



2018-2019
Student / Parent 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.

TABLE OF CONTENTS

SCHOOL GOVERNANCE.....	4
OFFICE PERSONNEL.....	4
TEACHERS.....	4
HISTORY.....	5
PHILOSOPHY.....	5
MISSION STATEMENT.....	6
DOCTRINE.....	6
EXPECTED STUDENT OUTCOMES.....	6
ADMISSION PROCEDURES (REV. 6/17).....	7
ABUSE.....	11
ACADEMIC HONESTY POLICY.....	12
ALCOHOL AND TOBACCO POLICY.....	12
ATHLETICS (REV. 6/17).....	12
BEFORE AND AFTER-SCHOOL CARE (REV. 11/17).....	13
CLASSROOM OBSERVATIONS.....	13
CLUB POLICIES.....	13
COMMUNITY SERVICE REQUIREMENTS.....	13
CONFLICT RESOLUTION & APPEALS (REV. 8/2018).....	14
COPYRIGHT.....	14
DISCIPLINE (REV. 6/17).....	14
DIVORCE/GUARDIANSHIP ISSUES.....	18
DRESS CODE (REV. 7/18).....	18
DRIVING POLICY.....	21
DROP-OFF AND PICK-UP (REV. 7/16).....	22
DRUG POLICY (REV. 7/16).....	22
DUAL ENROLLMENT (REV. 4/18).....	24
EAGLE SERVICE/ATHLETIC HOURS (PARENTS) (REV. 6/17).....	24
ELECTRONIC DEVICES (REV. 8/18).....	25
FAMILY INFORMATION.....	26
FIELD TRIPS.....	26
GOSSIP.....	26
GRADING.....	27
GRADUATION REQUIREMENTS.....	27
HARASSMENT POLICY.....	28
HOMEWORK (REV. 6/18).....	28
HONOR ROLL.....	29
ILLNESS/COMMUNICABLE DISEASE.....	29
INSURANCE.....	30
INVITATIONS, BIRTHDAY PARTIES, AND TREATS (REV. 8/17).....	30
ITEM DROP OFF (REV. 8/18).....	30
LOCKER AND BACKPACK POLICY (REV. 7/16).....	31
LOST AND FOUND.....	31
LUNCHES (REV. 8/18).....	32

MESSAGES	32
MODEL RELEASE	32
MUSICAL PROGRAMS.....	33
PARENTAL BEHAVIOR (REV. 8/18)	33
PHYSICAL EDUCATION (REV. 6/17).....	33
PLUSPORTALS (REV. 1/18).....	34
PROMOTIONAL MATERIAL AND PERSONAL COMMUNICATION (REV. 7/18)	34
RECORD RETENTION	34
SAFETY DRILL	34
SCHOOL DANCE.....	34
SCHOOL DAY (REV. 6/17).....	35
SEXUAL PURITY/PREGNANCY POLICY.....	35
SOCIAL MEDIA POLICY.....	35
STANDARDIZED TESTING	36
STUDENT INFORMATION RELEASE	36
TESTING SCHEDULE (REV. 7/18)	36
TEXTBOOKS & LIBRARY BOOKS.....	37
TUITION AND FEES (REV. 1/18)	38
TUTORING	39
VISITORS TO CAMPUS	39
2018-2019 First Academy-Leesburg Faculty Credentials.....	40

SCHOOL GOVERNANCE

School Board Members

Administrator/Principal

Assistant Administrator/Vice Principal

Amy Aravena
Patti Edmondson
Candi Harper
Reynolds Holiman
Carey Roesel, Chairman
Gregory Frescoln
Kristin Purvis

OFFICE PERSONNEL

9th-12th Guidance Counselor
K-8th Grade Guidance Counselor
Admin. Assistant
Admin. Assistant /Registrar
Business Manager
Athletic Secretary
Eagle Service Hour Coordinator
Admin. Assist./Attendance & Discipline
After School Care Coordinator

Amanda Patterson
Susie Brewer
Joy Cowham
Kathleen Scott
Carla Holowell
Charise Cox
Joy Cowham
Bethany Hall
Louisa Brownlee

TEACHERS

Fred Anderson
Courtney Bennett
Amy Birdsall
Don Birdsall
Beth Blamick
Jonathon Cason
Heather Davis
Heather Dexter
Julie Douglas
Melissa Draxinger
Jackie Frescoln
Holly Gray
Linda Gunger
Brooke Hanken
Heather Iseminger
Sara James
Amanda Jones
Amanda Kelly
Casie Krop
Gabe Kuka
Debs Linares
Katrina McDonald
Sonia Mendez
Erin Myers
Shannon Niemann

MS Math
MS, HS Art, Portfolio
4th grade
Athletic Director, Coach, HS Science, P.E.
ES Music
Music, Band Director, Senior Bible
6th Math, 6th History, Vocal Ensemble, Drama
5th grade
ES Art
Kindergarten
MS Social Studies
Library, Yearbook
MS English
ES, MS PE
HS English, LeadWorthy, NHS Sponsor
4th grade, Dance Coach
MS Bible
Computer
3rd grade
HS History, Soccer Coach
MS Science, Before School Care
HS Spanish
ES Spanish
HS Science
HS English, Junior/Prom Sponsor

Marilyn Nolan	1 st grade
Amanda Patterson	HS Management
Clint Patterson	HS Bible
Carly Pellegrino	HS Science
Viviana Perez-Thon	MS Spanish, Volleyball Coach
Hilary Pierce	3 rd grade
Rebekah Pleitez	2 nd grade
Julie Pletcher	HS Math, Senior Sponsor
Meg Punt	HS Math
Kristen Sapp	Kindergarten
Kevin Scarbrough	STEM
Courtney Scott	2 nd grade
Jake Sikkema	HS History, Business, Coach
Jesse Silver	IT Director
Michelle Thomas	1 st Grade
Sheldon Walker	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-Leesburg.

The school began the 1989-90 year with two kindergartens, one first grade class, and one second grade class, striving to add one grade during 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 administration building, special classes in art, vocal music, band, computer, a foreign language program K-12, Advanced Placement courses and numerous athletic programs.

First Academy graduated its first senior class in May, 2006. First Academy 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 as 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 accepting Christ as their personal Savior and/or 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-Leesburg 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 -spiritual and intellectual, 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.
- God is Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, holiness, justice, grace, goodness, and truth.
- 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.
- 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.
- in the Trinity consisting of three persons - Father, Son, and Holy Spirit- in one God.
- 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.
- in the church, the body of Christ, whose mission is to preach the gospel to the entire world.
- a true believer is secure in Christ forever and is called to live a holy life.
- the ordinances of the church are believer's baptism by immersion and the Lord's Supper.
- in the personal, pre-millennial return of our Lord Jesus Christ, prior to the establishment of His kingdom.
- 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

ADMISSION 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.

Family Interview: After the application is filled out and the supporting academic materials have been submitted, the parent/guardian should schedule an interview with the administrator. All students in the family being enrolled should attend this meeting. The administrator MUST have a completed application and supporting documents for each student in order to conduct this interview.

STUDENT ELIGIBILITY REQUIREMENTS

First Academy may not accept students who, based on report cards, standardized tests, or state assessment tests, are working below grade level or have not maintained at least a C or above or who have not maintained a score in the 50th percentile or above on standardized tests. This policy may be appealed to the First Academy administrator in writing to then be placed on the agenda for the next scheduled school board meeting.

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

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.

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.

FIRST THROUGH EIGHTH GRADE

1. 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.
2. The student must be working on grade level.
3. The school administrator will assign students entering First Academy from another school to a grade based on placement tests, age, and previous school records.
4. Students desiring admission must also provide evidence of birth, immunization, and a medical examination.
5. 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.

HIGH SCHOOL

First Academy-Leesburg High School is a college preparatory program. Students who wish to be admitted to First Academy-Leesburg High School

1. must demonstrate competence in grammar by completing an essay,
2. must demonstrate competence in mathematics by providing an acceptable score on a nationally standardized test, and
3. must provide a completed high school transcript or an 8th grade report card,
4. must, if an 8th grader has already taken courses for high school credit, also submit a transcript in addition to the 8th grade report card.
5. must, in addition to the family interview, also schedule an appointment with an administrator for a personal interview. (Boys should wear a shirt and tie and dress pants for the interview. Girls should wear a skirt or dress or suitable business attire.)
6. must receive three recommendations, complete a statement concerning why they wish to attend First Academy-Leesburg, and turn in copies of their most recent grade report and standardized testing scores.

Please note: First Academy-Leesburg does not accept seniors beyond the first five weeks of the first semester. Any exceptions to this policy may only be granted by the school board.

ACCEPTANCE LETTER

After a review of a prospective MS/HS student's application, student essays, standardized test scores from the previous school, report cards from the previous school, the interviews, and any other criteria the administrator may require, an admissions decision will be made and the parents or guardian informed of the decision.

