



PARENT/STUDENT
HANDBOOK
2019-2020

Table of Contents

<i>Administration and Staff Directory</i>	9
ADMINISTRATIVE STAFF	9
SUPPORT STAFF	9
Welcome to The Master's Academy	10
<i>MISSION STATEMENT</i>	11
<i>HISTORY OF THE MASTER'S ACADEMY</i>	11
<i>EDUCATIONAL PHILOSOPHY</i>	11
<i>STATEMENT OF FAITH</i>	11
<i>GOD'S PLAN OF SALVATION</i>	12
<i>GOALS OF THE MASTER'S ACADEMY</i>	12
<i>SCHOOL HOURS</i>	13
<i>SCHOOL OFFICE</i>	13
<i>SECURITY</i>	13
<i>GET ACQUAINTED DAY</i> – Grades 3K-8 th	13
<i>Registration for First Time Students</i>	14
<i>Re-Enrollment for Current Students</i>	14
<i>Withdrawal of Student</i>	14
<i>Statement of Cooperation</i>	15
ACADEMICS	16
<i>Class Scheduling</i>	16
Grades 3K – 8 th	16
Grades 7 th – 8 th Electives	16
<i>Grade Reports</i>	16
<i>Grading System</i>	16
Grades 3K – 5 th Enrichments	16
Grades 1 st – 8 th	16
<i>Student Records</i>	17
<i>Help Classes</i> (Grades 6 th – 8 th)	17

Homework	17
Homework Policy (Grades 5K – 5 th).....	18
Homework Policy (Grades 6 th – 8 th)	18
Eligibility for Extracurricular Activities	18
Standardized Testing	19
Summer Reading	19
Summer School/Tutoring	19
Grade 5K.....	19
Grades 1 st – 5 th	19
Grades 6 th – 8 th	20
Tutoring	20
Academic Probation	20
Anti-Bullying/Anti-Harassment Policy	20
Bullying behaviors include	21
Sexual harassment may include	21
Standards of Conduct	22
General Information.....	22
General Rules of Conduct.....	22
Elementary Discipline (Grades 3K – 5 th)	22
Process of Discipline	23
Infractions	24
Detention Procedures	25
TMA Student Accountability (demerits).....	25
Grades 3 rd – 8 th	25
Disciplinary Probation	26
Suspension	26
Drinking and Drugs	26
Music and Dancing	27
Electronic Devices/Cell Phones	27
Electronic Devices	27
Cell Phones	28

<i>Dress Standards</i>	28
General	28
Boys' Dress	29
Girls' Dress	29
Cold Weather Dress.....	30
Chapel Dress – Grades 6-8	30
Non-Uniform Day Dress	30
Spirit-T-Shirt Days.....	31
<i>Attendance</i>	31
Excused Absences	31
Unexcused Absences	32
School Absences	32
Tardies.....	32
Early Dismissal	33
School Activities during School Day.....	33
Skipping Classes/School	33
GENERAL INFORMATION	34
<i>Accreditation and Membership</i>	34
Intramural.....	34
Interscholastic	34
<i>Awards</i>	35
Honor Rolls	35
Year-End Awards (5K-8th)	35
<i>Book Fairs</i>	35
<i>Chapels</i>	35
<i>Character Training</i>	36
<i>Child Abuse Reporting Responsibilities</i>	36
<i>Clinic</i>	37
Prescription/Over-the-Counter Medication	37
Emergency Cards.....	38
<i>Communicable Diseases</i>	38

Computer Usage Policy	39
Acceptable Use.....	39
Privileges.....	39
Security	39
Vandalism	39
Early in, Early Dismissal & Extended Care	40
Early In	40
Early Dismissals.....	40
Extended Care.....	40
Emergency Procedures	40
Emergency Closing of School.....	40
Fire.....	40
Lock Down	40
Code Yellow	41
Code Red	41
Bad Weather Procedures	41
Parent Alert.....	41
Faculty Qualifications	41
Field Trips	41
Fundraising.....	42
Home/School Relationship	42
Honor Society.....	43
<i>Student Criteria for the Honor Society</i>	<i>43</i>
Library/Media Information	43
Mission	43
Check-Out Procedures	44
Library/Media Center Guidelines	44
Databases Available For Schools:.....	44
Lockers and Locks (Grades 6th – 8th).....	45
Lost and Found	45
Lunch Procedures	45

<i>Parent Conferences</i>	46
<i>Parent Involvement Opportunities</i>	46
<i>Parent Meetings</i>	46
<i>Parent Surveys</i>	47
<i>PTF Mission Statement</i>	47
<i>Parties</i>	47
<i>Problem Solving: how can we help you?</i>	47
<i>Physical Education (PE.)</i>	48
Exemptions	48
P.E. Uniforms (Grades 6 th – 8 th).....	48
<i>RenWeb</i>	48
<i>Student Government</i> (Grades 6 th – 8 th)	48
<i>Test Scheduling</i> (Grades 6 th – 8 th)	49
<i>Textbook Care</i>	49
<i>Telephone Usage</i>	49
<i>Transportation</i>	49
<i>Our Goal</i>	50
THREE YEAR OLD KINDERGARTEN	50
<i>Bible</i>	50
<i>Alphabet and Numbers</i>	50
<i>Centers</i>	50
<i>Outside Play</i>	50
<i>Art</i>	50
<i>Music</i>	51
<i>Computers</i>	51
<i>Spanish/Library</i>	51
<i>Half Day and Full Day</i>	51
FOUR YEAR OLD KINDERGARTEN	51
<i>Bible</i>	51
<i>Phonics and Reading</i>	52
<i>Numbers</i>	52

<i>Outside Play</i>	52
<i>Art</i>	52
<i>Music</i>	52
<i>Computers</i>	52
<i>Spanish/Library</i>	52
<i>Half Day and Full Day</i>	53
FIVE YEAR OLD KINDERGARTEN	53
<i>Bible</i>	53
<i>Reading/Phonics</i>	53
<i>Writing</i>	53
<i>Math</i>	53
<i>History</i>	53
<i>Science</i>	53
<i>Computers</i>	54
<i>Art/Music</i>	54
<i>Physical Education</i>	54
<i>Spanish/Library</i>	54
GRADES 1-8	55
<i>Bible</i>	55
<i>Reading</i>	55
<i>Penmanship</i>	55
<i>Mathematics</i>	55
<i>Mathematics 6</i> (6 th Grade).....	55
<i>Mathematics 7</i> (7 th Grade).....	56
<i>Mathematics Pre-Algebra/Algebra 1</i> (8 th Grade)	56
<i>Science</i>	56
<i>History/Social Studies</i>	56
<i>Language Arts</i>	56
English 6.....	56
English 7	57
English 8.....	57

<i>Physical Education</i> (6th – 8th)	57
<i>Electives</i>	57
RATE SCHEDULE FOR SCHOOL YEAR 2019-2020	58
<i>Payment methods</i>	59
Notes.....	59
School Calendar.....	60
Statement of Compliance	62
Accredited by	63

If any issues or situations arise which are not discussed in this handbook, the administration will determine the course of action necessary to resolve it.

GENERAL SCHOOL

**The Master's Academy
13900 Griffin Road
Southwest Ranches, Florida 33330**

Administration and Staff Directory

ADMINISTRATIVE STAFF

Mr. Cesar Rodríguez
Principal

SUPPORT STAFF

Mrs. Mercy Rodríguez
Office Manager

Mrs. Leidy Trujillo
Admissions/Marketing Coordinator

Mrs. Lisa Sappia
Administrative Assistant

School Office Phone Number	(954) 434-2960
School Office Fax Number	(954) 434-4719
Church Office Phone Number	(954) 434-2933

www.themastersacademy.org

Welcome to The Master's Academy

Dear Faculty,

On behalf of the faculty, staff and administration, I want to welcome you to The Master's Academy for the 2019-2020 schoolyear. Each of us is looking forward to working together with you to bring up the next generation of Christian leaders. A cooperative effort between home and school is necessary for properly educating students with the values and beliefs found in God's Word. It is in the spirit of partnership with you that we present you with the latest edition of the Parent/Student Handbook.

The purpose of this handbook is to acquaint you with the standards, policies, and procedures at The Master's Academy. We trust that each family will read this handbook and become familiar with the overall philosophy of our school. We are here to help you and your student have a successful school year. Do not hesitate to contact us if there are any questions.

Cesar Rodriguez

Mr. Cesar Rodriguez

Principal

The Master's Academy admits students of any race, color, or ethnicity

Welcome to The Master's Academy. This section is meant to function as a policy handbook for 3K-8th grade students and parents. Special situations not discussed here will be handled at the discretion of the faculty and administration. Your student's teacher or school office staff can answer any questions you may have about the following information. Have a great 2019-2020 school year!

MISSION STATEMENT

The Master's Academy, a ministry of New Testament Baptist Church, exists to challenge students in grades 3K-8 to become well-balanced, Christ-like persons by educating them in the mental, physical, social, and spiritual realms.

HISTORY OF THE MASTER'S ACADEMY

The Master's Academy (TMA) was founded in August, 1993, as a ministry of New Testament Baptist Church to minister to the families in Southwest Broward County. TMA opened its doors with 67 students in grades 3K-5. Since 1993 the school has grown and established a reputation for providing a quality academic program established with Christian values. Various programs have been added to the curriculum such as: intramural and interscholastic athletics, and a choir program. Enrichments are offered in music, art, computers, library, and Spanish.

EDUCATIONAL PHILOSOPHY

The educational philosophy of The Master's Academy is based on the Bible. The Bible is the source of integrating unifying principles for our entire program. The faculty and staff are composed entirely of Christian men and women. We believe that God is real. We also believe that there is objective truth that can be discovered through careful and thoughtful examination of the world in which we live. We believe that students can be taught and equipped to think clearly, that all students are capable of learning, and that the interest of the students in the subject is an important factor in their ability to learn.

The faculty's primary role is to stimulate a desire to learn, and to equip students with the tools necessary for learning. All faculty are certified by the Florida Association of Christian Colleges and Schools, and many are also certified by the State of Florida. Each of the faculty at The Master's Academy is committed to the moral training and character development of each student. Our desire is to help each student develop a world and life view founded in Biblical, moral, and ethical truth, and demonstrated through Godly character and choices.

STATEMENT OF FAITH

1. We believe that the whole Bible from Genesis 1:1 to Revelation 22:21 is the verbally inspired and infallible Word of God.
2. We believe Jesus Christ was born of Mary, the Virgin, and is the Son of God and God the Son.

3. We believe that Christ died for our sins according to the Scriptures, the just for the unjust, that He might bring us to God.
4. We believe that He rose from the grave on the third day according to the Scriptures.
5. We believe that only, He is the Great High Priest, and we need not the intercession of any man, but that Christ ever lives to make intercession for us.
6. We believe that Christ will come again in person, bodily, visibly, to establish His kingdom on the earth.
7. We believe that in order to be saved, an individual must accept Jesus Christ as his/her personal Savior.
8. We believe that every truly born again soul should declare his faith by the act of baptism (immersion in water) setting forth the Lord's death, burial, and resurrection.
9. We believe that the church is a body of baptized believers whose mission is not to "reform the world," but to preach and teach the Gospel of salvation to the individual soul.

GOD'S PLAN OF SALVATION

1. Admit you are a sinner - "For all have sinned and fall short of the glory of God." Romans 3:23
2. The penalty for sin is death - "For the wages of sin is death, but the gift of God is eternal life." Romans 6:23
3. Christ died for you - "But God demonstrated His love toward us that while we were still sinners Christ died for us." Romans 5:8
4. You can be saved through faith - "For by grace you have been saved through faith, and that not of yourselves; it is the gift of God, not of works, lest anyone should boast." Ephesians 2:8-9

GOALS OF THE MASTER'S ACADEMY

To provide an opportunity for the student to become a well-balanced, Christ-like person through proper mental, physical, spiritual, and social development (Luke 2:52).

