



Pursuing spiritual and academic excellence with Christian families, by going the second mile.

LOWER SCHOOL

PARENT/STUDENT

POLICY MANUAL AND HANDBOOK

Revised July 2009

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4.2

Lower School Handbook K4 – 5th Grade

Mission Statement

Pursuing spiritual and academic excellence with Christian families by going the second mile.

Philosophy and Goals

The Master’s Academy of Central Florida (referred to as “TMA”, “the Academy” or “the school”) assists parents in training their children to be Christ-like in addition to educating children in accordance with standards set by Florida law. This teaching and nurturing process begins in the home and extends to the church and school. The Christian school, in addition to the home and church, offers a course of study where the process of Christian education can take place.

The foundation of Christian education is the Word of God. The philosophy of Christian education is developed from the Bible and stands against the godless philosophies of humanism, materialism, secularism, and New Age.

The goals of Christian education at The Master’s Academy are the following:

1. To help every student to be “thoroughly equipped for every good work.” (*II Timothy 3:17*)
2. To encourage all students to “love the Lord their God with all their heart and with all their soul and with all their mind, and to love their neighbors as themselves.” (*Matthew 22:37-39*)
3. To give Christ the pre-eminence in all things. (*Colossians 1:18*)

Christian education is first and foremost the responsibility of Christian parents (*Deuteronomy 6:7*). The Master’s Academy has been established to assist parents to obey God’s command to train their children in the nurture and admonition of the Lord.

Students are only admitted when the administration believes that the parents and their church are in full support of the purposes and policies of the Academy. Expressions of dissent or lack of support for the Academy’s mission, policies or leadership are grounds for dismissal of any students of a family in which such action occurs.

4.2.1 ADMISSIONS POLICY

The Master’s Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational and admission policies or in scholarship, athletic, and other programs.

The Master’s Academy admits students who, along with their parents, desire an excellent Christian education, and who support the programs and leadership of TMA. Admission requirements include the following:

1. At least one custodial parent is a Christian who has had a life-changing salvation experience based on personal faith in the work of Christ on the cross.
2. At least one parent with who the child lives and the incoming student must be in regular weekly (3 – 4 times per month) church attendance at a local Bible-believing evangelical Christian church. Our

partnership with both the home and the church is such a priority that failure to be in regular church attendance puts the student in a position to be dismissed from the school. Independent attestation of church attendance is required upon enrollment.

3. Parents must sign the “Parent’s Pledge of Acceptance and Cooperation” found in the family application and stated as follows:

We, who have the responsibility to “train up a child in the way he should go” recognize that the standards for this training are set forth in God’s Word, the Holy Bible. Knowing also that this training comes both by what children hear and what they see, we agree to support, both in our intent and by personal example, Godly principles taught at The Master’s Academy. We realize it is our responsibility as parents to train our child/children spiritually. As a result, we agree to regularly attend a Bible-believing church of our choice as a family and to avoid any contradictions in our home to Biblical principles, including, but not limited to, by engaging in any sexual immorality, such as fornication or homosexual relationships.

We are satisfied with the curriculum, equipment, methods, counseling, discipline, and motives of the school and do pledge to make The Master’s Academy our glad-hearted choice for our child/children. We agree with the aims, ideals, Mission Statement, and Statement of Faith of TMA and will bring any and all questions, criticisms and suggestions directly to the teacher and/or administration for consideration. We will not cause any dissention within the school family. We pledge that if, for any reason, our child/children does not respond favorably to TMA, we will not try to change TMA, but will withdraw quietly, without delay, and immediately notify the school office of this decision.

The teacher and administration are hereby given full discretion in the discipline of the child/children within the policies outlined by the Parent-Student Handbook. Parents will be notified when after-school detention, suspension, or dismissal is warranted. Any discipline that requires staying after school hours will necessitate the parent providing transportation. The school will notify parents one day in advance of any such requirement.

We understand that the school has the complete responsibility in placing our child/children in the proper grade level and class.

We understand that in the event of damage to school property by our child/children, we will make full restitution as indicated by assessment of the TMA administration.

We understand that failure to cooperate with the faculty, staff, and administration or a violation of this Parent’s Pledge, the Student’s Conduct Agreement, or the Parent-Student Handbook is grounds for dismissal, up to and including immediate dismissal.

We understand that all students are accepted on a conditional basis and that by our signature we are affirming our desire to cooperate fully with the administration of TMA.

4. Incoming students must have the ability to be successful in our programs and will test to determine that they are at or above grade level in reading, writing and arithmetic.
5. The Master’s Academy does not provide services to students whose educational, social and physical needs cannot be met by our existing programs, services, or staff.
6. Students must demonstrate the ability to be successful as evidenced by current and three years of prior report cards and standardized testing.
7. Students must demonstrate excellent conduct on recent and prior report cards and through teacher evaluation.
8. Students should be of high moral character and obedient to biblical principles including, but not limited to, prohibitions against fornication, drug use, alcohol use, pornography, homosexuality, occultist practices and defiance of authority.

9. TMA does not admit students who have been found guilty of a crime other than minor traffic violations.
10. Students who are parents, expecting a child of their own, or are married may not be enrolled at TMA.
11. Incoming students above grade three and one custodial parent of every child must sign a document annually agreeing to comply with all of the policies of TMA.
12. Falsifying or misrepresenting information in the application or enrollment process is grounds for dismissal from TMA.
13. Subject to the non-discrimination provision set forth at the beginning of this section, TMA reserves the right to decide, at their sole discretion, if an applicant is suited for admission to the school.

Admission Procedures

Interested families are asked to submit the following items to the Admissions Office:

- \$75 non-refundable application fee per student (includes testing when appropriate)
- Completed application, signed in all applicable places (Application is where parents write their testimony, agree to our statement of faith, sign the parent financial agreement, the Pledge of Acceptance and Cooperation and review the student conduct agreement with their child) *See statement of faith below.
- Current report card and previous credits (from the past three years)
- Recent standardized tests (Stanford Achievement Tests, FCATs etc. from the past three years)
- Copy of birth certificate
- Current evaluations and current I.E.P if applicable
- Medical authorization, Travel-Dismissal, Promotional Activities, and Use of Internet Forms
- Student evaluation form filled out by a current or recent teacher (Mailed directly by the teacher to TMA)
- Church reference form filled out by a leader in your local church (May be mailed directly to TMA)
- Florida health forms 680* (immunization certificate) and 3040 (physical exam) may be obtained from the school student is now attending. Students entering kindergarten or a Florida school for the first time will need the permanent immunization form and current physical on file with the school office one week before the beginning of the fall term. Often times, these forms will come with your official school records.

