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

Upper School

Parent/Student

Policy Manual and Handbook

This handbook does not serve to contractually bind The Master's Academy in any way.

This handbook is subject to change without notice by the school board.

Revised May 2016
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**Mission Statement**

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

**Philosophy and Goals**

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

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

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

1. To help every student to be “thoroughly equipped for every good work.” (II Timothy 3:17)

2. To encourage all students to “love the Lord their God with all their heart and with all their soul and with all their mind, and to love their neighbors as themselves.” (Matthew 22:37-39)

3. To give Christ the pre-eminence in all things. (Colossians 1:18)

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

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

**Upper School Handbook**

(Grades 6-12)

4.2 **Admissions Policy**

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

The Master’s Academy admits students who, along with their parents, desire an excellent Christian education, and who support the programs and leadership of TMA. Admission requirements include the following:
1. At least one custodial parent or host parent (in the case of an international student) is a Christian who has had a life-changing salvation experience based on personal faith in the work of Christ on the cross.

2. At least one parent or host parent (in the case of an international student) with who the child lives and the incoming student must be in regular weekly (3 – 4 times per month) church attendance at a local Bible-believing evangelical Christian church. Our partnership with both the home and the church is such a priority that failure to be in regular church attendance puts the student in a position to be dismissed from the school. Independent attestation of church attendance is required upon enrollment.

3. Parents or host parent (in the case of an international student) must sign the “Parent’s Pledge of Acceptance and Cooperation” found in the family application and stated as follows:

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

- We are satisfied with the curriculum, equipment, methods, counseling, discipline, and motives of the school and do pledge to make The Master’s Academy our glad-hearted choice for our child/children.

- We agree with the aims, ideals, Mission Statement, and Statement of Faith of TMA and will bring any and all questions, criticisms and suggestions directly to the teacher and/or administration for consideration. We will not cause any dissention within the school family. We pledge that if, for any reason, our child/children does not respond favorably to TMA, we will not try to change TMA, but will withdraw quietly, without delay, and immediately notify the school office of this decision.

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

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

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

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

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

- Waiver of Jury Trial - Each party hereto irrevocably waives, to the fullest extent permitted by applicable law, any right it may have to a trial by jury in any legal proceeding directly or indirectly arising out of this agreement (whether based on contract, tort or any other theory) or the enrollment or attendance at TMA of their child/children of a party hereto. Each party hereto (A) certifies that no representative, agent or attorney of any other party has represented, expressly or otherwise, that such other party would not,
in the event of litigation, seek to enforce the foregoing waiver, and (B) acknowledges that it and the other party hereto have been induced to enter into this agreement by, among other things, the mutual waivers and certification in this section.

4. Students entering 1st – 12th grade will submit standardized test scores taken within the past two years (such as ITBS, CAT, Terra Nova, and/or Stanford), along with their TMA application, to the admission director. Lower and middle school students will be given a grade level math placement test, as well as a writing prompt assignment. High school students wanting honors or advanced classes may need to take a placement test. The results will be evaluated by the principal (or a teacher appointed by the principal) along with two years of standardized testing scores, and three years of prior report cards. Students in grades 6-12 who do not have current standardized test scores will be given the Gates-MacGinitie comprehension subtest along with the math placement and writing prompt.

5. The Master’s Academy does not provide services to students whose educational, social and physical needs cannot be met by our existing programs, services, or staff.

6. Students must demonstrate excellent conduct on recent and prior report cards and through teacher evaluation.

7. Students should be of high moral character and obedient to biblical principles including, but not limited to, prohibitions against fornication, drug use, alcohol use, pornography, homosexuality, occultist practices and defiance of authority.

8. TMA does not admit students who have been found guilty of a crime other than minor traffic violations.

9. Students who are parents, expecting a child of their own, or are married may not be enrolled at TMA.

10. Incoming students above grade three and one custodial parent of every child must sign a document annually agreeing to comply with all of the policies of TMA.

11. Falsifying or misrepresenting information in the application or enrollment process is grounds for dismissal from TMA.

12. Subject to the non-discrimination provision set forth at the beginning of this section, TMA reserves the right to decide, at its sole discretion, if an applicant is suited for admission to the school.

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

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

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

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

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

Statement of Faith
1. I believe in the verbal, plenary inspiration of both the Old and New Testaments, i.e., that the very words of the original Scriptures are infallible and inerrant, and that they are our final and absolute authority in every area of life and knowledge. (I Timothy 3:16; Peter 1:21).
2. I believe in one God, eternally existing in three co-equal persons: Father, Son and Holy Spirit. (John 4:24; Romans 8:14-15).
3. I believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished Deity and genuine humanity in one person forever. (Isaiah 7:14; Matthew 1:8-25; Colossians 1:15; John 1:14; Philippians 2:6-9).
4. I believe that God the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers, and who seals them eternally for God. (John 6:37; John 16; Romans 8; Ephesians 1:13-14, 4:30).
5. I believe that man was created by a direct act of God in His image, not from previously existing life, that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sinful nature. (Genesis 1:1-3; Ephesians 2:1; Romans 1 & 5; Romans 3:23).
6. I believe that Jesus Christ died as a substitutionary sacrifice for our sins and that through faith in Him as Lord and Savior, we are declared righteous by God. (II Corinthians 5:21; Hebrews 7:24-27).
7. I believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ. (II Corinthians 5:17; Titus 3:5; Ephesians 2:8-9).
8. I believe that Jesus Christ rose bodily from the dead and that He ascended in like form into Heaven, where He continually ministers as our Great High Priest and Advocate. (Luke 24:1-6; Hebrews 10:12; I John 2:1-2; Hebrews 7:25).
9. I believe in the literal, visible, bodily return of Jesus Christ with His saints to establish His Kingdom. (Acts 1:9-11; Revelation 19; John 14:2).
10. I believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. (Revelation 20, 21; I Corinthians 15).
11. I believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel to all the world. (Matthew 28:18-20; Matthew 5:16).

Statement on Marriage and Sexuality
We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one’s biological gender is a rejection of the image of God within that person.

We believe the term “marriage” has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual
We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one’s biological sex or otherwise acting upon any disagreement with one’s biological sex) or advocacy of sexual immorality is sinful and offensive to God.

We believe that in order to preserve the mission and integrity of the school as the local Body of Christ, and to provide a biblical role model to the students and the community, it is imperative that all persons employed by the school and all persons who attend the school should agree to and abide by this Statement on Marriage and Sexuality.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policy of this school.

**Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139)

### 4.2.1 Financial Guidelines

**Payment of Fees and Tuition**

1. **The New Student Application Fee** pays for the processing of a new student’s application and any entrance testing. Only new applicants pay this fee.

2. **Enrollment Fees (Non-Refundable)** - Enrollment fees are in addition to the annual tuition and place a child on the school roster. This fee reserves a student’s place at TMA, purchases their textbooks and enables the Academy to make financial commitments for the coming year. The Master’s Academy makes financial commitments for the upcoming academic year based on registration numbers well in advance of the beginning of the new academic year. *Enrollment fees are non-refundable.*

3. **Express Enrollment rates are available only until a chosen date, usually in the month of January.** This is for current families and new siblings that are joining the academy. They are paid in full or divided into three payments. The first payment is $225 per child, with the remaining payments due March 1 and April 1.

4. **Open Enrollment Fees** begin at the close of Express Re-enrollment and are for new families and current families that missed Express Re-enrollment. Open Enrollment fees must be paid in full when registering or upon request divided into a maximum of three payments.

5. **Annual Tuition** pays for the cost of instruction. Grade 12 tuition is higher to supplement graduation expenses. Tuition is paid annually before June 1, or in twelve monthly payments beginning June 1 and is due on the first day of every month.

6. **Additional Expenses** - In addition to the tuition and fees explained above, families pay certain additional expenses such as trips, uniforms, participation in athletics and other activities. In some cases, payment plans may be used for these expenses.