Unless otherwise voted on by the school board on a case-by-case basis, students may not be accepted from other schools if:

- they have been suspended or expelled,
- if they are working below grade level as defined by the report card and standardized testing, and/or
- if a balance is owed to the previous school.

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.

NEW/RETURNING STUDENT REGISTRATION FEE

The registration fee covers many aspects of your child's education. The registration fee is due at the time of application and is non-refundable after April 1st. It helps pay for computers, student insurance, books, salaries

for special area teachers, supplies, Terra Nova testing, and the Preliminary Scholastic Aptitude/National Merit Scholar Qualifying Test.

(Students will be charged a fee for the Scholastic Aptitude Test by the College Board during the junior year. As students may take this test as many times as they deem necessary, counselors will notify HS students as to when and where the test will be offered, as well as the specific costs.)

The registration fees for middle school and high school vary and are established each December by the First Academy-Leesburg school board. High school students will purchase their own books either directly from the school or from a previous student. They may also purchase books from another source, but run the risk of purchasing the wrong books or outdated editions. First Academy-Leesburg will not be responsible for such purchases.

PARENT REQUEST FOR TEACHER AND/OR CLASSROOMS

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.

ATTENDANCE POLICIES (REV. 7/18)

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. **Students may be dismissed from First Academy-Leesburg if they have excessive absences.**

EXCUSED ABSENCES

An excused absence is defined as an absence for which documentation has been provided or for which a pre-arranged absence form has been submitted and approved. 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.

The administrator may choose to refuse to accept notes from parents if the absences become excessive, or the administrator 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)

Students are allowed up to five absences 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.

PROCEDURE FOR EXCUSED AND UNEXCUSED ABSENCES (REV. 7/18)

- Students are allowed 5 parent-written notes per quarter to excuse an absence, tardy to school, early dismissal or lunch check-outs. Official documentation (doctor's note, court notice, etc.) must be provided 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 \$15.00 fine per day per student.

- All documentation must be submitted within four school days of the student's return to school. After four days the absence or tardy will be counted as unexcused.
- All other absences will be counted as unexcused unless official documentation or an approved pre-arranged absence form is received.
- Exceptions to the attendance policy can be made in the case of documented diagnosis of chronic illness. The principal will determine exceptions, and written documentation will be placed in the student's cumulative file.

PREARRANGED ABSENCES (REV. 7/16)

Absences for family trips, personal obligations, college visits, etc. must be pre-arranged by filling out the form in the office for approval. Forms must be picked up in the office or downloaded from the school website and be submitted to the administrator for approval no later than two weeks prior to the absence. The absence will be unexcused without the permission of the administrator.

No pre-arranged absences will be approved after the absence has already occurred. All make up work must be completed before the absence or turned in on the day the student returns to school unless otherwise specified by the teacher. An email will be sent when an approval has been granted by the administrator.

EVENTS/ACTIVITIES DURING SCHOOL HOURS (REV. 6/17)

Students participating in school-sanctioned events during school hours on behalf of First Academy (field trips, sporting events, academic competitions, etc.) are counted as present and their participation does not affect their attendance record.

Students not participating in activity days will be considered as having an unexcused absence or an early dismissal.

ATTENDANCE INCENTIVES

- All HS students with zero unexcused absences and no more than one unexcused tardy in a semester in all classes are eligible for one semester exam exemption in the class of their choice, providing their semester average in that class is an 85 or higher. Students in AP classes may not receive exemptions for that course.
- All 8th grade students with zero unexcused absences and no more than one unexcused tardy in a semester are eligible for an exam exemption in the class of their choice in which their semester average is an 85 or higher.
- Seniors with zero unexcused absences and no more than one unexcused tardy may be exempted from all end of course exams in which they have an A average and one exam in which they have an average grade of 85 or higher

ATTENDANCE DISINCENTIVES

- High School students with an unexcused absence or two or more unexcused tardies are ineligible for exam exemptions.
- Students who have been suspended are not eligible for any exam exemptions.

TARDIES TO SCHOOL (REV. 6/17)

- Students are considered tardy to school if they are not in their homeroom classroom at 8:10 a.m.
- Students who are tardy to school must report to the office.
- 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 everyone thereafter in order for it to be excused.

- All documentation must be submitted within four school days of the student's return to school. After 2 days the absence or tardy will be counted as unexcused.
- **Tardies to school in the excess of the five per quarter will result in a \$25 fine per family per day.**

TARDIES TO CLASS

- All students will receive 2 printed tardy passes at the beginning of each semester. These passes admit them to class within the first 5 minutes of class.
- Students must have the pass on their person to turn in at the time of the tardy. They may not return to their locker to retrieve a pass or turn the pass in at a later time.
- Students will be written up for all tardies for which they do not have a pass.

MAKE-UP WORK (REV. 7/16)

- Students are required to complete and turn in all assignments.
- Students may make up work from any absence, excused or unexcused. Students will have 2 days of school to make up homework assigned on the first school day that they missed. Students will be given 1 more day for each additional school day missed for up to 5 school days.
- The responsibility for commencing and completing make-up work rests with the student/parent.
- When an absence is pre-arranged or due to participation in a school-sanctioned event, all make-up work must be completed before the absence or turned in on the day the student returns to school unless otherwise specified by the teacher.
- A student who is absent the day of school prior to a test or the day of a test, will be given a reasonable amount of time to receive instruction in order cover any material or review needed for the test.

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 permission. In addition, students coming to school from appointments **MUST** sign 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. Students arriving up to 11:30 will be considered absent for one-half day.

- For an athlete in season, please refer to the Athletics section for additional information regarding absences and sport practices or games.

Any student not signed out at the office will be considered truant.

High school students who have a valid driver's license and must leave for an appointment, must provide the office with a parental permission note stating the time, date, and reason the student is checking out. The note will be retained by the office for verification purposes. The student must then sign the checkout form at the front reception area.

Since students only have thirty minutes for lunch, they may not sign out to go to lunch. If parents want to occasionally take their child out to lunch, they may do so by following proper sign out procedures. Situations that become disruptive may result in the revocation of this privilege.

ABUSE

If you suspect a First Academy-Leesburg 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.

ACADEMIC HONESTY POLICY

It is expected that First Academy-Leesburg students will uphold the highest standard in regard to academic honesty. Students who cheat by any method, including, but not limited to, plagiarizing work from the internet, books, or the work of other students (which includes copying another person's test, homework, quiz, or otherwise cheating in any way), using text messages or phone contacts during school or class time, or by any other method:

1. May be suspended for one day;
2. Will receive a zero on the material in question **and**
3. Will be expected to make up any work missed on the day of suspension.
4. If student is in elementary school, he or she will receive an N in conduct for that quarter.

In certain situations, the student may be permitted to make-up the material in question at the administrator's discretion.

Our goal in preparing students for college is that they understand their behavior will be a reflection of Christ and that ethical demands will be made of them in all educational and career levels. Academic honesty will be an expectation regardless of where a student plans to pursue his or her academic study or career plan.

ALCOHOL AND TOBACCO POLICY

Any student in possession of alcohol or tobacco products, or who is using or under the influence of such substances at school or at any school function, field trip, or activity will be suspended for three days. Any additional incidents will result in expulsion.

In addition, students using, possessing or under the influence of alcohol and/or tobacco products and who represent First Academy-Leesburg in any capacity, such as clubs, student government, and athletic activities will be dismissed from their involvement in those activities. It will then be determined if further action is necessary.

If alcohol or tobacco products are used at or near graduation, it is possible that the student will not be permitted to participate in graduation ceremonies.

ATHLETICS (REV. 6/17)

Athletics will be conducted according to the policies of the Florida High School Athletic Association, as well as additional policies instituted by the school and enforced by the coaching and administrative staff. This includes, but is not limited to, good sportsmanship and etiquette befitting a Christian athlete.

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 a dentist or doctor, or a parent regarding check-ups or other exceptions. Students must maintain a 2.0 GPA. Physicals must be completed in accordance with the FHSAA rules. The FA-Leesburg Athletic Director will distribute all information and appropriate forms required. Failure to turn in required forms by the deadline may result in the disqualification of the athlete.

FAN BEHAVIOR

We encourage our fans to enthusiastically cheer for our teams. Students/parents/visitors should not boo/criticize/taunt, etc. officials, coaches, or student athletes. Fans will be asked to leave athletic contests if an administrator or contest official decides that the behavior has become disruptive. First Academy-Leesburg wants to be known as a school that exhibits excellent sportsmanship

BEFORE AND AFTER-SCHOOL CARE (REV. 11/17)

Before and after-school care is available for First Academy-Leesburg 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 or two days during the week, the parents will be charged \$15.00 per child per day. If the child stays more than two days per week, then the parents will be charged the full weekly rate. If a child attends before-school care only, a \$3.00 per day charge will be applied.

Middle School and High School students must arrive in after-care by 3:30; this ensures that students are not unsupervised on campus. Students arriving after 3:30 must have a note from tutoring or detention or they will be written up.

