



2017-2018
Elementary School
Parent/Student Handbook

219 N. 13th Street
Leesburg, Florida 34748
(352) 787-7762

www.FALeesburg.com

First Academy-Leesburg admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students of the organization. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and scholarship programs.

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SCHOOL GOVERNANCE

Senior Pastor	Cliff Lea
Executive Pastor	Art Ayris
School Board Members	Amy Aravena Patti Edmondson Candi Harper Reynolds Holiman Carey Roesel, Chairman
Administrator/Principal	Gregory Frescoln
Assistant Administrator/Vice Principal	Kristin Purvis

OFFICE PERSONNEL

Guidance Counselor	Amanda Patterson
Guidance Counselor	Susie Brewer
Admin. Assistant	Joy Cowham
Admin. Assistant /Registrar	Kathleen Scott
Business Manager	Carla Holowell
Athletic Secretary	Charise Cox
Service Hour Coordinator	Trisha Spivey
Admin. Assist./Attendance/Discipline	Bethany Hall
Admin. Assistant	Vicki Kiley

ELEMENTARY SCHOOL TEACHERS

Melissa Draxinger	Kindergarten	Heather Dexter	Fifth grade
Brooke Hanken	Kindergarten	Heather Garrett	Fifth grade
Kristen Sapp	First grade	Courtney Bennett	Art
Amy McConnell	First grade	Vivianna Perez-Thon	Spanish
Rebekah Pleitez	Second grade	Amanda Kelly	Computer
Charlotte Gillott	Second grade	Jonathon Cason	Music/Band
Hilary Pierce	Third grade	Julie Douglas	Elementary Art
Casie Krop	Third grade	Beth Blamick	Elem. Music
Sara James	Fourth grade	Kevin Scarbrough	P.E.
Amy Birdsall	Fourth grade	Sheldon Walker	P.E.
		Christina Bohler	P.E.

HISTORY

The primary purpose of First Baptist/Leesburg is to reach our world for Christ. With this goal in mind, the church investigated the possibility of sponsoring a Christian elementary school. The church took the initial step of faith by voting in 1988 to organize a pilot program with one kindergarten and one first grade class. During that year, church leaders evaluated their pilot classes, weighed the pros and cons, and decided to establish First Academy.

The school began the 1989-90 year with two kindergartens, one first grade class, and one second grade class, striving to add one grade each year until it became a fully staffed elementary school. Since that time, First Academy has added a middle school and a high school; a 20,000 square foot classroom and administrative building; special classes in art, vocal music, band, and computer; a foreign language program K-12, Advanced Placement courses and numerous athletic programs. First Academy had its first graduating class during the 2005-2006 school year. First Academy-Leesburg is accredited through the Association of Christian Schools International (ACSI). In 2006 accreditation was also granted through the Southern Association of Colleges and Schools (SACS).

First Academy-Leesburg was established to provide a quality Christian education for the children of the Lake, Sumter and Marion County areas. This goal is being realized daily as God continues to shape and design a quality school, serving a wide range of students from Central Florida.

PHILOSOPHY

First Academy-Leesburg recognizes Jesus Christ as its foundation. The school is dedicated to assisting children in their move toward Christ and in developing a Christian maturity in Him.

First Academy-Leesburg seeks truth from God, the Creator and Sovereign Ruler of the universe, the Source of all knowledge. The school recognizes that the world is becoming an increasingly complex place where moral, social, and political uncertainties abound.

First Academy is committed to academic excellence, ever aiming to develop and nurture within each student a desire for learning and an initiative that will direct him and/or her toward that spiritual, moral and academic achievement.

First Academy-Leesburg strives to create an environment in which students may strive for excellence in the aggregate of human life - intellectual and spiritual, moral and physical, domestic and social.

MISSION STATEMENT

Recognizing the Sovereign authority of Jesus Christ and submitting to his Lordship, the mission of First Academy-Leesburg is to equip students spiritually for service in the body of Christ, morally for citizenship in the United States of America, and academically for success in higher education or their chosen vocation.

*The school mission is reviewed annually by The School Improvement Team and The School Board. If you would like to have input into our mission, please contact a member of the school improvement team.

DOCTRINE

We believe the Bible is the inspired, inerrant, and infallible Word of God. Therefore, it is our sole norm of faith and practice.

We believe that God is Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, holiness, justice, grace, goodness, and truth.

We believe that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.

We believe that Jesus was physically resurrected to prepare a place in heaven for us which He offers as a free gift, providing the only way of salvation for all men.

We believe in the Trinity consisting of three persons - Father, Son, and Holy Spirit- in one God.

We believe that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature, and the wages for this sin is death.

We believe in the church, the body of Christ, whose mission is to preach the gospel to all the world.

We believe that a true believer is secure in Christ forever and is called to live a holy life.

We believe that the ordinances of the church are believer's baptism by immersion and the Lord's Supper.

We believe in the personal, pre-millennial return of our Lord Jesus Christ, prior to the establishment of His kingdom.

We believe that those who are believers shall be forever in the presence of God, and those who have rejected Christ will be separated from God forever.

EXPECTED STUDENT OUTCOMES

Students that graduate from First Academy-Leesburg

- are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and critical thinking
- are proficient in mathematics and science
- understand the movements of history and their shaping effects on cultures and nations including the influence of Christian belief and the history of the church
- appreciate the influence of literature and the arts and are prepared to enjoy these as blessings throughout their lives
- have been presented with the gospel of Jesus Christ and have been encouraged to pursue an individual relationship with him
- are well prepared to continue the Christian disciplines of worship, prayer, study of the Word, and evangelism
- can articulate and defend their Christian worldview with understanding of other opposing worldviews
- are prepared to practice the principles of a healthy and moral lifestyle

REGISTRATION PROCEDURES (Rev. 6/17)

Application

Parents/guardians who desire to enroll their child/children in First Academy-Leesburg should complete a student application form. These forms may be obtained by

1. Going online and filling out the forms and hitting submit or,
2. Going to the First Academy-Leesburg Office and using available computers to fill out online

For registration to be complete, use the following checklist:

1. Application
2. Copy of latest report card
3. Copy of last standardized test results
4. New/ Returning Student Registration fee ¹
5. Interview with administrator

¹Nonrefundable (unless you move out of the First Academy-Leesburg area). Please note: If, after enrolling, the student withdraws from the school for any reason and then chooses to re-enroll, the registration fee will be charged as if enrolling for the first time.

First Academy may not accept students who, based on report cards, standardized tests, or state assessment tests, are working below grade level. Any exceptions granted may only be provided after meeting with the First Academy school board. To set up the meeting, please contact the First Academy administrator in writing to be placed on the agenda for the next scheduled meeting.

Personal Interview and Admittance

After the application is completely filled out and the supporting academic materials attached and returned to First Academy, the parent/guardian should schedule a personal interview with the administrator. All students being enrolled from the family should attend this meeting. The application and all previous school records must be reviewed and approved by the school administrator. Parents will be notified by the school office of admittance or denial of admittance.

