



The Master's Academy
PARENT/STUDENT HANDBOOK
2011-2012

Mrs. Maria R. Galasso
Principal

Mrs. Karen Garcia
Assistant Principal

MISSION STATEMENT

The Master's Academy, a ministry of New Testament Baptist Church, exists to challenge students in grades 2K-8 to become well-balanced, Christ-like persons by educating in the mental, physical, social, and spiritual realms.

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

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

From the Principal...

The Master's Academy desires to meet the needs of the whole child and to promote spiritual and moral growth, academic and intellectual progress, and physical and social development. Our emphasis is high quality education combined with a Christian environment. It is essential to work together as strong and supportive partners in your child's education. We will strive to communicate with each family to keep them informed of student progress. This handbook is designed to inform parents and students the expectations and standards of The Master's Academy. These guidelines are intended to help maintain an orderly atmosphere where learning can occur and where every student feels safe and accepted.

Our faculty and staff are dedicated to ensuring that every child who walks through our doors receives superior education taught on a foundation of Godly principles. We provide our students with a loving and nurturing atmosphere where they can discover God's will and purpose for their lives while developing in their knowledge and understanding of the world around them.

If our faculty and staff can be of assistance to you, please do not hesitate to contact us.

Maria R. Galasso
Principal

HISTORY OF THE MASTER'S ACADEMY

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

EDUCATIONAL PHILOSOPHY

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

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

STATEMENT OF FAITH

1. We believe the whole Bible from Genesis 1:1 to Revelation 22:21 is the verbally inspired and infallible word of God.
2. We believe Jesus Christ was born of Mary, the Virgin, and is the Son of God and God the Son.
3. We believe that Christ died for our sins according to the Scriptures, the Just for the unjust, that He might bring us to God.
4. We believe that He rose from the grave on the third day according to the Scriptures.
5. We believe that He, only, is the Great High Priest, and we need not the intercession of any man, but that Christ ever lives to make intercession for us.
6. We believe that Christ will come again in person, bodily, visibly, to establish His kingdom on the earth.
7. We believe that in order to be saved, an individual must accept Jesus Christ as his/her personal Savior.
8. We believe that every truly born again soul should declare his faith by the act of baptism (immersion in water) setting forth the Lord's death, burial, and resurrection.
9. We believe that the church is a body of baptized believers whose mission is not to "reform the world," but to preach and teach the Gospel of salvation to the individual soul.

GOD'S PLAN OF SALVATION

1. Admit you are a sinner - "For all have sinned and fall short of the glory of God." Romans 3:23
2. The penalty for sin is death - "For the wages of sin is death, but the gift of God is eternal life." Romans 6:23

3. Christ died for you - "But God demonstrated His love toward us that while we were still sinners Christ died for us." Romans 5:8
4. You can be saved through faith - "For by grace you have been saved through faith, and that not of yourselves; it is the gift of God, not of works, lest any one should boast." Ephesians 2:8-9

GOALS OF THE MASTER'S ACADEMY

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

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

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

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

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

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

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

SCHOOL HOURS

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

First day only: 8:00 a.m. to 1:30 p.m.
Daily hours: 7:00 a.m. to 6:00 p.m. (2K)
8:00 a.m. to 3:00 p.m. (Grades 3K-5)
8:00 a.m. to 3:06 p.m. (Grades 6-8)

SCHOOL OFFICE

The School Office hours are 7:30 a.m. - 4:00 p.m., Monday through Friday. When coming to the school for any reason, please check in with security. Security will direct you to the appropriate location.

SECURITY

A security guard is on duty every day from 6:00 a.m. – 9:00 p.m. Security cameras are strategically placed inside the school building and around the campus. These provide 24-hour surveillance protection for our campus.

Every classroom has a telephone for immediate communication with the school office in the event of an emergency. The phone system is equipped with intercom compatibility for any announcements that need to be made into the classrooms.

GET ACQUAINTED DAY

Prior to the opening of school, we have a Get Acquainted Day. Parents will receive a schedule through the mail prior to this day with their child's teacher's name and room number. This day is set aside for the students and parents to come to the school any time between 9:00 a.m. and 3:00 p.m. to meet their new teacher and find out where their room is located. We encourage each parent and student to attend. This also is the day for our Middle School Orientation.