Late fees as follows apply for children picked up after 6:00 PM:

- At 6:00 a \$20 late fee will be assessed per child
- At 6:05 another \$10 per child will be assessed for each additional 5-minute period (or portion thereof) parent is late.
- Example:
 - 6:03 pickup = \$20 per child
 - 6:08 pickup = \$20 + \$10 = \$30 fine per child
 - 6:12 pickup = \$20 + \$10 + \$10 = \$40 fine per child

CLASSROOM OBSERVATIONS

Parents are welcome to observe their child's classroom. Appointments for observations may be made by contacting the administrator. **Appointments are required.** Parents may observe the classroom via camera or in person. **Under no circumstances should the parent disrupt the classroom or have anything to say to any student other than his/her own.**

CLUB POLICIES

Students may not hold the office of president in more than one club. Students may not hold more than two offices in any club. Any officer who misses two meetings may be removed from office.

COMMUNITY SERVICE REQUIREMENTS

All high school students are required to complete 100 documented hours of community service to be eligible for the Bright Futures Scholarship Program AND to graduate from First Academy-Leesburg.

- These hours must be completed at a minimum of **four** different locations.
- No more than **45** hours may be completed at any one location.
- A completion form must be completed and turned in to the guidance counselor to receive full credit for community service.

Approval forms are to be used if there is any question about whether or not the activity qualifies as community service. These forms may be downloaded from the Guidance page of the FA website.

Additional hours are a significant part of the college application or job search process. For this reason, students are encouraged to be community-service minded and build the of hours over all four-years of high school.

CONFLICT RESOLUTION & APPEALS (REV. 8/2018)

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. A telephone call or a note can normally handle this action. Approach the teacher in a friendly manner; you are, after all, trying to gather information. Normally parents discover additional information during these meetings that may change the way he/she views the matter.
2. If a conference is needed with the teacher, contact the school office to leave a message for the teacher or contact the teacher via email.
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-Leesburg School Board. The school board has the final say in these matters.
5. 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 after school for meetings.
 - b. Do not discuss your problems with uninvolved parties (secretaries, other parents, and especially other students). They cannot solve your problem.
 - 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 tempers, 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.

COPYRIGHT

No business, student, parent, or faculty member may copy or reproduce the First Academy-Leesburg logo, name, or likeness without the express written consent of the organization's Chief Operating Officer or that of the School Board. Violations of this copyright will be treated as a violation of applicable copyright laws.

DISCIPLINE (REV. 6/17)

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 the school administrator.

Disciplinary incidents will be divided into minor infractions and major infractions.

In order to minimize the amount of time missed from class, the teacher will document minor infractions on the form provided and the student will sign it. The form will be turned into the office at the end of each school day. Designated school personnel will keep track of all infractions. Parents/guardians will be notified after each infraction.

MINOR INFRACTIONS (REV. 7/16)

The list below is a set of student behavioral guidelines. Should a student not live up these expectations, he or she will be written up for a minor infraction. **Administration reserves the right to move minor infractions into the major infraction category depending upon situational circumstances and severity or repetition of the behavior.**

1. Students should be attentive and obedient to all teachers.
2. Students will come prepared for class with all necessary materials. The use of backpacks will be permitted in order to help students better organize what they need for each class.
3. Restrooms designed for single use should be used that way. All restrooms should be left in good condition.
4. With the exception of high school, chewing gum and/or eating or drinking in the school, (other than clear water products) except at designated times, is not permitted.
 - Chewing gum is a high school privilege. If it is determined that chewing gum is being disposed of improperly this privilege may be revoked. Students should not blow bubbles, snap, or smack their gum.
5. If eating/drinking is allowed in one classroom for a special reason, all food and drink must be consumed before leaving that classroom.
6. Students should cross the street only at the crosswalk. An adult should be present to supervise any elementary or middle school students. The only exception for middle school students is in order to cross for picking up lunch.
7. Lunch expectations:
 - **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 at lunch, 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.
8. Public displays of affection while at school, chapel, field trips, or after-school activities are not permitted. This includes, but is not limited to: holding hands, kissing, hugging, walking with arms around each other in any way, or sitting on someone's lap.
9. No acts of disrespect or remarks (either by voice or electronically) that denigrate others shall be directed 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.

10. No disruptions or interruptions by students shall occur during instructional time.
11. Students may only bring a clear water bottle **filled only with clear water products** for use during the school day.
12. 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.
13. Students are required to follow the dress code guidelines set by First Academy-Leesburg. (see Dress Code for details)
14. Students are required to complete and turn in all assignments.
15. 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.
16. Students will be expected to return parent-signed tests.
17. Lying will not be tolerated.
18. Profanity or using the Lord's name in vain will not be tolerated.
19. 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.
20. Writing and passing notes by means of paper or electronically, at any time during school, is not permitted.
21. Sleeping in class will not be tolerated.
22. Students will not wrestle or engage in horseplay of any kind at school. This includes, but is not limited to, pushing, hitting, or chasing. Students should move through the hallways in a quiet and orderly manner.
23. Students will not restrain other students for the purpose of practical jokes, initiations, or any type of hazing.
24. Criminal activity – Any incident that results in a citation and/or arrest of any First Academy student by any law enforcement agency must be reported to the school administrator whether this occurs at school or off campus.
25. Do not touch other people's belongings. This includes taking things out of lost and found, or items laying around that do not belong to you.
26. Students are not to prop open any outside doors for any purpose on any of the campus buildings. This is an important safety issue.
27. Liquid white-out is not allowed.
28. At no time are students to engage in pranks against any person or the school in general.
29. Students may use a phone in a classroom only if directed to do so by the teacher.
30. Proper use of technology in the classroom and around campus is expected. This includes the use of laptops, tablets, and cellphones
31. Altering the locker in any manner so as to prevent it from locking.

MAJOR INFRACTIONS

The following are some of the behaviors that would be considered major infractions and 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, 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. Use of language or gestures that are disrespectful.
10. 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
11. 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.

In the case of major infractions, students may present their side of the story to administration; therefore, there should never be a reason to be disrespectful or argumentative to any staff member. After investigation, students who are in violation of school policies are subject to progressive disciplinary action, which may include parent notifications, detentions, conferences, suspension, and the withdrawing of privileges such as removal from athletics, activities, and clubs, or other actions that may be corrective in nature.

Cases involving major incidents, cases that 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 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.).**

GUM (REV. 7/16)

Gum chewing is not allowed on school property except for high school students. High school students who do not dispose of gum properly will be fined \$10, may lose the privilege, and, if gum is generally being disposed of improperly, the privilege may be revoked for the entire high school. The first offense for all other students will be a warning and minor infraction. The second offense and thereafter parents will be notified, the student will receive a minor infraction and a \$10 fine will be issued to help defray the cost of gum removal from the carpet, desks, etc.

DETENTION FORMAT (REV. 6/17)

After receiving three infractions the student will serve a 30-minute lunch detention. After the next three infractions received the student will serve a 30-minute after-school detention. Subsequently the next three infractions received the student will serve a 1 hour after school detention. In the event a student receives their 10th infraction parents must have a mandatory parent conference with administration. Subsequent infractions may result in suspension or dismissal.

Initial detentions will be served during the lunch period.

LUNCH DETENTION PROCEDURES

- Lunch and After-school detentions will be held one day a week in an established location.
- Students must report to lunch detention within 5 minutes of the bell
- Students must bring their own lunch
- If a student does not bring their lunch they will be given a school lunch at the expense of the parent
- If a student arrives 5 minutes after the bell they receive a tardy write up
- If a student arrives 10 minutes after the bell they will receive an additional lunch detention

Detention assignments will be announced at least two days prior to the day of detention. Parents will be notified by email.

Students will be issued an additional detention for all detentions that they do not serve.

At the end of each semester, infractions from the first semester will not count towards detentions for the second semester. All write-ups for discipline will only be used for the semester in which they occurred in regard to detention purposes. If students incur write-ups during the last week of a semester and they would normally be assigned detention, they will fulfill the detention at the next regular detention period the next semester or during a teacher workday at the end of the year if the write-ups occur during the second semester. All write-ups will still be used cumulatively if a matter relating to suspension or dismissal should arise.

SUSPENSION PROCEDURES (REV. 8/18)

First Academy-Leesburg requires high standards regarding the behavior of our students. Occasionally, students may be suspended for conduct that violates the handbook policies and/or the Student Honor Code. Suspensions may be in-school or out-of-school as assigned by administration. Regardless of the suspension type, students will be required to turn in all work upon their return. Credit will be given up to three days.

A goal of First Academy is to develop responsible students who understand that consequences may be necessary when appropriate standards of behavior are not met.

- **In-School Suspension:** A student may receive a half or a full-day suspension. He or she will be placed with a teacher that is responsible for ensuring the student completes all school work. The student will lose all regular school-day privileges.
- **Out-of-School Suspension:** The suspended student will lose the privilege of attending school for the full day. He or she will be responsible for obtaining their assignments from teachers and completing all work required for the day missed.
- For both types of school suspensions, students will not be permitted to attend any FA events or activities held on the same day(s) as the suspension.