Parents who wish to appeal a denial of admittance may do so by appearing in person at a regularly scheduled First Academy-Leesburg school board meeting.

If the parents/guardians are unable to attend, they may submit a letter of appeal to the board stating their reasoning. The board will then notify the parent/guardian in writing of the board's decision. If a parent/guardian wants to appeal a decision of the board, they may do so by contacting the administrative pastor of First Baptist Church, Leesburg. Anyone desiring to appeal a decision made by the administrative pastor should contact the head pastor of FBC, Leesburg. Skipping any step of this process will result in the parent/guardian being referred back to the appropriate person. All decisions made by the head pastor are final.

ADMISSION PROCEDURES (Rev. 6/17)

Due to the complex nature of assigning students to classes, parents may not request specific teachers. A sibling having a certain teacher will not guarantee that future siblings will have the same teacher. Parents should refrain from telling students which teacher they will have the following year as that may not occur. Class lists may change even up to the day before classes start and during the semester at the discretion of administration.

First Academy-Leesburg reserves the right to limit the number of Step-Up-for-Students, McKay, PLSA-Gardiner scholarship students accepted each year.

First Academy does not accept students suspended or expelled from other schools. This may be appealed to the First Academy-Leesburg school board should the parents request it.

Withholding 504/IEP, psychological evaluations, educational evaluations, or other pertinent information regarding a student's true academic/mental health/health situation or criminal record may result in dismissal.

KINDERGARTEN

All children are eligible for admission to kindergarten if they have attained or will attain the age of five years on or before September 1 of the current school year and are able to function in the restroom independently. Kindergarten students must show evidence of (1) birth in a manner provided by Florida law (birth certificate, baptismal certificate, or notarized statement); (2) an up-to-date immunization record showing proof of current immunizations as required by the state of Florida; and (3) a medical examination conducted within the previous year pursuant to current Florida law.

FIRST THROUGH FIFTH GRADE

Children can only be admitted or promoted to any grade if they have satisfactorily completed the previous grade at First Academy, a public school, through a home-school program, or another non-public school from which the school board accepts a transfer of academic credit, and are working on grade level. The school administrator will assign students entering First Academy from another school to a grade based on placement tests, age, and previous school records. Students desiring admission must also provide evidence of birth, immunization, and a medical examination. Prior to admission, the parent/guardian should have the appropriate personnel from the previous school sign off on the form that states that no balance is owed at the previous school.

NEW/RETURNING STUDENT REGISTRATION FEE (Rev. 6/17)

The registration fee covers many aspects of your child's education. It helps pay for computers, Terra Nova Achievement Tests, student insurance, books, salaries for special area teachers, and supplies. The instructional fee is due at the time of application and is non-refundable after April 1st. Fees will be published each January for the coming school year and will be available in the office and on the website.

TUITION (Rev. 6/17)

The First Academy school board, faculty, and staff work very hard to keep the cost of educating your child/children as low as possible. We strive to provide a quality, loving, Christ-centered education in a positive atmosphere. Our school operates totally on student tuition, scholarship, and occasional support from church and community members in the form of gifts. Therefore, we need your help in making punctual tuition payments. NOTE: NO MONTHLY STATEMENTS ARE SENT HOME unless there is a balance due.

If there are extenuating circumstances which prevent you from fulfilling this obligation, please contact the school administrator **before** the payment is due. Thank you for your cooperation in this matter. A 10% tuition discount is given on the 2nd child and 20% discount is given for the 3rd child and each additional child in a family. Yearly tuition is divided into ten equal payments. The first payment is due in July, and the last payment is due in April.

ALL PAYMENTS ARE DUE ON OR BEFORE THE FIRST OF THE MONTH.

A late charge of \$20 will be due on all payments received after the tenth of the month. There will be a \$25 fee charged for returned checks. If payments fall more than one month behind, the student will be withdrawn. Exceptions may only be granted by the school board.

Scholarships: If checks from scholarship organizations are not signed within ten (10) business days of notification, a late fee of \$20 will be assessed. If not endorsed in fifteen (15) days of notification, the check may be returned to the scholarship organization resulting in the cancellation of the scholarship and the possible withdrawal of the student from the scholarship program.

First Academy-Leesburg will no longer accept cash for amounts over \$50.

All payments exceeding \$50 must be made by check or money order.

Students who have not completely paid for the previous year's tuition will not be allowed to register for the next year. If a student is registered and falls behind on the tuition during the registration period for the next school year, that student's registration will be cancelled. If the family owes tuition or fees for a previously enrolled student, another student in the family will not be allowed to register until the sibling's account is current. Tuition rates may be obtained from the First Academy-Leesburg website. They are initially posted each January, approximately one week prior to registration.

PLEASE NOTE: REPORT CARDS WILL NOT BE RELEASED ON THE DAY ISSUED UNLESS THE STUDENTS ACCOUNT IS CURRENT BY 4:00 P.M. TWO DAYS PRIOR TO THE ISSUE DATE.

RECORDS WILL NOT BE RELEASED AND THE PLUSPORTALS ACCOUNT WILL BE DISABLED UNTIL ALL FEES ARE PAID. PLUSPORTALS ACCOUNTS ARE UPDATED EVERY FRIDAY. STUDENTS WITH A BALANCE DUE OF TWO MONTHS OR MORE SHALL NOT BE ALLOWED TO PARTICIPATE IN SPORTS ACTIVITIES.

WITHDRAWALS

If it becomes necessary for a student to withdraw from First Academy, parents are asked to notify the school as soon as possible. A withdrawal form with information pertinent to the student's grade placement and studies will be prepared by the office for the parent/student to use as he/she enters a new school. Students must turn in all textbooks and library books upon leaving First Academy-Leesburg. Failure to do so will result in a request to parents for payment of missing books. Records for the new school will only be released if the student's financial account is current.

WITHDRAWAL FEES

Since teachers are hired for the year based on fall enrollment and supplies are ordered based on the number of students enrolled, a parent choosing to withdraw during the first quarter will be responsible for a withdrawal fee of \$600. The fee for second quarter withdrawal will be \$450, third quarter \$300, and fourth quarter \$150. This fee will not be applied to families moving 30 miles or more from the school. A utility bill and/or phone bill listing the address of the new residence and the name of the family will suffice for exemption of this fee.

ATTENDANCE POLICIES (Rev. 6/17)

ABSENCES

Students must bring a note written by a doctor or a parent within two days of their return from an absence. The note should be given to the classroom teacher. Teachers will provide students an opportunity to make up missed work for excused absences, but the responsibility for receiving and completing make-up work rests with the student/parent. All make-up work must be completed within five school days. It is the primary responsibility of the student/parent to ask for missed work.

EXCUSED ABSENCES

An absence will be excused in the case of illness, death in the family, or if prior written notice of the absence was given to the administrator. Absences for family trips, etc. must be pre-arranged. The form is downloadable from the website. Students with excused absences will be allowed to make up all missed work within five school days of the absence. It is the responsibility of the student to get this work from the teacher. A student who has missed one day of school prior to a test or the day of a test, will be expected to make up the test on the day of his/her return. If homework was assigned prior to the absence, it will be due upon the return to school.