7. **Late Payments** - A $30 late fee is charged if the balance is not paid by the 7th of the month. A second late fee of $50 is charged if the balance is still not paid by the 14th of the month. Students may not attend classes on the first day of the following month or participate in any activities if the previous month’s balance (including any installments of next year’s re-enrollment fees) is not paid. Quarterly report cards will be held by TMA if there is an outstanding balance. Students with a delinquent account are permitted to take exams but they will receive an incomplete grade. If a student is withdrawn from TMA with an
outstanding balance, the student’s records will not be transferred until the account is cleared. Christian arbitration or collection action will be pursued, if determined necessary, by TMA, in its discretion, in order to resolve a dispute with regard to an outstanding balance. TMA will not guarantee a place for students whose enrollment fees or tuition payments are one month overdue. Express Re-enrollment fees are placed on the current family account and are subject to late fees and loss of services for non-payment. This means a student may not be able to complete the current school year if Express Re-enrollment fees for next year are not paid.

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

9. **Discounts** - The school offers several discounts as outlined below:
   - **Enrollment Fee Discount** – Households with multiple children pay full fee on the first child, additional siblings receive a $225 discount.
   - **Sibling Tuition Discounts (Families enrolled for 07/08 and prior)** – Households with multiple children pay full fee on the highest tuition. A 10% tuition discount is given for the child with the second highest tuition. Additional children receive a 20% tuition discount. This discount is not applicable to the GOLD program.
   - **Sibling Tuition Discount (Families enrolled after 07/08)** – Households with multiple children receive a $500 discount on any child after the first.
   - **Pastoral/ Ministry Discounts** - TMA offers a 25% discount to all families who are in full-time Christian ministry raising their own support or in a full time pastoral position. In order to be considered for a ministry discount, the employing organization must write a letter to the school explaining the position the person holds within the organization.
   - **Annual Pre-Payment Discounts** - An additional 1.5% discount is offered for families who prepay their annual tuition prior to June 1st. However, this pre-payment discount does not apply to recipients of any financial aid including McKay or Children’s First funding. You must notify the Finance Office no later than May 1st that you opt for this payment so no late fees are incurred. The 1.5% discount is not available on the Discovery program.

10. **Financial Aid** - This program is limited and requires a new application to be filed annually to be considered for funding. Eligibility is based in part on income and asset levels during the previous year. Deadline for submitting applications is March 31. Applications may be picked up in the Finance office.

**Withdrawals/Refunds**

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

2. Tuition payments are owed through the month in which the student withdraws, calculated on a 12-month payment plan beginning in June.

**4.3.0 Academic Policy**

The Master’s Academy Upper School meets the credit hour requirements set by its accrediting agencies.

**Course Change Procedure**

A course may not be dropped or added without written consent from the TMA guidance counselor. No course may be added or dropped after the second week of the school semester. Unless unusual circumstances prevail, a student will retain the courses on his/her course schedule the entire semester/ school year.

**Credits**

Credits are awarded for passing (60% or above) work done on a semester basis in grades 8 – 12 (8th grade for high school courses only). One-half (1/2) of a credit is given for a course that meets regularly for one semester (90 days).

Seniors who are within one credit of graduating will be permitted to participate in commencement exercises but will
not receive a diploma until the outstanding credit is made up. To attain a TMA diploma, the outstanding credit must be received from an accredited institution within one year of the date of graduation.

**Dual Enrollment**

Students may take any class that is not required for graduation as an off-campus, dual enrollment course provided that they have a cumulative GPA of at least a 3.0 and meet the minimum ACT/SAT requirement. Prior approval from the administration is required. There is no reduction in tuition owed to TMA as a result of such dual enrollment. Core classes taken through off campus dual enrollment will receive a 1 point increase in their weighted GPA. Off campus dual enrollment classes which are not core will be considered elective and will not receive a weighted GPA classification. Students may not leave TMA during school hours to dual enroll in an elective or online course. All dual enrollment courses taken through TMA will receive a 1 point increase in GPA. Due to the nature of these courses, there are additional materials/curriculum needed. Family accounts will be billed $60 per course to cover these expenses.

**Advanced Placement Courses**

Various Advanced Placement courses are offered to high school students. Due to the nature of these courses, there are additional materials / curriculum needed as well as testing; therefore, family accounts will be billed $150 per course to cover these expenses.

**J-Term Policy**

Students are permitted to miss two days of school without consequence. Three or more days of absence will result in no credit for J-term courses. Students missing more than 45 minutes of a J-term class will be considered absent for that class.

Winter athletes are not permitted to travel or conduct an internship out of the metropolitan Orlando area.

In order to graduate, students are required to complete ½ J-term credit per academic year while attending TMA. If a student misses J-term for any reason, the credit must be made up before graduation.

**Probation (Academic or Extracurricular)**

Upper school students are placed on academic probation if they have failed any class that is needed for graduation or if the cumulative GPA drops below 2.0. (NOTE: Only courses required for graduation will be used in the GPA calculation.) Academic probation is determined at the end of 1st semester, J-Term (HS only), and 2nd semester. Students that have a cumulative 2.0 GPA, but have failed a course will be given an academic remediation plan. When the stipulations written in the plan have been met, the student will be granted eligibility.

Academic probation begins and ends the day after grades have been finalized at the end of each semester. Academic probation results in ineligibility for all co-curricular events and competitions. The administration may also periodically check grades and issue academic probation.

**Semester Exams**

Comprehensive semester exams may be given in core and elective courses at the end of each semester to allow a student to demonstrate mastery of specific course content. Seventh and eighth grade exams count 10% of the semester grade; high school exams count 15% of the semester grade. Students are expected to take their exams during the assigned exam period. (In rare instances of family emergency, etc. students may contact the principal to request that their exams be rescheduled).

Eighth through twelfth grade students with an A (90%) average in a high school course other than an AP or Dual Enrollment course, have an option to be exempt from the semester final exam. Students may opt out of two final exams per semester, provided that they have met attendance requirements.
4.3.1 Academic Promotion and Retention Policy

A student not meeting a minimum level of performance during the school year becomes a candidate for retention or dismissal.

Promotion Requirements:

Grades 6-8

1. A yearly passing grade in at least four of five major subjects (Math, Reading, English, Bible, Science and Social Studies).
2. A yearly passing grade shall constitute a minimum “D-” cumulative score for both semester averages except in Math and English which requires a “C-” at a minimum.
3. Remediated full-year deficiencies in general math 6, 7; pre-algebra 8; and English 6-8 with a grade of “C” or better in an approved summer school program unless the student is able to repeat that level of math.

Grades 9-12

In grades 9-12, students repeat each semester course they fail rather than repeating the entire grade. Required credits failed must be earned in summer school. Summer school will be required for students receiving a yearly average grade of below a “C (70%)” in Math or English courses. The number of credits earned determines the classification of the student as a freshman, sophomore, junior, or senior. The minimum number of credits for each class may fluctuate each year as the number of credits required by the State of Florida changes to meet legislative regulations.

Summer School

During the latter part of the school year, teachers recommend students for summer school. Summer school is designed to remediate individual students in their area(s) of academic need; however, some students take summer courses for advancement. After teachers and principal have conferred on the summer school recommendations, parents will be notified.

1. The student should attend summer school to remediate and drill specific skills in which satisfactory mastery has not been demonstrated on achievement tests and report card evaluation.
2. All “F” high school semester grades do not receive credit; therefore, the students must retake the required courses in order to receive credit toward graduation. A “C” average is needed in a prerequisite course in order to take certain courses.
3. Students who receive a yearly average below a “C (70%)” in Math and English will be required to attend summer school.

Students who do not act upon these recommendations will be in jeopardy of repeating the failed class or of being retained at the same grade level in the fall. Teachers/administration can give parents direction on how to provide for their students’ remedial needs.

All required classes for graduation must be taken at TMA. The only exception is when a required class is being remediated due to a failing grade.

4.3.2 Accreditation

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

The Master’s Academy is accredited by the Florida Council of Independent Schools, the Florida Kindergarten Council, the Southern Association of Colleges and Schools, the Southern Association of Independent Schools,
4.3.3 After School Policy
All middle school students on campus after school hours must be supervised by an adult (i.e. coach, parent, or teacher). Adult-supervised after school care is available for upper school students after dismissal time until 6:30 p.m. Monday through Friday. There is no after school care on early dismissal days.