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 regard 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. 7/18)

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.

NOTE: *The administration reserves the right to determine the acceptability of school fashions, clothing, and hairstyles. All clothing must be **modest** in cut, fit, and texture and must not contain any derogatory or questionable wording or images. 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.*

TOPS (REV. 8/17)

From approved vendors only. Shirt length should be such that no skin or undergarments are exposed when arms are raised above the head—should be “tuckable.” All polo shirts must be embroidered with the most recent logo.

1. Every student is required to have one navy-blue FA polo that can be worn for pictures, concerts, presentations, etc.
2. **Elementary School:** Polo shirts in white, navy, light blue, hunter green, pale yellow and light pink.
3. **Middle School:** Polo shirts in white, navy, light blue, hunter green, pale yellow and light pink.
4. **High School:** Polo shirts of any solid color.
5. Shirts (long or short-sleeved) worn under the uniform shirt must be solid navy or white.

BOTTOMS (REV. 7/18)

Acceptable choices: All bottoms must comply with dress code colors, which are limited to tan, navy, and black. Colors for skirts may also include hunter/classic navy plaid. All bottoms must be made of chino material (no silk, denim, lace, sweatpants fabric, athletic and performance knits, etc.).

Elementary students may also wear blue denim pants (no embellishment on denim) or shorts. Jeans must be traditional fit and style, five pocket, straight legged, no low riders or hip hugger styles.

1. Bottoms may not be skin-tight or conforming to the buttocks. Jeggings, legging, and yoga pants are not permitted.
2. The capris style is acceptable.
3. **SHORTS**
 - **Elementary** – Shorts should be in cargo-style or Bermuda style, no shorter than 4” above the kneecap.
 - **Middle and High** – Shorts should be in the cargo-style or Bermuda style with a minimum of a 7” inseam.
4. Skirts, jumpers, or skorts must be no shorter than 4” above the kneecap. Skirts and jumpers may not contain slits in the front. The skirt OR slit (side or back) may be no more than 4” from the top of the kneecap.
 - **Elementary:** Jumpers 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.
5. No low-rise waistlines.
6. Underwear, or skin below the waistline, may not be visible at any time.
7. Undergarments must be worn at all times.
8. Clothing, including outerwear, cannot be written on unless it is an approved FA sports or club sponsored article of clothing. (FA Logo excluded)

OUTERWEAR (REV. 6/17)

1. **ELEMENTARY SCHOOL:** Students may only wear First Academy outerwear from approved vendors that match the shirt colors approved for elementary school and which have the First Academy-Leesburg logo affixed.
2. **MIDDLE SCHOOL:** Students may only wear First Academy outerwear from approved vendors that match the shirt colors approved for middle school and which have the First Academy-Leesburg logo affixed.
3. **HIGH SCHOOL:** Students may only wear First Academy outerwear from the approved vendors in solid colors with the FA logo affixed. Students may wear any solid color or solid colors with minor accents that the approved vendors have available.

FOOTWEAR (REV. 8/18)

1. Shoes must have closed toes, or a fastener, a back, and rubber soles.
2. No "wheelies," heels over 1", or other distracting styles.
3. Students may not mix shoe or sock colors, (ex. one black shoe with one white shoe).
4. **ELEMENTARY students** must wear athletic shoes only. (no boots, wheelies, heels over 1", etc.)

HAIRSTYLES

1. Girls' hair should be neat and create no distractions. It must be secured from falling into the eyes.
2. Boys' hair must not be below the top of the collar and must be neatly trimmed above the eyebrows. 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.
3. Facial hair is permitted as long as it is non-distracting. The administrator will deem what is neatly groomed.
4. Distracting styles and colors are not allowed.
5. Hair may not be dyed in unnatural colors or worn with bandanas, hats or scarves of any type.

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 2 inches. Dangling earrings longer than 2 inches are not acceptable. Girls may wear no more than two pairs of earrings.
4. Boys may not wear earrings.
5. No tattoos or writing on bodies is permitted.

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 (including team caps) permitted indoors

UNDERGARMENTS

Failure to use discretion in the selection of undergarments will result in a student being sent home for the day. All undergarments should not be noticeable to others.

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. Shirts must come to the edge of the shoulder.

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 be sweat pants, yoga pants, stretch pants, or made of spandex material, which include leggings and jeggings. They may not have rips, frays, or holes, even when skin is not visible or there is material behind the rips. 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.

8TH GRADE AND SENIOR FRIDAYS

Seniors and eighth graders will have the privilege of wearing an approved class shirt on Fridays. Seniors may wear jeans; eighth graders must wear their uniform pants. All other dress code policies must be followed.

ATHLETIC UNIFORMS (REV. 6/17)

Any athletic uniform not meeting the specifications of appropriateness listed under the dress code must be covered-up in any environment outside of the sporting event itself. All FA outerwear issued by athletic teams, cheerleading, band, etc., must be preapproved by the sponsor or coach with the administration. Once approved, the outerwear will meet requirements for the dress code.

DANCES (REV. 7/16)

Gentlemen's attire should appropriately reflect the formal requirements of the event, i.e. no shorts or jeans at prom or homecoming. Suitable attire for young ladies will be discussed in the weeks prior to the event. A student or guest not reflecting proper dress code will be asked to leave the event.

DRESS CODE AT SCHOOL ACTIVITIES

Students should adhere to the dress down day attire at school activities. The administration reserves the right to ask students to change clothes at any school activities, including field trips and athletic contests, if considered immodest or inappropriate in any way. If the student has nothing to change into that is modest or appropriate, the student may be asked to leave the event or activity.

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, specifically designed for athletic purposes. Students are required to dress out in First Academy-Leesburg athletic clothing. P. E. uniforms may be ordered through the website on the "School Uniform" link.

School clothing must be stored in the student's locker during P. E. Students should never leave or store clothing or personal belongings in the restrooms. Personal belongings piled up in the hall or restroom become a fire safety code violation and could be hazardous to the health of faculty and students in the event of a fire or other emergency.

DRIVING POLICY

- Licensed First Academy-Leesburg high school students are permitted to drive to campus and must park in the area south or west of the outdoor basketball court.
- All student drivers must have a copy of a valid driver's license, proof of insurance, and auto registration on file in the school office and must purchase a parking pass.
- All vehicles driven to school must have a First Academy-Leesburg parking pass visible in the windshield.

- Any misuse of a vehicle, whether intentional or unintentional, may result in the loss of driving privileges for a period of time to be determined by the administration, as well as further disciplinary action.
- First Academy-Leesburg and/or First Baptist Church will not assume responsibility for damage to vehicles, vehicle theft, or theft from items on or in vehicles.
- **Students must maintain a C average to continue to have driving privileges.**
- Once students have parked their cars, **they are not allowed to return to their cars for any reason until they check out for the day without the express permission of an administrator.**
- Students parking in the preschool area will receive a ticket in the amount of \$15 if they do not obey the signage. Signage currently allows parking any time after 6:00 p.m. but not before.
- **Five tardies to school may result in the loss of driving privileges for an equal number of days.**

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:

NOTE: UNDER NO CIRCUMSTANCES ARE YOU TO PARK, DROP OFF OR PICK UP IN THE PRESCHOOL PARKING LOT OR 13TH STREET.

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. Middle and high school students may then exit the parked car and proceed to the main building.

A non-driving high school student with a 1st period class in the A Building may be dropped off in the circle outside of the A Building.

After you have dropped off your child or have walked them to the building and have returned to your car, you will proceed to either exit point located on High Street (**DO NOT PULL IN TO THE LOT FROM HIGH STREET**).

Afternoon pick up will follow the same route and procedures for all elementary, middle, and high school students. Middle and high school students may wait at the lunch picnic table area and have fifteen minutes after dismissal (3:25) to go to any after-school activities or to leave the campus. If students are not picked up by 3:25, they will be sent to after-school care, and the parent will be charged accordingly.

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

DRUG POLICY (REV. 7/16)

All medicine, whether over-the-counter or prescription, must be administered in the school office by First Academy-Leesburg staff. The parent or guardian must complete a medication permission form. This form is a requirement of the Lake County Health Department.

Students should bring their over-the-counter or prescription medicine to the office prior to the start of first period classes. ALL medication (even cough drops) must be sent to school in the original container with specific written directions for the number, amount, and times of dosage.

A student may carry an asthma inhaler on his or her person 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.

The school will not provide over-the-counter medications such as Tylenol, aspirin, cough medicine, or Pepto-Bismol. Parents may provide these to the school office for their children with written directions on the frequency and dosages to be given.

At the end of the school year, **all** medication left in the school office will be discarded. First Academy-Leesburg 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 medications or prescription drugs that have not been checked into the office, they will be subject to disciplinary action.

