

# **First Academy-Leesburg**

## **Elementary School Parent/Student Handbook 2010-2011**



**219 N. 13<sup>th</sup> Street  
Leesburg, Florida 34748**

**(352) 787-7762      (FAX) (352) 323-1773**

**Website: [www.firstacademyonline.com](http://www.firstacademyonline.com)**

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## SCHOOL HIERARCHY

<b>Senior Pastor</b>	<b>Cliff Lea</b>
<b>Executive Pastor</b>	<b>Art Ayris</b>
<b>School Board Members</b>	<b>Mrs. Amy Aravena</b> <b>Mrs. Lisa Frazier</b> <b>Mrs. Candi Harper</b> <b>Mr. Reynolds Holiman</b> <b>Mrs. Lesa Roe</b> <b>Mr. Carey Roesel, Chairman</b>
<b>Administrator</b>	<b>Mr. Gregory Frescoln</b>
<b>School Psychologist/ Director of Guidance</b>	<b>Mrs. Meg Punt</b>
<b>Guidance Counselor</b>	<b>Mrs. Amanda Patterson</b>

## OFFICE PERSONNEL

<b>Administrative Assistant/Athletics</b>	<b>Mrs. Nancy Vann</b>
<b>Attendance/Transportation Coordinator</b>	<b>Mrs. Joy Cowham</b>
<b>Business Manager</b>	<b>Mrs. Nancy Cauthen</b>
<b>Registrar/Website Coordinator</b>	<b>Mrs. Debi Williams</b>
<b>Service Hour Coordinator</b>	<b>Mrs. Kathleen Scott</b>

## Faculty

### Elementary School Teachers

<b>Karen D'Annecy</b>	First grade
<b>Linda Davis</b>	Fourth grade
<b>Heather Dexter</b>	Fifth grade
<b>Thomas Frisbie</b>	Band, Music
<b>Holly Gray</b>	Kindergarten
<b>Lynne Kelley</b>	Library
<b>Hilary Pierce</b>	Third grade
<b>Rebekah Pleitez</b>	Second grade
<b>Joy Price</b>	Art
<b>Kevin Scarbrough</b>	P.E.
<b>Sheldon Walker</b>	P.E.

## **HISTORY**

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

The school began the 1989-90 year with two kindergartens, one first grade class, and one second grade class, striving to add one grade 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 added its first graduating class during the 2005-2006 school year. 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 was established to provide a quality, Christian education for the children of the Lake, Sumter and Marion County areas. This goal is being realized daily as God continues to shape and design a quality school, serving a wide range of students from Central Florida.

## **PHILOSOPHY**

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

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

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

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

## **MISSION STATEMENT**

Recognizing the Sovereign authority of Jesus Christ and submitting to his Lordship, the mission of First Academy 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.

## **DOCTRINE**

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

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

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

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

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

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

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

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

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

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

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

## REGISTRATION PROCEDURES

### Application

Parents/guardians who desire to enroll their child(ren) in First Academy should complete a student application form. These forms may be obtained by 1.) writing, calling, or emailing the First Academy office and requesting a registration packet; or by 2.) downloading the application from the First Academy website. For registration to be complete, use the following checklist:

- Application
- Copy of latest report card
- Copy of last standardized test results
- Registration fee <sup>1</sup>
- Instructional fee <sup>2</sup>
- Interview with administrator

<sup>1</sup> One-time and nonrefundable (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.

<sup>2</sup> Nonrefundable after April 1<sup>st</sup>.

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

### Personal Interview and Admittance

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

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

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

## **ADMISSION PROCEDURES**

### **KINDERGARTEN**

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

### **FIRST THROUGH FIFTH GRADE**

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

**First Academy will no longer accept cash for amounts over \$50.  
All payments exceeding \$50 must be made by check or money order.**

### **INSTRUCTIONAL FEE**

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

### **TUITION**

The First Academy school board, faculty, and staff work very hard to keep the cost of educating your child/children as low as possible. We strive to provide a quality, loving, Christ-centered education in a positive atmosphere. Our school operates totally on student tuition, scholarship, and occasional support from church and community members in the form of gifts. Therefore, we need your help in making punctual tuition payments. NOTE: NO MONTHLY STATEMENTS ARE SENT HOME unless there is a balance due. If there are extenuating circumstances which prevent you from fulfilling this obligation, please contact the school administrator before the payment is due. Thank you for your cooperation in this matter.