Upon initial application review, prospective families will be contacted and an interview when appropriate. For admission to the traditional classroom program at TMA, a student must be at or above grade level in core subjects and testing. Students scoring below this level may be considered for admissions to alternative classes.

Upon acceptance by The Master's Academy, enrollment is secured when a non-refundable tuition deposit is paid.

When there is not space in a class, the student will be placed in an applicant pool and the Academy will select applicants when space becomes available. Admissions and placement are at the sole discretion of The Master's Academy.

***Statement of Faith**

1. I believe in the verbal, plenary inspiration of both the Old and New Testaments, i.e., that the very words of the original Scriptures are infallible and inerrant, and that they are our final and absolute authority in every area of life and knowledge. (*1 Timothy 3:16; Peter 1:21*).
2. I believe in one God, eternally existing in three co-equal persons: Father, Son and Holy Spirit. (*John 4:24; Romans 8:14-15*).
3. I believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished Deity and genuine humanity in one person forever. (*Isaiah 7:14; Matthew 1:8-25; Colossians 1:15; John 1:14; Philippians 2:6-9*).

4. I believe that God the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers, and who seals them eternally for God. (*John 6:37; John 16; Romans 8; Ephesians 1:13-14, 4:30*).
5. I believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sinful nature. (*Genesis 1:1-3; Ephesians 2:1; Romans 1 & 5; Romans 3:23*).
6. I believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God. (*II Corinthians 5:21; Hebrews 7:24-27*).
7. I believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ. (*II Corinthians 5:17; Titus 3:5; Ephesians 2:8-9*).
8. I believe that Jesus Christ rose bodily from the dead and that He ascended in like form into Heaven, where He continually ministers as our Great High Priest and Advocate. (*Luke 24:1-6; Hebrews 10:12; I John 2:1-2; Hebrews 7:25*).
9. I believe in the literal, visible, bodily return of Jesus Christ with His saints to establish His Kingdom. (*Acts 1:9-11; Revelation 19; John 14:2*).
10. I believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (*Revelation 20, 21; I Corinthians 15*).
11. I believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world. (*Matthew 28:18-20; Matthew 5:16*).

4.2.2 FINANCIAL GUIDELINES

Payment of Fees and Tuition

1. **The New Student Application Fee** pays for the processing of a new student's application and any entrance testing. Only new applicants pay this fee.
2. **Enrollment Fees (Non-Refundable)** - Enrollment fees are in addition to the annual tuition and place a child on the school roster. This fee reserves a student's place at TMA, purchases their textbooks and enables the Academy to make financial commitments for the coming year. The Master's Academy makes financial commitments for the upcoming academic year based on registration numbers well in advance of the beginning of the new academic year. *Enrollment fees are non-refundable.*
3. **Express Enrollment rates are available only until a chosen date, usually in the month of January.** This is for current families and new siblings that are joining the academy. They are paid in full or divided into three payments. The first payment is \$225 per child, with the remaining payments due March 1 and April 1.
4. **Open Enrollment Fees** begin at the close of Express Re-enrollment and are for new families and current families that missed Express Re-enrollment. Open Enrollment fees must be paid in full when registering or upon request divided into a maximum of three payments.
5. **Annual Tuition** pays for the cost of instruction. Grade 12 tuition is higher to supplement graduation expenses. Tuition is paid annually before June 1, or in twelve monthly payments beginning June 1 and is due on the first day of every month.
6. **Additional Expenses** - In addition to the tuition and fees explained above, families pay certain additional expenses such as trips, uniforms, participation in athletics and other activities. In some cases, payment plans may be used for these expenses.
7. **Late Payments** - A \$20 late fee is charged if the balance is not paid by the 10th of the month. A second \$20 late fee is charged if the balance is still not paid by the 20th of the month. Students may not attend classes on the first day of the following month or participate in any activities if the previous month's balance (including any installments of next year's re-enrollment fees) is not paid. Quarterly report cards will be held by TMA if there is an outstanding balance. Students with a delinquent account are permitted to take exams but they will receive an incomplete grade. If a student is withdrawn from TMA with an outstanding balance, the student's records will not be transferred until the account is cleared. Christian arbitration or collection action will be pursued, if determined necessary, by TMA, in its discretion, in order to resolve a

dispute with regard to an outstanding balance. TMA will not guarantee a place for students whose enrollment fees or tuition payments are one month overdue. Express Re-enrollment fees are placed on the current family account and are subject to late fees and loss of services for non-payment. This means a student may not be able to complete the current school year if Express Re-enrollment fees for next year are not paid.

8. Returned Checks - If any check is returned by the bank for insufficient funds or for any other reason, a fee of \$15 is levied against the student's account. If two checks are returned by the bank, the account may be placed on a "cash only" basis at the discretion of TMA.

9. Discounts – The school offers several discounts as outlined below:

Enrollment Fee Discount – Households with multiple children pay full fee on the first child, additional siblings receive a \$225 discount.

Sibling Tuition Discounts (Families enrolled for 07/08 and prior)– Households with multiple children pay full fee on the highest tuition. A 10% tuition discount is given for the child with the second highest tuition. Additional children receive a 20% tuition discount. This discount is not applicable to the GOLD program.

Sibling Tuition Discount (Families enrolled after 07/08) –Households with multiple children receive a \$500 discount on any child after the first.

Pastoral/ Ministry Discounts - TMA offers a 25% discount to all families who are in full-time Christian ministry. In order to be considered for a ministry discount, the employing organization must write a letter to the school explaining the position the person holds within the organization..

Annual Pre-Payment Discounts -An additional 3% discount is offered for families who prepay their annual tuition prior to June 1st. However, this pre-payment discount does not apply to recipients of any financial aid including McKay or Children's First funding. You must notify the Finance Office no later than June 1st that you opt for this payment so no late fees are incurred. The 3% discount is not available on the Discovery program.

10. Financial Aid - Occasionally, limited financial aid is available through FFNA and families must apply no later than March 31st prior to the fall school year. Please visit the Superintendent's Office if you need to apply for this program. It is limited and has specific requirements. This program is based on your income taxes. Current recipients must re-apply every year. The deadline to turn in applications is March 31. All McKay recipients MUST contact the Finance Department by June 1 to ensure their proper enrollment in the program.