The administrator may choose to refuse to accept notes from parents if the absences become excessive, or may require documentation of the student's condition from a medical professional. Whenever possible, medical absences should be documented by the attending physician and a note sent to the school.

Athletics: Students participating in a game must be present for the last four periods of the day. If the student is checking out early for a valid reason, the acceptability of that reason will be determined by an administrator or the athletic director using notes from dentist or doctor, or parent regarding check-ups or other exceptions.

EXCESSIVE ABSENCES (Rev. 6/17)

- Elementary students are allowed no more than five absences (excused or unexcused) per quarter. If a student exceeds five absences his/her parent/guardian will receive a letter from the administration emphasizing the importance of school attendance. Please note this does not include pre-arranged absences or absences with medical documentation.
- **Students are allowed 5 parent-written notes per quarter to excuse an absence, tardy to school, early dismissal or lunch check-outs. You must provide official documentation (doctor's note, court notice, etc.) for every absence thereafter in order for it to be excused.**
- **Any unexcused absence, tardy to school, early dismissal or lunch check-out will result in a \$25.00 fine per day per family**
- Students may be dismissed from First Academy-Leesburg if they have excessive absences.

Regular attendance is required at First Academy as a precursor to academic success. If a student does not come to school for a prolonged period of time and the school is not notified of a withdrawal or transfer, the appropriate authorities will be contacted for reasons of truancy.

TARDIES (Rev. 7/16)

Students are considered tardy when school begins. Students who are tardy must report to the office for a tardy pass before going to the classroom. If tardies are to be excused, parents should follow the same procedures as for absences. Tardy incidents will be documented.

- ❖ **Tardies to school, unexcused absence, early dismissal, or lunch check-outs, in the excess of the five per quarter will result in a \$25 fine per family per day.**

LEAVING SCHOOL

Other than the normal dismissal time, no child may leave the school premises until they have been signed out by a parent or guardian. The parent must sign the child out in the school office before picking up the child from the classroom. No child will be released to an adult until proper identification is made. **No student is permitted to leave the school to enter a car in the church or school parking areas without a parent, guardian, or a person listed on the pickup list.** In addition, students coming to school from appointments need to be signed in at the office as soon as they arrive on campus. Students leaving school prior to 12:30 P. M. will be considered absent for one full day. Students leaving after 12:30 P. M. will be considered absent for one-half day.

SCHOOL DAY

The school day begins at 8:10 A.M. for all students and ends at 3:00 P.M. for elementary students. Parents are to deliver their children to the appropriate entrance as designated on orientation day. Drop-off time is between 8:00 A.M. and 8:10 A.M. Students arriving before 8:00 A.M. or remaining after 3:15 will be taken to the First Academy Before or After School Care Program. Parents will be charged accordingly. **Parents should not drop off students at the buildings until 8:00 A. M. as there will not be supervision prior to that time.**

DROP-OFF AND PICK-UP (Rev. 7/16)

In order to provide a safe traffic pattern for our children, please observe the following guidelines when you transport students or visit our facility at First Academy -Leesburg.

Students may be dropped off in one of two ways.

1. Parents may proceed through the drop-off line. **Parents should enter the drop-off area from the intersection of 13th Street and Line Street only.** Pass the Music Room with the arches and proceed through the drop-off line. Traffic will flow in one direction. Teachers will be stationed at the unloading area. All students are asked to disembark from the passenger side of the vehicle if at all possible. This is the ONLY place that the children may be dropped off unless they are in before-school care and are dropped off at the courtyard entrance between the gym and the preschool.
2. Parents may pull into the main parking lot from 13th Street and MUST PARK in a parking space. The 13th Street entrance is the only approved entrance for parking in the lot during drop-off and pick-up times. **(Do not enter the parking lot from High Street) DUE TO SAFETY REASONS PARENTS MAY NOT LET ELEMENTARY STUDENTS OUT IN THE MAIN PARKING LOT; THEY MUST BE WALKED TO THE BUILDINGS.**
3. Parents dropping off in the 4th & 5th area (Building A), will drop-off and pick up according to the guidelines distributed by the 4th & 5th grade teachers.

After you have walked your child/children to the building and have returned to your car, you will proceed to either exit point located on High Street (DO NOT EXIT THE PARKING LOT TO 13TH STREET).

Pick-up Line Procedure:

- Students will sit on assigned blacktop area to the right of car line.
- Parents should display pick-up card in passenger side window.
- Teachers will help your child into car, no need to get out of car to assist child.

For safety reasons, parents are not permitted to:

- Signal their child to walk across car line to the parking area.
- Park in the field area for any reason.

If you do not go through the car line, then please walk to the pick-up area and wait by the tree for a teacher to dismiss your child. Parents are not permitted to walk to where child is sitting. For the safety of your child, TEACHERS will bring your child to you. Please do not wave your child over to the tree.

Please be sure your child understands after-school pick-up plans. Let your child know if she/he will go to aftercare or be picked up. Children staying for aftercare will be gathered in a specific area and released to aftercare at 3:15.

Please do not use pick-up line as a conference time. Teachers are keeping a safe watch on your children and cannot do this if you are trying to converse with them.

In the event of rain or lightning, it will be necessary for the parents to park their cars and come to the classroom to pick up their student. Since we do not have covered walkways, we cannot bring the students outside under these conditions.

Children dismissed during the school day will only be released to adults designated in their personal information. Children will not be sent to the parking lot to meet or wait for parents.

ELEMENTARY ACADEMIC HONESTY POLICY

It is expected that First Academy students will uphold the highest standard in regard to academic honesty. Students who cheat by any method 1) could be suspended for one day; 2) will receive a zero on the material in question and zeros for any missed work on the day of suspension; 3) will be expected to make up any work missed on the day of suspension; 4) and will receive an *N* in conduct for the quarter in that class.

BEFORE AND AFTER-SCHOOL CARE (Rev. 6/17)

Before- and after-school care is available for First Academy students. The weekly fee is \$50.00. A ten percent discount for the second child will be given to families who have two or more children staying the entire week.

If a child attends the program only one, two, or three days during the week, the parents will be charged \$15.00 per child per day. If the child stays more than three days per week, then the parents will be charged the weekly rate.

If a child attends before-school-care only, a \$2.00 per day charge will be applied. Before-School-Care is free if the child is paying for After-School Care the same day. Late fees as follows apply for children picked up after 6:00 PM: From 6:00-6:15, \$5.00 for each 5 minutes or part thereof with a minimum charge of \$10.00. After 6:15, \$10.00 for each 5 minutes or part thereof.

CLASSROOM OBSERVATIONS

Parents are welcome to observe their child's classroom. Appointments are required and may be made by contacting the administrator.