Two payment plans are available. Yearly tuition may be divided into twelve equal payments or into ten equal payments. The first payment is due in May or July, respectively, and the last payment is due in April.

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

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

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

**PLEASE NOTE: REPORT CARDS AND RECORDS WILL NOT BE RELEASED AND EDLINE ACCOUNTS WILL BE DISABLED UNTIL ALL FEES ARE PAID.**

## **WITHDRAWALS**

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

### **WITHDRAWAL FEES**

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

## **ATTENDANCE POLICIES**

### **ABSENCES**

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

### **EXCUSED ABSENCES**

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

The administrator may choose to refuse to accept notes from parents if the absences become excessive, or may require documentation of the student's condition from a medical professional.

Whenever possible, medical absences should be documented by the attending physician and a note sent to the school.

### **EXCESSIVE ABSENCES**

Elementary students are allowed no more than five absences (excused or unexcused) per quarter. Students with more than five absences will have their grades reduced by one letter grade in each subject unless an exception is made by the school board. Regular attendance is required at First Academy as a precursor to academic success. If a student does not come to school for a protracted period of time and the school is not notified of a withdrawal or transfer, the appropriate authorities will be contacted for reasons of truancy.

### **TARDIES**

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

**All grades will be reduced one letter grade in each subject if the limits listed above are exceeded through tardies and/or a combination of tardies and absences. In order for grades to be reinstated parents must appeal by appearing before the First Academy school board or by writing a letter of appeal to: First Academy School Board, 219 N. 13<sup>th</sup> St., Leesburg, FL 34748. Excessive absences may also be assigned make up days during or after school or during teacher work days.**

### **LEAVING SCHOOL**

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

### **SCHOOL DAY**

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

### **DROP OFF AND PICK-UP**

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.

**NOTE: UNDER NO CIRCUMSTANCES ARE YOU TO PARK OR DROP OFF IN THE PRESCHOOL PARKING LOT OR 13<sup>TH</sup> 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 13<sup>th</sup> 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 13<sup>th</sup> Street and MUST PARK in a parking space. The 13<sup>th</sup> Street entrance is the only approved entrance for parking in the lot during drop-off and pick-up times. (Do not enter the parking lot from High Street) DUE TO SAFETY REASONS PARENTS MAY NOT LET ELEMENTARY STUDENTS OUT IN THE MAIN PARKING LOT; **THEY MUST BE WALKED TO THE BUILDINGS.**

After you have walked your child(ren) to the building and have returned to your car, you will proceed to either exit point located on High Street (DO NOT EXIT THE PARKING LOT TO 13<sup>TH</sup> STREET). Afternoon pick up will follow the same route and procedures. NOTE: ELEMENTARY STUDENTS MUST BE PICKED UP BY 3:15; AFTER THAT THE ACCOUNT WILL BE CHARGED FOR AFTER-CARE. In order to ensure the safety of our children, students will not be permitted to enter cars parked in the parking lot without a parent/adult escort.

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

If you feel you are in need of a map detailing pick-up and drop-off, please stop by the school office. We will be happy to provide one.

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.

In order to facilitate the pick-up process, elementary parents will be provided with three cards with the child's name on the card. Parents may give the cards to whoever normally picks the child up in the afternoon. Elementary children will not be released if the driver does not have the card in his/her possession. Parents may contact the office if additional cards are needed.