The cultivation of the Christ-like person is of primary importance. The aim of the school is to bring the student to that point where Christ is at the center of every area of his/her life. The hope is that the indwelling Christ will dominate, govern, and control whatever the student does mentally, physically, spiritually, and socially.

To encourage the development of wholesome Christian attitudes, appreciations, and values.

To deepen and broaden the student's life and to bring radiance and vitality requires development of the intangibles of life. Love, respect, reverence, discipline, and cooperation are just a few of these necessary values that we work to develop.

To broaden the student's understanding of the world in which he lives through a Christ-centered educational program. Since all truth belongs to God regardless of the means of manifestation, it can be fully appreciated and understood only when effectively integrated with Biblical truth. Therefore, a deliberate effort will be made to allow the Lord Jesus Christ and the Scriptures to be the integrating factor of our educational program.

To instill with the student a sense of responsibility for continuous spiritual and intellectual growth.

The concern of The Master's Academy is that students will continue to grow both spiritually and intellectually after they have graduated. We believe we should lay a foundation of character qualities, Biblical principles, and mental development through which a student may build a life to glorify God in whatever vocation He leads him/her to pursue.

SCHOOL HOURS

The length of our school day is designed to meet the state requirements.

Daily hours: 8:00 a.m. to 3:00 p.m. (Grades 3K-8)

SCHOOL OFFICE

The School Office hours are from 7:30 a.m. - 4:00 p.m. on Mondays through Thursdays, and 7:30 a.m. - 3:30 p.m. on Fridays. **When visiting the school for any reason, please check in with security. Security will direct you to the appropriate location.**

SECURITY

School security personnel are on duty every day from 6:30 a.m. – 4:00 p.m. Security cameras are strategically placed inside the school building and around the campus. These provide 24-hour surveillance protection for our campus. **All visitors must check- in with security.**

Every classroom has a telephone-intercom for immediate communication with the school office in the event of an emergency. The phone-intercom system will be used for classroom announcements.

GET ACQUAINTED DAY – Grades 3K-8th

Prior to the opening of school, we have a Get Acquainted Day. This day is set aside for the students and parents to come to the school to meet their new teacher and find out where their room is located. A general information session will also be held in the school cafeteria. Parents will receive information through the mail prior to this day with their student's teacher's name, classroom number and activities for the day. We encourage each parent and student to attend.

ADMISSIONS

Registration for First Time Students

Parents may begin the registration process by calling the School Office and making an appointment, provided there are class openings. A student is admitted to The Master's Academy on the basis of their former record, entrance tests in math and reading, completion of two reference letters from prior school, and an interview with one of the administrative staff.

At the time of the appointment, the parents will complete all application forms while the student is given the entrance test. The testing fee of \$100 (non refundable) must be paid prior to testing. After review of the test results, the parents will be called and informed of the decision regarding acceptance.

Registration of a student will be finalized when the following information has been completed:

1. Entrance Test
2. Copy of the latest Report Card and/or withdrawal grades from the previous school (Official transcripts must be received within 4 weeks of enrollment)
3. Returned Administration and Teacher Reference Forms
4. Application
5. Copy of the Birth Certificate [Section 1003.21 of the Florida Statutes states that "children who have attained the age of 5 years on or before September 1 of the school year are eligible for admission to kindergarten during that school year..." TMA has chosen to adhere to this standard without exceptions.]
6. Copy of Social Security Card
7. Certificate of Immunization & HRS Forms 680 and 3040
8. Parent and Administration Conference
9. Payment of Enrollment fee

Re-Enrollment for Current Students

A student's status will be reviewed yearly and invitations to re-enroll will be based on the student's academic progress and disciplinary record. Enrollment typically begins at the beginning of November for the following school year.

Withdrawal of Student

1. To withdraw a student, parents are to notify the school and complete a withdrawal form.
2. Upon completion of the withdraw form, school will verify that the student has turned in all necessary textbooks.
3. No records will be released until all forms are completed and financial matters are cleared.

Statement of Cooperation

1. Because of limited enrollment space and a very stringent economy, it is hereby understood that the parents will pay tuition for the amount as stated in the Parent Handbook. Report cards will be held if the account becomes outstanding during any grading period. Any unpaid account is delinquent after 15 days and if all delinquent payments have not been paid and brought up to date after a total of 30 days has elapsed, the student may be suspended until payment has been made. All monthly payments are first applied to fees such as books, registration, support technology, etc., and then the balance of the payment will be applied to tuition. NO REFUNDS will be made for fees such as books, registration, insurance, etc., or for any tuition paid for less than a month.
2. We recognize that our participation is needed in prayer, service, and voluntary gift support in order to properly share in their training.
3. In full cooperation with the school, we will attend the parent-teacher meetings. We sincerely pledge our loyalty to the aims and ideals of the school and will bring any questions and criticisms directly to the administration so they may be properly considered by those in authority.
4. The teachers and administration are hereby given full discretion in the discipline of our students. This would include the issuing of detentions, suspensions, and expulsion from the school program. Detentions will be served on a specific day, as assigned by the school with prior parent notification.
5. The school reserves the right to dismiss any student who does not cooperate with the educational process. If a student is dismissed for any reason, the tuition paid beyond the amount billed on the monthly payment plan at that time will be returned.
6. All students are accepted on a trial basis.
7. I give permission for my student to take part in all school activities, including sports and school-sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at school or during any school activity. In case of an accident or serious illness, I request the school to contact me. If the school is unable to contact me or my physician, the school may make the appropriate medical arrangements.

ACADEMICS

Class Scheduling

Grades 3K – 8th

Students are assigned to classes based upon a number of criteria. Once students are assigned to a class, we ask that there be no requests for changes. Under some circumstances the administration may make some changes.

Grades 7th – 8th Electives

Students are assigned elective classes based on student interest and teacher availability. Every effort will be made to give each student their top choices of electives. Once students are assigned to a class we ask that there be no requests for changes. Administration reserves the right to add/modify/delete classes based on student interest and class size.

Grade Reports

To help keep parents informed about their student's progress, quizzes and other papers are sent home every other Friday in grades 3K-5. Mid-term reports for grades 5K- 8 are emailed home after 4 1/2 weeks of the grading period and report cards are emailed at the end of each nine weeks. Each teacher is available to discuss a student's progress, or any difficulties they may have, on an appointment basis. Report cards will be held for those students whose financial account is not current. Grades for all students in grades 3K-8 are available online via our RenWeb system. Contact the School Office for more information.

Grading System

Grades 3K – 5th Enrichments

E = Excellent	90-100
G= Good	80-89
S = Satisfactory	70-79
N= Needs Improvement	60-69
U= Unsatisfactory	0-59

Grades 1st – 8th

<i>Letter</i>	<i>Scale</i>	<i>GPA</i>	<i>Letter</i>	<i>Scale</i>	<i>GPA</i>
A+	99-100	4.00	C+	77-79	2.00
A	93-98	4.00	C	73-76	2.00
A-	90-92	4.00	C-	70-72	2.00
B+	87-89	3.00	D+	67-69	1.00
B	83-86	3.00	D	63-66	1.00
B-	80-82	3.00	D-	60-62	1.00
			F	0-59	0.00

Student Records

Parents have the privilege and right to review their student's records upon request. The procedure is for the parent to come to the School Office, produce appropriate identification, and sign a request form. The file will then be given to the parent to view in the School Office (it may not be removed from the office). Copies of any items in the file will be produced for the parent, at their request, for a minimal cost per copy.

Requests for records to be sent to another school will be processed within two working days of receiving a written request from the parent, or the requesting school, unless a delay is requested to wait for a final report card for a particular term or year. Records will be sent to two different schools without a charge. All financial obligations must be met prior to release of records.

When a school requests student records, we send copies of our records to the school. The original health records are sent to the school or given to the parents.

Help Classes (Grades 6th – 8th)

1. Each teacher will make themselves available for a help class, at a specified time each week, based on student needs and the difficulty of concepts.
2. Help classes are not a time for a student to do his/her homework with assistance; it is a time of instruction.
3. Parents will be notified by the teacher as to when to expect help classes to be held.
4. Students will be dismissed from Help Class if they become disruptive.

Homework

The Master's Academy endorses homework as an important contributor to the learning process. Homework is assigned as a tool for preview of up-coming discussions, as well as the more effective assimilation of subject matter previously presented. It is graduated in terms of length according to grade level and difficulty of material. The amount of daily homework can typically be calculated by multiplying 10 times the grade level. This time does not necessarily include the time needed to study for a test. There will be no homework on Wednesdays to enable students and their families to attend church and ministry activities. Homework is also supported as a means of learning both short and long-range responsibility and teaching a student to become an independent learner.

A concentrated effort on the part of the entire faculty is made daily to teach how to study as well as what to study. Also a concentrated effort is made to help each student identify "how he/she learns best," and to develop strategies of approaching subject matter in a way that takes that method into consideration. Most students work at different rates and with different learning styles.

No homework will be assigned on Wednesday and no quizzes or tests given on Thursday without administrator approval.

Homework Policy (Grades 5K – 5th)

1. All homework assignments are to be turned in on the assigned day.
2. Late homework for elementary (5K-5) will be graded as follows:
 - Day 2 - 89% minus wrong answers
 - Day 3 - 79% minus wrong answers
 - Day 4 - 69% minus wrong answers
 - Day 5 - 59% minus wrong answers
3. An “M” will be entered in RenWeb to indicate a missing assignment.
4. If the homework is not turned in due to an absence it will be graded normally, and student will be given one day for each day absent to make-up homework.

Homework Policy (Grades 6th – 8th)

1. All homework assignments are to be turned in on the assigned day.
2. Late homework for students in grades 6-8 will be graded as follows:
 - Day 2 - 75% minus wrong answers
 - Day 3 - 50% minus wrong answers
 - Day 4 - 0 % (the assignment must be completed)
3. An “M” will be entered in RenWeb to indicate a missing assignment.
4. If the homework is not turned in due to an absence it will be graded normally, and student will be given one day for each day absent to make-up homework.

Eligibility for Extracurricular Activities

The Master’s Academy is a member of the Florida High School Athletic Association and therefore must abide by their eligibility regulations, which state: “A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweight scale, or its equivalent, in all courses taken that are required by s.1003.43 (1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester. A student whose cumulative high school grade point average is below a 2.0 on a 4.0 unweight scale or its equivalent, in all courses taken that are required by s.1003.43(1), at the conclusion of a semester shall not be eligible during the following semester.” The Master’s Academy maintains this same policy for eligibility for all extracurricular activities in grades 5 - 8; requiring a student to maintain an overall 2.0 average in all subjects taken.

A student on academic/disciplinary probation is not eligible to participate in any extracurricular activities.

In order to participate in any extracurricular activity on a given day, a student must be in attendance by 10:00 a.m. Exceptions may be made for pre-arranged medical appointments.

Standardized Testing

TMA administers the Stanford Achievement Test during March of each year to grades 5K-8. Scores are sent home in the summer with the final report card. The scores are based on national norms. The Otis Lennon Aptitude Test is administered to grade levels 1, 3, 5 and 7 during the same testing week. This test measures the cognitive abilities as related to a student's potential to learn.

Summer Reading

Our summer reading program begins in the early grades with a list of suggested books for parents to read with their children. In the upper elementary (2nd- 5th) and middle school (6th- 8th) we require that each student read a specific book and complete the writing assignment that will be due Monday, August 19. Middle School (6th- 8th) students will also be administered an objective test for comprehension on Friday, August 23.