Any student in possession of prescription or illegal drugs:

- who is involved in the purchase, attempted purchase, or distribution of said drugs,
- who acts as an intermediary (someone who holds the drugs for other people), or
- who acts as a temporary repository of said drugs

will be immediately and permanently expelled.

First Academy-Leesburg reserves the right to invite members of law enforcement and/or security/investigative agencies, including canine officers, to assist in the identification and/or location of drugs and/or firearms and related paraphernalia. 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 onto our school campus, 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.

First Academy-Leesburg is committed to be a drug-free zone. In accordance with this, the First Academy-Leesburg School Board has instituted a mandatory drug-testing program for all high school students. It is probable all high school students will be tested randomly at some point during the school year. If a student has already been tested, but the administration, in its judgment, believes there is the need for additional testing, the student shall comply with the request. Failure to comply with the drug testing policy is grounds for immediate dismissal.

Students who inform the administration that they have reason to believe they will not pass the test due to the inhalation or ingestion of illegal substances, prior to the initiation of testing, will not be dismissed from school, but will not be allowed to be the captain of an athletic team or president of a club.

A second positive test will result in immediate dismissal, regardless of whether the first incident occurred in the current or a previous year.

DUAL ENROLLMENT (REV. 4/18)

First Academy-Leesburg students may enroll for dual enrollment classes through an articulation agreement with Lake-Sumter Community College. Students may learn about the procedures for enrolling at LSCC by meeting with the guidance counselor and obtaining an informational packet.

Students coming to school from college MUST sign in at the office as soon as they arrive on campus. Students leaving school to go to college MUST sign out at the office before they leave campus.

Students may only dual enroll in two classes per semester.

Any student with an outstanding balance will not be able to dual enroll through First Academy.

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

First Academy Eagle Service Hours will benefit the First Academy general operating budget. A member of the FA office staff will track service hours and will apply them to the parents' individual accounts. Parents may perform Eagle Athletic and apply them toward their Eagle Service Hours.

In order to help FA achieve a superior standard of involvement, it is necessary for parents to give at least ten hours of service to the school during each 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. 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. Parents/students please know that Eagle Service or Athletic hours cannot be applied to community service hours needed for students to graduate.

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.

EARNING EAGLE SERVICE HOURS

There are many ways to serve; the administration will be open to parental suggestions as to creative service ideas. 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; and applying for a background check

Attending field trips, class parties, and/or sport functions do NOT count toward Eagle Service Hours.

Parents may **BUY** hours at the rate of \$20 per hour **before** April 15th for Eagle Service or Eagle Athletic Hours. Every ten dollars of donated goods (**receipts must be provided**) equate to one hour of service.

Families will receive one hour for attendance in Open House, Orientation, FAB meetings, EAA meetings, scheduled and documented Parent-teacher Conferences. A parent must sign in before the beginning of the meeting. The sign-in sheet will be collected at the 15-minute mark of the meeting. If arriving later than 15 minutes, parent must sign in with the moderator denoting the time of arrival. Credit based on late arrivals will be determine on a case by case bases. No credit will be given to parents who fail to sign in. Parents may only sign in for themselves.

EARNING 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. 8/18)

There is no expectation of privacy when a student brings an electronic device to school. The administration will have access to all electronic devices, including but not limited to devices in cars, backpacks, or lockers. Due to the ability to transmit data, photograph tests and quizzes, send text messages, or otherwise communicate information, and to generally disrupt the classroom, students will not be permitted to use cell phones in classrooms or restrooms.

Tablets, virtual reality devices, smart watches, or any other device as determined by the administration are not allowed during the day unless they are part of a presentation or, in the case of tablets, are being used in the classroom setting.

Bringing electronic devices to FAL is a privilege not a right.

Cell phones may be used as follows:

1. Students will be permitted to carry and use their cell phones around campus. This would include transitioning between classes and buildings but not at lunch.
2. At no time should students use or have cell phones out in class unless deemed necessary for academic use by the classroom teacher or authority. They must be turned off or on silent.
3. **Elementary students** must keep cell phones and other communication devices turned off and in their backpacks during school hours.
4. Social media and gaming fads may be banned during the school day and at school activities at the discretion of the administration
5. 6th – 12th graders with phones will be required to install the PlusPortals app.
6. Failure to comply with the rules listed above will result in:
 - a. 1st offense-\$10 fine, confiscation of the phone, and parental notification. Phone may not be picked up until the fine is paid. Staff will notify parents when a cell phone is confiscated.
 - b. 2nd offense-\$10 fine, confiscation of the phone, and a conference with the parent. Phones will be held until the parent attends the conference.
 - c. 3rd offense-\$10 fine, confiscation of the phone, and the loss of phone privileges. The phone may be picked up after fine is paid and must be left at home or in the student's vehicle. Upon the third offense, the school reserves the right to suspend students who are unwilling to abide by the policy.

Students may use calculators as approved by math and science teachers. Due to the ability to communicate information via these devices, some restrictions may apply to their use. All academic honesty and behavioral issues will apply to the devices.

FAMILY INFORMATION

Parents are asked to furnish the school with current names, addresses and email addresses for the immediate family/guardians. 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. As you change your place of residence or employment, it is imperative that the office be notified of these changes.

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.

FIELD TRIPS

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 First Academy-Leesburg office.

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 for both students and chaperones. 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 and modestly on field trips as in school itself. There should be no short shorts, mini-skirts, spaghetti straps, revealing, see through or 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 owed to the school. 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 occur 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. Parents are expected to keep themselves informed about their child's progress. There are several avenues: PlusPortals, daily agenda, website, graded tests/quizzes, progress reports, report cards, parent emailing or calling the teacher, student or teacher calling the parent. 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. Transcripts, report cards and PlusPortals reports will not be released to parents if there is an outstanding balance due the school.

KINDERGARTEN SKILLS:

- 1 Not yet meeting expectations: No yet understanding skills with additional support
- 2 Developing: Uses and understands skills with support
- 3 Proficient: Independently uses and understands skills
- 4 Exceeding expectations: Exceeds grade level expectations

FIRST ACADEMY GRADING SCALE FOR ALL LEVELS AND HIGH SCHOOL CREDIT

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Some subject areas are graded as follows:

- E Excellent
- S Satisfactory
- N Needs Improvement

Emotional and Social Development (conduct) are graded:

- S Satisfactory
- N Need Improvement

Due to the amount of homework and class work assigned at First Academy-Leesburg, 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.

GRADUATION REQUIREMENTS

All students must obtain a total of 24 credits in order to graduate from First Academy High School. Individual subject areas and their respective credit requirements are listed below:

- 4 Credits in English
- 4 Credits in Math
- 3 Credits in Social Sciences (World History (1), American History (1), American Government (.5), and Economics (.5))

- 3 Credits in Natural Sciences with labs
- 2 Credits in Foreign Language*
- 3.5 Credits in Biblical Studies (if attending FA all four years)
- 1 Credit in Performing/Fine Arts
- 0.5 Credit in Life Management
- 2 Credits in Electives
- 1 Credit in Physical Education

Enrolled First Academy students must take all of their academic courses required for high school graduation at First Academy-Leesburg unless otherwise approved by the School Board. You may view the Core Class Credit Approval form under the Guidance page of the website.

In addition to the specified number of credits listed above, students must also volunteer to work 100 hours of community service. A student must complete his or her community service hours in a minimum of four different venues and for no more than 45 total hours at each site to be considered eligible for graduation.

Students must have a 3.2 weighted grade point average in order to graduate with honors.

Students attaining a 3.8 weighted grade point average or higher will graduate with high honors.

**Under the state of Florida's guidelines for graduation, in order for foreign language to count as two credits towards graduation, the two credits must be in the same language. Sign language also counts as a foreign language.*

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 stop. If the student does not stop, it is expected that the student will inform a teacher. If a teacher is unavailable or, if after talking to a teacher, the harassment does not stop, the administrator should be informed. Students involved harassing others will be subject to disciplinary action.

- Verbal harassment includes: name-calling, teasing, cursing, slanderous, or libelous language or actions.
- Sexual harassment includes actions that are crude, intended to make someone uncomfortable sexually, invade the privacy or rights of another, or when 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 (REV. 6/18)

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.

No homework will be assigned on Wednesday nights that is due Thursday, except for high school AP classes, and homework may be assigned Monday or Tuesday to be due Thursday. On all other nights, students are expected to spend at least 15-60 minutes in elementary school and 60-120 minutes in middle and high school (depending on the grade level) doing some work related to school. If the classroom teacher doesn't assign specific homework, the student may read or practice math facts or have a story read to him/her in lower grade levels.

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, landforms, and bodies of water.

Parents should be reminded that if their child works unusually slowly or fails to stay on task, the assigned work might take more than the normal amount of time.

GRADE LEVEL CONSEQUENCES FOR MISSING HOMEWORK

ELEMENTARY

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.

Students receiving a D or F on work, will be required to have the assignment signed by a parent. The student has three days to correct and return the assignment.