ABUSE

If you suspect a First Academy student is being abused, please report such abuse to the Florida abuse hotline at 800-96-ABUSE. The Florida Abuse Hotline will accept a report on a child when: There is reasonable cause to suspect that a child (an unmarried person, under the age of 18 and who has not been emancipated by order of the court; is a Florida resident, and can be located in Florida, or is temporarily out of state but expected to return) has been harmed or is believed to be threatened with harm by statute; by a parent, legal custodian, caregiver, or other person responsible for the child's welfare.

CONFLICT RESOLUTION & APPEALS

There are legitimate ways to handle any complaint which may arise during the school year. First Academy-Leesburg encourages each parent to respect the teacher as a professional and, likewise, the teacher to respect the role of the parents. All members of our school community are asked to follow these guidelines in resolving any problem. The use of the conflict resolution process as outlined in Matthew 18: 15-17 is to be recognized as the Biblical authority for any issues experienced within the school context.

The common goals of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. Therefore, special mention is made of the best method for resolving problems. Please heed the following:

1. When a classroom or other situation occurs, the parent must first take the problem to the teacher. This can normally be handled by a telephone call, an email, or a note. Approach the teacher in a friendly manner; you are just trying to gather information. Normally, parents discover additional information during these meetings that may change the way they view the matter.
2. If a conference is needed with the teacher, contact the school office to arrange an appointment.
3. Should the matter still not be resolved, a conference with the parent, teacher, and administrator may become necessary.
4. If the matter is not resolved, contact the chairperson of the First Academy school board.
5. If the problem is not resolved by contacting the school board, contact the Executive Pastor, First Baptist Church.
6. If the problem is not resolved by contacting the Executive Pastor, contact the Senior Pastor for resolution. The Senior Pastor has the final say in all matters.
7. Some guidelines:
 - a. Do not try to talk to the teacher about concerns before or during school hours, whether by phone or in person. Teachers are available for meetings after school.
 - b. Do not discuss your problems with uninvolved parties (secretaries, other parents, and especially other students). They cannot solve your problem with a teacher.
 - c. Do not discuss problem situations or denigrate the faculty or staff in front of children.

If any step of this process is skipped, the parent will be referred back to the appropriate person.

If parents lose their temper, become verbally or physically threatening or hostile, including cursing and using foul language towards children, parents, or First Academy-Leesburg faculty and staff, the administration reserves the right to trespass the parent(s) from campus, from any and all extracurricular activities, and/or dismiss their child/children from First Academy-Leesburg.

If parents are having difficulties with each other because of situations occurring at school, it is expected that the parents will involve administration in the resolution of these issues. Otherwise, any discussion of problems not involving the school should occur elsewhere.

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DISCIPLINE

A well-organized and well-disciplined classroom is necessary for promoting a good learning environment. When discipline problems arise, it is important that the school staff and parents work together so that the problems may be resolved. We expect the support of parents to maintain a well-disciplined school. Teachers are encouraged to take care of classroom management problems as they develop. If a child causes a serious disruption, he/she may be referred to a school administrator.

1. Students should be attentive and obedient to all teachers.
2. Restrooms designed for single use should be used that way. All restrooms should be left in good condition.
3. Students should cross the street only at the crosswalk.

4. Each student should clean up after his/her lunch. Students will be expected to have a servant's heart. This may be demonstrated by obeying teacher requests to pick up lunch trash (whether it belongs to you or not). While in the lunchroom, students should remain seated at their tables until dismissed by the supervising teacher. Students are not to leave the designated lunch areas without the express permission of the lunch duty teacher.
5. No acts of disrespect or remarks that denigrate others shall be made to faculty, staff, parents, visitors, or guests to our campus, including referees, umpires, or judges for contests. This includes, but is not limited to, such actions as teasing, name calling, note writing, negative pictures, signs, stories or gestures, or harassing comments of a sexual nature, or comments relating to race, gender, or national or ethnic origin.
6. No disruptions or interruptions of faculty during instructional time.
7. Students may bring a water bottle filled only with clear water products for use during the school day.
8. Chewing gum and/or eating or drinking in the school, (other than clear water products) except at designated times, is not permitted. If eating/drinking is allowed in one classroom for a special reason, all food and drink must be consumed before leaving that classroom.
9. Students are required to complete and turn in all assignments. Failure to do assigned school work, to get a parental signature on papers with grades of D or F, or to obtain signatures on other papers when requested by any teacher or administrator, will result in parental notification and possible disciplinary action.
10. Lying will not be tolerated.
11. Profanity will not be tolerated. Using the Lord's name in vain will not be tolerated.
12. Willful damage to school property, the property of First Baptist Church/Leesburg, or the property of students, or guests will not be tolerated. This may include such examples as putting holes in drywall; destroying restroom fixtures; writing with markers on skin or clothing; shaking or spraying sodas, deodorant, and perfumes; or failing to clean up food or other messes in classrooms, halls, stairwells, lunchrooms or the grounds of the school and church such as basketball court, picnic area, chapel or any other common area.
13. Writing and passing notes by means of paper or electronically, at any time during school, is not permitted.
14. Sleeping in class will not be tolerated.
15. Students will not wrestle or engage in horseplay of any kind at school. This includes, but is not limited to, pushing, hitting, and chasing, especially when conducting experiments in lab classes. Students should move through the hallways in a quiet and orderly manner.
16. Students will not restrain other students for the purpose of practical jokes, initiations, or any type of hazing.
17. Criminal activity – Any incident that results in a citation and/or arrest of any First Academy-Leesburg student by any law enforcement agency must be reported to the school administrator whether this occurs at school or off campus.
18. Keep your hands off other people's belongings.
19. Students are not to prop open any outside doors on any of the buildings. This is an important safety issue.
20. No liquid white-out is allowed.

The following are some of the behaviors that could result in immediate assignment of detention, home suspension, or expulsion:

1. Academic dishonesty, including plagiarism (claiming credit on papers or projects that are copied without credit being given to the author), or cheating

2. Fighting or physical harassment, including bullying, sexual harassment, verbal harassment, or assault
3. Stealing
4. Possession, sale, or use of tobacco, alcohol or drugs
5. Possession, sale, or use of weapons, other instruments of destruction, or replicas of such weapons and/or instruments
6. Possession, sale, or use of fireworks or explosives
7. Vandalism
8. Improper student use of vehicles
9. Using the Lord's name in vain
10. Use of language or gestures that are disrespectful to any teacher, staff person, or fellow student
11. Any other behaviors which are disruptive or that are harmful to the well-being of guests, students, faculty, staff, or campus facilities which the administration believes warrants detention, suspension or expulsion
12. Improper use of computer equipment while at school, or electronically, digitally, or otherwise recording images of faculty, staff, students, or self and/or the posting of such images on the internet, or sending of said images via any manner.

Students will always be given an opportunity by the school administration to explain their actions. **Therefore, there should never be a reason to be disrespectful or argumentative.** After investigation, students who are in violation of school policies are subject to progressive disciplinary action, which may include parent conferences, detention, suspension, the withdrawing of privileges such as removal from athletics, activities, and clubs, or other actions which may be corrective in nature. Cases involving major incidents, cases which are repetitive in nature, or in which the student demonstrates that he or she is unwilling or unable to change behavior, may result in immediate expulsion.

