 24 credits as specified by the Florida Department of Education and must have a minimum of 2.0 overall GPA. Graduating seniors must have all of their required school work and/or exams completed two weeks prior to graduation and meet all financial obligations in order to be able to participate in the graduation ceremony. If a student fails to pass the required courses and/or does not meet the minimum 2.0 GPA, the student will not be able to participate in the graduation ceremony and may be required to take additional courses to reach a 2.0 GPA.

Valedictorian/Salutatorian

The valedictorian and salutatorian will be determined at the end of the third quarter. The following criteria will be used:

Valedictorian:

-Must be enrolled as a senior at FOA for the entire school year

-Have the highest overall GPA (must be a minimum of 3.5) as determined from courses that offer credits

-Must take at least one honors course during the senior year (if course is offered)

-Uphold the policies of FOA and meet all requirements for graduation

-School attendance is required. May only miss five (5) days per semester unless has extenuating circumstances.

Salutatorian:

-Must be enrolled as a senior at FOA for the entire school year

-Have the second highest overall GPA (must be a minimum of 3.0) as determined from courses that offer credits

-Must take at least one honors course during the senior year (if course is offered)

-Uphold the policies of FOA and meet all requirements for graduation

-School attendance is required. May only miss five (5) days per semester unless has extenuating circumstances.

School Searches

All school-owned or school-provided computers, networks, online academic services or platforms, electronic device, physical or electronic mail or storage files, parking areas, desks, and lockers are the property of the church/school, and students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and welfare of our students. In addition, in the event the school suspects a student possesses an unapproved item or has used a school-owned item in a manner that violates school policy, the school reserves the right to conduct a search of the student's pockets, vehicle, locker, desk, backpack, outerwear, shoes, any other item belonging to or in the possession of the student, or any online platform, account, or otherwise the student may have accessed. Unless the situation potentially constitutes an emergency, the school will first attempt to notify parents if a search is necessary and will have two or more staff present for a search; however, **enrollment in the school constitutes parental and students consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials.**

Technology

Computers, laptops, tablets, and Chromebooks including all programs, files, and e-mail are property of FOA. Chromebooks may only be used with permission and for school purposes. The Academy reserves the right to track network use and review all student files created or accessed on the Academy's computers, laptops, tablets, and Chromebooks. Students using computers without permission or inappropriately may have their privileges revoked and/or be suspended or expelled by

administration. Action will be determined on a case-by-case basis. If inadvertently accessing an inappropriate website, students are expected to exit the site immediately and report the incident to the supervising teacher to avoid consequences. Inappropriate use of the computer system includes, but is not limited to the following:

- Accessing the Internet without permission
- Accessing inappropriate or restricted websites
- Any other use interpreted by administration as detrimental to students, faculty, staff or the Academy
- Initiating or perpetuating gossip, harassment, slander, or cyber-bullying
- Sending messages with inappropriate content (derogatory comments, threats, comments of promiscuous nature, questionable jokes, etc.)
- Writing personal messages or creating personal documents
- The Academy uses a filter to block inappropriate websites. Students shall access the Internet only under the direct supervision of faculty. The following types of websites may not be accessed under any circumstances:
 - Any site containing material that is offensive to the Lord and contrary to Scripture
 - Any social networking or game site
 - Personal e-mail or chat rooms

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Cyberbullying

Cyberbullying is the use of electronic information and communication devices, whether personal or school-owned, to willfully and repeatedly harm a person (s) through electronic mediums, create a hostile environment for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the administration. Examples of this behavior include but are not limited to:

- sending false, cruel vicious messages, including name-calling messages, or spreading rumors electronically
- sending inappropriate (violent or suggested violence, sexually explicit, harassing, etc.) messages, pictures, or texts
- creating websites that have stories, cartoons, pictures, and jokes ridiculing others
- breaking into an email account and sending vicious or embarrassing materials to others
- engaging someone in electronic communication, tricking that person into revealing sensitive

personal information, and providing that information to others
-posting student pictures without their permission.

The online activities and technologies governed by this policy include but are not limited to social networking sites, chat rooms and discussion groups, instant messages, text messages, computers, tablets, cell phones and other personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Violations of these standards are determined solely at the discretion of administration.

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 to make contact with the Academy during emergencies.

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.