Withdrawals/Refunds

1. Enrollment fees are non-refundable once they have been paid. If a student on the payment plan is withdrawn for a school year (in writing received by the Finance Office) prior to March 1, the family will not be charged the March/April installment of the enrollment fee. If it is done prior to April 1 they will not be charged the April installment. No credits will be issued on any enrollment fees after March 31.
2. Tuition payments are owed through the month in which the student withdraws, calculated on a 12-month payment plan beginning in June.

4.2.3 ACTIVITY FEE

Grade level activity fees are assessed and billed to accounts each semester. Included in the activity fees are parties, field trips, special supplies, and activities for each semester. Activity fees are non-refundable.

4.2.4 ACCREDITATIONS

The Master's Academy of Central Florida is a private, non-profit, college-preparatory, non-denominational, community Christian school. The Academy offers K4 through twelfth grade and is governed by an independent volunteer School Board.

The Master's Academy is accredited by the Association of Christian Schools International and the Southern Association of Colleges and Schools.

4.2.5 AFTER SCHOOL POLICY

Adult-supervised after school care is available for students in grades K4 through 5th grade from dismissal time until 6:00 p.m. Monday through Friday. There is no after school care on early dismissal days.

Parents may choose daily or weekly rates, depending on usage. Students must be registered for this service; however, there is no registration fee.

Students not picked up within the specified time after dismissal from school, sports activities, trips, etc. are taken to after-school and parents are charged a daily rate. After 6:00 p.m., a late fee of \$20 for any portion of the first 15 (fifteen) minutes and \$5 for each five minutes or portion thereof will be charged. After-school fees more than one month in arrears may necessitate dismissal from the after school care program.

4.2.6 ARRIVAL

Students should not be on campus prior to 7:00 a.m. without parental supervision. The Academy provides supervision for students beginning at 7:00 a.m. Students arriving between 7:00 and 7:55 a.m. report to an assigned area. Students are taken to the classrooms at 7:55 a.m. Lower School students are considered tardy at the 8:00 a.m. bell. Students arriving after 8:00 report to the TMA Lower School office for tardy slips for classroom entrance. Students are not allowed in the classrooms before the teacher arrives for the class. Neither parents nor students should wait in the hallways.

4.2.7 ATHLETIC POLICY – LOWER SCHOOL EXTRACURRICULAR

The Master’s Academy provides many extracurricular athletic programs for lower school students.

It is the goal of The Master’s Academy Lower School Athletic Department to provide a variety of extracurricular/intramural activities in which a student can participate regardless of his/her abilities. Lower school sports programs are intended to be recreational in nature. A student is guaranteed a minimum amount of playing time; however, absence from practice can affect playing time. It is the philosophy of the lower school athletic department to allow each student to develop to his/her potential in a positive, nurturing environment. Volunteers and P.E. coaches are team coaches. All volunteers are under the direction of the Lower School Athletic Director. If a league sport offers both recreational and competitive team opportunities, competitive teams may be considered with administrative approval.

Lower School children can be involved in various extra-curricular athletic activities such as cheerleading, basketball, bowling, soccer, and volleyball. Sports are opportunities to develop basic skills, build friendships, and learn the value of teamwork. Winning or losing, it should be fun for all. The following general guidelines pertain to athletics:

1. Volunteer TMA parents coach Lower School teams. All coaches and assistant coaches are required to have background and drug testing.
2. The number of intramural or recreational league teams is dependent upon student and parent involvement. Each team must have two adults – the coach and a helper or team mom at all practices and games.
3. Practices are scheduled after school. Students not picked up within ten minutes after the end of practice will go to after school, and parents will be charged the daily rate.
4. Transportation to and from games or practices is the responsibility of the parent.
5. Each student will play in each game; however absence from practice may affect the amount of playing time.
6. No student may participate if the necessary fees have not been paid.
7. Awards are presented only to those students who meet the following two requirements:
 - a. Played the entire season
 - b. Attended 75% of games and practices
8. Spectator and coaching involvement should exemplify the highest standards of conduct and never bring reproach on our Lord Jesus Christ or The Master’s Academy. Harassment, put downs, abusive yelling etc. by adults could require ejection from the event and benching of the adult’s child for the remainder of the game.

Any such ejection shall be at the discretion of TMA personnel or volunteer coaches.

9. TMA coaches and spectators should encourage players on all TMA and opposing teams. Win, yes, but not at the cost of our Christian testimony to our own children and to others.
10. Students absent from school may not participate in an extracurricular game or practice on that day.

4.2.8 ATTENDANCE POLICY

The Master's Academy Lower School will meet the minimum requirements of ACSI for school attendance.

Absence

The school year consists of approximately 175 days. A written excuse signed by a parent should be submitted for each absence, and the specific reasons given before the absence can be excused. (Florida Statute Section 232.10) Students absent more than 20 days in a school year or five days in a quarter place their promotion in jeopardy.

Excused Absences: Work may be made up with no grade penalty. Students receive one makeup day for each excused day of absence. Making up missed work is the responsibility of the student.

Excused absences are:

1. Illness of the student – prolonged (4 days or more) or excessive absences may require a written note from a doctor.
2. Death in the family.
3. Health care appointments when communicated to the office in writing by the practitioner.
4. Educational, family, and church trips with pre-approval by the school principal. School assignments for the number of days missed must be turned in within three days upon return.

Unexcused Absences: Work may not be made up for unexcused absences. Students receive "F" grades for all assignments and tests during unexcused absences.

Unexcused absences may be:

1. A foreseeable absence that was not pre-arranged.
2. All non-emergency absences for the convenience of the parent or student (Example: parents allowing older siblings to care for younger siblings; babysitting so parents can work; sleeping late; traffic; etc.)
3. Accumulated early releases.

Tardies

It is of utmost importance that children arrive on time daily. Punctuality, a character trait emphasizing the value we place on others' time, not just our own, is an important part of the overall educational process. Students are allowed five (5) excused or unexcused tardies per quarter with no penalty; each successive five tardies incur one lunch detention. Ten unexcused tardies throughout the year prevent a student from receiving a perfect attendance award.

A written excuse from a doctor's appointment is considered an excused tardy with no penalty.

Dismissal

Monday – Friday - 2:40 p.m.

Classes may be dismissed early on days prior to holidays, semester exam days, Teacher Appreciation luncheon day, etc. Families will be notified of these days in advance. There are no lunches or after school care on these early dismissal days.

Situations arise when students need to leave campus prior to the end of the school day. Written notes should be sent to school advising the teacher and/or TMA office of the time and reason. Students leaving early will need to be signed out in the office by a parent. While the parent is in the TMA office, the office will contact the classroom.