## **ELEMENTARY ACADEMIC HONESTY POLICY**

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

## **AFTER-SCHOOL CARE**

Before- and after-school care is available for First Academy students. The weekly fee is \$30.00. 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 \$12.00 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 \$2.00 per day charge will be applied. Before-School-Care is free if the child is paying the full weekly rate for After-School Care. Late fees as follows apply for children picked up after 6:00 PM: From 6:00-6:15, \$5.00 for each 5 minutes or part thereof with a minimum charge of \$10.00. After 6:15, \$10.00 for each 5 minutes or part thereof.

## **CLASSROOM OBSERVATIONS**

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

## **CONFLICT RESOLUTION & APPEALS**

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

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

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

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

If parents lose their tempers, become verbally or physically threatening or hostile, including cursing and using foul language towards children, parents, or First Academy 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.

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.

## **DISCIPLINE**

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

1. Students should be attentive and obedient to all teachers.
2. Restrooms designed for single use should be used that way. All restrooms should be left in good condition.
3. Students should cross the street only at the crosswalk.
4. Each student should clean up after his/her lunch. Students will be expected to have a servant's heart. This may be demonstrated by obeying teacher requests to pick up lunch trash (whether it belongs to you or not). While in the lunchroom, students should remain seated at their tables until dismissed by the supervising teacher. Students are not to leave the designated lunch areas without the express permission of the lunch duty teacher.
5. No acts of disrespect or remarks that denigrate others shall be made to faculty, staff, parents, visitors, or guests to our campus, including referees, umpires, or judges for contests. This includes, but is not limited to, such actions as teasing, name calling, note writing, negative pictures, signs, stories or gestures, or harassing comments of a sexual nature, or comments relating to race, gender, or national or ethnic origin.
6. No disruptions or interruptions of faculty during instructional time.
7. Students may bring a water bottle filled only with clear water products for use during the school day. Chewing gum and/or eating or drinking in the school, (other than clear water products) except at designated times, is not permitted. If eating/drinking is allowed in one classroom for a special reason, all food and drink must be consumed before leaving that classroom.
8. Students are required to complete and turn in all assignments. Failure to do assigned school work, to get a parental signature on papers with grades of D or F, or to obtain signatures on other papers when requested by any teacher or administrator, will result in parental notification and possible disciplinary action.
9. Lying will not be tolerated.
10. Profanity will not be tolerated. Using the Lord's name in vain will not be tolerated.
11. 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.
12. Writing and passing notes by means of paper or electronically, at any time during school, is not permitted.
13. Sleeping in class will not be tolerated.
14. Students will not wrestle or engage in horseplay of any kind at school. This includes, but is not limited to, pushing, hitting, and chasing, especially when conducting experiments in lab classes. Students should move through the hallways in a quiet and orderly manner.
15. Students will not restrain other students for the purpose of practical jokes, initiations, or any type of hazing.
16. 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.
17. Keep your hands off other people's belongings
18. Students are not to prop open any outside doors on any of the buildings. This is an important safety issue.
19. No liquid white-out

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

1. Academic dishonesty, including plagiarism (claiming credit on papers or projects that are copied without credit being given to the author), or cheating
2. Fighting, physical harassment, including bullying, sexual harassment, verbal harassment, or assault
3. Stealing
4. Possession, sale, or use of tobacco, alcohol or drugs
5. Possession, sale, or use of weapons, other instruments of destruction, or replicas of such weapons and/or instruments
6. Possession, sale, or use of fireworks or explosives
7. Vandalism
8. Improper student use of vehicles
9. Using the Lord's name in vain
10. Use of language or gestures that are disrespectful to any teacher, staff person, or fellow students
11. Any other behaviors which are disruptive or that are harmful to the well-being of guests, students, faculty, staff, or campus facilities which the administration believes warrants detention, suspension or expulsion
12. Improper use of computer equipment while at school, (such as accessing Xenga, MySpace, or pornography), or electronically, digitally, or otherwise recording images of faculty, staff, or students and/or the posting of such images on the internet.