MIDDLE AND HIGH SCHOOL

Students who do not turn in homework may turn it in the next day for 50% credit. If homework is not turned in the next day, the student will receive a zero. The teacher should make note of this in his/her grade book.

This policy does not apply to assignments weighted more heavily than homework. These assignments (i.e. essays, projects, take-home tests) will be penalized at the teacher's discretion not to exceed 25% per day the assignment is late.

A parent/teacher conference may be called by the teacher when a student has failed to turn in three assignments. This same procedure should be used to notify parents of unsigned D and F tests.

HONOR ROLL

First Academy recognizes an Academic Honor Roll at the end of each marking period. 'A' Honor Roll is made up of students who receive only grades of A or E. 'A-B' Honor Roll is for those students who receive all grades of A or B and E or S.

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 expose 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 of the person being sent to pick up the child. The parent should make sure that specific 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.

Students with a temperature of 100 degrees or higher will be sent home and may not return until **24 hours** after the student is fever free **without the aid of a fever suppressant**. Students must also be diarrhea free, and/or vomit free for 24 hours before returning to the classroom. Children on antibiotics must be on their medication for a twenty-four-hour period before returning to school.

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.

Parents must bring students previously identified with lice or nits to the office for a check prior to being admitted into the classroom.

INSURANCE

First Academy-Leesburg carries secondary medical insurance for its students. The policy covers accidents that occur during school hours as well as school-related 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 that 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-Leesburg accepts no responsibility for payment or non-payment of claims.

INVITATIONS, BIRTHDAY PARTIES, 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). If all students in the class are invited to partake of the food, then parents may bring cupcakes to the classroom. The classroom teacher can make parents aware of any students with food allergies. Parents of students with allergies may want to provide the classroom teacher with alternative treats for such occasions.

ITEM DROP OFF (REV. 8/18)

For emergency situations and/or on a limited basis, parents are permitted to drop off smaller items in the front office with the following stipulations:

- Large items are not permitted. (e.g. large sporting equipment, dance bags, car seats)
- Parents need to drop off forgotten items before 10:00 a.m.
- **Elementary Students:** deliveries will be made to the classrooms by teacher assistants. Anything dropped off after 10:00 a.m. will not be delivered.
- Parents dropping off items for **Middle and High school students:** Staff will not deliver to or notify the student. It is the parent's responsibility to notify the student via personal cell phones.
- The staff is not responsible for items dropped off and/or the delivery of items dropped off after 10:00 a.m.

- All drop offs must be made in the office and not in the parking lot. Drop offs may not be made directly to the student's classroom or to the outside lunch area.
- Drop offs are to be placed on the counter in the front office and properly labeled with the Teacher (elem.), Student Name, and Grade.
- Items will be discarded or put in lost and found after 3:30 each day.

LOCKER AND BACKPACK POLICY (REV. 7/16)

Lockers are assigned for use by middle school and high school students. Students may attach magnetic devices to the locker but may not use tape, stickers or write in or on the lockers.

Student lockers, as well as all personal items including but not limited to purses, make-up bags, backpacks, lunch bags, and electronic devices, may be searched. Students will be, in the event of an investigation, required to unlock and/or open any devices for law enforcement or school officials. Failure to comply may result in discipline up to and including dismissal.

Lockers remain the property of First Academy-Leesburg and are subject to search at any time Students may not use their lockers as a store to sell items. Students keeping drugs or drug paraphernalia in their locker may be subject to arrest. Students should always keep their locker locked and not share the combination with other students. Locker doors are not to be manipulated in any way to remain in an unlocked position. Students who access another student's locker for whatever reason will be subject to disciplinary action. Students must keep all PE clothes, lunch boxes, and other personal items in their locker.

Students will be allowed to carry backpacks to class but must follow each teacher's individual policies and procedures in the classroom as to where backpacks need to be kept. This will eliminate excessive trips to lockers.

PE bags may not be taken to classrooms or left in hallways or bathrooms.

Students signing the Handbook Agreement forms agree to abide by all locker policies listed below. These policies include, but are not limited to the following:

1. Lockers are property of First Academy-Leesburg.
2. I will not write, scratch or otherwise deface my locker.
3. I will only attach things to the inside of my locker with magnets. No tape, stickers, or sticky tack may be used.
4. My locker may be searched without notice or my presence at any time.
5. I will not tell anyone my combination. If I do, I will pay \$5 to get my combination changed.
6. I will not use my locker to store things that I plan to sell.
7. I will not keep items in my locker that are not allowed at school- weapons, drugs, drug paraphernalia, alcohol, lasers, electronic games, etc. I understand that contraband that is considered illegal to possess, including, but not limited to drugs, alcohol, tobacco products, etc., may result in arrest.
8. I will not decorate the inside of my locker with inappropriate pictures or posters.
9. Students may not manipulate lockers to prevent them from locking properly when shut.
10. First Academy-Leesburg is not responsible for items that are lost or missing from lockers.
11. If I damage the locker in any way, my parents and I will be responsible financially for the damages.

LOST AND FOUND

Lost and found items are kept in the school office and in the church office. Parents are invited to check for lost items at their convenience. First Academy-Leesburg encourages the use of iron-on labels in clothing, stick-on

labels on personal items, or a permanent marker to identify materials. First Academy-Leesburg is not responsible for lost or stolen items.

LUNCHES (REV. 8/18)

Each student needs to bring or purchase his/her own lunch. 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 in advance to select the days that you wish to purchase a lunch.

First Academy-Leesburg is a closed campus. Students may not check out for lunch unless accompanied by a parent and this should only be done rarely. Friends of the student may not accompany the student and their parent. Should students forget to bring lunch, a food truck is generally available on Tuesday and Thursday. School office lunches are available on any day on an occasional basis. Parents using the office lunches as a lunch service will be required to have a meeting with administration. Students are not allowed to have food delivered from outside vendors as they often forget to bring payment to the office and delivery people then have to wait while the office figures out who ordered the food.

Parents/Grandparents are not permitted to drop off cash or lunches in or on student cars, in the parking lots, streets, picnic tables, or anywhere else on campus. This helps to ensure the security of our students on campus.

If you are eating lunch with your child, we are asking that you limit it to a couple of times per quarter. You must first go to the office and get a visitor's pass when eating lunch with your child. You may only eat with your child, not your child and their friends.

If, for any reason, students did not pre-order a lunch, they are not permitted walk up and purchase a lunch. When any meal is pre-ordered but not purchased, the student will be charged for the cost of the meal and an additional \$1.

Students stealing, hiding, eating, destroying, or adding substances to another's lunch, drinks, or snacks may be required to purchase food items to replace the missing or destroyed items. In the instance where food items are not available, a school lunch will be provided at the expense of those deemed at fault for the incident.

Senior lunch/breakfast days may only be approved ahead of time (a minimum of two weeks) and with the sanction of the senior sponsors. These days will only be approved once per semester.

MESSAGES

When necessary, a parent may call the school office with a message for his/her child/children. Please do not ask to speak to your child or your child's teacher. Classroom disruptions must be kept to a minimum. An administrative assistant will take a message and e-mail it to the teacher. If the message involves a change in transportation arrangements, the message will be sent to the classroom. The parent will be asked to identify himself/herself in a manner that provides positive identification for the school secretary. The person picking up the student must also provide proper identification.

Due to the large volume of phone calls received, 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 use a phone in a classroom only 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, social media, 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.

First Academy-Leesburg understands that there are instances in which, due to family safety, it would be detrimental for a student's likeness to be used. In these instances, parents may request that their child's likeness not be used must provide written communication to the administrator stating such. Such requests will only be accepted for matters of legality or safety.

First Academy-Leesburg cannot be held responsible for parents, students, or other entities that may inadvertently or unknowingly publish pictures of students needing anonymity.

MUSICAL PROGRAMS

Band/music students spend hours practicing for their performances. A portion of their grade is based on their participation in the performances. **It will be expected that band/music students participate in all performances that occur during the year.** If there is a schedule conflict, parents should contact the band/music teacher at least two weeks prior to the performance. Parents should not allow their children to accept parts they knowingly will be unable to fulfill. FA understands that student participation in band may fluctuate, but due to concerts, grades, competitions, etc., a student will not be allowed to withdrawal from band except at the beginning of the semester (before the withdrawal/drop period ends).

PARENTAL BEHAVIOR (REV. 8/18)

Parents who are or appear to be under the influence of drugs or alcohol will be asked to leave the campus and may be trespassed from the grounds or barred from participating in school activities. Unsportsmanlike behavior at school events may result in FHSAA sanctions. Parent(s) may be asked to leave the events should the behavior result in disruption of the event. Failure to leave at the request of the FHSAA official or School Principal may result in arrest. Any fines imposed by the FHSAA against FA-Leesburg will result in an equal charge to the parent's account.

Any parent who intimidates, harasses, or otherwise inappropriately interacts with staff, students, or other parents, in person, via electronics, social media, the internet, or in any other manner, may be disciplined, trespassed from campus, referred to law enforcement, and/or have their children dismissed from the school.