Notes on the homework journal enable the teacher to plan ahead for the student's early dismissal and help eliminate waiting time for parents. No students are dismissed prior to the parent signing the child out. A student missing more than one half day does not qualify for perfect attendance.

Students may not be picked up early to avoid car lines.

4.2.9 AWARDS POLICY – LOWER SCHOOL

TMA espouses the biblically-supported philosophy of recognizing and honoring students when their performance or service in academics and co-curricular activities exemplifies God-honoring excellence. Examples include, but are not limited to, announcements regarding honor roll, honor societies, valedictorian, salutatorian, fine arts awards, athletic awards, etc.

Lower School students are recognized throughout the school year for outstanding achievement. An annual Awards Assembly is held the last week of school. Awards and recognitions are given for honor rolls, Bible memorization, safety patrols, perfect attendance, ACSI competitions, and Christian citizenship. Athletic awards are presented at the conclusion of each sport.

Presidential Academic Fitness Award – Fifth graders qualify for this high award by maintaining a 90+ GPA throughout the Lower School years, exemplary conduct, and fourth grade SAT scores of 85% or better in two of the following areas – reading, language, and math.

Disney Dreamer and Doer – This award is presented to a fifth grade student who has been at TMA for a minimum of two years. This student is selected by the Lower School staff.

Honor Roll – Quarterly and annual honor roll designations can be achieved as follows:

Quarterly

First grade – All A's and B's

Principal's – All A's and B's equaling at least a B+ average

Superintendent's – All A's

Annual

First grade – Be on the quarterly honor roll a minimum of three quarters.

Principal's – Be on a quarterly honor roll all four quarters.

Superintendent's – Be on a quarterly honor roll all four quarters, three of which must be all A's

No student qualifies for an honor roll with N's or U's. Children working below grade level are not eligible for honor roll.

Citizenship – This award is earned by all students who have A's and E's in conduct every quarter and have received no more than 10 demerits in the school year.

Bible Memorization – Key passages are memorized annually by each grade level. Students who can recite the entire year's key passages during the fourth quarter qualify for the Bible Memory Award.

Perfect Attendance – This award is earned by students with perfect attendance for the year. A student does not qualify for this award who has ten unexcused tardies or more than one half day's absence.

4.2.10 CAMP EAGLE VACATION PROGRAM

Students entering first through sixth grades may participate in our summer "Camp Eagle." Field trips, crafts, Bible stories, and fun, fun, fun are the order of the day!

4.2.11 CAMPUS HOURS POLICY

The Master’s Academy meets the required number of instructional hours per grade level set by ACSI.

Lower School Hours: 8:00 am. until 2:40 p.m. Monday through Friday-

Upper School Hours: 7:45 a.m. until 3:10 p.m. Monday through Friday.

4.2.12 CLOSED CAMPUS POLICY

The Master’s Academy operates as a “closed campus” which means that attendance is required during school hours, regardless of the number of study halls a student may have.

After arriving at school in the morning, no student may leave the grounds without specific permission from the administration. Lower school and upper school students may not leave the school grounds at the end of the day without a parent or specific, written permission from parents or the office. (see *Visitor Policy*)

4.2.13 DISASTER POLICY

The safety and well being of TMA students is of utmost importance to the school.

Fire Drill Procedure

Fire drills are conducted monthly. Students are asked to walk to designated positions in an orderly manner.

Lockdown Procedure

Rooms will be locked and will remain locked until an “all clear” is given.

Tornado/Hurricane Warnings

TMA is equipped with emergency weather alert warning systems which notify the school office if inclement weather is approaching.

Bomb Threat Procedure

Students will be instructed to leave the building.

School Closings

If a disaster requires TMA to be closed, parents will be notified through public communication channels. Television station WFTV Channel 9 and radio stations WDBO 580 AM, WTLN 950 AM, Z88.3 FM, and 1520 AM will be our direct communication channels. Messages concerning school closings will normally be announced early in the morning of each closing.

TMA will follow the closing decisions made by the Seminole County School System. Re-opening will be determined at the discretion of the TMA administration. This information will be posted on local TV and radio stations, on the school answering machine and via the school telephone network.

4.2.14 DISCIPLINE POLICY

Biblical disciplinary strategies will be utilized to promote a safe and positive atmosphere at school and to assist students in taking responsibility for his/her actions.

The aim of Christian discipline is to assist the child in developing a lifestyle consistent with God’s expectations for

daily living. Our teachers look for opportunities to praise students and take a positive approach to discipline by emphasizing what is right and acceptable behavior, while not overlooking unacceptable behavior.

Discipline procedures include counseling, demerits, the denial of privileges, parent conferences, after school detention, administrative conferences, calling parents, child's removal from the classroom, suspension, or dismissal. The greatest aid to consistent corrective discipline remains good communication and cooperation between the home and school. Discipline is designed to help a child take responsibility for his actions, and lead to a self-disciplined person desiring to ultimately do God's will.

The Lower School staff's goal is to provide an atmosphere throughout the school in which children feel safe, secure, respected, and loved. Such an environment provides a maximum learning experience for students. In an effort to accomplish this goal, school-wide discipline plans have been developed. The plan specifies rules that cover the behaviors expected from each student. They also encourage students who obey the rules through positive recognition. Consequences are clearly defined for infractions. Below is the discipline plan for Kindergarten – 5th grade.

The Administration reserves the right to make decisions regarding dismissal at any level of offense.

LEVEL 1: CLASSROOM RULES = 1 DEMERIT FOR EACH VIOLATION AND DAILY CLASSROOM CONSEQUENCES. AFTER 10 LEVEL 1 DEMERITS THE CONDUCT POINTS WILL DOUBLE.

Classroom Rules

1. Follow directions
2. Raise hand to speak, wait to be called upon, and stand to speak.
3. Leave seat only with permission.
4. Name calling/teasing
5. Keep hands, feet, and objects to oneself.
6. Three dress code infractions
7. Three after school green slips

Daily Classroom Consequences

Name on Board:	Loss of points on conduct grade
1 demerit:	Partial recess loss
2 demerits:	Total recess loss and Behavior Log
3 demerits:	Total recess loss, Behavior Log, and Lunch Detention
4 demerits:	Sent to office and Lunch Detention

LEVEL 2: UNACCEPTABLE BEHAVIORS INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING, AND WILL RESULT IN ONE ASD (AFTER SCHOOL DETENTION):

4 Demerits

Horseplay
Inappropriate chapel,
assembly, or lunch behavior
Lying
Damaging Property
Inappropriate jokes
gestures, language or
pictures

6 Demerits

Disrespect to authority
or peers
Profanity
Stealing
Cheating

10 Demerits

Bullying
Direct Disobedience

LEVEL 3: SEVERE BEHAVIORS MAY INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING: SENT TO OFFICE, 20 DEMERITS, BEHAVIOR IMPLEMENTATION PLAN, POSSIBLE MEETING WITH DISCIPLINE COMMITTEE, AND POSSIBLE SUSPENSION OR EXPULSION.