After school program for grades 6–8 is held in the upper school building. Parents may choose daily or weekly rates, depending on the usage of after school care. Students must be registered for this service; however, there is no registration fee.

Students not picked up within the specified time after dismissal from school, sports, trips, etc., are taken to after school care and parents are charged the daily rate. A late charge of $15 for any portion of the first 15 minutes and $5 for each 5 minutes or portion thereof will be charged after 6:30 p.m. After school fees more than one month in arrears may necessitate dismissal from the after school care program.

4.3.4 Attendance Policy
The Master’s Academy upper school will meet the minimum requirement of the state of Florida and its accrediting agencies for school attendance.

Tardy Procedures
Tardies to 1st Period:
A five minute warning bell will ring before 1st period. Students are expected to be in their seats and ready to begin the day when the second bell rings. If a student arrives after the second bell, he/she needs to go to the office with their student planner to check-in and obtain a pass. Students will receive one demerit for every 2 tardies.

Tardies to 2nd – 7th Periods:
If a student is going to be late to class, he or she is expected to obtain a pass from the teacher/person who can validate the reason for being tardy. If a student goes to class late without a pass, he or she will receive a tardy slip. The student will have 24 hours to have that tardy slip signed by the person/teacher who can validate the tardy and return it to the teacher who issued it. If the student does not return the tardy slip within 24 hours, the tardy will be considered unexcused. All unexcused tardies are treated as infractions and result in a demerit. Doctor’s appointments are considered excused tardies. Students will be considered absent from any class to which they are more than 15 minutes late (see absences below).

Absences
The Master’s Academy will meet the minimum requirements of ACSI and the state of Florida statutes for school attendance. Grades 6-8 students absent more than 20 days (excused or unexcused) in a school year place their promotion in jeopardy. Grades 9-12 students absent from any class more than 10 times (excused or unexcused) in a semester will not be eligible for exam exemptions in all classes and may lose credit in the course with excessive absences. For purposes of this policy, participation in a school sponsored event does not count as an absence.

Any TMA student in a high school course exceeding the allotted absences will meet with the TMA administration to determine whether the student will be eligible for exam exemptions or if credit will be given. Students with 11 or more absences in a given course must pass that semester exam with a 70% or higher. If the absences are in an elective course without a semester exam, the administration will determine if credit is awarded. Administration will review cases involving absences due to major illnesses. In the upper school, students will be considered absent from any class to which they are more than 15 minutes late.

All absences will be categorized as school-initiated, excused or unexcused. School-initiated absences will not be part of the cumulative total of absences for a student. In the upper school, juniors and seniors will be allowed three days a semester for college visits. These absences must be pre-arranged and will not be counted as part of the cumulative record.

If your child is absent due to illness, or if an emergency arises, please call the TMA office prior to 10:00 a.m. so this can be noted on the student’s records. Please check Renweb for your child’s assignments. If they are not posted,
then call the TMA office. Students must be in school for at least 3 1/2 hours (not including lunch) to participate in any school sponsored activities (fine arts, athletics, social, etc.) unless prior arrangements have been made with administration.

**Excused Absences**

In the event that an absence is excused, a student may make up missed work with no grade penalty. Teachers will give make-up tests and help with assignments, only when absences are excused. Students will be given one day (from the day of return) for each day of absence to make-up work. In cases where the student is absent only on the day of a test, the student is responsible for taking the test on the day of his/her return. In order to receive an excused absence, students must bring a note from home explaining the absence within one week of returning to school. Students must go to the office with their planner and the note to obtain an excused absence. Valid excuses for school absence include:

1. Illness of the student – prolonged (4 days or more) or excessive absences will require a written note from a doctor.
2. Death in the family.
3. Health care appointments when communicated to the office in writing by the practitioner.
4. Educational, family, and church trips when approved by the school principal.
   (See Pre-Arranged Absences)
5. Unforeseen circumstances (Example: car accidents, etc.).
6. Any absence with prior permission of the principal.

**Unexcused Absences**

Students receiving unexcused absences will receive a zero for all assignments and tests missed; all work must be made up, even though credit will not be given. The following reasons are considered unexcused for school absence:

1. All absences for the sake of convenience, of the parent or student, will be considered unexcused.
   (Examples: skipping school, sleeping late after returning late from athletic trips, tiredness, staying home to do homework, etc.)
2. Any student who misses school because of illness and reports to a regular job or attends sports events, practices or extracurricular events that same day will not be excused.

**Pre-Arranged Absences**

To receive an excused absence for essential family trips or church outings, the student must complete a pre-arranged absence form accompanied by a note from the parent and return it to the office prior to the absence. Students are required to submit all work in advance of the absence unless otherwise directed by the teacher. If the student does not give advance notice, the absence may be counted as unexcused.

**Early Dismissal**

Passes are obtained from the TMA office, before school, by bringing a note from parents stating the specific reason the student must leave early. The note must also include the student’s full name and desired date and time of dismissal. Emails and phone calls alone will not be accepted to release a student from campus. The school office must receive a written signed note from a parent (notes may be hand delivered or faxed to the school). Students who drive must sign out in the TMA office before leaving campus for an early dismissal and present a driving pass to the security guard to leave campus. Parents of students who do not drive, must sign their students out by coming into the school office and signing the dismissal register. If you will be checking your child out of school, please call ahead to avoid class interruptions. Student drivers who fail to sign out on the dismissal register will receive demerits.

4.3.5 **Awards Policy**

TMA espouses the biblically-supported philosophy of recognizing and honoring students when their performance or service in academics and co-curricular activities exemplifies God-honoring excellence. Examples include, but are not limited to, announcements regarding honor roll, honor societies, valedictorian, salutatorian, fine arts awards, athletic awards, etc.
Upper school teams or individuals who win a State Championship or State Runner-Up competition in the areas of Athletics, Fine Arts or Academics will receive a reward.

4.3.6 Campus Hours Policy
The Master’s Academy meets the required number of instructional hours per grade level set by the Florida Department of Education and its accrediting agencies.

TMA organized events may only be held on a Sunday with the approval of the President.

No interscholastic athletic contest may be held on a Sunday except under emergency conditions in tournaments or meets which are approved by FHSAA. Practice sessions of any kind on a Sunday are prohibited.

For any approved Sunday activity, whether athletic or TMA-organized, any family that objects participation on Sunday may withhold participation by their child without disciplinary consequences.

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

Lower and upper school students may not leave the school grounds during the school day without a parent or specific, written permission from parents or the office. Lower school students may not leave the school grounds at the end of the day without a parent or specific, written permission from parents or the office. (see visitor information)

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

Fire Drill Procedure
Fire drills are conducted periodically. Students are asked to walk to designated positions in an orderly manner.

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

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

Bomb Threat Procedure
Students will be instructed to leave the building.

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

TMA will follow the closing decisions made by the Seminole County School System.

Re-opening will be determined at the discretion of the TMA administration. This information will be posted on local TV and radio stations, on the school answering machine and via available communication channels.
4.3.9 Discipline Policy

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

The general purpose of Christian education is to produce the image of Christ in the hearts and lives of students. The desired outcome is Christian character. TMA develops a Christian student who exhibits the qualities of Christ consistently -- even under pressure.

God has ordained three institutional authorities to aid in the process of conformity to Christ -- the home; civil government; and the local church.

The Academy partners with Christian parents and cooperates with the government and the local church to accomplish our goal.