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

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

## **DIVORCE/GUARDIANSHIP ISSUES**

In situations in which parents are divorced, the parents will be required to provide the school with up-to-date court documents outlining the details of the divorce agreement and the rights of each parent vis a vis 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. 7/29/10

*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.*

***Tops: acceptable choices-***

**Elementary School:** First Academy polo shirts in white, navy, light blue, hunter green, pale yellow and light pink. These must be embroidered with the FA logo. Shirts or blouses with First Academy logo in white, light blue, or yellow.

**Outerwear-**Students may wear any color outerwear to and from school. However, during school the outerwear must be navy or white. It is suggested that students keep a white or navy sweater or sweatshirt in their locker for cool days.

Shirts worn under the uniform shirt must match the color of the uniform shirt.

***Elementary Bottoms: Acceptable choices: All must comply with dress code colors which are limited to tan khaki, navy and black. Elementary students may wear blue denim jeans or shorts. Jeans must be traditional fit and style, five pocket, straight legged, no low riders or hip hugger styles.***

1. Uniform or dress cargo style shorts, skirts, skorts, or capris with flat pockets, no shorter than 4” above the knee cap, as measured from a kneeling position if questioned. Colors for skirts may also include hunter/classic navy plaid.
2. Skirts and jumpers may not contain slits in the front, and the skirt OR SLIT (side or back) may be no more than 4” from the top of the kneecap.
3. Uniform style slacks may also be worn in the same navy, tan khaki or black.
4. Belts must be worn in the loops when belt loops are on a garment (3<sup>rd</sup>- 5<sup>th</sup> grades). Otherwise a belt should not be worn.
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.

**Footwear**

1. Socks must be a solid color matching the rest of the outfit.
2. Shoes must have closed toes, a fastener, a back, and rubber soles. No characters on the shoes are acceptable. 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).

**Other considerations**

**Hairstyles:**

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

**Jewelry, Tattoos & Piercing:**

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

**Makeup:** Nothing excessive or distracting.

**Hats or scarves:** None permitted indoors.

**Undergarments:** Please wear appropriate undergarments.

### **Special Dress Events:**

Special Dress Day Events are announced by the school administrator. On these days, students may also wear other shirts. These must contain no objectionable designs or statements, may not be tank tops or midriffs, nor may over shirts be worn.

### **Chapel Day Attire**

Attire for chapel day will be the same as other days: i.e., First Academy dress code.

### **Wear It Wednesday**

First Academy has joined the “Wear It Wednesday” movement. Students may wear their favorite Christian t-shirt (Christian band, FCA, youth group, etc) on Wednesdays to show the world the reason for our joy. All other dress code rules apply.

### **Dress Code 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 the student has nothing to change into that is modest, the student may be asked to leave the event or activity.

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

## **DRUG POLICY**

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

If it is determined that students are in possession of any over-the-counter medicine or prescription drugs that have not been checked into the office, they will be subject to disciplinary action. Any student in possession of prescription drugs or illegal drugs and who is involved in the purchase, attempted purchase, or distribution of said drugs, or who acts as an intermediary (someone who holds the drugs for other people) or temporary repository of said drugs will be immediately and permanently expelled. First Academy reserves the right to invite members of law enforcement agencies, including canine officers, to assist in the identification and/or location of drugs. If law enforcement officers determine that drugs have been found on the premises, those students found to

be in possession of said drugs may be arrested and charged. **It is important for students to understand that once illegal substances are brought into our school, administration must involve law enforcement.** Situations in which drugs or drug paraphernalia are brought to any school function, field trip, or activity will be handled in the same disciplinary manner as if the student(s) were at school.

## **ELECTRONIC DEVICES**

Due to the ability to transmit data, photograph tests and quizzes, send text messages or otherwise communicate information, students will not be permitted to use beepers, cell phones, iPods, MP3 Players or Palm Pilots, etc. during school hours.

Other electronic equipment, such as Gameboys, Walkmen, CD players, etc., is not allowed.

Cell phones must be turned off and stored in the student's backpack during school hours. Students who use a cell phone during school hours or whose cell phone rings during school hours may lose this privilege.