In certain situations, the school may initiate legal action if deemed necessary.

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, specifically designed for athletic purposes.

If an elementary school female wears a skirt on P.E. day, she must wear shorts under the skirt.

Middle School and High School students are required to dress out in First Academy-Leesburg athletic clothing. P.E. uniforms may be ordered through the website on the "School Uniform" link. School clothing must be stored in the student's locker during P.E.

Students should never leave or store clothing or personal belongings in the restrooms. Personal belongings piled up in the hall or restroom become a fire safety code violation and could be hazardous to the health of faculty and students in the event of a fire or other emergency.

If a child is sick and cannot participate, please send a written note to school. **Verbal excuses are not accepted.**

PLUSPORTALS (REV. 1/18)

PlusPortals is an online grade reporting system. Parents can view teacher's lesson plans for the week, homework assignments, and grades. If you are new to First Academy Leesburg and have paid your first tuition check, please see the bookkeeper to gain your personalized access code. For a tutorial on how to use PlusPortals, look at the First Academy Leesburg website under PlusPortals. If you have any further questions about PlusPortals feel free to contact our information technology specialist. PlusPortals may be shut off for nonpayment.

All high school students, as well as middle school students, will receive training and will be required to have the PlusPortals App on at least one of their electronic devices for easy access to assignments and grades.

PROMOTIONAL MATERIAL AND PERSONAL COMMUNICATION (REV. 7/18)

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.

Fundraising efforts not associated with FA may NOT take place during school hours.

First Academy-Leesburg does not provide addresses or phone numbers of students or their families without verbal or written consent.

RECORD RETENTION

First Academy- Leesburg will retain records for students up to seven years after graduation. After that time records will be destroyed without notice. A hard copy of transcripts will be retained indefinitely.

SAFETY DRILL

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:

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

SCHOOL DANCE

- MS students are not permitted to bring a guest to school dances.
- All HS guests/dates must be of the opposite sex.
- For dance attire, please see the Dress Code section.
- High school students are not permitted to invite a middle school student to a dance.

- High school students wishing to invite a guest over 21 years of age, must seek approval from administration prior to inviting the individual and must follow all other procedures for inviting a non-FA guest.

SCHOOL DAY (REV. 6/17)

The school day begins at 8:10 a.m. for all students and ends at 3:10 p.m.

Drop-off time is between 8:00 a.m. and 8:10 a.m. Students arriving before 8:00 a.m. or remaining more than fifteen minutes after dismissal may be taken to the First Academy-Leesburg before-school or after-school care programs. 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. First Academy-Leesburg assumes no responsibility for students dropped off early in an unsupervised area. Supervised areas are provided for student safety; failure to use them could result in harm to the student.

Morning entrance to the school: All middle school students will enter the main building through the front doors. All high school students will enter the main building through the back doors unless proceeding directly to the office.

All buildings should be cleared of students within fifteen minutes of school ending. If the child is in tutoring or any other school activity, it will be necessary for them to leave the building within ten minutes of the end of the activity or they will be placed in after-school care.

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 due to severe weather, then First Academy-Leesburg will also be closed. If the school needs to close early in the day due to impending severe weather, parents will be notified to pick up their children.

SEXUAL PURITY/PREGNANCY POLICY

First Academy-Leesburg wishes to treat all students with sensitivity and respect. First Academy-Leesburg teaches that abstinence until marriage is the only way of maintaining purity. Students choosing to ignore this Biblical mandate run the risk of contracting sexually transmitted diseases, of becoming pregnant, or of suffering emotional and/or social difficulties for which they are not developmentally prepared.

Students engaging in sexual relations while at school or while representing the school through clubs, athletics, or any other activity, will be subject to disciplinary action. This includes homosexual behavior and relationships. Pregnant students will be allowed to remain at First Academy-Leesburg until such time as the administration and/or School Board determine the student's presence constitutes a disruption.

First Academy-Leesburg believes in the sanctity of human life and will encourage students to seek counseling through the Pregnancy Care Center at First Baptist Church, Leesburg, Florida. First Academy-Leesburg will counsel with the families of dismissed students to help them determine their educational options or to help them complete their education at First Academy-Leesburg after they have given birth.

SOCIAL MEDIA POLICY (REV. 8/18)

Students using social media to harass, intimidate, embarrass, or bully others whether or not those being harassed, intimidated, or bullied are FAL students, may be grounds for immediate dismissal. This is the case

whether the means used are verbal, visual, or written and includes incidents of sexting. Certain situations may require the involvement of law enforcement.

Parents: Social media is not the proper place to air grievances with First Academy-Leesburg. Parents who do not use the grievance process, but instead take matters to social media, may be disciplined, trespassed from campus, referred to law enforcement, and/or have their children dismissed from the school.

In certain situations, the school may initiate legal action if deemed necessary.

STANDARDIZED TESTING

Each October 9th, 10th, and 11th grade students will be involved in taking the Preliminary Scholastic Aptitude Test/National Merit Scholar Qualifying Test (PSAT/NMSQT). This will be taken during school hours and is used to study the effectiveness of our curriculum, the potential for adding Advanced Placement curriculum, and for assessing the skill level of our students.

During the 11th grade, determinations will also be made regarding eligibility for the National Merit Scholar Awards, based on the scores of the student and all other students tested worldwide the same day using the NMSQT.

All 9-11th grade students take the PSAT each year as the precursor to the Scholastic Aptitude Test (SAT).

The SAT is offered by the College Board. Students applying for admission to colleges or universities are encouraged to register for the SAT at www.collegeboard.org. Students may also register for the ACT at www.ACT.org. Both tests function as a college entrance exam. Advanced math students are encouraged to take at least one test in the spring of their sophomore year due to Geometry being one of the earlier courses. All FA juniors and seniors are encouraged to take one of these tests at least once per year, preferably each spring.

Each April, First Academy-Leesburg administers the TerraNova-Third Edition to Kindergarten through eleventh-grade students. The Inview is given to all 3rd, 5th, and 9th 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. These results help our school gauge our educational effectiveness and place students in the appropriate level of instruction.

ADVANCED PLACEMENT (AP) TESTING (REV. 6/17)

Students taking Advanced Placement (AP) classes are required to take the AP exam for that class. Students enrolled in AP classes will be billed for the testing at the beginning of the year (approximately \$92.00 per class). If the class is dropped before the AP exam, the fee will be refunded. However, no AP credit will be given for that class. All AP exams are administered during the second and third weeks of May.

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.

TESTING SCHEDULE (REV. 7/18)

For Middle and High School Only

In order to prevent inadvertently overloading students with more than two tests on a single day, a testing schedule has been adopted. The test schedule will NOT apply to AP students. As always, quizzes, projects and daily homework may be assigned on any day of the week.

Teachers have been assigned test day schedules. Major projects assigned by each discipline will also set due dates according to this schedule. In order to ensure the best educational practice, occasional changes may be needed within the schedule. If a change is necessary, teachers will work with one another to ensure students will continue to have a maximum of two tests/projects per day. Please refer to the schedules below:

<p>High School Schedule:</p> <ul style="list-style-type: none"> Monday: History, Science, Spanish Projects Tuesday: Language Arts & Math Wednesday: Bible & Science Thursday: Math & Spanish Friday: History & Language Arts 	<p>Middle School Schedule:</p> <ul style="list-style-type: none"> Monday: History & All Subjects (as needed) Tuesday: Math & Science Wednesday: History & Language Arts Thursday: Grammar & Math Friday: Bible & Science
--	--

Final Exams: Students who are exempt from final exams should not arrive on campus any sooner than fifteen minutes prior to the start of his/her exam.

What is the difference between a test and quiz?

- A test evaluates the student’s understanding of a unit, chapter or series of projects and takes more than 15 minutes of testing time.
- A quiz is an assignment that takes less than 15 minutes of class time and should cover class notes, discussions and/or reading assignments.

TEXTBOOKS & LIBRARY BOOKS

A complete list of elementary, middle and high school textbooks and high school course descriptions may be viewed on the First Academy-Leesburg website at www.faleesburg.com.

ELEMENTARY AND MIDDLE SCHOOL TEXTBOOKS

The elementary and middle school students’ instructional fee includes the use of all textbooks, library books, workbooks, and other instructional materials.

- Hardbound textbooks and all library books remain the property of First Academy-Leesburg.
- Workbooks become the property of the student when they are completed and sent home by the teacher.
- If a student loses a textbook, they may buy or order a new one through the bookkeeper. The account will be billed accordingly.
- Should a MS student damage a hardbound textbook beyond normal expectations, the student will be charged a fine.
- Middle school students are allowed to keep their soft-cover textbooks at the end of the school year.
- NOTE: ALL HARDBOUND TEXTBOOKS ARE TO BE COVERED WITH REMOVABLE BOOK COVERS.

HIGH SCHOOL TEXTBOOKS

High school students will purchase their own books through the school.