Summer School/Tutoring

Our Summer School/Tutoring Program is a 20 hour (10 hours per semester) program offered as an opportunity for students to review and make up courses in which they are deficient. A fee of \$30.00 an hour, per course, will be paid directly to the teacher. Students must be in regular attendance in order to receive credit for each course. Failure to attend will result in failing for the year and having to repeat the grade. Summer School/Tutoring is a review of material covered during the regular year.

Grade 5K

1. A student who receives a yearly average in any subject of "N" (Needs Improvement) or "U" (Unsatisfactory) on the report card, will be required to receive summer tutoring in that subject.
2. A student can only receive tutoring in two subjects during the summer. Therefore, if the yearly average meets the criteria above in three or more subjects, the student must repeat the grade.
3. A student who receives a grade of "U" in mathematics, reading, or phonics may only make up one of these subjects in summer school. If a "U" is received in two or more of these subjects, the student must repeat 5K.

Grades 1st – 5th

1. A student whose yearly average is below a D+ in the following subjects on the final report card will be required to attend summer tutoring in that subject. The subjects include: mathematics, reading, phonics, and/or language.
2. A student who makes below a D+ in three or more of the subjects listed above must repeat the grade.

Grades 6th – 8th

1. A student who's yearly average is below D+ in Science, Mathematics, or English on the final report card will be required to receive summer tutoring in that subject.
2. A student who fails any other core subject: Bible, History/Social Studies will be required to receive summer tutoring in that subject.
3. A maximum of two credits may be made up during the summer. Therefore, if a student fails three or more core subjects, he/she will be required to repeat the grade.
4. A student who fails one semester of a subject but passes the other semester will be required to make up the semester failed, unless the final yearly average is a passing grade.

Tutoring

If a parent wishes additional tutoring for their student, contact the school office or your child's teacher to make these arrangements. Due to after school responsibilities, faculty are not available for tutoring until 3:30 p.m.

Academic Probation

A student who is experiencing difficulty in an academic area may be required to have an independent evaluation conducted. In addition, tutoring and/or required help classes may be required as deemed necessary by the teacher and/or administration in conjunction with the parents.

Any student whose grades fall below a 2.0 average at the end of a nine week period, or who has more than one F, will be placed on academic probation for the next nine weeks. At the end of the nine weeks of probation the student will be reevaluated.

While on academic probation, students will be ineligible to participate in extra-curricular activities.

DISCIPLINE

Anti-Bullying/Anti-Harassment Policy

The environment at The Master's Academy must be one in which all individuals are free to work, learn, and develop relationships without fear of intimidation and humiliation as a result of unwanted or unacceptable behavior from others (known as bullying and/or harassment).

It is essential to the well-being of all that students, teachers, and staff members treat each other with due respect for rights, individuality, and personal dignity.

The Master's Academy defines bullying as: deliberate hurtful behavior in words, actions, or attitudes. A person is being bullied or victimized when he or she is

exposed repeatedly, and over time, to negative actions on the part of one or more persons. The victim is usually weaker physically or emotionally than the tormentor, and the harassment can result in humiliation or injury.

Bullying behaviors include

1. Name-calling, personal comments (about looks, clothing, possessions, or family) that offend or belittle the victim, racial slurs, or discrimination
2. Exclusion from a group; not speaking to someone or causing others to do the same; gossip/slander; telling hurtful stories
3. Stealing or damaging another's possessions and/or clothing
4. Pressure to conform or disobey; ridicule for not taking part in such activity
5. Physical assault: hitting, pushing, kicking, pulling hair, and deliberately tripping.
6. Usage of inappropriate words whether verbal, texting, or through any social media.

The Master's Academy is focused on encouraging students to become Christ-like individuals who answer to the authority of the Word of God in regard to the way they behave and treat one another. We are determined to continually improve the climate in our school by eliminating the potential elements that bring about bullying behavior. Our approach to preventing bullying will be proactive. By educating parents and students, we will be fostering a healthy sense of "community." This will, in turn, create a safer learning environment for all our students, and promote the quality character traits we desire to see in a school that honors God.

It is also the policy of The Master's Academy to educate our students about harassment. This includes how to identify and properly address sexual harassment.

Sexual harassment may include

1. Coerced sexual relations
2. Physical assault, including rape and date rape
3. Inappropriate personal questions
4. Sexual remarks
5. Public display of sexually explicit, offensive, or demeaning photographs, posters, T-shirts, flyers, etc. (to include internet or any social media)
6. Leering, ogling at a person's body
7. Unwelcome and inappropriate touching or gestures
8. Demanding sexual favors accompanied by promises, hints, or threats
9. Texting inappropriate words

In the event an incident occurs, a student should contact a faculty member or an administrator. Although not all-inclusive, students found to be in violation of school bullying/harassing policy may be immediately suspended or expelled.

Standards of Conduct

General Information

As a Christian school, we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices which cause the loss of sensitivity to the spiritual needs of the world and to the Christian's spiritual, mental, and physical well-being (Rom.12:1-2).

A student may be separated from the school at any time he or she is found to be out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the Administration. Students are expected to represent The Master's Academy in a positive manner, even when they are not on school grounds or attending school functions. The Administration will deal directly with any student who draws attention to The Master's Academy in a negative manner. Negative actions which cause notoriety could result in a student being separated from the school.

General Rules of Conduct

1. Students should demonstrate respect, responsibility, and reliability at all times.
2. Students are not permitted in the faculty resource/mailrooms.
3. Students must have a teacher's permission while out of class.
4. Chewing gum is not permitted at school.
5. Students are to keep their hands to themselves.
6. Students are not to have any unauthorized electronic devices at school.
7. We request that students not bring anything to school that promotes a philosophy contrary to our Christian philosophy.
8. Proper sportsmanship is expected at all athletic events. Cheering should focus on positive encouragement and should never be rude to the opponents or officials.
9. Show proper respect to the American flag, the Christian flag, and the Bible.
10. Live in such a way that Christ is honored. Behavior that is contrary to Biblical standards is unacceptable.
11. Dress appropriately and modestly, adhering to the stated school dress standards.
12. Maintain Christian standards in courtesy, kindness, morality, and honesty.

Elementary Discipline (Grades 3K – 5th)

Discipline is a process whereby the individual progressively learns to develop habits of self-control and to recognize his/her own accountability to others and to God. The main objective of discipline in a Christian school is to guide students to make wise choices, to confront poor choices honestly, and to recognize patterns of behavior that result in consequences.

During the course of the school year, clear communication between the parent and the school is vital. The Master's Academy's process of communication is based on the teachings of Matthew 18. When a problem or conflict arises between two people, it is important for those two individuals to resolve that conflict. Therefore, we encourage students and parents to contact us any time you have a concern or a question.

The Master's Academy follows the discipline procedures contained in this handbook. However, there are circumstances in which the school administration may determine, in their sole discretion, that it is appropriate not to follow the progressive discipline steps. In cases in which a student is engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately. We also reserve the right to request an evaluation of a student by an outside agency to determine compatibility with the school.

The teacher is responsible for discipline in the classroom setting. Appropriate discipline is necessary for effective teaching and learning. In the event a student should not abide by The Master's Academy standards of conduct; discipline procedures will be followed for the good of the student and the whole school. A supportive, cooperative attitude on the part of the parents usually transfers to the students.

If your student is disciplined at school, you should....

1. Remain calm and objective and get all the facts from the teacher, as well as your student before judging either of them. Proverbs 18:12 and 14:17.
2. Remember that the teacher is an experienced professional who loves your student and uses good judgment in disciplining him or her. Proverbs 13:24 and 16:21.
3. Understand that children do not like discipline and it is in their nature to relate incidents in ways favorable to themselves. Proverbs 15:10.
4. Discuss the disciplinary incident with the teacher, and remember that you and the teacher are partners. Proverbs 15:22
5. Remember that your response is a model for your student to emulate. Please support the teacher in attitude and action.

Process of Discipline

Discipline procedures in the elementary school are broken down into lower elementary (grades 3K- 2nd) and upper grades (grades 3-8).

Grades 3K -2nd

Behavioral problems are generally dealt with first by the classroom teacher. The next step, if necessary is a referral to Administration. Disciplinary measures will be communicated to the parents. The disciplinary process involves parents first meeting with the teacher, then if necessary, with the Administration.

Grades 3rd – 8th

Discipline/Infraction Notification

A discipline/infraction notification may be issued to students who violate classroom or school rules, exhibit disruptive behavior that negatively affects other members of the school community, or violate school policy. The infraction notification will state the demerits pre-assigned to that infraction, the misconduct involved, the method used to correct the behavior, as well as any further comments regarding the discipline procedure, the notification of infraction will be documented and sent via RenWeb.

The RenWeb infractions are broken down into two categories, minor and major, which are used to determine the appropriate demerit points in each offense. Major offenses will be brought automatically to Administration for review. The list of offenses below may not be all inclusive. The Administration reserves the right to determine the appropriate discipline for major infractions.

Infractions

Minor Infractions (1 to 2 Demerits)

Include, but are not limited to, unkind words, excessive talking, disturbing others behavior, dress code violation, uncooperative behavior, inattentive behavior. Minor infractions have a penalty of 1 or 2 Demerit(s) for each minor infraction.

Major Infractions (3 to 5 Demerits)

The following are some examples of student behavior which violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined, suspended, or dismissed from school for any of the following:

Include, but are not limited to, disrespect, defiance, profanity (written, verbal or by gesture), dishonesty (to include cheating on any assignment, plagiarism), stealing, cutting classes, immoral behavior (on or off campus), inappropriate public displays of affection, use, possession or transmission of illegal drugs, fighting, violence, harassment and vandalism. Anything that causes a major disruption to the school environment during or after school, or school related field trips. These infractions have a penalty of 3 to 5 demerits depending on the infraction.

**Cheating:* Cheating is defined as looking at another student's work, using a "Cheat Sheet", sending answers by cell phone or texting, stealing a test and/or the distribution of a stolen test, a student copying another student's homework, project, or paper.

Plagiarism is defined as the theft and use of another person's ideas or writing as one's own, with or without the knowledge of the other person. This includes not properly citing sources in a written work.

If a student receives 5 Demerits in any one Marking Period/Quarter a detention will be issued. There will be a \$25.00 detention fee (per hour) and detention will be scheduled by Administration.

Detention Procedures

Again, our desire is to instruct and train up students while teaching them to be accountable for their words and actions. Detentions are served as reminders to students to make wise choices. Parental support of all disciplinary actions is essential in seeking changes in behavior. As we partner in this endeavor, we expect increased maturity, academic excellence, and spiritual growth in our students.

1. Detentions will normally be served from 3:00 p.m. to 4:00 p.m. for students in grades 3-8. The detention scheduled is determined by Administration and all detentions will be served on the set date and time. If student cannot serve the scheduled detention on the set date, parent must inform the administration to make arrangements for the student to serve on the next scheduled detention date.
2. There will be a charge of \$25.00 for each hour issued for detention (scheduled by Administration).
3. If a student misses a one hour detention, without the parent making prior arrangements with administration, it will be upgraded to a two hour detention; a two hour to a three hour, and a three hour to a one day suspension.
4. **Detentions will only be rescheduled with prior permission from the Administration and for just cause.**
5. Work detentions may be assigned with the Parent/Administration's approval.
6. It is the responsibility of the student and parent to remember the detention date assigned and to make the appropriate arrangements to avoid the penalty of missing a scheduled detention.
7. Tests may not be made up during detention.
8. School uniform must be worn in detention.
9. At the beginning of each marking period a student will begin with a clean record.