The goal of our discipline will be to develop character that will enable the student to:

- Respect property and assignments. *(Ephesians 4:28)*
- Be prompt in attendance and assignments. *(Proverbs 6:6-9)*
- Exhibit cheerful obedience to authority. *(Hebrews 13:17)*
- Show responsibility in completing other assigned or expected tasks. *(Proverbs 13:4)*
- Show courtesy and respect for others. *(Proverbs 20:4)*
- Exhibit truthfulness in word and life. *(Ephesians 4:25)*
- Exhibit morally good conduct and respect to recreation, social relationships and language. *(Philippians 4:8)*
- Develop Christian love as shown by sensitivity to others’ needs and feelings. *(1 Corinthians 13)*

Responsibilities Regarding Student Discipline

Teacher

Teachers are given the primary responsibility for the handling of all discipline problems that arise in the classroom. When necessary, disciplinary consequences may include talking with students, notes to parents, parent conferences, denial of privileges, and infraction reports.

Parent/Teacher

The Christian parents and TMA cooperate in the discipline and training of students. While the discipline of the child is primarily the parents’ responsibility, parents and teachers must cooperate fully with one another. Anything said or done, which reduces respect and confidence for either the parent or the teacher will harm the child.

Parent

Attending TMA is a privilege and a choice for those parents who, along with their children, fully support the philosophy and policies of TMA. Evidence of a student’s unwillingness to abide by Academy behavioral policies will result in the student being dismissed or asked to withdraw from TMA. Evidence of parental unwillingness to support the philosophy, mission, policies or leadership of TMA will result in the family’s children being dismissed from TMA.

In order for institutional discipline to be effective, parents must support and help administer, when appropriate, disciplinary actions taken by TMA. All parents, therefore, will be required to co-sign the Student Conduct Agreement, accepting their Biblical role and agreeing to TMA’s discipline procedures. Parents will have the right to appeal disciplinary actions according to the complaint procedure outlined (see Grievance Procedures).

School

The TMA approach involves emphasis on the student’s responsibility in choosing how he will behave. Consequences are seen as the result of a choice on the part of the student. Students, while on field trips, are subject to all TMA conduct policies and are expected to behave in the same manner as when they are on the TMA campus.
Infractions at TMA fall into three major categories:

- Level I Infractions
- Level II Infractions
- Level III Infractions

**Infractions/Demerits - Middle School**

**Level I Infractions**

Level I infractions are minor acts of misbehavior in a classroom, on campus, or at school activities. Such misbehaviors include, but are not limited to: chewing gum, body art, possession of food or drinks in classrooms, dress code violations, cell phone ringing in class because phone is not turned off, leaving a mess in the lunchroom, littering, violation of Internet contract or classroom disruptions. These Level 1 infractions result in 1 or more demerits for each offense.

Behaviors such as disobedience, disorderly conduct, disrespect toward another student, failure to report to detention, public display of affection, having a cell phone or other electronic device* out during school hours, using your iPod or cell phone and/or text messaging during school hours without teacher permission. These Level 1 infractions result in 4 or more demerits for each offence.

*For a more detailed explanation of electronic devices see section 4.3.28 Prohibited Items on page 30.

**Level II Infractions**

Level II infractions usually result in after school detention, Saturday school or suspension. These infractions are violations of school policy at anytime during enrollment and are not limited to school campus or activities. Suspensions will not exceed ten days, and disciplinary probation will not exceed one academic semester. In every case of Level II infractions, students will have the opportunity to express their side of the issue and the parents will be contacted.

Level II infractions include, but are not limited to: destruction of TMA property or the property of others, : disrespect, cheating, plagiarism, stealing, lying to school employees or other adult authority, profanity, inappropriate jokes or language, obscene gestures, gambling, skipping class, inappropriate remarks of a sexual nature, repeated lower level infractions, or willfully accompanying another student who is involved with a Level II Infraction. Each of these offenses result in 7 demerits or more.

Use or possession of alcohol or tobacco products*, fighting, recklessly endangering or threatening the safety of self or others, insubordination or direct disobedience to TMA school employees, leaving campus without the permission of the TMA administration, inappropriate touching of a sexual nature or possession of sexually explicit materials. Each of these offenses result in 15 demerits or more.

Students who reach 22 or more demerits could be placed on disciplinary probation. Disciplinary probation results in ineligibility for all co-curricular activities and will not exceed one academic semester.

**Level III Infractions**

Level III infractions are major offenses, often involving activity that is a violation of the law or is a gross act of disrespect toward individuals, school personnel, or property. These infractions are violations of school policy at anytime during enrollment and are not limited to school campus or activities. Level III infractions usually result in dismissal and maybe reported to law enforcement authorities.

Level III infractions include, but are not limited to: committing a Level II infraction while on disciplinary probation, committing a second Level II infraction of the same kind in the same academic year, fornication, sexual misconduct, use or possession of drugs or mood-altering substances(*)(**), bringing weapons on campus, threatening the lives of others, distribution of pornographic material, tampering with any fire equipment, vandalism, significant theft,
fighting, insubordination to parental, school, or civil authority, repeated lower level infractions, willfully accompanying another student who is involved with a Level III infraction, and any violation of civil or moral law.

Discipline Committee will meet and give their recommendations for the number of days of suspension or expulsion.

*When clear evidence is available, students who supply alcohol or illegal drugs to others (on or off campus) will be expelled and referred to law enforcement.

**Drug Testing**
If the TMA administration deems that reasonable cause exists, a student may be required to submit to a drug test after parental notification. Reasonable cause for drug testing shall exist when TMA administration, in its sole discretion, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances, or alcohol and that the results of a drug test would assist in the final determination. The President, or his/her appointee, shall make the final decision on behalf of TMA as to whether reasonable cause exists. Failure to submit to a drug test may be grounds for expulsion.

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

Demerit accumulation starts over at each semester. A student can be placed on disciplinary probation which could result in a higher number of demerits. This is for the student who continues to accumulate demerits instead of changing his/her behavior.

Rewards will be given to middle school students at the end of each quarter if they have received 3 or fewer demerits.

MIDDLE SCHOOL:
4 demerits or more – Lunch detention
7 demerits or more – 1st after school detention
10 demerits or more – 2nd after school detention
12 demerits or more – 3rd after school detention
15 demerits or more – 1st Saturday school
18 demerits or more – 4th after school detention
20 demerits or more – 2nd Saturday school and extracurricular probation for a week
22 demerits or more – 1 day suspension

Discipline committee will meet for Level III infractions to determine the number of demerits and also the recommended number of days of suspension and possible expulsion.

A parent conference with the Dean and/or Principal is required at 20 demerits or more.

Infractions/Demerits - High School

**Level I Infractions**
Level I infractions are minor acts of misbehavior in a classroom, on campus, or at school activities. Such misbehaviors include, but are not limited to: chewing gum, body art, possession of food or drinks in classrooms, dress code violations, cell phone ringing in class because phone is not turned off: leaving a mess in the lunchroom: littering, parking or driving violations, student drivers leaving with permission but not signing out in the office, and classroom disruptions. These Level 1 infractions result in 1 or more demerits for each offense.

Behaviors such as disobedience, disorderly conduct, disrespect toward another student, failure to report to detention, public display of affection, using an electronic device for purposes other than those permitted by the respective teacher(s)/leaders during classes, chapels, or other organized activities. These Level 1 infractions result in 4 or more demerits for each offense.

*For a more detailed explanation of electronic devices see section 4.3.25 Prohibited Items on page 28
**Level II Infractions**

Level II infractions usually result in Saturday school or suspensions and disciplinary probation as determined by the campus disciplinary committee. Disciplinary probation results in ineligibility for all co-curricular activities. These infractions are violations of school policy at anytime during enrollment and are not limited to school campus or activities. Suspensions will not exceed ten days, and disciplinary probation will not exceed one academic semester. In every case of Level II infractions, students will have the opportunity to express their side of the issue and the parents will be contacted.

Level II infractions include, but are not limited to: destruction of TMA property or the property of others, speeding or careless driving on campus, disrespect, insubordination or direct disobedience to TMA school employees, cheating, plagiarism, stealing, lying to school employees or other adult authority, profanity, inappropriate jokes or language, obscene gestures, gambling, skipping class or leaving campus without the permission of the TMA administration, possession of sexually explicit materials, inappropriate touching or remarks of a sexual nature, repeated lower level infractions, or willfully accompanying another student who is involved with a Level II Infraction. Each of these offenses result in 12 demerits or more. Use or possession of alcohol or tobacco products*, fighting, recklessly endangering or threatening the safety of self or others. Each of these offenses result in 20 demerits or more.