- High school students may sell their books to other students or may work through the bookkeeper for assistance in selling them.
- NOTE: FOR BETTER RESALE VALUE, TEXTBOOKS SHOULD BE COVERED WITH REMOVABLE COVERS.
- Be advised as curriculum is reevaluated by the School Board and its committees, textbooks may change and new curriculum is adopted. In this instance, the text may not have any resale value at First Academy-Leesburg.

Library books must be checked out of the library using the automated check-out system. Students must pay replacement cost for lost library books.

TUITION AND FEES (REV. 1/18)

The First Academy-Leesburg 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.

Tuition rates may be obtained from the First Academy-Leesburg website. They are initially posted each January approximately one week prior to registration.

A 10% tuition discount is given on the 2nd child and each additional child in a family.

PLEASE NOTE: NO MONTHLY STATEMENTS ARE SENT HOME unless there is a balance due. If extenuating circumstances prevent you from fulfilling this obligation, please contact the school administrator before the payment is due. Thank you for your cooperation in this matter.

PAYMENTS

Yearly tuition may be divided into ten equal payments. The first payment is due in July and the last payment is due in April. All payments should be made by check, credit card (convenience fee will apply), or money order.

- **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 also be a \$25 fee charged for returned checks. If payments fall more than one month behind, the student will be withdrawn. Only the school board may grant exceptions.
- **FIRST ACADEMY NO LONGER ACCEPTS CASH FOR AMOUNTS OVER \$50.**
- **ALL PAYMENTS EXCEEDING \$50 MUST BE MADE BY CHECK OR MONEY ORDER.**

OUTSTANDING BALANCES

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 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, the currently enrolled student will not be allowed to register until the sibling's account is current.

- **PLEASE NOTE: REPORT CARDS WILL NOT BE RELEASED ON THE DAY ISSUED UNLESS THE STUDENT'S ACCOUNT IS CURRENT BY 4:00 P.M. TWO DAYS PRIOR TO THE ISSUE DATE.**
- **RECORDS WILL NOT BE RELEASED UNTIL ALL FEES ARE PAID. STUDENTS WITH A BALANCE DUE OF TWO MONTHS OR MORE SHALL NOT BE ALLOWED TO PARTICIPATE IN SPORTS ACTIVITIES.**

SCHOLARSHIPS (REV. 1/18)

Scholarship monies arrive in one of two ways – by physical check or online transfer. At the time monies become available through the scholarship agency, the office will notify families. Checks must be physically signed in the office. If the scholarship operates online, families must approve all online charges through the actual scholarship website. These actions must be completed within five (5) business days of office notification, or a fine of \$20 will be assessed.

If checks from scholarship agencies are not signed or on-line parent approval remains unauthorized within ten (10) business days of notification, the check may be returned and/or the scholarship agency may be notified of non-compliance. This action may result in the loss of the scholarship and the possible withdrawal of the student from the scholarship program.

ADDITIONAL FEES (REV. 6/2017)

- MS Science Lab (7th Grade only) - \$10 (Billed in Sept)
- MS Binder - \$15 (Billed in Aug)
- HS Science Labs (Chemistry, Biology, etc.) - \$ 15 per student, per class (Billed in Sept)
- HS Anatomy and Physiology Lab - \$ 75 per student (Billed in Sept)
- HS AP Biology Lab - \$ 100 per student (Billed in Sept)
- HS Art Lab - \$15 per student (Billed in Sept)
- HS Graduation Seniors - \$100 per student (This will include cap, gown and tassel) (Billed in Jan)

***All fees and dates are subject to change**

WITHDRAWALS

If it becomes necessary for a student to withdraw from First Academy-Leesburg, 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.

If athletic uniforms are not turned in prior to withdrawal, a fee will be charged for uniform replacement. If the uniform is returned prior to a new uniform being ordered, the fee will be refunded.

Records for the new school will only be released if the student's financial account is current.

WITHDRAWAL FEES (REV. 6/17)

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 will be responsible for a withdrawal fee.

- Withdrawal fee during the first quarter is \$600.
- Withdrawal fee during the second quarter is \$450.
- Withdrawal fee during the third quarter is \$300.
- Withdrawal fee during the fourth quarter is \$150.

These fees 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.

TUTORING

After-school tutoring is available in some middle and high school classes once a week. If tutoring is completed and parents are not here to pick-up the student within ten minutes of the end of tutoring, the child will be sent to after-school care. Regardless of the amount of time spent in after-school care, the daily charge is \$12.00.

VISITORS TO CAMPUS

All visitors to the First Academy-Leesburg must sign in at the office and get a visitor's badge prior to going anywhere else on campus. Visitors are expected to abide by the First Academy-Leesburg standards of conduct while they are on campus.

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.

2018-2019 First Academy-Leesburg Faculty Credentials

Fred Anderson

2015	B.A.	Mathematics	Florida State University
2015	B.A.	Science & Math Education	Florida State University

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
------	------	----------------------	-------------------

Susie Brewer

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

Jonathon Cason

2016	B.A.	Music Education	Mississippi College
------	------	-----------------	---------------------

Heather Davis

2015	M. Ed.	Special Education	University of Florida
2014	B.S.	Elementary Education	University of Florida

Heather Dexter

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

Julie Douglas

2014	M.A.	Christian Studies	Southeastern Baptist Theological Seminary
------	------	-------------------	---

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
------	------	----------------	------------------------

Melissa Draxinger

2005	B.S.	Family Studies/ Child Life	Samford University
------	------	----------------------------	--------------------

Heather Davis

	2015	M. Ed.	Special Education	University of Florida
	2014	B.S.	Elementary Education	University of Florida
Holly Gray				
	1996	B.A.	Elementary Education	Palm Beach Atlantic
Linda Gunger				
	1981	B.A.	Behavioral Science	Messiah College
Brooke Hanken				
	2014	B.A.	Elementary Education	University of Central Florida
Heather Iseminger				
	2008	M.A.	Christian Education	New Orleans Baptist Theological Seminary
	1998	B.A.	English, emphasis in Writing	Florida State University
Sara James				
	2013	B.A.	Elementary Education	University of Central Florida
Mandy Jones				
	1998	B.A.	Elementary Education	University of Florida
Amanda Kelly				
	2017	B.A.	Interdisciplinary Studies	University of Central Florida
Casie Krop				
	2014	B.S.	Elementary/Middle Edu. Minor: Mathematics	Liberty University
Gabe Kuka				
	2016	B.A.	Secondary Social Studies Ed.	Cornerstone University
Debs Linares				
	1990	B.S.	Biology/Chemistry	Palm Beach Atlantic
Katrina McDonald				
	2005	M.A.	Spanish	Florida State University
	2002	B.A.	Spanish & Int'l Affairs	Florida State University
Sonia Mendez				
	1995	B.A.	Spanish	State University of New York at Albany
Erin Myers				
	2016	B.S.	Psychology	University of Central Florida
Shannon Niemann				
	2016	M.A.E.	English Education	University of Florida
	2015	B.S.	Elementary Education	University of Central Florida
Marilyn Nolan				
	1989	B.A.	Elementary Education	Nova University
Amanda Patterson				
	2008	M.S.	Counseling Psych.	Palm Beach Atlantic

2002 B.S. Elementary Education University of Central Florida

Clint Patterson

2013 M.Div. Divinity Andersonville Theological Seminary
1999 B.S. Physical Therapy East Tennessee State University

Carly Pellegrino

2014 B.S. Secondary Science Edu. University of South Florida

Viviana Perez-Thon

2015 M.Ed. Elementary Education Central University at Bayamon PR
2011 B.A. Early Childhood/Elementary Ed. University of Puerto Rico at Bayomon

Hilary Pierce

1987 B.S. Elementary Education University of Central Florida

Rebekah Pleitez

2002 B.S. Elementary Education University of Central Florida

Julie Pletcher

1994 B.S. Mathematics Clearwater Christian College

Meg Punt

1991 Ed. S. School Psychology Michigan State University
1990 M.A. Educational Psychology Michigan State University
1988 B.A. Psychology/ Political Science Calvin College

Kristin Purvis

2007 M.Ed. Ed Leadership National Louis University
2003 B.S. Elementary Ed. University of Central Florida

Kristen Sapp

2004 M.Ed. Early Childhood Ed. University of Florida
2003 B.A. Elementary Ed.

Kevin Scarbrough

1988 B.S. Elementary Education Mount Union College

Courtney Scott

2014 B.S. Elementary Education University of Central Florida

Jake Sikema

2017 B.A.S. Organizational Management Lake Sumter State College

Jesse Silver

2013 M.S. Ed. Media Design and Tech. Full Sail University
2011 B.S. Technical Education University of Central Florida

Michelle Thomas

1997 B.A. Business Administration Stetson University

Sheldon Walker

Key

B. A.	= Bachelor of Arts
B.A.E.	= Bachelor of Arts in Education
B.A.S.	= Bachelor of Applied Science
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