TMA Student Accountability (demerits)

Grades 3rd – 8th

Student accountability at TMA comes in form of an Individual Student Discipline report. This report is a tool used by Administration to carefully monitor the accumulation of all infractions a student has received throughout the school

year. Demerits are assigned to each disciplinary infraction, depending on grade-level and infraction category.

Each student discipline report is divided into four levels:

1. Yellow Alert Status – an annual accumulation of infractions totaling 10 demerits (points). A letter will be sent home to notify the parent of the current status.
2. Red Alert – an annual accumulation of infractions totaling 20 demerits (points). A meeting is scheduled with the student and parent to seek further partnership to avoid disciplinary probation and a possible non-invitation for enrollment for the following school year. A letter and probation requirement guidelines are sent home.
3. Disciplinary Probation – an annual accumulation of infractions totaling 30 demerits (points). A meeting is scheduled with the student and the parent to discuss contract requirements, and the possibility of student not being invited back to re-enroll.
4. Separation From School – an annual accumulation of infractions totaling 40 demerits (points). The administration will determine if the student will be allowed to complete the school year, and be invited to re-enroll.

Disciplinary Probation

Any student with excessive discipline problems may be placed on probation at any time for a specified period of time. Any violation of a major school rule or standard of conduct may result in more serious consequences such as suspension or expulsion from school.

A student on disciplinary probation will not be eligible to participate in field trips or extra-curricular activities.

Suspension

Suspension from school is a result of serious misconduct or repeated minor misconduct as determined by Administration. Suspensions may range from 1 to 10 days. Administration will determine if the suspension will be an at-school or at-home suspension. All work missed must be made up prior to the student's return to the classroom. An academic penalty will be assessed to account for missing class time. The highest grade that can be earned on any assignment will be a 0%. For any work not completed when the student returns to class, a grade of 0% will be issued. Suspensions will be marked as an unexcused absence. A student suspended during semester exams or final exams will forfeit the right to take their exams and a grade 0% will be issued.

Drinking and Drugs

Because drugs and alcohol are both an overwhelming and destructive temptation in our society, New Testament Baptist Church and The Master's Academy have chosen the Biblical position of total abstinence from any harmful chemicals. We see

ourselves as a support structure for your family in guiding your children in good and Godly ways. The Bible is clear in its principles as to the sin of drug and alcohol usage. We will firmly, but lovingly, guide our students to abide by the standard of abstinence. Violation of this standard may result in immediate dismissal from school.

Music and Dancing

The appreciation for beauty and the ability to create works of art is one of the many uniquely human traits which give strong witness to the Biblical view that God created man in His own likeness. As such, The Master's Academy places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at TMA.

It is the desire of The Master's Academy that students learn to make choices in the areas of music, drama, visual and literary art and dance that are based on an understanding of our responsibility to live within the personal, present reality of a holy and loving God who has given us His creative nature to use for our enjoyment and His ultimate glory.

Dance may be evaluated in the same manner in which we evaluate other art forms. Dance, which in its style and purpose, is done for beauty, recreation, or as an expression of cultural tradition, may be acceptable. Dance which accentuates the nature of fallen man, which appeals to the physical appetite, or is sexually suggestive, is inappropriate, and does not reveal the image of God created is not acceptable.

It is the desire of The Master's Academy that students refrain from choosing the types of music and dancing that are worldly in nature and that bring glory to self instead of bringing glory to God.

Electronic Devices/Cell Phones

Electronic Devices

Students are not permitted to bring to school any electronic devices (exception – cell phones) such as: MP3 players, iPods, iPads, computers, video games, laser lights. These devices are also not permitted on field trips. The Kindle, Nook, and other e-reader tablets are allowed at school only with permission from administration for special projects. Violation will result in confiscation of the electronic device. See violations and disciplinary actions below. These rules also apply to students attending the Early-In Program and the Extended Care Program.

- 1st Violation – Electronic Device is confiscated and turned in to an Administrator and parent will need to reclaim the electronic device.

- 2nd Violation – Electronic Device is confiscated and turned in to Administrator and parent will need to reclaim the electronic device; the student will serve a detention.

Cell Phones

Students may bring cell phones to school but they must be turned off and kept in lockers or backpacks. Phones should not be seen, heard, or used while at school. Violation will result in confiscation of the phone. See violations and disciplinary actions below. Students who participate in inappropriate or offensive text, picture, or video messaging will be subject to disciplinary action. Use of a cell phone during a school lock down is grounds for dismissal from school.

- 1st Violation - Phone is confiscated and turned into an Administrator and parent will need to reclaim the phone.
- 2nd Violation - Phone is confiscated and turned in to Administrator and parent will need to reclaim the phone; the student will serve a detention.

Dress Standards

General

The Master's Academy is committed to training young people in such a way that Christ will be exalted in every area of life. The dress code is designed to develop a sense of neatness and modesty without attracting attention to one. Dress styles are important because they reflect the inner being of an individual, and make a strong statement to others as well.

Students are expected to abide by the following dress standards. Inappropriate dress will be dealt with on an individual basis. Modesty and appropriateness are important in our dress standards.

An approved uniform purchased from Flynn O'Hara must be worn each day.

1. Caps, hats, headbands, bandanas, non-prescription glasses are not appropriate items unless specified for a special day.
2. All jewelry worn must be modest in size and appearance. Excessive or inappropriate jewelry may be confiscated by teachers and returned to the parent at a later date.
3. No jewelry that is associated with rock music, the drug culture, immoral behavior, or inappropriate logos are to be worn.
4. No hairstyle that is considered to be inconsistent with our school standards is to be worn.
5. Tattoos, markings, or drawings are not acceptable and may not be visible at any time.
6. Students are expected to wear their complete uniform while on the school campus.

7. T-shirts worn under the uniform shirt must be a solid color, navy, green or white which coordinate with the uniform colors, and must not be visible below the outer shirt, or visible at the sleeves.
8. Shoes may be of any style as long as they are closed toe and closed heel. Sneakers are appropriate as long as they are neat in appearance and void of inappropriate markings or logos. No “Heelys” or “Light-up” sneakers are permitted at any time.
9. Sneakers must be worn by all students during physical education.

Boys’ Dress

1. All shirts must be buttoned properly (one button from the top). Oxford shirts must be tucked in; polo shirts do not have to be tucked in.
2. A full uniform must be worn, even if a jacket, sweater, or sweatshirt is worn.
3. Socks and belt must be worn.
4. Hair styles must be neat and modest with only natural color, must be above the eyebrow and above the collar. No mohawks or other designs may be shaved into the hair. No extreme styles are permitted. The administration reserves the right to deem any hairstyle a violation due to style or color.
5. Earrings may not be worn on school property or at school activities. If a chain is worn around the neck, it is to be worn inside the shirt.
6. One bracelet or watch per wrist, and one ring per hand.
7. May not wear makeup
8. Shirts must be worn at all times on school property and at school activities.
9. Must be clean shaven at all times.

Girls’ Dress

1. Skirts may be no shorter than two inches above the mid-knee. As a girl grows skirts will need to be lengthened.
2. All blouses must be buttoned properly (one button from the top).
3. Leggings and tights worn under the uniform must be a solid color, navy, green or white which coordinate with the uniform colors.
4. A full uniform must be worn, even if a jacket, sweater, or sweatshirt is worn.
5. Socks must be worn.
6. Elementary girls are not permitted to wear makeup.
7. Middle School girls’ make-up should be applied moderately and modestly.
8. If a chain or necklace is worn around the neck, it is to be worn inside the shirt.
9. Excessive jewelry should not be worn. Long, large earrings must not be worn, because of safety issues.
10. No more than two earrings per lobe (no cartilage piercings are allowed)
11. One bracelet or watch per wrist, and one ring per hand.
12. Accessories must be in keeping with uniform colors and not be overbearing.

13. Girls' hairstyles must be neat and modest, not obstructing the eyes, and with natural hair color. No extremes styles are permitted. The administration reserves the right to deem any hairstyle a violation due to style or color.

Cold Weather Dress

1. Cold weather does not excuse a student from wearing the approved school uniform.
2. **Students must wear a school uniform jacket or uniform sweatshirt for cold days, other jackets are permitted when 7:00 a.m. temperature is 50 degrees or below.**
3. Leggings and Tights that coordinate with the uniform colors may be worn.
4. Students may wear long-sleeved turtleneck or crew-neck shirts underneath their uniform as long as they are navy, green or white. No hats or hoods are to be worn in any of the school buildings.

Chapel Dress – Grades 6-8

1. Boys are to wear uniform slacks (no shorts) with a uniform white oxford shirt and belt.
2. Girls are to wear a uniform skort, skirt or slacks(no shorts) with a uniform white oxford shirt.

Non-Uniform Day Dress

These days are usually designated during special days or weeks throughout the school year. For example: Reading Across TMA Week, Spirit week, and others will be announced. The below guidelines are provided as general standards of dress during non-uniform days. However, exceptions may be made from time to time, depending on daily or weekly themes.

Caps, hats, headbands, bandanas, non-prescription glasses are not appropriate items unless specified for a special day.

Girls:

1. Student must wear long blue jean pants.
2. Students who do not own long blue jean pants must wear their regular school uniform bottoms.
3. May wear polo type shirts, sweatshirts, or T-shirts. (No inappropriate wording or pictures may be on the shirts).
4. May not wear tank-tops, tops that show their midriff, tops that have spaghetti straps or are off the shoulders.
5. May not wear sandals – regular shoes and socks are required.
6. May not wear school P.E. uniform as the attire for the day.

Boys:

1. Student must wear long blue jean pants.
2. Students who do not own long blue jean pants must wear their regular school uniform bottoms.
3. May wear polo type shirts, sweatshirts or T-shirts; no muscle shirts. (No inappropriate wording or pictures may be on the shirts).
4. May not wear sandals - regular shoes and socks are required.
5. May not wear school P.E. uniform as the attire for the day.

Spirit-T-Shirt Days

1. Students may wear Spirit-T-Shirt and long blue jean pants.
2. Students who do not own long blue jean pants must wear their school uniform bottoms.
3. Proper attire for all field trips is a Spirit-T-Shirt and long blue jean pants or school uniform bottoms.

Students who are out of uniform, for any reason, will be sent to the office to await delivery of proper attire from home

Attendance

The Master's Academy firmly believes that it is of the utmost importance for students to be present in class and to arrive on time. Our policy allows students twenty (20) absences per year – ten (10) per semester. If absences are due to medical reasons, a medical note is required. **Students who are absent for a total 20, or more days in a school year, without a doctor's note, may fail the school year and be required to repeat the grade.**

Excused Absences

1. Student Illness
2. Doctor's appointment
3. School related absences (sports, field trips, etc.)
4. Required court appearance
5. Death of immediate family member (mother, father, grandparent, or sibling)
6. Out of Town Trip – prior approval needed from Administration

A signed written note or email correspondence from the parents must be brought to the homeroom teacher, or office personnel, on the day the student returns stating the reason for the absence. The homeroom teacher will forward the parent's note to the Attendance Office.

Make-up work should be completed as soon as possible after returning to school. Usually a student is given the same number of days to make up the work as the

student was absent from school. (Extended periods of absence will be handled individually.) Arrangements must be made with each individual teacher.

Any absences, excused or unexcused, will disqualify student from perfect attendance.

Unexcused Absences

1. There will be no extension on work due or tests to be taken if an absence is unexcused. The teacher will determine when tests and work are due.

School Absences

1. Following any absence; failure to provide a note within two days will result in an unexcused absence.
2. If Student is absent 10 or more times in a semester, the family will be contacted by administration.
3. **A student who reaches 20 absences in a school year risks not being promoted to the next grade (to be determined by administration)**
4. If a student is at school, he/she may not miss any class or lunch for any reason without his/her teacher's permission.
5. Once a student arrives on school property, he/she may not leave until the proper dismissal time without permission from the School Office.