Severe behaviors include being in possession of a weapon on campus, leaving school without permission,

fighting, sexual harassment, sexual misconduct, possession of drugs, and other behaviors deemed severe by the administration which can constitute grounds for suspension and/or expulsion.

CONSEQUENCES FOR ACCUMULATED DEMERITS FOR LEVELS 1-3

Students earning **60 or more demerits** may be dismissed or not allowed to reenroll for the next school year.

AWARDS

- ➔ **MONTHLY AWARD:** Students with **no demerits in a month** will receive a casual day.
- ➔ **CITIZENSHIP AWARD:** **this annual award is given to all students who have earned A's or E's in conduct every quarter for the year, and total demerits for the year do not exceed 10.**

4.2.15 DRESS CODE POLICY – LOWER SCHOOL

(The administration reserves the right to make all decisions regarding inappropriate dress, hairstyle, jewelry, etc. When in doubt, please check with the office before assuming something is acceptable. The administration reserves the right to change dress policies or take corrective steps when it is in the best interest of The Master's Academy.

The Master's Academy maintains that there is a close relationship between positive scholarship, citizenship, and the neatness and appropriateness of student dress. The purpose of the dress code is to maintain an optimum learning environment throughout the school day. One's dress should show Christ's claim on one's life. Dress should be modest and void of a sloppy appearance. (1 Timothy 2:9, 10).

Only uniform items purchased through TMA may be worn to school with the exception of casual days.

GENERAL DRESS GUIDELINES

1. Non-marking athletic shoes and socks must be worn every day.
2. Jackets may be worn which are not TMA jackets, but must be removed after entering the building.
3. Only uniform TMA sweaters and TMA sweatshirts may be worn.
4. Belts must always be worn when clothing has belt loops, should coordinate with the uniform, and should be able to be seen.
5. No clothing should be more than one size larger than needed.
6. Jewelry and accessory items offensive or questionable to Christianity are unacceptable. If in doubt, please first check with the office.
7. Earrings are not permitted for boys. Tattoos and body piercing are not permitted for girls or boys.
8. Offensive slogans or logos, rock groups, or inappropriate language on clothing is not permitted.
9. Flip-flops, backless shoes (any kind), and sandals are not permitted.
10. No hats, caps, visors, bandanas/scarves may be worn in the building.
11. Shoes with ties must be tied.
12. No "heelies".
13. Theme t-shirts may be worn on Fridays with uniform bottoms.

Chapel Days

Lower School students wear any combination of uniform dress on chapel days.

GIRLS

Only uniforms purchased through TMA may be worn with the exception of shoes, socks, and belts.

1. Jumpers should be no shorter than 2" above the knee.
2. Blouses and shirts should be tucked in with the waistband and belt visible.
3. Hairstyles should be conservative, kept out of the eyes, and of a natural blending color.
4. Shoes must be a neutral color and coordinate with the uniform.
5. Only TMA uniform sweatshirts or sweaters may be worn.

GIRLS' CASUAL DAY

1. Shorts should be no shorter than fingertip length.
2. Blouses worn with shorts, pants, skirts, skorts, must be tucked in and may not be low cut or immodest.
3. Shoulders must be covered.
4. Sundresses, dresses or tops with spaghetti straps are only acceptable with a shirt or blouse underneath.
5. Backless dresses are not permitted.
6. Clothing where the midriff shows when arms are raised is unacceptable.
7. Shorts, jeans, or slacks may not be ragged, fringed, torn, baggy, or grunge wear.
8. Sweatpants, bike pants or shorts, athletic shorts (soccer shorts, basketball shorts, nylon shorts of any type) and camouflage may not be worn.

BOYS

Only uniforms purchased through TMA may be worn with the exception of shoes, socks, and belts.

1. Shirts should be tucked in with the waistband and belt visible.
2. Hair should be natural in color and neatly groomed and clean. Extreme styles (ponytails, shaved heads, Mohawks, etc.) are unacceptable.
3. Hair length should not obscure vision, may overlap but not cover the entire ear, and may not overlap the collar.
4. Athletic shoes and socks must be worn every day.
5. Only TMA uniform sweatshirts and sweaters may be worn.

BOYS' CASUAL DAY

1. Shorts, jeans, or slacks must be worn at the waist with a belt.
2. Shorts, jeans, or slacks may not be ragged, fringed, torn, baggy, or grunge wear.
3. Shirts may or may not have a collar and must be tucked in with the waistband and belt visible.
4. Tank tops or nylon athletic jerseys may not be worn.
5. Sweatpants, bike pants or shorts, athletic shorts (soccer shorts, basketball shorts, nylon shorts of any type) and camouflage may not be worn.

FIELD TRIP UNIFORMS

All Lower School students must wear the uniform blue shirt and a khaki bottom (skorts, shorts, or pants) for field trips. Students will not be permitted to go on field trips if they are not in field trip attire nor are they able to call home for the correct clothing.

CASUAL DAY –GENERAL ATTIRE

In order for casual days to be permitted by TMA, parental assistance is needed. It is not a grubby, recreational/athletic type dress day. It is a school day with nice casual dress. A casual day is an earned privilege. Violation of the casual day dress code could result in future cancellation of this privilege.

DRESS CODE INFRACTIONS

Dress code infractions will result in demerits.

PARENT DRESS

Parents should follow the school dress guidelines when on campus or on field trips. Modesty is always the guideline. Clothing that is too short, too tight, too revealing, or too casual would be inappropriate. Thank you for your cooperation and role model before the students.

4.2.16 EXTRA-CURRICULAR ACTIVITIES POLICY

Students participating in extracurricular activities sponsored by TMA must adhere to TMA rules of behavior, dress, and authority. The TMA administration must approve all school-sponsored events. When a student is absent from school, he may not participate in extracurricular activities for that day.