**Level III Infractions**

Level III infractions are major offenses, often involving activity that is a violation of the law or is a gross act of disrespect toward individuals, school personnel, or property. These infractions are violations of school policy at anytime during enrollment and are not limited to school campus or activities. Level III infractions usually result in dismissal and maybe reported to law enforcement authorities.

Level III infractions include, but are not limited to: committing a Level II infraction while on disciplinary probation, committing a second Level II infraction of the same kind in the same academic year, fornication, sexual misconduct, use or possession of drugs or mood-altering substances(*)(**), bringing weapons on campus, threatening the lives of others, distribution of pornographic material, tampering with any fire equipment, vandalism, significant theft, fighting, insubordination to parental, school, or civil authority, repeated lower level infractions, willfully accompanying another student who is involved with a Level III infraction, and any violation of civil or moral law.

Discipline Committee will meet and give their recommendations for the number of days of suspension or expulsion.

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

Demerit accumulation starts over at each semester. A student can be placed on disciplinary probation which could result in a higher number of demerits. This is for the student who continues to accumulate demerits instead of changing his/her behavior.

Rewards will be given to high school students at the end of each semester if they have received 3 or fewer demerits.

* When clear evidence is available, students who supply alcohol or illegal drugs to others (on or off campus) will be expelled and referred to law enforcement.

**Drug Testing**

If the TMA administration deems that reasonable cause exists, a student may be required to submit to a drug test after parental notification. Reasonable cause for drug testing shall exist when TMA administration, in its sole discretion, determines that reasonable suspicion exists that a student has used or possessed drugs, mood-altering substances, or alcohol and that the results of a drug test would assist in the final determination. The President, or his/her appointee, shall make the final decision on behalf of TMA as to whether reasonable cause exists. Failure to submit to a drug test may be grounds for expulsion.

HIGH SCHOOL:
4 demerits or more – 1st after school detention
7 demerits or more – 2nd after school detention
10 demerits or more – 3rd after school detention
12 demerits or more – 1st Saturday school
15 demerits or more – 4th after school detention and extracurricular probation for a week
18 demerits or more – 2nd Saturday school
20 demerits or more – 1 day Suspension

Discipline Committee will meet for Level III infractions to determine the number of demerits and also the recommended number of days of suspension and possible expulsion.

Disciplinary Consequences

Lunch Detention
Middle school students may be assigned a lunch detention for minor classroom disruptions. Students must report to an assigned room to eat quietly. This is a loss of their social free time.

After School Detentions (ASD)
After School Detentions (ASD) are served for one hour after school (3:05 p.m. – 4:05 p.m.) and are an extension of the school day which means that all school policies remain in effect. Students will be assigned to ASD’s at the next available detention period. After School Detentions may be postponed one time by notifying the school office before the detention. Students who come late will receive an additional after school detention. If a student leaves detention early, he/she will not be credited with the detention and will receive an office referral. Detentions must be served, regardless of participation in co-curricular activities. The cost for an ASD is $10.00. If it is not paid in cash at the time of the detention, $10 will be billed to the student’s account. Parents are encouraged to have their students pay the fee. Detention is not a time to do homework; as an assigned task will be given.

Saturday School
Saturday School is a work-oriented discipline program from 8:00 a.m. until 11:00 a.m. The cost for Saturday school is $25.00 and must be paid in cash. Parents are encouraged to have their students pay. If a student does not show up as assigned, he/she will serve two additional Saturday school days. Students need to wear appropriate attire and be ready to work.

Suspension
Students will make up all missed work for full academic credit. Tests are to be made up by the end of the day the student returns to school. A suspension warns the student and his/her parents that unless positive and consistent change in behavior is seen, the student may be dismissed or asked to withdraw from TMA. The TMA School Board, or a committee thereof, review any discipline action resulting in more than 3 days suspension for adherence to school policy prior to it becoming official. When suspended from school, the student will usually be placed on disciplinary probation by the TMA administration for a period not to exceed one semester. Disciplinary probation results in ineligibility for co-curricular participation. Parents of students who receive suspension are urged to cooperate with TMA in making this correction beneficial to both the student and the school.

Disciplinary Probation
Disciplinary probation is usually assigned with a suspension for a Level II infraction. The TMA administration assigns probations for a maximum of one semester. Students not making sufficient progress during probation may be dismissed or asked to withdraw from the Academy. Students on probation are ineligible for participation in all co-curricular activities.

Dismissal
A student may be dismissed for repeated serious infractions or committing a Level III infraction by the TMA
administration disciplinary committee and the superintendent. The TMA School Board or their designees review the decision for adherence to school policy prior to it becoming official. Students who are dismissed may apply for admission to the Academy after having spent at least one entire semester outside the school. Students who are dismissed are not permitted on TMA campus.

**Reporting to Authority**

Students involved in violations of laws may be reported to the appropriate civil authorities.

### 4.3.10 Dress Code and Grooming Policy

Faculty, students, and parents will dress in a manner that maintains an optimal learning environment and demonstrates Christ-honoring modesty. Clothing should not present a distraction to the learning environment. The TMA administration reserves the right to interpret dress guidelines.

Our dress should show that Christ’s claim on our lives is important. Dress should be modest, distinctive (*I Timothy 2:9-10*), and void of a sloppy or careless appearance.

**Guidelines for Dress and Grooming at School**

*And All School-Sponsored Events*

**(Applied to Uniform and Non-Uniform Dress)**

The following guidelines apply to all events that TMA has sponsored including athletic games, fine arts events, etc. The administration reserves the right to make all decisions regarding what is inappropriate dress, hair style, jewelry, etc. When in doubt, please check with the principal before assuming something is acceptable.

1. All clothing will fit appropriately and will be modest. Any clothing that distracts other students from learning is not permitted. (Tight fitting is inappropriate.)
2. Jewelry and accessory items with inappropriate symbols such as pentagrams, crystals, ying-yangs, etc. are unacceptable.
3. Boys may not wear earrings during school hours.
4. Inappropriate slogans or logos, rock groups, or inappropriate language on clothing are not permitted.
5. Body piercing is not permitted with the exception of ear piercing for girls.
6. Body art or tattoos must be declared to the principal and covered during all school activities.
7. Shorts must be no shorter than five inches above the top of the knee or have a six-inch inseam for school sponsored events and no shorter than four inches above the top of the knee for school attire.
8. Skirts and dresses must have a hemline no shorter than three inches above the top of the knee as worn for school sponsored events and no shorter than two for school attire.
9. Young men’s facial hair must be neat and trimmed close to the face.
10. Hair should be of a natural color and neatly groomed, clean, and extreme styles are unacceptable.

If a student comes to a game, event, etc. dressed inappropriately, he or she may be asked to leave or change. In some cases, a warning will be given.

**Formal Dress Guidelines for School Sponsored Events**

While current fashions dictate the length of hems and depths of necklines, we expect that TMA families will keep within the designed guidelines of modesty. These guidelines are not designed to make shopping difficult, but to be consistent with accepted TMA policy.

While selecting that special garment, please be sure that the following criteria are met.

- Necklines are expected to be MODEST. Not excessively wide, loose, or deep … sheer fabrics do not count for covering cleavage.
- Back must be no lower than the bottom of the shoulder blades. (“normal” bra line)
- Sheer fabrics and/or cut-outs below the shoulder blades are unacceptable.
- Dresses may be slim fitting, but not skin-tight or form-fitting.
- Slits may be no higher than 2 inches from the top of the knee-front, side, or back.
- If you are in doubt, get prior approval. (Bring in the dress to the TMA office.)
- If a young lady comes to an event in inappropriate attire, she will be asked to leave.

Guys--- this attire applies to your date, even if she does not attend The Master’s Academy, so be sure to let her see this information and avoid disappointment.