Tardies

Promptness and responsibility are two important values. Our class hours and schedules are designed to maximize the learning experience and aide in the success of the students. A student is considered tardy if he or she is not in their class by 8:00 a.m. Any student reporting to school after 8:00 a.m. must obtain a Tardy Pass from the Office/Security in order to be accepted in the classroom.

Like absenteeism, tardiness disrupts not only the learning process, but other students of the class. It is important to teach punctuality as part of student development. Any student entering a classroom after 8:00 a.m. will be counted as tardy. Excessive tardies and/or absences will be handled in the following manner:

Preschool

The Preschool program at TMA firmly believes that habit training is of utmost importance in helping to set a firm foundation in the development of young students. Therefore, we strongly encourage parents to have their students in their classrooms by 8:00 a.m. each school day.

Grades 5K – 4th

Parents will be contacted by the Administration by the fourth tardy in a quarter in order to find a possible solution to individual circumstances and encourage compliance with TMA policy.

Grades 5th – 8th

The following steps will be taken each 9 week grading period for students in grades 5-8: Detentions will be served (scheduled by administration).

1. No tardies to school will be excused except under extremely unusual circumstances, and only at the discretion of the administration.
2. **A detention will also be issued for every four tardies.**

Four tardies:	RenWeb will generate a notification to parents that a 1 hour Detention has been issued.
Eight tardies:	RenWeb will generate a notification to parents that a 2 hour Detention has been issued.
Twelve tardies:	RenWeb will generate a notification to parents that a 3 hour Detention has been issued.
Thirteen tardies:	RenWeb will generate a notification to parents that a 3 hour Detention has been issue, and conference will be held with parent and student.

Early Dismissal

1. Parents are required to sign students out from the clinic/school office when they are picked up early.
2. Parents are asked not to sign your student for early release after 2:45 p.m. unless absolutely necessary. This procedure reduces class interruptions at the end of the school day.

School Activities during School Day

1. The student must make up all work as arranged with the teacher.
2. The student is responsible for any material missed.
3. If a class is missed the day before a scheduled test because of a school activity, arrangements must be made with the teacher for a make-up time.
4. If a test date is missed because of a school activity the student will take the test upon return to school.

Skiping Classes/School

- Missing classes or school without a parent's permission, or leaving school property without permission from the School Office, is skipping school.

GENERAL INFORMATION

Accreditation and Membership

The Master's Academy is accredited by the Florida Association of Christian Colleges and Schools (FACCS), the Middle States Association (MSA), and Southern Association of Colleges and Schools (SACS/AdvancED), and the Florida High School Athletic Association (FHSAA).

Intramural

1. All students who participate in an intramural sport will be assessed a fee of \$75.00 per sport.
2. Various intramural sports are offered for our elementary students (Grades 2nd – 5th) after school.
3. Students register and pay their fee for participation prior to the beginning of practices and games.
4. Athletes must wear appropriate practice clothes while on school property.
5. No athlete will be allowed to participate in athletics unless he or she is covered by personal medical or employer group insurance.
6. If a game or practice is cancelled, we will make every effort to call or email parents to inform them.
7. Students who are not picked up by their parents immediately after practice will be asked to withdraw their student from intramural sports.

Interscholastic

1. All students who participate in an interscholastic sport will be assessed a fee of \$150.00 per sport. This will be payable once the roster is complete and will be used to cover the cost of keeping the program updated.
2. No uniform other than the regulation physical education uniform is to be worn for practice unless another practice uniform is prescribed by the coach.
3. Athletes must wear a T-shirt or other prescribed practice jersey at all times while on school property.
4. No athlete will be allowed to participate in athletics unless he or she is covered by personal medical or employer group insurance.
5. The Master's Academy is a member of the Florida High School Athletic Association and must follow all of their regulations.
6. All athletes who remain a member of a team from the beginning of the season to the end will receive an award for their participation.
7. Athletes who become academically ineligible during the season will not earn a certificate.
8. All students are required by FHSAA to pass a doctor's physical examination prior to participating in any interscholastic sport. They are not permitted to practice until all forms (physical and consent) are on file with the athletic office.

9. Any athlete who quits a team during the season will be ineligible to participate on any other team for the remainder of the school year. If special circumstances dictate a student having to quit a team, these must be communicated to the Athletic Director prior to the student quitting, for this penalty to be revised.

Awards

Honor Rolls

Honor Rolls in grades 1-8 are earned on a semester/yearly basis. Penmanship is not calculated into the GPA.

1. President's Honor Roll is for students who have a GPA greater than or equal to 4.0 with all A's on the Report Card.
2. "A" Honor Roll is for students who have maintained a GPA greater than or equal to 3.70-3.99.
3. "B" Honor Roll is for students who have maintained a GPA greater than or equal to 2.75-3.69.

Year-End Awards (5K-8th)

Perfect Attendance Award – Given to students with no excused or unexcused absences for the entire year, with no more than three tardies each nine weeks.

Citizenship Award – Given to one student in each elementary homeroom and given to one student in each grade level in middle school who unselfishly gives of his time and talents to the student body and/or his community.

The Master's Award – Given to one student in each elementary homeroom and given to one student in each grade level in middle school who best exemplifies what it means to be a Christian at The Master's Academy. This student exhibits the characteristics of Godly character and example as stated in *1 Timothy 4:12*.

Top Academic Student – Given to one student in each elementary homeroom and given to one student in each grade level in middle school, the student with the highest cumulative GPA, including all subjects excluding Penmanship.

Book Fairs

Our Library/Media Center sponsors a minimum of one book fair each year to promote the addition of good books to the home libraries. All proceeds are used to expand our book collection.

Chapels

Chapels are a time of unity and spiritual growth for the students of TMA. Chapels are designed for students to praise and worship the Lord through song, Scripture memorization, games, and Bible lessons. Parents are always welcome to attend and share in this time of worship. Students are to show respect to those presenting or speaking by being attentive and respectful.

Character Training

Character has been defined many ways by many people. Perhaps the best known definition is “Character is what we are when no one is looking.” Character is not what we do or have done, but what we are.

In his book, *Who You Are When No One’s Looking*, Pastor Bill Hybels makes the following statements: “Love, says the apostle Paul, is the most important Christian character trait (1 Corinthians 13:13), and it is probably the least understood, but it is extremely difficult to learn to love unless we also have other character traits: the courage to do what needs doing; the discipline to make decisions and carry them out; the vision to see far into the future and deep into people’s hearts; and the endurance to keep going in spite of ridicule, discomfort or simple boredom” (p. 9).

The Master’s Academy recognizes that character training is essential in the life of every young person so he/she will have a foundation on which to stand in his/her life. The Bible states in Galatians 6:7 that “whatsoever a man soweth, that shall he reap.” Sowing and cultivating positive character qualities result in a wholesome character. As we consider our basic goal of glorifying God in what we do, it is important for us to teach these positive character qualities so each student will develop strong character in his/her life.

Luke 2:52 says, “And Jesus increased in wisdom (intellectual) and stature (physical), and in favor with God (spiritual) and man (social).” Jesus is the ideal example of building positive character traits into a life. His teachings are a perfect pattern of positive instructions, and those who follow Him will find in His teaching the eternal solutions to every human problem.

Hybels continues in his book, “Character cannot be developed through good resolutions and checklists. It usually requires a lot of hard work, a little pain and years of faithfulness before any of these virtues are consistently noticeable in us” (p. 10).

The Master’s Academy is committed to the moral training and character development of each student. Our desire is to help each student develop a world and life view founded on Biblical, moral, and ethical truth, and demonstrated through Godly character and choices.

We are looking forward to working with you in the character development of your child(ren).

Child Abuse Reporting Responsibilities

In accordance with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the

law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. Administration will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternatives except to make a report to the proper authorities for their investigation and review.

Clinic

1. Student must have permission from a teacher to be admitted to the Clinic/school office, except in cases of emergency.
2. Students will be permitted to stay in the Clinic/school office only one hour. After that they must either return to class or go home.
3. Student Illness
 - If your student is not feeling well in the morning, please do not send him/her to school.
 - Student with a runny nose should not be sent to school unless it is clear in color, not yellow.
 - Do not return him/her to school after an illness until he/she is free of fever, nausea/vomiting, diarrhea, or similar symptoms for 24 hours.
 - Temperature of 100° or above – student must not return to school until temperature is normal for 24 hours.
 - Conjunctivitis (pink eye) if student has redness of eye with drainage, itching, or burning, they will not be permitted to school without a doctor's note.
 - Strep throat – student must be on an antibiotic for 48 hours before returning to school.
 - All communicable diseases, including head lice, should be reported to the clinic attendant.
 - Do not send your child to school with a rash or anything you suspect may be contagious.
4. Our clinic/school office is available for students who become ill or are injured while at school.
5. The student is responsible to make the teacher aware that he/she is sick or injured.
6. It is the parent's responsibility to provide transportation for a sick child.

In an emergency, where there is life-threatening situation or accidental injury, 911 will be called to assess the situation and transport if needed.

Prescription/Over-the-Counter Medication

Florida law requires a physician's authorization before any medication, either prescription or over-the-counter, can be dispensed by the school.

TMA issues each student an ***Authorization for Medication/Treatment***, this form is also available on our TMA website (www.themastersacademy.org) and on RenWeb. It is then up to the parent(s) to bring that form to their child's

physician, have it signed, and return it to school. Without this form, TMA will not be able to administer any medication to the student. Prescribed medication must be supplied to the clinic in its original prescription/pharmacy container with a current date. For child safety, students may not carry medicine around school during the day. This includes any over-the counter medications such as aspirin, Tylenol, medicated cough drops, and cold remedies.

TMA office personnel will be able to dispense over the counter medications **if** an **Authorization for Medication/Treatment** form is on file. The medicine must be in its original container with a current date. Clear written instructions are to be included.

Emergency Cards

All emergency cards are kept in the Clinic. It is important that you keep this information up-to-date so we may contact you if necessary.

Communicable Diseases

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" shall mean 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 an administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal bite of Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted fever, R. Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, and Yellow Fever.

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. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school 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.

Computer Usage Policy

The computer lab and the computers in the library are available for student and faculty usage, offering vast, diverse, and unique resources. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

All of The Master's Academy students are expected to abide by the provisions listed below. If a user violates any of these provisions, his or her privilege may be terminated, disciplinary action may be taken, and future access may be denied. Students and parents are required to sign a computer usage agreement before they will be permitted to use the computers at The Master's Academy.

Acceptable Use

The use of the computer by a student at The Master's Academy must be in support of education and research, and must be consistent with the educational objectives of The Master's Academy. Transmission of any material in violation of any U.S. or state regulation is prohibited, including, but not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use of product advertisement is also prohibited.

Privileges

The use of the computers at The Master's Academy is a privilege, not a right, and inappropriate use will result in a cancellation of privileges and/or disciplinary action.

Security

Security on any computer system is a high priority; if a user can identify a security problem on the network, he/she must notify a teacher or administrator. Students are not permitted to use another individual's account. A user identified as a security risk or having a history of problems may be denied access to the computer.

Vandalism

Vandalism will result in cancellation of privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, harm or destroy data of another user, or any other networks that are connected to The Master's Academy network. This includes, but is not limited to, the uploading or creation of computer viruses.

Early in, Early Dismissal & Extended Care

Early In

Students who arrive to school prior to 7:40 a.m. must go to the cafeteria for Early-In. Teachers are available beginning at 7:00 a.m. to supervise the early students. Students in Early-In are not permitted to use any electronic devices. Students in 3K-5th grade must be signed in to the Early-In program by the parent; 6-8th grade students will sign themselves into the Early-In program.