Extracurricular activities could include athletic contests, academic competitions, musical performances, class parties, and other school-sponsored socials.

4.2.17 FIELD TRIP POLICY

Field trips are an integral part of the curriculum and are not optional.

School field trips should be educational in nature and coordinate with the class curriculum. Parent participation is encouraged; however, bringing younger brothers and sisters is not allowed unless pre-approved by the TMA administration. A parent cannot chaperone and watch younger siblings. The field trip is a special time for the school child and arrangements should be made for younger children. As a general rule, school transportation is employed unless a student is traveling with his/her parent in a personal vehicle. Unless otherwise stated, students must wear the mandatory blue shirt and khaki shorts/pants/skorts. Students not in field trip clothes will not be permitted to leave campus; nor will they be allowed to call home for clothing. Students, while on field trips, are expected to behave in the same manner as when they are on the TMA campus. Field trips are a privilege which can be denied at the discretion of TMA personnel.

4.2.18 GRADING SCALE POLICY

Parents are encouraged to systematically and frequently access their children's grades on line from the TMA website (www.themastersacademy.org).

The grading scale for grades 1-5 follows the upper school scale:

A+	97-100	C	73-76
A	93- 96	C-	70-72
A-	90- 92	D+	67- 69
B+	87- 89	D	63-66
B	83- 86	D-	60-62
B-	80- 82	F	59 and below
C+	77- 79	0	No work

4.2.19 GRIEVANCE POLICY: MATTHEW 18

The common goals of Christian teachers and parents can be more readily achieved when an open partnership exists between the home and the school. Should problems or complaints arise, all members of the Academy family are to use the following guidelines based on Matthew 18:15-20:

Grievance Procedure

1. When a problem occurs between parent and teacher, the parent should first contact the teacher using the homework journal, voice mail or email.
2. If a conference is desired with the teacher, parents should contact the school office to arrange an appointment. Parents should not discuss the problem with the office personnel as they cannot assist with concerns.

3. If the issue is still not resolved after a parent-teacher conference, a parent may request a conference with the teacher and campus administrator. The administrator should only be contacted after a face-to-face meeting with the teacher.
4. If the issue is still not resolved after a meeting with the teacher and administrator, a conference may be requested with the superintendent.
5. If a satisfactory resolution is not reached with the superintendent, the parent may request, in writing, the opportunity to address the TMA Board of Directors. Such requests should be submitted to the superintendent's office for relay to the Board Chairman. The Board will not generally address decisions by the administration except where adherence to school policy is at issue.
6. This process of biblical conflict resolution will be reviewed by teachers with parents and students annually.

4.2.20 HOME SCHOOL POLICY

The Master's Academy does not provide a home-school "umbrella" program as a branch of its educational program.

Enrollment of a full time student is a requirement for participation in any TMA academic or extra-curricular activities. Special exceptions may be made for a full time TMA student who acquires a chronic illness that limits classroom participation. The Master's Academy will continue to offer advice and counsel to families who need assistance in comparing and evaluating the most appropriate educational setting for their students.

4.2.21 HOMEWORK

Students use homework journals to record daily homework assignments. Parents should sign the journals nightly indicating awareness of the assignments, not completion of the assignments. The time expended on homework varies greatly depending on the student and the environment given to homework. Homework done incorrectly or not meeting writing standards will be unacceptable. Homework is a student's responsibility with parental overseeing. Late homework assignments are penalized one grade level for each day late i.e. B changes to a C etc. All assignments must be turned in, no matter how late. Homework is a valuable tool in the educational process. Many character traits are enhanced through the practice of homework – responsibility, diligence, perseverance, punctuality, and excellence.

Parent involvement in homework activities is important, but please remember that ultimately it is the student's responsibility. Be assured, though, that it is our philosophy that children and families should have a home life and not simply more school at home. We encourage students to use wisely those hours at school. Our goal is to minimize tests requiring major study time, i.e. science, history, etc. on Thursdays and Mondays. Wednesday and weekend homework is minimal. Lost homework journals will be replaced and parent accounts will be charged \$15.

4.2.22 ILLNESS AND ACCIDENT POLICY

TMA will strive to maintain a healthful school environment for its students.

ILLNESS AND ACCIDENT PROCEDURE

Communicable Disease Prevention

Parents should not send their child to school if he/she has been vomiting, if his/her temperature is above normal (98.6 F), if he/she has or is suspected to have a contagious condition (impetigo, ringworm, chicken pox, pink-eye, lice, flu, etc.), or if he/she has not sufficiently recovered from an illness. Students should be fever free for 24 hours before returning to school.

The Master's Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the campus principal.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, TMA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The Master's Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Lice

Head lice is an issue common to schools. They are not dangerous nor are they a disease, but they are communicable and annoying.

Any student determined to have head lice or nits (eggs) shall be excluded from attendance at school or any school function until such time that it has been determined that the student is free of head lice and nits. The student will be reexamined by TMA personnel before entry into the classroom. If the determination is questioned after examination by TMA personnel the parent shall be advised to obtain a certificate from a doctor licensed to render medical opinions that the student is free of head lice or nits.

Upon discovery of head lice and/or nits, the parent will be notified to pick up the student. Before a student can reenter school life, he must be rechecked in the office for clearance.

If a student is found to have head lice or nits, all students who would generally have contact with the student will be examined by the school to determine if any of them have head lice or nits.

Medication Procedure

The policy for administering student medication at The Master's Academy has been developed to promote a safe and drug-free educational environment while providing for the health care needs of students during the school day.

Medication Dispensation

Dispensing medication is the responsibility of the parent/guardian with direction from the child's attending physician. When it is essential to the well being of a student to receive prescription or "over the counter" (OTC) medication during the school day, the following regulations must be observed:

- A Student Medication Authorization to Administer Form must be on file for each prescription and/or OTC medication. Forms must be completed in their entirety and must be signed by the physician and the parent/guardian. Forms are valid for one school year or for an earlier stop date. Changes in medication, dosage or directions will require completion of a new authorization form.
- High school students may deliver their over the counter medications to the school office or clinic in the original, labeled container. All other medications must be delivered to the school office or clinic by a parent/guardian along with appropriate authorization forms. The prescription label must be consistent with the medication form.
- Prescription and OTC medication may not be self-administered by students with the exception of metered-dose inhalers, auto-injectors of epinephrine and other injectable medication if authorized in writing by both the student's licensed health care provider and parent/legal guardian. Administration of medication by injection, rectally or by ultrasonic nebulizer will be individually planned with the student's parent/legal guardian, school nurse, licensed health care provider and principal. The first dosage of any new medication should not be

administered during school hours due to the possibility of an allergic reaction. There shall be no liability as a result of the administration of a medication when the person administering the medication acts as an ordinarily, reasonably prudent person would have acted under the same or similar circumstances.