There may be occasions when First Academy-Leesburg may monitor classroom behavior using video recording devices. There may be occasions when the students will be taped for staff training purposes or for discipline reasons. If teachers need assistance, they may contact the office, the administrator, or the assistant administrator to monitor the classroom. If the teacher needs to step out of the classroom for an emergency, monitoring may also take place. Cameras will also be positioned in the main office, hallways, and stairwells. **No cameras will be placed in areas that would invade student or staff privacy (i.e. restrooms, locker rooms, etc.).**

DIVORCE/GUARDIANSHIP ISSUES

In situations in which parents are divorced, the parents will be required to provide the school with up-to-date court documents outlining the details of the divorce agreement and the rights of each parent in regards to the child. Parents are asked to please notify the school office in writing when reports and notices should be mailed to both parents at different addresses.

DRESS CODE (Rev. 6/17)

Research has demonstrated that a reasonable correlation exists between a student's dress and his/her behavior. When students dress in a very casual manner, they tend to be more uninhibited in their behavior. Since the intensity of the teaching/learning transaction requires a seriousness of purpose, it is most conducive to learning when a student's dress reflects a classroom atmosphere of instructional relationships and authority for learning.

Elementary Tops:

First Academy polo shirts in white, navy, light blue, hunter green, pale yellow and light pink. These must be embroidered with the FA logo. Shirts or blouses with First Academy logo in white, light blue, or yellow. Shirt length should be such that no skin or undergarments are exposed when arms are raised above the head. (Should be "tuckable")

Every student is required to have one navy blue FA polo that can be worn for pictures, concerts, presentations, etc.

Elementary Bottoms:

All must comply with dress code colors which are limited to tan khaki, navy and black. Elementary students may wear blue denim jeans (no embellishment on denim) or shorts. **Jeans must be traditional fit and style, five pocket, straight legged, no low riders or hip hugger styles.** Jumpers: Elementary girls may wear jumpers of the proper length. They may be purchased anywhere, but the logos must be sewn by one of the approved vendors. If girls are wearing the jumper, they do not need to wear a logo shirt, but the shirt must be purchased from one of the approved vendors to maintain consistency in color. Girls may also wear a white or light blue blouse rather than a polo shirt with a jumper.

1. Uniform or dress cargo style shorts, skirts, skorts, or capris with flat pockets, no shorter than 4" above the knee cap, as measured from a kneeling position if questioned. Colors for skirts may also include hunter/classic navy plaid.
2. Skirts and jumpers may not contain slits in the front, and the skirt OR SLIT (side or back) may be no more than 4" from the top of the kneecap.
3. Uniform style slacks may also be worn in the same navy, tan khaki or black.
4. No low-rise waistlines
5. Underwear or skin below the waistline may not be visible at any time.
6. Undergarments must be worn at all times.

Outerwear: (Rev. 6/17)

Elementary school students may only wear First Academy outerwear from approved vendors. They must match the shirt colors approved for elementary school and must have the First Academy-Leesburg logo affixed.

Footwear: (Rev. 6/17)

1. Since students have PE every day, all elementary students will wear rubber-soled athletic shoes. Students may not wear sandals, flip flops, boots or wheelies.
2. Students may not mix shoe or sock colors, (ex. one black shoe with one white shoe).

Hairstyles:

1. Girls' hair should be neat and create no distractions. It must be secured from falling into the eyes during school.
2. Boys' hair must not be below the top of the collar and must be neatly trimmed above the eye brows. Boys' hair will need to be the appropriate length from the first day of school. Hair not meeting our regulations may be cut by a licensed barber and an appropriate charge placed on the parent's account. Distracting styles and colors are not allowed. Hair may not be dyed in unnatural colors. Bandanas or hats of any type may not be worn.

Jewelry, Tattoos & Piercing:

1. Students should not wear anything excessive, such as studded bracelets, necklaces, etc.
2. No body piercing is permitted.
3. Earrings are acceptable as follows: Hoop earrings must be smaller than 2 inches. Dangling earrings longer than 2 inches are not acceptable. Girls may wear no more than two pairs of earrings.
4. Boys-No earrings.
5. No tattoos or writing on bodies or clothing.

Bodily Fluids: Students are not allowed in the classroom with blood or any bodily fluid on their clothes.

Makeup: Nothing excessive or distracting.

Hats or scarves: None permitted indoors.

Undergarments: Please wear appropriate undergarments.

Special Dress Events:

Dress Down Day attire must be appropriate for the theme when applicable. Otherwise students may wear the shirt of their choice providing it contains no objectionable designs or statements, is not a tank top or midriff, is not low-cut, and is not an over shirt. Students are permitted to wear bottoms of any material or design, including jeans, providing they conform to dress code requirements of length and fit. Bottoms may not have rips, frays, or holes. All other dress codes, except as noted above, must be followed.

Chapel Day Attire: Attire for chapel day will be the same as other days.

Dress Code at School Activities:

The administration reserves the right to ask students to change clothes at any school activity including field trips and athletic contests. If the student has nothing to change into that is modest, the student may be asked to leave the event or activity.

*The administration reserves the right to determine the acceptability of school fashions, clothing, and hairstyles. All clothing must be **unrevealing** in cut, fit, and texture. Appropriateness is an administrative decision. If a student's personal appearance does not comply with the school dress code, the parent will be asked to bring an appropriate change of clothing or to take the child home for the day.*

DRUG POLICY

All medicine, whether over-the-counter or prescription, must be administered in the school office. Students bringing over-the-counter or prescription medicine for administration in the office should bring that medicine to the office prior to the start of school. A medication permission form must be completed by the parent. This form is a requirement of the Lake County Health Department. **ALL** MEDICATIONS (INCLUDING OVER-THE-COUNTER MEDICATIONS) MUST BE SENT TO SCHOOL IN THE ORIGINAL CONTAINER WITH SPECIFIC WRITTEN DIRECTIONS FOR THE NUMBER, AMOUNT, AND TIMES OF DOSAGES. A student may carry an asthma inhaler if the office has a doctor's written statement **and** parent's written consent that the student needs to carry the inhaler and self-administer. Containers should be picked up at the school office at the end of the day, unless the medication is intended to remain at school for a longer time. Please pick up all medications by the last day of school. **All** medication left in the school office after this date will be discarded. First Academy will not be responsible for situations that occur as a result of expired medication, or doctor or pharmacy error, or incorrect directions given by parents.

If it is determined that students are in possession of any over-the-counter medicine or prescription drugs that have not been checked into the office, they will be subject to disciplinary action. Any student in possession of prescription drugs or illegal drugs and who is involved in the purchase, attempted purchase, or distribution of said drugs, or who acts as an intermediary (someone who holds the drugs for other people) or temporary repository of said drugs will be immediately and permanently expelled. First Academy reserves the right to invite members of law enforcement agencies, including canine officers, to assist in the identification and/or location of drugs. If law enforcement officers determine that drugs have been found on the premises, those students found to be in possession of said drugs may be arrested and charged. **It is important for students to understand that once illegal substances are brought into our school, administration must involve law enforcement.** Situations in which drugs or drug paraphernalia are brought to any school function, field trip, or activity will be handled in the same disciplinary manner as if the student(s) were at school.