**Dress Guidelines for School Attire**

1. Approved uniforms must be purchased through TMA or its designated uniform provider.
2. Tied shoes must be tied.
3. Flip flops or backless shoes are not permitted for grades 6 – 8. Students in grades 9-12 may wear backless shoes. [Flip flops, beach shoes, athletic backless shoes, shower shoes and slippers are not allowed.] Students must leave shoes on at all times.
4. Hats may not be worn in the buildings.
5. All shirts are to be buttoned to the second button down from the top.
6. Only neutral colored shirts or undergarments may be worn under the camp shirt.
7. All pants and skirts must be hemmed properly with no frays or slits, and must be worn at the waist.
8. Shorts and skorts must be no shorter than four inches above the top of the knee or have a six-inch inseam.
9. Skirts and dresses must have a hemline no shorter than two inches above the top of the knee as worn.
10. Non-uniform jackets may be worn to school but must be removed during school hours. Uniform TMA sweaters, sweatshirts, or Nike TMA logo outerwear (excluding pants) may be worn over the Dennis uniform shirt during school hours.
11. Capri pants are only allowed for girls. Capri pants need to be hemmed at mid-calf length.
12. Theme t-shirts may be worn on specific days as designated by administration.

**Casual Day Dress Guidelines**

Casual day passes are privileges earned by individual students periodically throughout the year. Students must adhere to TMA dress code standards and avoid wearing grubby or athletic type attire. (See Guidelines for Dress and Grooming at School and All School Sponsored Events, pg. 19)

**Upper School Boys**

**Hair**
Hair length should not obscure vision, may not be below the bottom of the ear, and may not overlap the collar. Extreme styles like pony-tails, mohawks, etc., are not acceptable. Headbands may not be worn to avoid compliance.

**Non-Uniform Days** *(See guidelines for dress and grooming)*

1. Shorts, jeans, or slacks must be worn at the waist. (Athletic shorts and pants are not permitted.)
2. Shorts, jeans, or slacks may not be ragged, frayed, fringed, torn, baggy or grunge-wear.
3. Undershirts or tanks tops may not be worn as shirts.

**Upper School Girls**

**Hair & Make-up**
1. Makeup and hairstyles should be of a natural appearance.
2. Hairstyles should keep hair away from the eyes.

**Non-Uniform Days**
1. Backless dresses, tops, tank tops or sun dresses with straps not covering the shoulders are not permitted.
2. Shorts, jeans, or slacks may not be ragged, frayed, fringed, torn, baggy, or grunge-wear. (Athletic shorts and pants are not permitted.)
3. Shirts must be long enough to cover stomach even with hands raised.

**Dress Code Violations**

**During School Hours**

Students may not be permitted to attend class if they are not in TMA uniform or if they are not dressed modestly. Parents will be called and asked to bring appropriate clothing to school. (Students will sit in the TMA office until the clothing arrives. This may be deemed an unexcused absence and students may receive zeros for the work they miss.) Minor dress code violations will be documented and corrected, if applicable, but students will not be held in the TMA office.

All dress code violations will be reported to the TMA office. Each dress code offense will result in 1 or more demerits. If a student continues to break the dress code, TMA will set up a parent meeting will be set up to decide what course of action to take.

**4.3.11 Field Trip Policy**

The educational philosophy of TMA encourages experiential learning; therefore, field trips are necessary and valuable. All trips will be conducted in relation to classroom learning activities and will be approved by the Principal. Field trips are not optional; students are expected to attend. All students are expected to follow TMA discipline policies and represent the school well.

In order to maintain a safe learning environment while traveling off campus, parent chaperones may be required. The number of parent chaperones required is limited for each trip and, if more chaperones volunteer than are necessary, the grade chair and the Principal will determine which volunteers will be able to chaperone. All chaperones will be required to ride the transportation provided by TMA. The cost of admission for the trip, including reduced admission, will be covered by parent chaperones. All other parents attending the trip must pay regular fees associated with attendance and may, if there is space available, ride the provided TMA transportation. Otherwise, non-chaperone parents must provide their own transportation to the destination. Chaperone and non-chaperone parents should not bring younger siblings on the field trip.

a. **Day Trips** - Most off campus field trips occur during the school day, requiring the use of school-provided transportation. All students, except those with a signed medical release, will be required to travel on TMA buses or charter transportation. Students may leave the field trip with their parent or legal guardian, provided that the parent or legal guardian has provided the teacher with written confirmation, including a signature.

b. **After school hours** - On some special occasions, a field trip will be approved for after hours or on a Saturday. All chaperones on overnight trips must submit to a criminal background check and a drug test. All students, except those with a signed medical release, will be required to travel on TMA buses or charter transportation, when provided. If travel commences at a local airport (MCO or SFB), parents and students are required to provide their own transportation to the airport. TMA supervision begins at the designated time at the airport.

**4.3.12 Fine Arts Participation Fees**

The fee to participate in Fine Arts activities such as band and theatre is $50 per semester per activity.

**4.3.13 Forgotten Items Policy**

Parents may drop off items for students in the front office; they should be clearly labeled with the student’s name and grade. Money or checks need to be placed in a sealed envelope. The office will not interrupt instructional time to deliver forgotten items and students will not be allowed to leave class and/or wait in the office or common area for items to be delivered. Items must be picked up before classes, during lunch, or immediately after school.
4.3.14 Fundraising Policy
Fundraising activities are approved by the President and the finance committee of the TMA Board. Funds for all class accounts will be kept at the TMA finance office. If a student withdraws, the funds will be transferred to the general class account.

4.3.15 Graduation Policy
Students with their tuition account in arrears may participate in the commencement exercises but will not receive their diploma.

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

Grievance Procedure

1. When a problem occurs between parent and teacher, the parent will first contact the teacher outside of class time.
2. If a conference is desired with the teacher, parents should contact the school office to arrange an appointment. Parents should not discuss the problem with the secretary as he/she cannot assist with concerns.
3. If the issue is still not resolved after a parent-teacher conference, a parent may request a conference with the teacher and campus administrator. The administrator should only be contacted after a face-to-face meeting with the teacher.
4. If the issue is still not resolved after a meeting with the teacher and administrator, a conference may be requested with the superintendent.
5. If a satisfactory resolution is not reached with the superintendent, the parent may request, in writing, the opportunity to address the TMA Board of Directors. Such requests should be submitted to the President’s office for relay to the Board Chairman. The Board will not generally address decisions by the administration except where adherence to school policy is at issue.
6. This process of Biblical conflict resolution will be reviewed by teachers with parents and students annually.

4.3.17 Homework Policy
This applies to an average upper school student with a standard schedule.

Students are expected to work independently unless otherwise directed by the teacher. Work needs to be submitted on time. Any work that does not meet the teacher’s expectations and guidelines may need to be redone. Each assignment must be the student’s own work and not that of another student or his parents.

Purpose of homework
1. To practice skills introduced in class
2. To extend skills into new areas of study
3. To prepare and be ready for new material to be introduced in class
4. To develop organizational skills and responsibility
5. To help students take charge of their own learning opportunities

Definition of homework
1. Homework is defined as any work or task planned by the teacher to be completed by the student outside of the classroom without immediate and direct teacher interaction.
2. Homework is an effective instructional technique. TMA is committed to excellence in instructional programs and homework is a continuation of a learning process developed in the classroom and carried out by the student in the home environment. Its effectiveness depends upon careful planning by the teacher as well as supportive parental involvement.

3. Homework will involve short-term and long-term assignments.

Work submitted after due date (This includes projects, daily homework and anything else assigned by the teachers.)

Work is considered late anytime after the teacher has collected it during that class period. It is the student’s responsibility to have the homework with them in class.

For Grades 6 – 8:
- 1 day late – receive ½ credit; thereafter – 0 credit. Work is still required to be completed.
- Any problems with computer/toner/anything electronic or technological, student must turn in a hand-written final draft on the due date. This is the draft that will be graded.
- The lowest homework grade will be dropped each quarter.

For Grades 9 – 12:
- College prep classes: 1 day late – receive ½ credit; after that – 0 credit
- Honors and AP classes: 1 day late – 0 credit
- In the event of a computer/toner/anything electronic or technological problem, student must turn in a hand-written final draft on the due date. This is the draft that will be graded.