- An Individual Health Care Plan that addresses self administration of medication and/or the administration of injectable medication in the school setting, on school sponsored trips and during school sponsored activities will be developed by the school nurse in collaboration with the parent, licensed health care provider and the student.

Storage of Medication

Student medications are stored in a secure fashion under lock and key in the school clinic or a location designated by the principal.

Documentation of Medication Administration

The Master's Academy will maintain a current record of all student medication administered by school personnel by completing the appropriate medication log.

Medication Incident/Errors

Any incident/error in administering medication, including but not limited to, incorrect student, incorrect medication, incorrect dose, incorrect time, missed doses or student non-compliance will be reported to the parent/legal guardian and principal immediately for appropriate action. A written incident report will be completed for each medication incident/error.

Field Trips

Prescription medication normally administered at school will be sent on field trips unless otherwise instructed by the parent/legal guardian prior to the field trip.

- The prescription medication for each student along with directions concerning dosage and route, time of day to be taken and licensed health provider's name will be delivered by the school nurse to the designated employee prior to trip departure.
- Medications will be kept at all times in the possession of or under the control of the employee administering the medication.
- A copy of the student's medical authorization form and medication log will accompany the medication.
- For extended field trips, an additional Student Medical Authorization Form may be required for each medication to be administered outside the normal school day.
- Parents of student with complex medical issues may be required to attend field trips as determined by the school nurse and the administration.

School Accident Insurance

Every student is covered by a school-time insurance plan. This is not a primary policy; therefore, if a student is injured, the claim should first be made with the parent's insurance company. The school-time insurance would cover expenses within the limits of the school insurance policy not paid by the parent's company. Should you need to file a claim or wish additional information, please contact the TMA office.

Student Accident Procedure

When a student becomes injured at school, if necessary, action will be taken immediately to notify parents and procure appropriate treatment. Accident reports are kept in the TMA office. Notarized medical release forms may be used when parents cannot be reached to authorize medical treatment.

4.2.23 LIBRARY, INTERNET, CELL PHONE, AND MEDIA POLICY

TMA will provide age appropriate library and media services for enrolled students.

Please refer to The Master's Academy Standard for Acceptable Use of the Internet form found in the registration packet for more guidelines.

Students, staff, and parents may borrow a limited number of materials for two school weeks and renew them for another three weeks unless they are reserved for someone else. Overdue fines are charged in the amount of \$.25 per day per book. If books are lost or damaged, the charge will be the replacement cost plus a \$5.00 processing fee.

Parent volunteers are always being sought for the Lower School library. Books for parents, family videos, and a wide selection of fiction and nonfiction books are available for students.

Students may not use cell phones during the school day unless there is an emergency. Such phones should be turned off and kept in book bags or lockers.

4.2.24 LOCKERS

Lower School students are assigned desks, lockers and/or cubbies annually. A student may not trade lockers or cubbies. Lockers and cubbies are to be kept neat and organized. Lockers and cubbies are to be free of prohibited items. Materials attached to the inside or outside of a locker or cubby are prohibited.

Students are not permitted to enter another student's locker, cubby or desk. Books, notebooks, and supplies are personal possessions which may not be "borrowed." Entering and taking something from a locker, cubby, or desk without specific permission from the owner will be considered stealing. The TMA administration has the right to have access to lockers, cubbies, desks, and book bags for inspection at any time as determined necessary by TMA.

4.2.25 LOST AND FOUND

Lost and found items are readily available so students can reclaim their belongings. All clothing and personal items should have names clearly marked for easy identification. Articles not claimed will be given to a local charity and/or placed in the uniform resale day at the end of the school year.

4.2.26 LUNCH

No refrigeration is available for drinks or lunches brought from home. Microwaves are available for students in second through fifth grades. Microwave items need to be able to be heated in less than two minutes. Pre-ordered meals are available on specified days from caterers contracted by TMA.

4.2.27 NON-DISCRIMINATION POLICY

The Master's Academy admits students of any race, sex, color, national or ethnic origin and guarantees all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, national or ethnic origin in administration, educational policies, admission policies, athletics and other school-administrated programs.

4.2.28 PARENT CONFERENCES

Parents are encouraged to meet with teachers after school hours to confer on their student's progress.

Parent/Teacher Conferences may be scheduled by appointment through the TMA office or teacher.

4.2.29 PARTIES/BIRTHDAYS

At various times during the year, special parties are planned and held for classes. All parties must be pre-approved and coordinated through the classroom teacher. At times grade level parties are planned, and at times individual classes have their own parties. Birthday parties may be observed by bringing “goodies” for the child’s class (not grade level) to honor the special occasion. Advance notice to the teacher is recommended so each child can have his/her own special day. Please send no invitations to personal parties to school unless there is an invitation for every child in the class (or all boys/girls); otherwise, invitations should be mailed to the students’ homes. You can understand the need for no child to be left out or feelings hurt through insensitivity.

4.2.30 PROGRESS REPORTS

Progress reports are online at mid-point in each quarter. Progress reports are prepared to keep parents informed of their child’s academic progress and conduct for each time period.

4.2.31 PROHIBITED ITEMS POLICY

The following items are not permitted on campus or at school-sponsored events and are subject to immediate confiscation: tobacco in any form; alcoholic beverages; illicit drugs; narcotics; knives; guns; other weapons; matches or lighters; mace; pepper spray; explosives of any kind; fireworks; ammunition; skateboards; laser pointers; any items which dishonor Christ or encourage a lifestyle contrary to Biblical Christianity; and any item which hinders the spiritual or academic missions of the school.

Possession of weapons or any item which could be used as a weapon may warrant suspension and/or expulsion.

Gum is not permitted on campus during school hours.

Personal electronic equipment, such as hand-held electronic games, pagers, CD’s or cassettes, tape players, IPOD’s, MP-3’s, laptops and radios, are only permitted on campus with specific permission. Cell phones must be turned off and can only be used during an emergency or with faculty permission. Teachers may confiscate any devices used in violation of this policy.

TMA is not responsible for loss or damage of items brought to school.

All music, movies, CD’s, etc. taken on TMA sponsored trips must be approved by the trip leader and deemed appropriate.