EAGLE SERVICE/ATHLETIC HOURS (PARENTS) (Rev. 6/17)

NOTE: All persons involved with children in any manner must complete the fingerprinting and background check requirements. Instructions and packets may be picked up in the office.

In order to help our school achieve a superior standard of involvement, it is necessary for parents to give at least ten hours of service to the school during the school year. This is a ten-hour commitment per family, not per child. If children in the family are involved in middle school or high school athletics, another ten hours will be required toward the athletic program.

Eagle Service/Athletic Hour forms (downloadable from the website) must be completed and signed within a week EACH TIME the service is done. Grandparents or older siblings may work toward fulfilling their immediate family's hours. NO OTHER transfers are allowed. All Eagle Hours must be completed by April 15th. Anything done after April 15th will count for the following school year. Parents/students please know that Eagle Service or Athletic hours cannot be applied to community service hours needed for students to graduate.

Eagle Service Hours

The types of activities that may constitute serving are: helping with fundraisers or auctions; helping serve student lunches; landscaping; helping with legal issues, special projects, band or theatre activities; tutoring; copying worksheets for teachers; helping in the library; attending F.A.B. meetings; applying for a background check or making homemade baked goods. Please see below for the hours each homemade item earns.

Qty.	Homemade Items	Time Allotted
1	Cake	1 hour
1	Main Dish	1 hour
1	Fruit/Vegetable Tray	1.5 hours
1	Sandwich/Meat Platter	2 hours
36	Brownies/Cookies – individually wrapped	1.5 hours
36	Cupcakes	1.5 hours
	Each additional dozen	.5 hours

There are many ways to serve; the administration will be open to parental suggestions as to creative service ideas. Attending field trips, class parties, or sport functions does NOT count toward Eagle Service Hours. Parents may **BUY** hours at the rate of \$20 per hour **before** April 15th. Every ten dollars of donated goods (**receipts must be provided**) equate to one hour of service. Any hours not completed by April 15th will be billed at a rate of \$30 per hour. Parents may perform Eagle Athletic Hours and apply them toward their Eagle Service Hours. Any hours performed after April 15th will be applied to the next school year.

First Academy Eagle Service Hours will benefit the First Academy general operating budget. First Academy-Leesburg, in conjunction with the FA Athletic Association, has hired a parent to keep track of service hours.

Eagle Athletic Hours

Eagle Athletic Hours would include helping with various functions at athletic events (Law enforcement officers may volunteer at varsity athletic events. Parents may take tickets; sell concessions; run clocks; help with setup and/or cleanup; keep record books for the athletic teams at interscholastic contests; help set up the loudspeakers for football, basketball, or volleyball games; drive First Academy-Leesburg buses or vans; wash team buses, etc.). Parents may perform Athletic Eagle Hours and apply them toward their Eagle Service Hours.

Parents may **BUY** Eagle Athletic Hours at the rate of \$20 per hour before April 15th. Every ten dollars of donated goods (**receipts must be provided**) equate to one hour of service. Athletic Eagle Hours will benefit the athletic department. All Eagle Athletic Hours must be completed by April 15th. Any hours not completed by April 15th will be billed at a rate of \$30 per hour. Any hours performed after April 15th will be applied to the next school year.

ELECTRONIC DEVICES (Rev. 7/16)

Due to the ability to transmit data, photograph tests and quizzes, send text messages or otherwise communicate information, students will not be permitted to use cell phones, tablets, virtual reality devices, smart watches, or any other device as determined by the administration are not allowed during school hours unless they are part of a presentation, or, in the case of tablets, are being used in the classroom setting. Brining electronic devices to FAL is a privilege, not a right. All electronic devices must be turned off and stored in the student's backpack during school hours. Students who use electronic devices during school hours or whose cell phone rings during school hours may lose this privilege.

Failure to comply with the rules listed above will result in:

1. 1st offense-\$10 fine, confiscation of the electronic device, and parental notification. Phone may not be picked up until the fine is paid. Staff will notify parents when a device is confiscated.
2. 2nd offense-\$10 fine, confiscation of the electronic device, and a conference with the parent. Devices will be held until the parent attends the conference.
3. 3rd offense-\$10 fine, confiscation of the electronic device and the loss of privileges. The device may be picked up after fine is paid and must be left at home. Upon the third offense, the school reserves the right to suspend students who are unwilling to abide by the policy.

If school has ended for the semester and the item has not been retrieved by the student or his/her family within five weeks of the end of the school year, the student will forfeit possession of that item.

FAMILY INFORMATION

Parents are asked to furnish the school with current names, addresses and email addresses for the immediate family/guardian. The school also needs all telephone numbers for all persons permitted to care for their child/children. Parents must update these names and numbers as changes are made so that the school may contact the appropriate person(s) when necessary. If there is an individual or individuals who are not allowed to pick-up your child under any circumstances, it is your obligation to inform us of this in writing on an annual basis and/or as the situation changes. This notification should be in a legible manner, on the student application or a separate written communication, and returned to the First Academy-Leesburg office. **As you change your place of residence or employment, it is imperative that the office be notified of these changes.**

FIELD TRIPS

First Academy-Leesburg students will participate in field trips that enrich and complement our instructional and athletic programs. Only those students attending First Academy-Leesburg will be eligible to participate. Normally, students attending field trips are required to ride to and from the field trip destination in school vehicles or chartered vehicles. If students ride to and/or from a field trip in private vehicles, they will be covered by only the insurance of the owner of the vehicle. School insurance will go into effect when the student exits the private vehicle. Parents will be provided with information concerning field trips, and a permission slip will be required for each trip. The classroom or event teacher will determine the number of chaperones needed for a trip, and they will be secured before the outing. All costs will be calculated, including substitutes if they are required. Monies must be collected and deposited before any payments can be made. Siblings are not allowed on field trips. Students who miss school field trips will be counted absent, but grades will not be lowered. If there are problems, please contact the administrator.

In keeping with the tone of a Christian school, parents will not be permitted to consume alcoholic beverages on field trips. If a parent must smoke, we ask that they refrain from doing this within sight of the children. Parents are asked to dress appropriately on field trips as in school itself. There should be no short shorts, miniskirts, spaghetti straps, revealing, or see-through/tight clothing, etc.

Your assistance will increase your student's respect for learning and the school activities planned. Your assistance is valued as an asset to your child's growing experiences. No student will be allowed to participate in field trips if a balance is more than one month past due. This does not include students whose parents have made prior arrangements through the administrator and bookkeeper to pay the balance owed. Any monies brought for field trips will first be applied to the outstanding tuition balance.