Early Dismissals

Early dismissal requests will be handled in the Clinic/Attendance Office. Early dismissal is not authorized after 2:45 p.m. No student is to leave school early without being signed out in the Clinic/Attendance Office by their parent or approved adult.

Extended Care

The Master's Academy does not provide extended care. Instead, extended care is provided by Cata Extended Care. For more information call 954-769-1899, or visit online at catamartialarts.com

Emergency Procedures

Emergency Closing of School

For school closing due to bad weather, we will adhere to what the news stations report for the Broward County school district. Information will also be available on our web site. We will also attempt to email everyone via RenWeb. If school has to be closed during the day for emergency reasons, parents will be notified by phone and required to pick up their student immediately. TMA will be utilizing a system called Parent Alert to notify parents in the event of emergency information and general announcements. It is understood that TMA may re-open prior to the Broward County school district.

Fire

An evacuation plan is posted in each classroom. In the event of a fire emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. Students should obey the following rules:

1. Listen for the teacher's instructions
2. All talking stops - both in and out of the building
3. Everyone stays calm and remains together as a class group
4. Walk quickly, without running or pushing

Lock Down

When potentially hazardous conditions exist in the vicinity of the school or on the school property, consideration will be given as to the best means of protecting our students. One of the considerations will be to secure the entire campus, and all students, with a lock down procedure. During a lock down

procedure, students are prohibited from using any electronic equipment, including a cell phone. The following is a description of the two types of lock down procedures which could be used.

Code Yellow

This procedure will be implemented in case of a situation that occurs off campus that could have a potential impact upon our campus. The procedure will necessitate cancelling all outside activities and bringing all students into the main building until the potential danger has passed.

Code Red

This procedure will be implemented in case of a situation that occurs on campus that poses an immediate threat to the students. The procedure will necessitate cancelling all outside activities and bringing all students to the main building where they will be kept in their locked classroom until the danger has passed.

Bad Weather Procedures

In the event of rain/lightning storms, all classes normally held in the main building will stay in the main building. All outside activities will be cancelled and all students will be brought back to their classrooms.

Parent Alert

The Master's Academy will utilize the "**Parent Alert**" system to communicate effectively with parents in the event of any emergency at the school, school closings, weather threats, etc. This system will send emails, voice mails, and text messages to parents with appropriate information.

Faculty Qualifications

All faculty at The Master's Academy are qualified and certified. All teachers in the Preschool area have completed their certification with the Child Development Association (CDA), and have passed a screening and background check with Children and Family Services (DCF). Teachers in Kindergarten and higher have a minimum of a Bachelor's Degree.

In addition, all faculty at The Master's Academy are born again Christians who exhibit a sound Christian testimony. Since our faculty are expected to serve as Christian role models for our students and their families, all applicants are carefully screened in this regard.

Field Trips

Field Trips are an important element in the curriculum. They allow students to actively interact with the topic being discussed. Most trips are local, but there will be some out of town day and/or night trips taken by students in the upper grades.

1. Students must stay with assigned chaperones from the beginning until the end of the Field Trip and may not change chaperone groups for any reasons.
2. Students must ride on the school bus to the Field Trip destination.
3. Students may only be dismissed from the Field Trip location once their parent has signed them out with the teacher.
4. Parents Chaperones on Field Trips:
 - Only one parent may go with the student.
 - No siblings will be allowed on the field trip.
 - Parents are permitted to ride on the school bus if there are seats available.
 - Those who have been assigned the role of chaperone by the teacher will have the responsibility of several students.
 - Parents must restrict the use of their cell phones while responsible for students so attention is not distracted.
 - Parents who wish to attend the overnight trips must complete the background screening/fingerprinting information in order to attend.
5. All field trips for grades 3rd-8th are considered mandatory and students are expected to attend.
6. Students who are unable to attend a field trip will be considered absent-unexcused. Administration will consider case-by-case requests for exceptions.
7. All funds collected for Field Trip expenses are not refundable (unless Field Trip is cancelled)
8. **Students on disciplinary probation will not be allowed to participate on Field Trips.**
9. Students will wear their Spirit T-Shirt and long blue jean pants. Students who do not own blue jeans must wear regular school bottoms.
10. Students on field trips will be allowed to bring cell phones (only to call parents with teacher permission) and will be kept them in their bag unseen and unheard.

Fundraising

There are several types of fundraising events that take place at TMA. It should be understood that no student is required to participate in any fundraising event, although they are encouraged to participate. TMA does not ask or encourage any door-to-door sales by the students.

The PTF sponsors several school-wide fundraisers each year. Various grade levels and clubs will sell other items to raise funds to lower the cost of our out of town trips, to raise money to support various outings and community related events, and to help offset programs and special projects.

Home/School Relationship

We ask parents for their loyalty to the aims and ideals of The Master's Academy and to bring any and all questions and criticisms to the administration so they may be appropriately reviewed. The Master's Academy believes that a positive and constructive working relationship between the school, a student's parents or

guardian, and the student is essential to the accomplishment of the school's spiritual and educational goals. The school, accordingly, reserves the right to terminate or non-renew a student's enrollment contract if the school concludes that the actions of the student, parents, or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its purposes.

Honor Society

The Master's Academy established a chapter of the National Junior Honor Society in the fall of 1999. The purpose of the NJHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage responsible citizenship. Membership will be limited to students in grades 6, 7, and 8 who meet the national criteria. These criteria include academics, leadership, behavior, service, and character. A 6th grader cannot become a member until after the first semester of their 6th grade year. In 2012-2013 school years TMA established a chapter of the National Elementary Honor Society, in which students in 4th and 5th grade are eligible for membership if they meet school's criteria.

Student Criteria for the Honor Society

To become a candidate, a student's cumulative grade point average must meet or exceed the standard 3.5 on a 4.0 scale set by The Master's Academy Chapter of the NEHS/NJHS. The student must also display Christ-like character, responsibility, leadership ability, and participate in service projects.

Library/Media Information

Mission

The Library/Media Center of The Master's Academy exists to help students develop a lifelong habit of library use by providing leadership and instruction in the application of information and technology as well as resources and activities that contribute to learning.

The Library/Media Center is a place where students may more fully explore classroom subjects that interest them, expand their imagination, delve into areas of personal interest, and develop their God-given ability to think clearly, critically, and creatively about the resources they have chosen to read, hear, or view.

Students need to develop and use their library skills over a long period of time for a variety of different purposes and needs before they master those skills and feel comfortable using them in all kinds of libraries. Time, repeated visits, and successful practice in library usage are needed to help students feel confident and comfortable about their skill at using a library in researching their needs. We hope to help develop that sense of ease and familiarity about libraries that will prove so important for academic success in not only elementary, but in high school and beyond.

Check-Out Procedures

1. Students in grades 1-8 may check out up to two (2) books at one time.
2. Kindergarten parents are welcome to check out books for their students either before or after school.
3. Books may be checked out for a period of two weeks and may be renewed once.
4. Overdue books and materials will result in a loss of privilege to check out additional books.
5. A fee will be charged for any damaged books. If the book is lost, the cost of replacing the book will be charged.

Library/Media Center Guidelines

The Library/Media Center provides a setting where students develop skills they will need as adults to locate, analyze, evaluate, interpret, and communicate information and ideas in an information rich world. Our desire is that the Library/Media Center be a place that is accessible and available whenever the student's schedule allows.

1. For book selection and/or research, kindergarten and elementary students should be accompanied by their teacher or parent, unless it is during their regularly scheduled library time.
2. The atmosphere of the Library/Media Center is one that stimulates interest and learning can take place.

Databases Available For Schools:

World Book:

- a. Encyclopedia Articles - World Book offers more than 26,000 encyclopedia articles that are carefully edited to suit the educational level of the users.
- b. Back in Time - The approximate 14,000 historic articles from past World Book Year Books present a "you-are-there" account of the most significant events of each year.
- c. Behind the Headlines - This feature uses World Book articles to explain the complex events that shape our world today.
- d. Dictionary - Contains approximately 250,000 entries.
- e. Encyclopedia Estudiantil Hallazgos - Spanish encyclopedia.
- f. Atlas - The approximately 750 maps in the online atlas cover the whole globe interactively, linking to each other, and directly to articles on continents, countries, states, provinces and cities.
- g. Magazine Articles - Provides a list of relevant articles published in the last three years.
- h. Pictures and Illustrations - More than 10,000 pictures illustrate World Book articles.

- i. Sounds - Offers audio clips of bird songs, popular and classical music, national anthems, and much more.
- j. Student Resources - This collection of tools and information will aid you in finding topics for study, conducting research, and reporting in writing or by speech.
- k. Subscriber News - Find ongoing updates to the World Book Online Reference Center.
- l. Videos and Animations - WBORC offers more than 100 videos and animations.
- m. Web Sites - Editors have selected more than 7,000 Web sites.
- n. What's New - Explore some of the highlights of World Book's many new and revised articles.
- o. World Book Kids - A revolutionary site for younger students.

Lockers and Locks (Grades 6th – 8th)

- 1. Each student in grades 6-8 is assigned a locker and a lock. No changes are to be made without permission from Administration.
- 2. Your combination should not be given to any other student.
- 3. If you lose your lock, the school office will replace it for a fee of \$5.00.
- 4. You are not permitted to bring your own lock from home to put on your locker.
- 5. Report any lock or locker problems to Administration.
- 6. Do not share a locker with another student.
- 7. No writing, pictures, and/or symbols may be displayed inside or on any locker which promote a philosophy contrary to the philosophy of The Master's Academy.
- 8. The use of stickers or adhesives is not permitted. However, magnets are allowed.
- 9. Lockers are the property of The Master's Academy, and may be inspected at any time by authorized school personnel.
- 10. The Master's Academy is not responsible for lost or stolen items.
- 11. Lockers must be kept locked at all times.

Lost and Found

Items that are left unattended will be placed in Lost & Found. Parents are free to check Lost & Found any time they are missing something. Lost & Found items will be displayed during monthly PTF meetings. At the end of each nine weeks the Lost & Found items not claimed will be donated to charity and/or discarded. Students' items should be labeled with student's name.

Lunch Procedures

Catered lunches are available to all students at a nominal cost. The prices for lunches will be sent home at the beginning of the school year for your convenience. Menus are posted on a monthly basis on the school website and The Master's Voice.

3K - 5th grade students are not permitted to purchase items from snack and soda machines without teacher permission.

1. Hot lunches are ordered on a monthly basis.
2. Students who do not wish to order a hot lunch, may order an emergency lunch, on a daily basis, by placing their order with their teacher. An emergency lunch will consist of a sandwich, chips, dessert and a beverage.
3. No refunds will be given due to a student being absent from school.
4. Talking is to be at conversational level.
5. Open packages of food or drink may not be taken back to the classroom.
6. Students are to sit at the table assigned by the teacher. No students are to leave the table after being seated unless they have their teacher's permission.
7. All food and trash should be emptied into trash cans at dismissal.
8. **Teachers are not permitted to refrigerate/microwave meals for students, and students will not have access to a refrigerator/microwave.**
9. Parents eating lunch with their student will be able to sit with their student at a designated guest table.
10. Parents should make coming to lunch a special occasion and not make it a daily occurrence, in order to give students the opportunity to socialize with classmates.