4.2.32 PROMOTION AND RETENTION POLICY

A student not meeting a minimum level of performance during the school year, not working on grade level, or with highly modified class work becomes a candidate for retention at the discretion of TMA. Retention is the assignment of a student to repeat the same grade level. Criteria for retention can include academic performance, excessive absences, and behavioral immaturity.

4.2.33 REENROLLMENT POLICY

Students are enrolled at The Master’s Academy for one year at a time and must reenroll annually.

Students are invited to return to the Academy in succeeding years if they are supportive of and benefiting from the spiritual and academic missions of the school. Students who are not supportive or are not benefiting from the spiritual and academic missions of the Academy will be counseled during the school year. They may be asked to seek an educational setting that more appropriately meets their needs and interests. Accumulated demerits may exclude a student from reenrollment.

Returning families use “Express Enrollment” during second semester. Students not re-enrolling at “Express” dates

may re-enroll during “Open Enrollment,” but they are not guaranteed space for the following year. Annual re-enrollment is necessary for all students.

Returning students and at least one parent are required to regularly attend a Bible believing church in the area.

4.2.34 REPORT CARDS

The school year is divided into four quarters. Report cards are distributed at the conclusion of each quarter. Fourth quarter report cards are mailed home. Students have two days to return signed report cards with no penalty. If a student has any outstanding fees, tuition, after school charges, lost books, etc., that student’s report card will be held until such accounts are cleared.

4.2.35 SMOKING POLICY

Smoking of any kind is not permitted on the TMA campus or at any TMA sponsored events.

4.2.36 SOAR READING INCENTIVE

Students in grades two through five may participate in TMA’s accelerated SOAR reading program. Students read and take tests on the books they have read. Points are assigned based on reading level. Awards are given throughout the year for various levels of attainment.

4.2.37 TELEPHONE

Student use of the telephone in the TMA office is limited and only with permission. Students should not receive telephone calls during the day on personal cell phones. Messages may be left with the office staff, and will be communicated to the child.

4.2.38 TEXTBOOKS AND SUPPLIES

Students are responsible for the proper care of all textbooks and supplies. Students will be charged replacement costs for damaged and/or lost textbooks.

4.2.39 TRANSPORTATION

Car Pools

Car pool lists are available through the office. Each family is listed by zip code for ease in finding families in your area. Creating or finding a car pool to meet your family’s need is the responsibility of parents.

Drop-off Procedures

Parents are encouraged to remain in their cars and travel through the drop off lines with their children. Patrols will help children out of the cars and take them inside, if necessary. This is one way to help children become independent – a process beginning even with these small opportunities. If children need help coming inside because they have goodies for parties, etc., please park in the Lower School lot. Students wait in assigned rooms before school. Drop-off is not the time for conferences. Please call the TMA office for conferences or request one via the homework journal or e-mail.

***For the safety of our students the use of cell phones while driving on campus is not permitted.**

Pick-up Procedures

Parents are encouraged to remain in their cars. Pickup is between 2:40 and 3:05. Students will be loaded into cars when the “Stop” sign is raised. When lowered, cars move forward SLOWLY until the next group of cars to be loaded is in place. PLEASE DO NOT USE CELL PHONES IN DROP-OFF OR PICK-UP LINES. DRIVE SLOWLY!

If there is a change in the person picking up your child, please let the teacher or office know ahead of time. State the person's name, family affiliation, and any information that would help TMA make a correct identification. Let that person know he/she may be asked for proof of identification. Without proper identification, a student may not be released.

Shuttle Service

A shuttle service between Longwood and Oviedo is provided each morning and afternoon at an additional charge determined by TMA.

4.2.40 TRAVEL POLICY

International Travel Policy

Any school sponsored travel outside the continental United States must be approved by the TMA Board of Directors after confirmation of minimal security risk by the U.S. State of Department.

Selection of tour operators and discussion of travel and monetary risks to parents will be the responsibility of TMA Faculty and Administration.

A Travel Dismissal Release Form must be reviewed and signed by each student's parent and submitted to TMA Administration prior to departure.

Travel Within the Continental United States

School sponsored travel within the continental United States will be at the discretion of TMA Administration. Selection of tour operators and discussion of travel and monetary risks to parents will be the responsibility of TMA Faculty and Administration. A Travel Dismissal Release Form must be reviewed and signed by each student's parent and submitted to TMA Administration prior to departure.

Overnight Trips

When chaperoning an overnight trip, parents must have background and drug testing completed and in the office prior to the trip. This testing is done at the parent's expense.

4.2.41 VISITOR POLICY

Any persons other than students, staff, faculty, administration or Board Members are considered visitors and must report to the office for clearance before going anywhere on campus.

A visitor's pass will be issued from the TMA office for each approved guest. Only guests who have a valid reason for visiting and who conform to the casual dress and conduct codes (see pg. 14) of the Academy will be allowed. Any questions concerning appropriate attire should be addressed to the principal. Students should not invite visitors to campus without prior approval (at least 24 hours or one day notice) from the administration. Prospective parents and/or students are encouraged to visit at the approval of the TMA office.

4.2.42 VOLUNTEERS

Volunteers are a PLUS – Parents Lending Us Support!

Some volunteer opportunities are classroom helper, center helper, bus driver, coach, team mom, lunchroom helper, playground helper, Math Superstars teacher, room mom/dad, event committee member, tutor, library helper, etc.

A volunteer should first come to the TMA office to sign in, obtain a visitor pass, and receive any special instructions or schedule changes. Please sign out in the TMA office when leaving campus. When you are unable to be present on your volunteer day, please notify the office or teacher as much in advance as possible so schedules can be adjusted.

4.2.43 WEBSITE

The Master's Academy website can be accessed at www.mastersacademy.org. Some examples of lower school information is available online are: weekly newsletter, weekly classroom overviews, classroom newsletters, general information about the school, calendar of school events, academics, athletics, fine arts, alumni, uniforms, forms and photos. Specific information about individual student performance can be accessed by their parents via RenWeb.

RenWeb

At the beginning of each school year, parents will be issued a password which will allow access to a secure site on which is listed their individual students' grades, weekly assignments, attendance and disciplinary record. Parents are encouraged to check this site on a regular basis.

4.2.44 WITHDRAWAL POLICY

Parents must give written notice to the TMA office of their intention to withdraw their child from the school.

Withdrawal of students must go through the TMA school office. Prior notification is needed to give time to secure interim or final grades, turn in books, and to be cleared through the TMA finance office. No records will be released until these steps are completed and there is no outstanding balance.