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

1. 1<sup>st</sup> 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.
2. 2<sup>nd</sup> offense-\$10 fine, confiscation of the phone, and a conference with the parent. Phones will be held until the parent attends the conference.
3. 3<sup>rd</sup> 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. Upon the third offense, the school reserves the right to suspend students who are unwilling to abide by the policy.

Elementary students must leave all other forms of technology in their backpacks between the time that school starts and the end of the school day. Failure to follow these policies will result in:

1. 1<sup>st</sup> offense-\$10. The item will be retained by the school until the fine is paid and the parent picks up the device.
2. 2<sup>nd</sup> offense-An additional \$10 fine will be assessed, and the item will be retained until the end of the semester or for five weeks, whichever is greater.

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

## **FAMILY INFORMATION**

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

As you change your place of residence or employment, it is imperative that the office be notified of these changes.

## **FIELD TRIPS**

First Academy students will participate in field trips that enrich and complement our instructional and athletic programs. Only those students attending First Academy will be eligible to participate. Normally, students attending field trips are required to ride to and from the field trip destination in school

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

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

Your assistance will increase your student's respect for learning and the school activities planned. Your assistance is valued as an asset to your child's growing experiences. No student will be allowed to participate in field trips if a balance is 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 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 reports student progress to parents at the end of every nine weeks. Exception: No progress reports are issued for kindergarten during the first nine weeks of school. Parents are expected to keep themselves informed about their child's progress. There are several avenues: Edline, agendas, website, graded tests/quizzes, progress reports, report cards, and emailing or calling the teacher. Parent-teacher conferences may be scheduled as needed. Student records may be reviewed at a scheduled parent-teacher conference. Requests to review records should be made prior to the conference.

Progress reports and report cards will not be released to parents if there is an outstanding balance due the school.

### Kindergarten Skills

S Satisfactory  
I Improvement Shown  
N Needs Improvement

### First through Fifth Grades

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

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

Some subject areas are graded as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement

Emotional and Social Development (conduct) are graded:

S	Satisfactory
N	Needs Improvement

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

## **HARASSMENT POLICY**

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

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

## **HOMEWORK**

No homework will be assigned on Wednesday nights. On all other nights students are expected to spend at least 15-80 minutes (depending on the grade level) doing some work related to school. If specific homework has not been assigned by the classroom teacher, the student may read, practice math facts, or have a story read to him/her in lower grades. Upper grade students (4<sup>th</sup>-12<sup>th</sup>) should be encouraged to study vocabulary in spelling, science, or history, as well as the major concepts of each chapter. It is also beneficial to focus on geographical place names such as countries and capitals, states and their capitals, land forms, and bodies of water. Parents should be reminded that if their child works unusually slowly or fails to stay on task, the assigned work may take more than the normal amount of time. Consequences for not turning in homework when it is due vary according to grade levels (K-1), (2-3), (4-5). Within the grade levels, the consequences are the same for each class.

K-1: See teacher

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

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

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

## **ILLNESS/COMMUNICABLE DISEASE**

If the administration has any suspicion that a student has a communicable disease, the parents will be contacted. It will be expected that the parents will pick up the child within one hour of notification. If the parent is not able to pick up the child within that time frame, the next person on the student's emergency contact list will be notified. While it may be an inconvenience to have to leave work to pick up a child, it is important that potentially infectious children not be exposed to the larger student population. Failure to comply with an administrative request to pick up sick or infectious children may result in the cancellation of the student's registration. Due to injury or the inability to contact anyone on the student's emergency list, the administration reserves the right to have the student transported to a hospital via ambulance at the parent's expense. If someone other than a parent comes for the student, the parent should notify the school and see that the individual has positive identification. Students with an infectious or contagious disease may not attend school until they have been given clearance from a medical doctor to return. **Children on antibiotics must be on their medication for a twenty-four hour period before returning to school.** Students with a temperature of 100° will be sent home and may not return until it is lower than 100°.

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 reserves the right to dismiss children who have ongoing lice problems and who, for whatever reason, are not able to control the problem. Students who have lice or nits will not be allowed to return to school until the lice or nits have been eliminated.