Parent Conferences

We believe that it is extremely important for the school to work closely with the home and it is sometimes necessary for a parent to have a conference with a teacher. Conferences may be requested by either the teacher or the parent and are scheduled at a mutually acceptable time, either before school or after school. **As per our accreditation requirements, a parent/teacher conference will be scheduled during each semester of each year.**

Parent Involvement Opportunities

There are many opportunities for parental involvement at The Master's Academy. We encourage parents to become involved in their children's classrooms. Room parents, lunch help, party planning, and special events are just some of the activities in which you, as a parent, can be involved. We ask that this be scheduled in advance with the teacher. Volunteers are asked to not bring any siblings into the classroom as this disrupts the teacher's schedule and focus. To avoid disruption of our academic program, parents will be asked to limit the amount of time they spend in the classroom. All volunteers should check in at the school office before going to a classroom.

Parent Meetings

In addition to the parent conference(s), there is a "Get Acquainted Day"/Orientation meeting held at the beginning of each year that at least one parent should attend. Other parent meetings will be held throughout the year as announced.

Parent Surveys

The Master's Academy conducts a survey of our school parents every year. This is an opportunity for parents to provide us feedback and is used as part of our self-evaluation process.

PTF Mission Statement

The Parent Teacher Fellowship of The Master's Academy exists to unite parents and the school administration to achieve common goals for the benefit of both the children and the school. Together we strive to continually improve programs and morale in an effort to facilitate the academic and spiritual growth of our children. We will work as a team to maintain the positive presence that will make the community proud to participate in and support our activities and endeavors.

We believe that the ultimate goal of the school, the parents, and the community should be to provide our children with the tools they will need to be productive, healthy, and spiritual members of our society.

Parties

It is The Master's Academy policy that invitations to parties may be handed out at school only if all boys and girls in your student's class are to be invited. This is to eliminate any hurt feelings or unhappiness for our students.

Parents may acknowledge student's birthday with store bought, individually-wrapped cupcakes or cake for the class at lunch time only. The celebration must be pre-arranged with classroom teacher prior to the day of the event. It is understood that the parent is responsible for servicing the special treat. Special decorations or characters are strongly discouraged. **It is understood that the lunch period will not be extended past the normal 30 minutes.**

Problem Solving: how can we help you?

If a problem or misunderstanding arises, we have found this is frequently the result of a lack of communication between those involved. The Master's Academy encourages parents to feel free to question our reasons or gain as much information regarding the situation of concern as possible. Therefore, our school's policy in dealing with these situations is:

1. All questions, problems or complaints should first be brought to the attention of the teacher.
2. If the situation still is not resolved, then please contact the Principal.

It is through a cooperative effort between home and school and the teamwork involved therein, that we can implement an open line of communication. This will give us the greatest opportunity in achieving our school's goal of developing each student mentally, physically, socially, and spiritually to his/her fullest potential.

Physical Education (PE.)

Exemptions

Students who are not able to participate in physical education because of a minor disability or sickness should bring in a written excuse from the parent/guardian. A doctor's note is needed for an excuse longer than three days. Students excused from P.E. will remain with their class but will not participate in the activities.

P.E. Uniforms (Grades 6th – 8th)

Required PE uniforms must be worn during PE classes for grades 6-8. PE uniforms must be neat, clean, and marked with the owner's name. A student's grade will be lowered when he/she is not wearing the complete P.E. uniform.

RenWeb

In an effort to effectively communicate with our parents, TMA utilizes software called RenWeb, which will enable you, as parents, to view your student's grades and assignments on-line. Students will also be able to view their information. The teachers record their grades, homework, and lesson plans in this software package. The minute they record a grade, you will see it on the Parent's Web Site.

You will access only your child's information by logging into RenWeb and signing in with your unique password and email address. When your student gets home from school, you can view homework assignments on-line, rather than relying on his/her memory. You can also see how your student scored on a test taken earlier in the week, or quickly identify assignments not turned in.

Teachers will also be communicating with you through emails, which they can access directly through their RenWeb grade books. We encourage each family to provide the school with an email address for both parents.

We encourage all families to keep their demographic data up-to-date on RenWeb. Instructions are available in the School Office on how to do this.

Student Government (Grades 6th – 8th)

Student Government Association (SGA) provides leadership development in various activities and community service projects. The SGA allows students the opportunity to be involved in promoting student activities for Spirit Week during the school year. Students must maintain a 2.5 GPA and must not have received any unsatisfactory conduct grades or reports to participate on the council. The SGA provides students with the opportunity to participate first hand in democracy where they will develop their organizational, leadership, and critical thinking skills, which they will utilize in making decisions. In addition to the fully rounded education the students receive at TMA, participation in SGA will also provide them a lesson in practical civics.

Test Scheduling (Grades 6th – 8th)

All tests are to be scheduled on the designated days as stated below. If there is a reason to test on any day other than the assigned test day, the teacher will obtain approval from administration.

Testing days are scheduled by department on the following days:

- *Monday* *English & Electives*
- *Tuesday* *Math & Science & P.E.*
- *Wednesday* *Bible, Social Science, and Electives*
- *Thursday* *None*
- *Friday* *English & Math & P.E.*

No homework will be assigned on Wednesday and no quizzes or tests given on Thursday without administrative approval.

Textbook Care

Textbooks that are lost or damaged will be replaced and charges will be assessed accordingly. Students are expected to have covers for their hardbound books to prolong the life of the books (Please do not use contact paper).

Telephone Usage

The telephone in the office and teacher resource room is only for the faculty and staff.

1. Students are not allowed to use the school phone. In an emergency the school staff will place a call to the parent.
2. Personal message(s) from parents cannot be taken to students during school hours except in case of an emergency.
3. Phone calls directly to the classroom will not be permitted – only messages will be taken.

Transportation

The Master's Academy does not provide any transportation to and from school, only for school activities. Students who participate in off campus activities will be transported on the NTBC/TMA school bus or designated/contracted bus service.

Students must remain seated at all times while on the bus. Hands are to remain inside the bus. Attendance will be taken at the beginning and end of each trip. A visual sweep will also be conducted each time the students exit the bus.

PRESCHOOL AND KINDERGARTEN PROGRAM

Our Goal

A very important goal in our three, four and five year old kindergarten program is to instill in your student a positive attitude of learning. By making your student's early educational experience a happy one, the stage is set for his future academic accomplishments.

THREE YEAR OLD KINDERGARTEN

Bible

Bible begins with pledges to the American Flag, the Christian Flag, and the Bible. The children learn loyalty to God and our nation by learning and singing songs of our faith and country. Principles of living and positive character qualities are emphasized through Old and New Testament Bible stories.

Alphabet and Numbers

Reciting the alphabet and saying the vowel sounds are the beginning skills the children will learn. Counting and practicing numbers with many "hands-on" activities will provide experience with numbers.

Centers

Our three year olds have plenty of time for social interaction with each other during center time. Centers are set up in each room for the children to use their imagination, to help develop their motor skills, and to just enjoy being three.

Outside Play

Our three year olds have time for outside play every day. Gross motor skills, such as running, jumping, hopping, climbing, throwing, and catching are developed during this time.

Art

All three year olds have beginning art experiences as they learn to control art materials and tools. A wide variety of mediums are offered to the three year old to aid in the development of the fine motor skills. As they use their imagination to create with pencils, crayons, paint, glue, and paper, they are broadening their creativity.

Music

The purpose of music is to acquaint the student with a wide variety of music through classroom participation. With the guidance of our music instructor, the children are introduced to their own feelings for music and rhythm through movement and hands-on experiences with rhythm instruments.

Computers

The main objective for the preschool program is to familiarize the students with the terms, proper care, and use of the computer. Each of the major computer parts (processor, monitor, keyboard, speakers, and printer) are introduced one at a time and their use, care and functions are discussed. As a greater understanding of the alphabet is gained through the classroom curriculum, the keyboard is introduced as a tool for learning to identify letters and sounds. Grade level appropriate educational software is utilized in every class to enhance the academic curriculum used in the classroom.

Spanish/Library

The main purpose of Spanish class is to familiarize students with listening and understanding basic conversational Spanish. Students are also told interactive stories and learn the basics of library procedures.

Half Day and Full Day

All students are to be dropped off, and all parents separated from their children, no later than 8:00 a.m. as each class begins their routine at that time. Students that are half day are picked up at 12:00 p.m. while full day students prepare for lunch. Full day students nap during the afternoon and are picked up at 3:00 p.m.

FOUR YEAR OLD KINDERGARTEN

The level of performance changes quickly as the students acquire new skills. They will be walking through thematic units that will enhance their awareness of different ethnic backgrounds and geographic locations through multi-cultural experiences. They will broaden their insight in science and nature through hands-on science projects and field trips and extend their knowledge of health and manners by being exposed to community helpers and etiquette. Learning centers are incorporated in the classrooms to reinforce their learning experiences and to increase their desire to learn.

Bible

Every day will be a fun filled learning experience for your child. Students will enjoy familiar stories of the Old and New Testament. They will learn how to apply Biblical truths to their daily lives to provide a firm foundation as they grow and mature.

Phonics and Reading

Our approach to the teaching of reading is a simple phonetic system combined with reading texts that are interesting, challenging, and geared to the development of Christian character. Skills are enhanced by using structured group games.

Numbers

Students learn to count from 1 to 100 and the concepts of 1 to 20. They also recognize the numbers 1 to 20.

Outside Play

Our four year olds have time for outside play every day. Gross motor skills, such as running, jumping, hopping, climbing, throwing, and catching are developed during this time.

Art

The purpose of art is to strengthen the student's fine motor skills and creativity. Crayon drawings, collages, cutting and pasting various shapes, as well as a variety of craft activities offer a multiplicity of preschool art experiences. In addition to art in the classroom, students will have the opportunity to expand their creativity in a fully equipped art room.

Music

The purpose of music is to acquaint the student with a wide variety of songs through classroom participation and memorization. As the children become familiar with various melodies, they are enriched in mind, spirit, and character. The children are introduced to their own feelings for music and rhythm through movement and hands-on experiences with rhythm instruments.

Computers

The main objective for the preschool computer classes is to familiarize the students with the terms, proper care, and use of the computer. The 4K curriculum builds on the 3K program. Students continue practicing the skills and rules necessary to properly care for and use the computer. However, the process is accelerated and the software is more academically oriented in order to meet their increased abilities and educational needs. Grade level appropriate educational software is utilized in every period to enhance the academic curriculum used in the classroom.

Spanish/Library

The main purpose of Spanish class is to continue to familiarize students with listening and understanding basic conversational Spanish. Students are also told interactive stories and learn the basics of library procedures.

Half Day and Full Day

All students are to be dropped off, and all parents separated from their children, no later than 8:00 a.m. as each class settles into their routine at that time. Students that are half day are picked up at 12:00 p.m. while full day students prepare for lunch. Full day students nap during the afternoon and are picked up at 3:00 p.m.

FIVE YEAR OLD KINDERGARTEN

Bible

Bible is taught daily and includes Bible stories, memory verses, songs, and prayer. Students also attend Chapel once a week with guest speakers, movies, musical presentations, and class presentations. It is our desire for our students to grow spiritually as well as academically.

Reading/Phonics

The kindergarten reading curriculum is phonetically based. Students begin by reviewing the sounds of vowels and consonants and progress to reading blends and words. The class is divided into groups in which students read a series of books that are suitable to their age level. Each time a student finishes a book they are able to take it home. Stories are also read to the class on a regular basis. Students will experience language through creating individual and group stories and books.

Writing

The writing curriculum makes writing easy for the children to learn. Students learn to make letter and number formations on special writing paper. The concept of “writing houses” helps in assisting the student to write. Knowing where each letter lives in the houses helps them to print correctly.

Math

Students will learn to count by 1’s, 2’s, 5’s and 10’s to 100. They learn the value of numbers 1 to 100 and how to recognize them. Addition, subtraction, measurement, money, and time are taught using flash cards, visual aids, counters, clocks, coins, and many other hands-on manipulatives.