GOSSIP

One of the most damaging things that occurs in any school is gossip. The Bible teaches that gossip is a thing to be avoided. A gossip betrays confidences (Proverbs 11:13) and separates close friends (Proverbs 16:28). The tongue and the mouth are powerful. They can be used improperly for sinful purposes or they can edify, praise, and glorify. May we seek to follow David who wrote in Psalm 39:1, "I will watch my ways and keep my tongue from sin; I will put a muzzle on my mouth as long as the wicked are in my presence."

We request that all First Academy-Leesburg families abide by the words found in Ephesians 4:29. "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

GRADING

First Academy-Leesburg reports student progress to parents at the end of every nine weeks. Exception: No progress reports are issued for kindergarten during the first nine weeks of school. Parents are expected to keep themselves informed about their child's progress. There are several avenues: Edline, agendas, website, graded tests/quizzes, progress reports, report cards, and emailing or calling the teacher. Parent-teacher conferences may be scheduled as needed. Student records may be reviewed at a scheduled parent-teacher conference. Requests to review records should be made prior to the conference. Edline access will be denied and progress reports and report cards will not be released to parents if there is an outstanding balance due the school.

Kindergarten Skills:

- S** Satisfactory
- I** Improvement Shown
- N** Needs Improvement

If a letter grade is given, a numerical value is also given.

First through Fifth Grades:

- A** (94-100)
- B** (85-93)
- C** (77-84)
- D** (70-76)
- F** (0-69)

Some subject areas are graded as follows:

- E** Excellent
- S** Satisfactory
- N** Needs Improvement

Emotional and Social Development (conduct) are graded:

- S** Satisfactory
- N** Needs Improvement

Due to the amount of homework and class work assigned at First Academy, it is common practice for teachers to grade homework and class work in class and to have students assist in this effort. According to a decision by the U.S. Supreme Court (Case No. 00-1073), this practice does not violate the Family Educational Rights Privacy Act (FERPA). This serves as your parental notification that such practice is common in our school.

HARASSMENT POLICY

Verbal, physical, or sexual harassment of First Academy-Leesburg students will not be permitted. Students experiencing harassment will ask the student(s) involved in these types of behavior to please stop. If the student does not stop, it is expected that the student will inform a teacher. If for some reason a teacher is unavailable, or if, after talking to a teacher, the harassment does not stop the administrator should be informed. Students involved in harassment issues will be subject to disciplinary action.

Verbal harassment includes: name-calling, teasing, cursing. Sexual harassment includes actions which are intended to make someone uncomfortable sexually, which are crude, which invade the privacy or rights of another, or in which another person is touched in a manner that would be deemed inappropriate. Physical harassment includes any actions or threats of action which another student finds threatening or frightening.

HOMEWORK

No homework will be assigned on Wednesday nights. On all other nights students are expected to spend at least 15-60 minutes (depending on the grade level) doing some work related to school. If specific homework has not been assigned by the classroom teacher, the student may read, practice math facts, or have a story read to him/her in lower grades. Upper grade students (4th-12th) should be encouraged to study vocabulary in spelling, science, or history, as well as the major concepts of each chapter. It is also beneficial to focus on geographical place names such as countries and capitals, states and their capitals, land forms, and bodies of water. Parents should be reminded that if their child works unusually slowly or fails to stay on task, the assigned work may take more than the normal amount of time. Consequences for not turning in homework when it is due vary according to grade levels (K-1), (2-3), (4-5). Within the grade levels, the consequences are the same for each class.

K-1: See teacher

2-3: Five points will be deducted for each day the assignment is late, up to 3 days. Then the grade becomes a zero.

4-5: Ten points will be deducted for each day the assignment is late, up to 3 days. Then the grade becomes a zero.

Parents, please make sure your students have time to do their homework and help them take more and more responsibility for finishing their own work. By 4th and 5th grades, they should need very little help from you.

ILLNESS/COMMUNICABLE DISEASE

If the administration has any suspicion that a student has a communicable disease, the parents will be contacted. It will be expected that the parents will pick up the child within one hour of notification. If the parent is not able to pick up the child within that time frame, the next person on the student's emergency contact list will be notified. While it may be an inconvenience to have to leave work to pick up a child, it is important that potentially infectious children not be exposed to the larger student population. Failure to comply with an administrative request to pick up sick or infectious children may result in the cancellation of the student's registration. Due to injury or the inability to contact anyone on the student's emergency list, the administration reserves the right to have the student transported to a hospital via ambulance at the parent's expense. If someone other than a parent comes for the student, the parent should notify the school and see that the individual has positive identification. Students with an infectious or contagious disease may not attend school until they have been given clearance from a medical doctor to return.

Children on antibiotics must be on their medication for a twenty-four hour period before returning to school. Students with a temperature of 100° will be sent home and may not return until it is lower than 100° unmedicated for 24 hours.

While it is not uncommon for students to be exposed to lice or to have lice themselves, it is imperative that lice be treated topically with an agent that kills lice. Necessary precautions should also be taken to eliminate lice from the home. First Academy-Leesburg reserves the right to dismiss children who have ongoing lice problems and who, for whatever reason, are not able to control the problem. Students who have lice or nits will not be allowed to return to school until the lice or nits have been eliminated.

INSURANCE

First Academy-Leesburg carries secondary medical insurance for its students. The policy covers accidents which occur during school and school activities such as athletics, cheerleading, field trips, and clubs. An accident must be reported on the day it occurs by having a faculty or staff member fill out the accident report form and having the parent sign the form. The insurance company will not honor late claims. Because the policy is secondary in design, it only covers the portion of the medical expenses which are not covered under the student's primary medical policy. If a primary policy is not in force, the secondary policy will cover all expenses up to the prescribed limits. Prescribed limits exist for all injuries. Other restrictions and limitations also exist.

PARENTS MAY VIEW THE MASTER POLICY ON FILE IN THE SCHOOL OFFICE FOR SPECIFIC DETAILS. The school does not act as an agent for the insurance company. School personnel, as a special service to the students, assist in enrolling the pupils. First Academy accepts no responsibility for payment or non-payment of claims.

BIRTHDAY PARTIES, INVITATIONS AND TREATS (Rev. 8/17)

If students are handing out invitations to a birthday party and every student in the class is invited, they may be handed out at school. If only certain students are invited, then they must be distributed in some other manner (not at school). Food should not be provided only for select students (for example, several friends at lunch) on birthdays. If all students in the class are invited to partake of the food, then parents may bring cupcakes, etc. The classroom teacher can make you aware of any students with food allergies.

LOST AND FOUND

Lost and found items are kept in the First Academy-Leesburg lost and found area and in the church office. Parents are invited to check for lost items at their convenience. Unclaimed articles are donated to the First Baptist Church Benevolence Ministry on a monthly basis. First Academy encourages the use of iron-on labels in clothing, stick-on labels on personal items, or using a permanent marker to identify materials. First Academy will not be responsible for lost or stolen items.

LUNCHES

Each student needs to bring or purchase his/her own lunch. Lunches dropped off in the office are not delivered; please make sure your child knows ahead of time that you will be bringing the lunch. Students should not bring sodas or use glass containers for storage. Refrigeration and heating equipment are not available.