## **INSURANCE**

First Academy carries secondary medical insurance for its students. The policy covers accidents which occur during school and school activities such as athletics, cheerleading, field trips, and clubs. An accident must be reported on the day it occurs by having a faculty or staff member fill out the accident report form and having the parent sign the form. The insurance company will not honor late claims. Because the policy is secondary in design, it only covers the portion of the medical expenses which are not covered under the student's primary medical policy. If a primary policy is not in force, the secondary policy will cover all expenses up to the prescribed limits. Prescribed limits exist for all injuries. Other restrictions and limitations also exist. **PARENTS MAY VIEW THE MASTER POLICY ON FILE IN THE SCHOOL OFFICE FOR SPECIFIC DETAILS.** The school does not act as an agent for the insurance company. School personnel, as a special service to the students, assist in enrolling the pupils. First Academy accepts no responsibility for payment or non-payment of claims.

## **LOST AND FOUND**

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

## **LUNCHESES**

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

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

## MESSAGES

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

## MODEL RELEASE

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

## MUSICAL PROGRAMS

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

## PHYSICAL EDUCATION

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

## PROMOTIONAL MATERIALS AND PERSONAL COMMUNICATIONS

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

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

## SAFETY DRILLS

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

## **SERVICE HOURS (PARENTS)** Rev. 8/10/10

**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 at 219 N. 13<sup>th</sup> Street.**

In order to help our school achieve a superior standard of involvement, it is necessary for parents to give at least ten hours of service to the school during the school year. This is a ten hour commitment per account, not per child. Service forms (downloadable from the website) must be completed and signed EACH TIME the service is done. Grandparents or older siblings may work toward fulfilling their immediate family's hours. NO OTHER transfers are allowed.

The types of activities that may constitute serving are: helping with fundraisers, auctions, helping serve at student lunches, helping with record keeping for the magazine fundraiser, landscaping, helping with legal issues, special projects, band or theatre activities, tutoring, copying worksheets for teachers, or helping in the library or in the office during the first hour of school.

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 buses or vans, wash First Academy team buses, etcetera).

There are many ways to serve and the administration will be open to parental suggestions as to creative service ideas. Attending field trips, class parties, and sport functions does NOT count toward service hours. Some parents have suggested that they do not have time to serve and would rather buy their hours. Parents may buy hours at the rate of \$10 per hour. Athletic hours will benefit the athletic department and First Academy hours will benefit the First Academy general operating budget. First Academy, in conjunction with the FA Athletic Association, has hired a parent to keep track of service hours. All service hours must be completed by May 1. Any hours performed after that will count for the next school year.

## **SEVERE WEATHER DISMISSAL**

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

## **STANDARDIZED TESTING**

Each April, First Academy administers the Stanford Achievement Test to kindergarten through fifth grade students. The Otis-Lennon School Ability Test (OLSAT) is given to 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade students in conjunction with the Stanford Achievement Test. The results of the OLSAT are not mailed home with the other information. Should you desire to know the results, please contact the school administrator. Students should be rested and have a nutritious breakfast prior to testing. If a student misses an achievement test(s), the test(s) will be made up during testing week, i.e., after school and/or on the Friday of the same week of testing.