History

Basic community roles and activities are explored during History class. Students learn what it is to be a part of and serve their community.

Science

The science curriculum consists of lessons relating to the four seasons, weather, temperature, and much more. Students will learn how to appreciate God’s world.

Computers

The main objective for the kindergarten computer classes is to familiarize the students with the terms, proper care, and use of the computer. The five year old curriculum begins the students' involvement in the integrating of technology into their curriculum through our School of Technology program. They use KidPix to work through several projects throughout the school year.

Art/Music

All kindergarten students attend art and music classes. In art, students are allowed to be creative with their cutting, pasting, coloring, and painting. These art experiences help in developing good eye-hand coordination. In music, the children express themselves with movement, rhythm instruments and the special songs they sing. They will learn songs that bring praise and worship to the Lord.

Physical Education

Students will have an opportunity to participate in fun physical activities. They will learn the basics of playing team sports while working on improving physical fitness. Special attention is given to proper stretching, warm-up, teamwork and good sportsmanship.

Spanish/Library

The main purpose of Spanish class is to familiarize students with listening and understanding basic conversational Spanish. Students are also told interactive stories and learn the basics of library procedures.

GRADES 1-8

Our total program has been developed to provide your student with the best possible educational environment. Our curriculum is Biblically integrated and academically balanced with a consistent Christian emphasis.

Bible

Students will learn that they can find answers to life's daily circumstances in the Word of God. Lessons focus on Biblical characters, the life of Christ, and the development of internal character. Scripture is committed to memory each week.

Reading

The primary goal of our reading program is to continue the development of each student's reading skills and to further his/her progress in areas of comprehension and expression. The following skills are stressed: reading for detail, finding main ideas, reading of maps and charts, reviewing phonics, skimming, and dramatizing. Critical thinking skills are developed through different types of literature and assignments used in class. In addition to the reading curriculum, certain novels are incorporated into the class to further develop a love for reading. Students are encouraged to read with expression when reading orally. Comprehension is increased with the use of questions and teacher-led discussions.

Penmanship

Students practice correct letter formation, spacing, size, slant, and proportion as well as overall neatness and good appearance on a daily basis.

Mathematics

Our mathematics program is designed to provide an understanding of the number system and basic math operations, to develop speed and accuracy in computation as well as to strengthen ability in problem solving, and to promote enthusiasm in the study of mathematics.

Elementary mathematics begins with the most basic mathematical processes of arithmetic. Students learn best when they proceed from the particular to the general, from the concrete to the abstract. Elementary arithmetic emphasizes the facts of addition, subtraction, multiplication, and division that are in accord with the child's stage of development and have immediate practice application.

Mathematics 6 (6th Grade)

Overview: This course will focus on four critical areas: (1) using concepts of ration and rate to solve problems; (2) understanding division of fractions; (3) using expressions and equations; and (4) understanding of statistical reasoning.

Mathematics 7 (7th Grade)

Overview: this course focuses on four critical areas: (1) developing an understanding of and applying proportional relationships; (2) operations with rational numbers and working with expressions and linear equations; (3) solving problems involving scale drawing, geometric constructions, and surface area, and volume; and (4) drawing inferences about populations.

Mathematics Pre-Algebra/Algebra 1 (8th Grade)

Overview: This course focuses on three critical areas: (1) using applying equations in one and two variables; (2) understanding the concepts of a function and using functions to describe quantitative relationships; (3) applying the Pythagorean Theorem and the concepts of similarity and congruence.

Science

All classroom material presents God as the Creator of our universe. Our goals are to stimulate investigative thinking through the teaching of organized subject matter and to develop a proper appreciation for the contributions of science to mankind. Science lessons are based on a Christian philosophy of science, offering a hands-on approach. The scientific method is emphasized through a broad range of topics.

History/Social Studies

The curriculum is presented based on the fact that the United States of America was founded upon Biblical principles. We consistently promote in our students the desire to remain true to those principles which have established religious and political freedom in our nation. Lessons reveal God's dealings with men's actions through time in all places. Topics include United States and World History, geography, economics, government, and culture.

Language Arts

Our basic purpose is to help our students use spoken and written English effectively and confidently in a wide variety of every day practical situations. Content study is organized into areas of grammar and related skills, practical communication and creative expression. Lessons teach the students to build sentences following sentence patterns. Emphasis on writing increases each year as the student develops.

English 6

Overview: The students will be exposed to the importance of grammar and composition, as well as spelling skills and reading comprehension, throughout the year. The nine parts of speech are heavily stressed, along with writing paragraphs and essays.

English 7

Overview: Students will study the eight parts of speech, grammatical structure of sentences, and the mechanics of good writing. Students will take part in creative writing, study novels, read and study classical literature and mythology, and define, use, and spell new vocabulary words.

English 8

Overview: Students will have a literature-based approach which will promote self-confidence in reading, writing, speaking, and listening. Skill-building through the writing process and interpretation of literature are stressed. Vocabulary and grammar will be integrated in the course.

Physical Education (6th – 8th)

Overview: Students will have an opportunity to learn the fundamentals of a variety of sports (i.e. soccer, football, basketball, etc.). Emphasis will be placed on proper stretching techniques and other warm-up activities. Keeping the body fit and teamwork/proper sportsmanship will be stressed throughout the course.

Electives

Middle school students have an opportunity to take electives.

Electives typically offered:

- Art 7-8
- Computer Applications/Keyboarding 6
- Study Skills 6
- Drama/Performance Literature 7-8
- Graphic Art Design 7-8
- Spanish 7-8
- Speech and Drama 7-8
- Film Studies 7-8
- Yearbook 7-8

Note-not all elective courses are offered every year

RATE SCHEDULE FOR SCHOOL YEAR 2019-2020

	12 PAYMENTS	ANNUALLY
ENROLLMENT: (per family)		
Re-enrollment (on or before 12/31/18)		\$250.00
Re-enrollment (on or after 01/01/19)		\$450.00
Re-enrollment (on or after 02/01/19)		\$550.00
Re-enrollment (on or after 03/01/19)		\$650.00
New Enrollment for 3K - 8 th		\$650.00
Entrance Exam Fee		\$100.00
SUPPORT FEE: (per student in Grades 3K-8)	\$29.17	\$350.00
TMA CAPITAL IMPROVEMENT FEE: (per family)		\$300.00
TECHNOLOGY FEE: (per student in Grades 3K-8)	\$16.67	\$200.00
BOOKS AND MATERIALS: (per student)		
Grades 3K-5		\$350.00
Grades 6-8		\$400.00
TUITION FEES: MONTHLY = 12 PAYMENTS		
Kindergarten: 3K & 4K - Half Day (8:00 am - 12:00 pm)	\$500.00	\$6,000.00
3K & 4K - Full Day (8:00 am - 3:00 pm)	\$600.00	\$7,200.00
5K	\$700.00	\$8,400.00
Grades: 1 - 5	\$700.00	\$8,400.00
6 - 8	\$750.00	\$9,000.00
Multiple Child Discount (Grades 3K-8)		
2 nd Student - 10%		
3 rd Student - 15%		
4 th Student or more - 20%		
NTBC Church Member Discount		
Any NTBC church member who gives a tithe or offering of at least \$5,000 to NTBC during the previous year will receive a 20% discount		
OTHER FEES: (per student)		
Sports Fee: (per sport Grades 5-8)		\$150.00
Graduation Fee: 5K & 8 th Grade (Due May 1, 2020)		\$200.00
EXTENDED CARE FROM: 3:15 - 6:00 p.m.		

Extended care is provided by Cata Martial Arts. Please contact them directly or stop by the school office to obtain their flyer.		
Cata Martial Arts: 954-769-1899 catamartialarts.com		

Payment methods

- Monthly
 - 12 payments on the 1st of each month, beginning on June 1 through FACTS
- Annually
 - 6% discount available to any family who pays the annual amount by December 31
 - 3% discount available to any family who pays the annual amount by January 31
 - 2% discount available to any family who pays the annual amount by February 28

*In order to be eligible for any of the above discounts, enrollment, books, technology, support, and capital improvement fees must be paid in full by the stated date.

Notes

- Tuition payments are made through FACTS Tuition program due on the 1st, 5th or 10th of the month and are past due after the 11th. There is a \$50 annual registration fee for this service.
- A late fee of \$35.00 will be applied to unpaid balances on the 11th of the month.
 - *These fees cannot be waived.*
- All NSF checks will be charged a \$30.00 service fee per item.
- Any account that is 30 days past due will have access to RenWeb blocked.
- For any account 45 days past due, the students will be suspended from school until the balance is paid in full.
- Report cards and school records will not be released until all account balances are paid in full.
- Students with delinquent accounts may not be permitted to participate in extracurricular activities and events.
- If you withdraw your student, you are financially responsible for the balance owed, irrespective of the payment plan chosen, regardless of the withdrawal date.
- A penalty for withdrawal will be assessed equal to one month's full tuition.
- Final payments and end of the year payments made after May 8th, are payable by cash or cashier's check only.

Please note that all rates and policies are subject to change at any time.

The Master's Academy admits students of any race, color, or ethnicity.

School Calendar 2019-2020

August 7	Teachers Return
August 13	Get Acquainted Day
August 14	First Day of School
August 25	Back to School All Ministry Day
September 2	Labor Day – No School
September 12	Mid-Term Grades
September 18	Grandparent's Day
September 20	Heritage Festival
September 25	See you at the Pole
September 30	Scholastic Book Fair
October 1-4	Scholastic Book Fair
October 11	Dismissal at 11:30 AM; End MP1
October 14	Teacher In-Service – No School
October 18	Report Cards
October 21-25	Spiritual Emphasis
October 25	Harvest Festival
November 4	Early Re-Enrollment Begins
November 11	Veterans Day – No School
November 13	Mid-Term Grades
November 20	Thanksgiving Feast
November 25-29	Thanksgiving Holiday– No School
December 2	Classes Resume
December 17-20	M.S. Exams
December 20	Dismissal at 11:30 AM; End MP2
December 23-31	Christmas Holiday – No School
December 31	Early Re-Enrollment Deadline
January 1-6	Christmas Holiday – No School

January 6	Teacher In-Service – No School
January 7	Classes Resume
January 10	Report Cards
January 20	M.L. King Jr. Day – No School
February 5	Mid-Term Grades
February 17	President’s Day– No School
February 20-23	9 th Annual DCS Carnival
February 24-28	Reading Across TMA
March 6	Dismissal at 11:30 AM; End MP3
March 13	Report Cards
March 16-20	SAT Testing
March 20	Dismissal at 11:30 AM
March 23-27	Spring Break – No School
March 30	Classes Resume
March 30-31	Spirit Week
April 1-3	Spirit Week
April 10 & 13	Easter Break – No School
April 14	Classes Resume
April 17	Mid-Term Grades
May 4-8	Teacher Appreciation Week
May 7	National Day of Prayer
May 18-21	M.S. Exams
May 19	5K Graduation Ceremony
May 21	8 th Grade Graduation Ceremony
May 21	Last Day of School – Dismissal at 11:30 AM; End of MP4
May 29	Final Report Cards

Statement of Compliance

The Master's Academy believes that a positive and constructive working relationship between the School and the student's parents or guardian and the student is essential to the accomplishment of the School's mission.

The School accordingly reserves the right to terminate or non-renew a student's enrollment contract if the school reasonably concludes that the actions of the student, parents, or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its purposes.

We have read and agree to be held accountable to the standards and code of ethics the Parent/Student Handbook.

Student Name: _____ Grade: _____

Student's Signature _____

Parent's Signature: _____

Date: _____

Please return this Statement of Compliance to the school office by Friday, August 23, 2019.

Accredited by



**Florida Association of
Christian Colleges
And Schools**



Middle States Association