Average Duration of Assignments (This includes short-term and long-term assignments.)
- Grade 6 – four assignments per academic subject, per week, with a total daily time of approximately 45 – 60 minutes for all subjects combined
- Grades 7-9 - four to five assignments per week, each lasting between 15-20 minutes with the total daily time lasting 70-90 minutes for all subjects combined
- Grades 10-12 – five assignments per subject, per week, each lasting between 20-30 minutes with the total daily time lasting 100-120 minutes for all subjects combined

Parents responsibilities:
- Recognize that the amount of time spent on homework will vary and will depend on a student’s ability and work/study habits.
- Provide a well-lighted, distraction free study area where the student can comfortably read and write.
- Be positive, provide encouragement and make sure assignments are completed on time.
- Assist the student with budgeting his/her time.
- Talk with the teacher about any concerns or problems regarding homework.
- Encourage the student to take responsibility of keeping track of school materials and assignments.
- Monitor student’s grades, assignments and performance on Net TMA Classroom.

Teacher responsibilities:
- Recognize that the amount of time spent on homework will depend on a student’s ability and work/study habits.
- Explain assignments clearly and thoroughly. Ensure that students are aware of what is expected of them, and how their work will be assessed.
- Maintain a current list of assignments on RenWeb.
- Provide students with feedback regarding completed homework.
- Provide quality homework activities related to class work.
- Set a suitable amount of homework which is appropriate to the ability of each student.
- Monitor the completion of homework and contact parents when necessary.
- Promptly check or grade homework and update student’s grades on RenWeb.

Student responsibilities:
- Listen carefully and follow the directions provided by the teacher.
- Use time efficiently. Plan ahead. Do NOT wait until the last minutes to do the long-term assignments.
Take pride in your work and make sure your homework is of a high standard.

Be neat, well organized, and keep track of school materials and assignments.

Talk with the teacher if you have problems completing homework or become aware of any grade discrepancies.

Discuss homework assignments with your parents.

Monitor grades on RenWeb.

**Contact specific teachers FIRST if your student is having difficulty keeping up with homework.**

AP and Dual Enrollment classes will exceed these target workloads due to the class being taught as a college-level course.

Incomplete and Make-up Work

It is the student’s responsibility to obtain all missed assignments and to make arrangements with the teacher for make-up work and tests. Students have one day for each school day missed to make-up work and to take make-up tests unless other arrangements are made with the teacher. Make-up tests will be given at the teacher’s convenience. During the period of time allotted for make-up work, grades will appear as “I” (Incomplete) on all school records. Work not completed within the stated time frame will not receive credit.

4.3.18 Illness and Accident Policy

TMA will strive to maintain a healthful school environment for its students. If a student feels ill, he/she should obtain a pass from their teacher to report to the clinic. If necessary, a parent/guardian will be notified to pick up or dismiss the student. Students are not permitted to text/call a parent for pick up due to illness until they are seen by the school health staff.

Illness and Accident Procedure

Communicable Disease Prevention

Parents should not send their child to school if he/she has been vomiting, has diarrhea, if his/her temperature is above 99.8 F, if he/she has or is suspected to have a contagious condition (impetigo, ringworm, chicken pox, pink-eye, lice, flu, etc.), or if he/she has not sufficiently recovered from an illness. Students should be fever free, without the use of fever reducing medications, for 24 hours before returning to school.

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

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

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

Lice – Infestation

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

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

Upon discovery of head lice and/or nits, the parent will be notified to pick up the student.

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

**Food Allergy**
The Master’s Academy will endeavor to reduce the risk of exposure to specific allergens from school-provided snacks in instances where a student has the possibility of exposure. The Master’s Academy cannot warrant to parents or students that any food from inside or outside of the school does not contain allergens (e.g. nut products or nut by-products). While The Master’s Academy desires to assist families with specific life-threatening allergies, The Master’s Academy cannot guarantee an allergen free environment.

**Purposes:**
- To minimize the risk of a food allergy incident from food introduced from inside or outside of The Master’s Academy.
- To collect and distribute information for students with diagnosed allergies, including documented life-threatening food allergies.
- To implement annual life-threatening allergy and Epinephrine Auto Injector training for all faculty/staff members who routinely work with students.
- The Master’s Academy views the potentially fatal allergic reactions to peanuts, nuts, eggs, etc. as a distinct category of food allergy. The effectiveness of these policies requires cooperation between The Master’s Academy and families.

**Nurse Responsibilities:**
- Circulate a list of students with allergies on a need-to-know basis to principals, coaches, faculty, staff, and lunch room supervisors.
- Review information on food allergies, various treatments, the signs and symptoms of anaphylaxis, and instruction in use of Epinephrine Auto Injector before school opens and periodically during the year with faculty.
- Provide appropriate faculty a student Allergy Action Plan with information on food and/or other allergies specific to the classroom/students to be kept in the classroom for reference.
- Maintain open communication, as needed, between home and school.

**Family Responsibilities:**
- Parent or Guardian must list all allergies (food and non food allergies) on the Medical Authorization form each school year and notify the School Nurse (x1225) of any severe allergies for which an Epinephrine Auto Injector has been medically authorized.
- Provide written medical documentation, instructions, and medications as directed by a physician using The Master’s Academy Allergy Action Plan form as a guide. Include a photo of the child on the written form.
- Deliver/provide to the Nurse any approved medications for your child in original containers on the first day of school. If an Epinephrine Auto Injector is required, provide a minimum of two labeled Epinephrine Auto Injectors.
- Consider purchasing a medical alert bracelet and encourage your child to wear it at all times if the allergy is especially dangerous.
- Provide the school/teacher with alternative acceptable snacks for use in classroom parties, snacks, celebrations, etc.
- Sign the Allergy Action Plan, acknowledging the risks and responsibilities associated with enrolling a student with a life threatening allergy.

**School/Faculty Responsibilities:**
- Encourage hand washing before and after meals.
Maintain Epinephrine Auto Injectors in various locations.
Encourage a no food sharing/trading policy.
An appropriate cleaning protocol for the cafeteria tables will be maintained.

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

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

- A Student Medication Authorization to Administer form must be on file for each prescription and/or OTC medication. Forms must be completed in their entirety and must be signed by the physician and the parent/guardian. Forms are valid for one school year or for an earlier stop date. Changes in medication, dosage or directions will require completion of a new authorization form.
- High school students may deliver their over the counter medications to the school office or clinic in the original, labeled container. All other medications must be delivered to the school office or clinic by a parent/guardian along with appropriate authorization forms. The prescription label must be consistent with the medication form.
- Prescription and OTC medication may not be self-administered by students with the exception of metered-dose inhalers, auto-injectors of epinephrine and other injectable medication if authorized in writing by both the student’s licensed health care provider and parent/legal guardian. Administration of medication by injection, rectally or by ultrasonic nebulizer will be individually planned with the student’s parent/legal guardian, school nurse, licensed health care provider and principal. The first dosage of any new medication should not be administered during school hours due to the possibility of an allergic reaction. There shall be no liability as a result of the administration of a medication when the person administering the medication acts as an ordinarily, reasonably prudent person would have acted under the same or similar circumstances.
- An Individual Health Care Plan that addresses self administration of medication and/or the administration of injectable medication in the school setting, on school sponsored trips and during school sponsored activities will be developed by the school nurse in collaboration with the parent, licensed health care provider and the student.

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

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

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

Field Trips
Prescription medication normally administered at school will be sent on field trips unless otherwise instructed by the parent/legal guardian prior to the field trip.
- The prescription medication for each student along with directions concerning dosage and route, time of day to be taken and licensed health provider’s name will be delivered by the school nurse to the designated employee prior to trip departure.
Medications will be kept at all times in the possession of or under the control of the employee administering the medication.

A copy of the student’s Medical Authorization form and medication log will accompany the medication.

For extended field trips, an additional student Medical Authorization form may be required for each medication to be administered outside the normal school day.