## **STUDENT INFORMATION RELEASE**

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

## **TEXTBOOKS & LIBRARY BOOKS**

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

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

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

**Curriculum may be viewed on the First Academy website.**

**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.**

# First Academy Faculty and Staff

<b>Amy Birdsall</b>	M.A.E. Elementary Education	University of Florida	2001
	B.S. Elementary Education	University of Florida	2000
<b>Don Birdsall</b>	M. S. Exercise & Sport Science	University of Florida	2003
	B. S. Exercise & Sport Science	University of Florida	2000
<b>Nancy Cauthen</b>	M. Ed. Education	Florida Atlantic University	1970
	B. S. Elementary Education	Florida State University	1957
<b>Joy Cowham</b>	attended	Western Kentucky University	
<b>Sue Cushingberry</b>	M.A. EMD	New Mexico State University	1991
	B.S. Elementary Education	New Mexico State University	1983
<b>Karen D'Annecy</b>	M. S. Human Development	Central State University	1989
	B. S. Business Administration	Central State University	1987
<b>Linda Davis</b>	B.S. Elementary Education	St. Leo College	2000
<b>Heather Dexter</b>	B.S. Elem. Education/Bible	Piedmont Bible College	1990
<b>Greg Frescoln</b>	Ed. S. Educational Leadership/	University of Florida	2000
	M. Ed. Counselor Education	University of Florida	1990
	B. A. International Studies	Iowa State University	1985
	B. A. History	Iowa State University	1985
<b>Jackie Frescoln</b>	B.S. Family Studies	University of Maryland	1985
<b>Thomas Frisbie</b>	M.C.M.Church Music	Asbury Theological Seminary	1996
	B. A. Music Education	Asbury College	1993
<b>Holly Gray</b>	B. A. Elementary Education	Palm Beach Atlantic	1996
<b>Sharon Hammond</b>	B. A. English	Milligan College	1970
<b>Jennifer Head</b>	M. S. English Education	Pensacola Christian College	2001
	B. A. English	Clearwater Christian College	1994
<b>Lynne Kelley</b>	B. S. Merchandising/Marketing	Florida State University	1986
<b>Debs Linares</b>	B.S. Biology/Chemistry	Palm Beach Atlantic	1990
<b>Katrina McDonald</b>	M.A. Spanish	Florida State University	2005
	B.A. Spanish & Int'l Affairs	Florida State University	2002
<b>Louis Miraglia</b>	M Ed History	Mansfield University	1970
	B. A. History	Mansfield University	1968
<b>Amanda Patterson</b>	M.S. Counseling Psych.	Palm Beach Atlantic	2008
	B.S. Elementary Education	University of Central Florida	2002

<b>Rebekah Pleitez</b>	B. S.	Elementary Education	University of Central Florida	2002
<b>Julie Pletcher</b>	B.S.	Mathematics	Clearwater Christian College	1994
<b>Hilary Pierce</b>	B. S.	Elementary Education	University of Central Florida	1987
<b>Joy Price</b>	B.T.E.C.	Technical & Pictorial Illustration Ravensbourne College of Design And Communication		1985
<b>Meg Punt</b>	Ed. S.	School Psychology	Michigan State University	1991
	M. A.	Educational Psychology	Michigan State University	1990
	B. A.	Psychology/ Political Science	Calvin College	1988
<b>Kevin Scarbrough</b>	B.S.	Elementary Education	Mount Union College	1988
<b>Jesse Silver</b>	A. S.	Computer Engineering	Keiser College	1997
<b>Janice Tyler</b>	B. S.	Elementary Education	University of Central Florida	1988
<b>Nancy Vann</b>	B.S.	Nutrition & Food Science	Florida State University	1982
<b>Sheldon Walker</b>	B. A.	Public Relations	Eastern Kentucky University	1996
<b>Debi Williams</b>	B. A.	English	University of Florida	1988
<b>Laura Wilson</b>	B. A.	Psychology	Northern Arizona University	1996

### **Key**

B. A. =Bachelor of Arts  
 B. M. =Bachelor of Music  
 B. M. E.=Bachelor of Mechanical Engineering  
 B. S. =Bachelor of Science  
 Ed. D. =Doctor of Education  
 Ed. S. =Specialist in Education  
 M. A. =Master of Arts  
 MACE =Master of Arts Christian Education  
 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  
 BTEC =Business and Technician Education Council



## 2010-2011 School Calendar Rev. 8/4/10

### August

2-6 Pre-planning week for teachers  
9 First day of school

### September

6 No school - Labor Day

### October

8 End of first grading period  
11 No school - Teacher workday  
12 Second grading period begins  
13 PSAT Test (9<sup>th</sup>-11<sup>th</sup>)  
15 Report cards go home