Students may have the opportunity to purchase a prepared lunch. If so, you will receive an order form a week in advance to select the days that you wish to purchase a lunch. If students do not bring a lunch, they may go to the office to buy or charge an office lunch. The proper forms will be forwarded to the bookkeeper and the account will be charged. If students forget to order a lunch and do not bring money, they will not be able to charge a Chick-fil-A, The Food Cart, pizza lunch, or Firehouse.

MESSAGES

When necessary, a parent may call the school office with a message for his/her child/children. If the message involves a change in transportation arrangements, the parent will be asked to identify himself/herself in a manner which will provide positive identification for the school secretary, as well as identify the person who will be picking up the student. Because of the large number of phone calls that the school receives, we ask that as many arrangements as possible be made prior to or after the school day. We ask that changes in transportation be phoned in after 1:30 P.M. and no later than 2:45 P.M. Students may only use a phone in a classroom if directed to do so by the teacher.

MODEL RELEASE

At times it may become necessary to utilize First Academy-Leesburg students in promotional materials. This may include, but is not limited to, using the likeness of any student in television commercials, print ads, web-based applications, application packets, promotional videos, news interviews, and other promotional materials, such as press releases for athletics, art, band, debate, theater, honor roll, for any other program of the school, or for other academic accomplishments such as admittance to Boy's or Girl's State, admittance to college or university programs, etcetera. Signing of the handbook agreement constitutes parental acknowledgement of these possibilities.

MUSICAL PROGRAMS

Students spend hours practicing for their band/musical performances. Part of their grade is based on their participation in the performances. **It will be expected that students will participate in the two performances that occur during the year.** If there is a schedule conflict, parents should contact the music teacher at least two weeks prior to the performance. Parents should not allow their children to accept parts which they knowingly will be unable to fulfill.

PHYSICAL EDUCATION (Rev. 6/17)

All students must wear athletic (rubber soled) shoes and socks to P.E. class. Shoes must tie or have Velcro closure devices, or be specifically designed for athletic purposes. If girls wear skirts on P.E. day, they must wear shorts under the skirt.

PROMOTIONAL MATERIALS AND PERSONAL COMMUNICATIONS

All parents, students, and employees must have any personal communications, handouts, flyers, or promotional materials of any kind approved in the office prior to disseminating said materials.

Party Invitations-Students may hand out birthday party invitations only if everyone in the class is invited. Otherwise, invitations should not be handed out at school. If parents wish to invite a small number of friends to a party, the school office will be pleased to provide the addresses of those children to whom you wish to send an invitation. Fundraising efforts not associated with First Academy may not take place during school hours.

SAFETY DRILLS

Fire, tornado, and other emergency drills and procedures regulated by the city, county, and state will be practiced and reviewed on a regular basis.

In the event of a fire alarm, teachers will:

1. Instruct their students to quietly stand and line up at the door.
2. The teacher will obtain his/her gradebook
3. The teacher will inform the student at the head of the line to exit the building
4. The class will proceed to the predetermined area to wait for the all clear signal
5. The teacher will take role
6. If there are students missing, the teacher will inform the office staff and turn over a list of those missing
7. After walking through all of the buildings and determining that all is clear, the administrator will reset the alarm system he/she or his/her designees will announce that all is clear
8. Students will return to the classrooms
9. Teachers will inform the administrator or office staff of any irregularities that occurred during the drill

SEVERE WEATHER DISMISSAL

As a general rule, First Academy-Leesburg uses the same policy for severe weather as the Lake County Public Schools. If severe weather is predicted, parents should listen to the local radio and/or television stations. If the Lake County Public Schools are listed as closed for the day because of severe weather, then First Academy-Leesburg will also be closed. If school needs to close early in the day due to impending severe weather, parents will be called and notified to pick up their children and a message will be posted on the website.

STANDARDIZED TESTING

Each April First Academy-Leesburg administers the TerraNova-Third Edition to Kindergarten through fifth-grade students. The Inview is given to all 3rd and 5th grade students in conjunction with the TerraNova First grade students will take a younger version of the Inview called the Primary Test of Cognitive Skills (PTCS). Students should be rested, have a nutritious breakfast, and arrive at school on time for testing. TerraNova tests will be made up during the test week, as much as possible, for those who have missed a test day.

STUDENT INFORMATION RELEASE

Student information will only be released for use within the First Academy-Leesburg community, to appropriate law enforcement agencies, or to other educational institutions requesting the records of a student.

TEXTBOOKS & LIBRARY BOOKS

The student's instructional fee includes the use of all textbooks, library books, workbooks, and other instructional materials. Workbooks become the property of the student when they are completed and sent home by the teacher.

Textbooks and all library books remain the property of First Academy-Leesburg.

NOTE: ALL HARDBOUND TEXTBOOKS MUST BE COVERED WITH A SUITABLE, REMOVEABLE BOOK COVER. If a student should lose a book or damage it beyond normal expectations, the student will be charged for replacement of the book.

[Curriculum may be viewed on the First Academy website.](#)

DISCLAIMER

These policies may change from time to time. Any changes will be posted on the First Academy-Leesburg website.

Failure to comply with any of the policies listed in this handbook may be grounds for dismissal. First Academy-Leesburg school board reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to the students and parents.

2017-2018 First Academy-Leesburg Faculty Credentials

Courtney Bennett

2014 B.A. Art/Education East Tennessee State University

Amy Birdsall

2001 M.A.E. Elementary Education University of Florida

2000 B.A.E Elementary Education University of Florida

Don Birdsall

2003 M.S. Exercise & Sport/Science University of Florida

2000 B.S. Exercise & Sport/Science University of Florida

Beth Blamick

1983 B.A. Elementary Education Furman University

Christina Bohler

1995 M.S. Elementary Education Clearwater Christian College

Susie Brewer

2012 M.S. Psychology-Marriage & Family Therapy Palm Beach Atlantic University

Jonathon Cason

2016 B.A. Music Education Mississippi College

Heather Dexter

1990 B.S. Elem. Education/Bible Piedmont International University

Greg Frescoln

2000 Ed. S. Educational Leadership University of Florida

1990 M. Ed. Counselor Education University of Florida

1985 B.A. International Studies Iowa State University

1985 B.A. History Iowa State University

Jackie Frescoln

1985 B.S. Family Studies University of Maryland

Julie Douglas

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Key**B. A.** =Bachelor of Arts**B. M.** =Bachelor of Music**B. M. E.** =Bachelor of Mechanical Engineering**B. S.** =Bachelor of Science**Ed. D.** =Doctor of Education**Ed. S.** =Specialist in Education**ESOL** =English for students of other languages**M. A.** =Master of Arts**M.A.E.** =Master of Arts in Education**M.C.M.** =Master of Church Music**M. Div.** =Master of Divinity**M. Ed.** =Master of Education**M. S.** =Master of Science**Ph. D.** =Doctor of Philosophy**NBCT** =National Board Certified**BTEC** =Business and Technician Education Council