Parents of student with complex medical issues may be required to attend field trips as determined by the school nurse and the administration.

**School Accident Insurance**

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

**Student Accident Procedure**

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

4.3.19 **Library and Media Policy**

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

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

4.3.20 **Locker Policy**

Lockers are the property of TMA and are assigned to upper school students each year.

A student may not trade lockers without permission from the TMA office. Lockers are to be kept as neat and organized as possible. Lockers are to be free of prohibited items. School-printed schedules (such as sports, school calendars, and bell schedules) may be placed (no tape) on the inside of locker door. Students are encouraged to purchase locks and lock their lockers nightly as the TMA campus is used by various groups of people in the evening and on weekends. TMA is not responsible for theft of items out of lockers. Materials attached to the outside of lockers are prohibited unless permission is given by the TMA administration (i.e. athletic locker signs.)

The administration has the right to have access to lockers or book-bags for inspection at any time, as determined necessary by TMA. Lockers belong to the school and may be searched at any time.

Students are not permitted to enter another student’s locker or to put a lock on any locker not belonging to the student. Books, notebooks, and class notes are personal possessions which may not be “borrowed.” Entering and taking something from a locker without specific permission from the owner will be considered stealing.

4.3.21 **Lunch**

No refrigeration is available for drinks or lunches brought from home. Microwaves are available for students in the cafeteria. Hot meal items are available in the cafeteria. Students may pay cash or charge their lunch account. Breakfast can also be purchased in the morning.

4.3.22 **Lost and Found Policy**

Coats, backpacks, uniforms, books, and other personal belongings should be labeled with a student name. All items
presumed to be lost will be placed on the lost and found cart, which is available in the upper school breezeway before and after school hours. Unclaimed items will be donated on a timetable set by the administration. Students will be contacted prior to donation for any clearly labeled item. The school assumes no responsibility for lost items. Students may incur fees for lost books that must be replaced.

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

4.3.24 Out of Class Passes
Students must always have a pass authorizing them to be out of class. Students out of class without a pass or abusing the privilege by loitering unnecessarily will receive appropriate disciplinary measures.

4.3.25 Parent Conferences
Parents are encouraged to meet with teachers after school hours to confer on their student’s progress.

Parent/Teacher Conferences may be scheduled by appointment through the TMA office. Please feel free to call the TMA office and make an appointment with a teacher if you have any questions concerning your child’s progress.

4.3.26 Physical Education Policy
The TMA upper school will meet the minimum requirements for physical education set by ACSI.

Gym uniforms for boys and girls in grades 6-12 are purchased from TMA and are worn without modification. All students in grades 6-12 are required to wear gymn uniforms and a different pair of non-marking tennis shoes with socks each time the class meets in the gym. [Students should have an old pair of tennis shoes for days P.E. is outside.] Failure to wear proper apparel will result in a loss of daily points for the class. Students are required to wear socks with their tennis shoes at all times.

Students are required to participate in the regularly scheduled physical education program unless excused by a written note from a doctor.

Please refer to TMA Upper School Athletic Policy for information on extracurricular athletics.

4.3.27 Plagiarism Policy
Plagiarism is cheating and will result in a Level II Infraction. (see Discipline Policy)

Plagiarize (pla-je-riz): to steal and pass off (the ideas or words of another) as one’s own: use without crediting the source; to commit literary theft: present as new and original an idea or product derived from an existing source. Webster’s New Collegiate Dictionary 9th ed, (Springfield, Ma: Merriam-Webster).

TYPE 1 PLAGIARISM: NOT USING QUOTATION MARKS
• When you use someone else’s words, ALWAYS put them in quotation marks and cite the source!
• If you include a quotation, you must use EXACT words of the author or it is a misquote.
• Use quotations only when it is absolutely essential for the reader to know EXACTLY what that particular person said word for word.

TYPE 2 PLAGIARISM: NOT CITING THE SOURCE OF INFORMATION
• All information/ideas that are not part of general knowledge that you obtained from someone else must be cited even if you used your own words.

TYPE 3 PLAGIARISM: PARAPHRASING IS TOO SIMILAR TO SOURCE
• Read your sources of information, synthesize the material in your head, and then write what you know in your own unique way.
• Using someone else’s sequence of sentences and just changing a few words or their position in each sentence is plagiarism.
• If you find yourself with the source of information in one hand while you are writing your report in the other hand, then there is a good chance you are plagiarizing.

In addition to the demerits, cheating or plagiarism results in a zero for the assignment. Plagiarized papers must be redone with the highest grade possible being a 60%.

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

Possession of a weapon or an item which is used as a weapon may warrant suspension and/or expulsion.

Gum is not permitted on campus during school hours.

Any student using an electronic device including cell phones while on campus, is subject to having TMA personnel check the content and could lose their privilege of possessing electronic devices on campus.

Middle school students are not permitted to use any electronic device during school hours without permission from their teacher. This includes, but is not limited to, tablets, phones, smartwatches, etc.

4.3.29 Reenrollment Policy
Students are enrolled at The Master’s Academy for one year at a time.

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

Returning families use “Express Enrollment” during the second semester. Students not re-enrolling at “Express” dates may re-enroll during “Open Enrollment,” but they are not guaranteed space for the following year. Annual re-enrollment is necessary for all students.

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

4.3.30 Service Hours
Service hours are required for Upper School students to apply for Bright Future Scholarships in the State of Florida. Documentation of service projects and hours are required for grades 9-12. Forms and Bright Future requirements are available in the upper school guidance office.

4.3.31 Smoking and Alcohol Policy
Smoking and alcohol of any kind is not permitted on the TMA campus or at any TMA sponsored events. For students, use or possession of tobacco or alcohol is considered a Level II infraction. (see Discipline Policy)

When clear evidence is available, students who supply alcohol or illegal drugs to others (on or off campus) will be expelled and referred to law enforcement.
4.3.32  Transportation

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

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

Student Drivers
Student drivers must have a valid state license. Students are not to go to their vehicles during the school day unless permission is given from the TMA office. The following student driver guidelines need to be followed:
1. The speed limit is 5 mph while on campus. Speeding or careless driving is a Level II infraction.
2. Loud music (that can be heard on campus in or outside of buildings) is not permitted.
3. Spinning tires on or near campus is not permitted.
4. Vehicles are not permitted to drive anywhere on campus except the designated driveways and parking spaces. (Fields are not designed for parking or driving).
5. TMA reserves the right to search student-driven vehicles parked on school property or at school functions.
6. Students must park in the assigned student parking area.
7. Student’s car must have their assigned TMA decal visible in the lower left corner of the windshield. Student’s car will not be permitted on campus without this decal.

These regulations are enforced 7 days a week, 24 hours a day on campus. Students who abuse the privilege of driving to school by disobeying the guidelines may lose the privilege of driving their vehicles to school in addition to other disciplinary actions.

4.3.33  Valedictorian / Salutatorian Policy

Valedictorian and salutatorian are determined by the weighted GPA’s for grades 9-12. The valedictorian and salutatorian must have been a student at TMA for their entire junior and senior years. Transfer credits will not be weighted when considering valedictorian and salutatorian. Students who were involved in any Level II or III Infractions in their senior year will not be honored as valedictorian or salutatorian.

4.3.34  Visitor Policy

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

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

4.3.35  Non-School Sponsored Events

Non-school sponsored dances or similar events may not be promoted on the school campus. Any dance or similar events can be conducted by the school based on the discretion of the Superintendent.

4.3.36  Website

The Master’s Academy website can be accessed at www.mastersacademy.org. The website includes information such as: general information about the school, calendar of school events, faculty directory, academics, athletics, fine arts, alumni, school forms, lower school handbook and upper school handbook. Specific information about individual student performance can also be accessed on the website, by their parents, via RenWeb.
RenWeb (ParentsWeb) - At the beginning of each school year, parents will be issued a password which will allow access to a secure site on which is listed their individual students’ grades, weekly assignments, attendance, disciplinary record, and financial information. Parents are encouraged to check this site on a regular basis.

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