### November

11 No school - Veterans Day  
24-26 No school - Thanksgiving Break

### December

17 End of second grading period / Dismiss at 12:30 p.m.  
20-31 No school - Christmas Break

### January

3 No school - Teacher workday  
4 Third grading period begins  
12 Report cards go home  
17 No school - Martin Luther King, Jr. Day

### February

21 No school - Presidents Day

### March

10 End of third grading period  
11 No school - Teacher workday  
14 Fourth grading period begins  
18 Report cards go home  
21-25 No school - Spring Break

### April

1 OLSAT Test (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 9<sup>th</sup>)  
4-8 Stanford Achievement Test (K-11<sup>th</sup>)  
22 No school - Good Friday  
25 No school - Easter Monday  
26 No school - Teacher workday  
28-30 8<sup>th</sup> Grade field trip

### May

20-24 Senior Class field trip  
25 End of fourth grading period /

### May, ctd.

25 Last day of school  
26-27 Teacher workdays  
26 Eighth Grade Graduation  
27 High School Graduation

### Total Days:

1st grading period – 44  
2nd grading period – 45  
3rd grading period – 46  
4th grading period – 45

180 student days  
191 teacher days



FIRST ACADEMY PARENT PLEDGE AND HANDBOOK AGREEMENT Rev. 8/4/2010

1. I have made enough investigation to be satisfied with the philosophies and policies of First Academy Leesburg and do pledge to make them my choice for my child. I have read and will comply with the current student handbook. I understand that one of the school's objectives is to lead students to a saving knowledge of Christ (Matthew 16:26).
2. I pledge to pay all financial obligations to First Academy Leesburg by the due date or contact the Administrator with a reasonable explanation for the delay, stating when payment will be made.
3. I pledge to support the educational program at First Academy Leesburg by seeing that my child attends school regularly, arrives and is picked up on time, and by sending written explanations for absences or tardiness.
4. I pledge to assume the responsibility for my child's education by supervising the responsible completion of all homework assignments and by initiating regular contact with my child's teacher.
5. I agree to provide my child with a nutritious lunch. I understand refrigeration and heating equipment is not available.
6. I agree that hardcover textbooks and 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.
7. I pledge that if, for any reason, I or my child become dissatisfied with the school, I will withdraw him/her quietly and without delay.
8. I agree to follow the dress code guidelines set by First Academy Leesburg. I understand that if my child attends school out of dress code, I will be notified to bring appropriate clothing.
9. I agree to provide First Academy Leesburg with the names and phone numbers of persons permitted to pick up my child/children. If there is an individual who is not allowed to pick up my child/children, I will inform First Academy Leesburg in writing.
10. I hereby invest authority in the school to discipline my child as necessary and as outlined in the student handbook. I further agree that I will cooperate and discipline my child in the home, as needed.
11. I understand that my child should not attend school with an infectious or contagious disease. If my child requires medication, it will be administered by the school secretary after I have completed the medication permission form. If my child becomes ill or is found to have lice while at school, I understand that I should make prompt arrangements for my child to be picked up.
12. I pledge to use the Matthew 18 principle as outlined in the student handbook (pg. 14) when faced with any disagreement or conflict at the school.
13. I understand that my child will participate in field trips that complement the instructional program. I also understand that siblings are not allowed on the field trips.
14. I agree to allow my child's likeness and/or intellectual property to be used for academic purposes, in media advertising, fundraising and promotional materials for First Academy-Leesburg, including, but not limited to, printed matter, television commercials, other broadcast media, web-based materials, and registration materials.

Please initial if you do **not** want to be listed in the directory (other than your name).

\_\_\_\_\_ I do not want our family's address, phone numbers, and email address to be listed in the First Academy-Leesburg Family Directory.

Parents and/or guardians and students must sign this form.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Student

**Parents of returning students should note that changes and additions have been made to the handbook since last year.**

**PLEASE RETURN THIS FORM TO YOUR CHILD'S TEACHER NO LATER THAN ONE WEEK AFTER  
YOUR CHILD BEGINS SCHOOL.**