MIDDLE SCHOOL ORIENTATION – GRADES 6-8 (Student/Parent)

Prior to the opening of school in the fall, a special orientation program is held for all 6th, 7th, and 8th graders and their parents. A general information session will be held at 8:30 a.m. and this will be followed by the students and their parents going through a typical day spending 10 minutes in each class.

ADMISSIONS

The Master's Academy was founded in 1993 as a ministry of New Testament Baptist Church to provide a Christian education for all interested students and families. We desire to educate as many young people as possible, and are able to review any student's individual education plan.

A. Registration for First Time Students

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

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

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

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

B. Re-Enrollment for Current Students

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

C. Transfer of Credits

The Master's Academy accepts transfer credits at "face-value" in accord with the Florida Uniform Transfer of High School Credits, from other FACCS or regionally accredited schools. Credits earned through a non-accredited school program are validated by examination, or other established criteria. When transferring to another school, or applying to colleges, transcripts from other schools will be attached to the TMA transcript.

D. Financial Assistance

To be eligible for financial assistance, a student must maintain a 2.0 GPA. Financial aid applications are available online at www.themastersacademy.org click on the F.A.S.T. link. This assistance must be applied for on a yearly basis.

STATEMENT OF COOPERATION

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

WITHDRAWAL PROCEDURES

1. To withdraw a student, parents are to notify the school in writing and complete a withdrawal form.
2. The withdrawal form will be completed by all of the teachers, who will issue grades and verify that the student has turned in all necessary textbooks. The form will be returned to the School Office.

- No records will be released until all forms are completed and financial matters are cleared.

ACADEMICS

CLASS SCHEDULING – GRADES 2K-5

Students are assigned to classes based upon a number of criteria. Parent requests are considered, but are not guaranteed. Once students are assigned to a class, we ask that there be no requests for changes. Under some circumstances the administration may make some changes.

CLASS SCHEDULING – GRADES 6-8

Students are assigned to classes based upon a number of criteria. Each student is allowed to select their electives according to priority. Every effort will be made to give each student their top choices of electives. Rising seventh graders' scores on the Stanford Achievement Test and the final grades earned on the report card will help to determine placement. Once students are assigned to a class we ask that there be no requests for changes. Under some circumstances the administration may make some changes.

GRADE REPORTS

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

GRADING SYSTEM

Kindergarten and 5K-5th Enrichments

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

Grades 1-8

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

Students taking Honors classes will receive an extra 0.5 on their GPA for that class provided the academic grade is 90% or higher.

STUDENT RECORDS

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

Requests for records to be sent to another school will be processed within two working days of receiving a written request from the parent, or the requesting school, unless a delay is requested to wait for a final

report card for a particular term or year. Records will be sent to two different schools without a charge. For each subsequent request, a \$5.00 processing fee will be required with the request.

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

HELP CLASSES

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

HOMEWORK

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

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

Most students work at different rates and with different learning styles. The faculty will seek to give only the quantity of work that the student should reasonably be expected to accomplish within a reasonable amount of time.

HOMEWORK POLICY (GRADES 5K-5)

1. All homework assignments are to be turned in on the assigned day.
2. Parent will be contacted on the second day of missing assignment.
3. Late homework for elementary (5K-5) will be graded as follows:
 - Day 2 - 90% minus wrong answers
 - Day 3 - 80% minus wrong answers
 - Day 4 - 70% minus wrong answers
 - Day 5 - 60% minus wrong answers

HOMEWORK POLICY (GRADES 6-8)

1. All homework assignments are to be turned in on the assigned day.
2. Parent will be contacted on the second day of missing assignment..
3. Late homework for students in grades 6-8 will be graded as follows:
 - Day 2 - 75% minus wrong answers
 - Day 3 - 50% minus wrong answers
 - Day 4 - 0 % (the assignment must be completed)
4. Assignments that would be considered more long-term in nature, or are assigned at least one week or more in advance, must be completed by the due date or the student will receive a 0%. No extension will be given.

Note: If the homework is not turned in due to an absence it will be graded normally

LATE HOMEWORK CONTACT POLICY – (GRADE 6-8)

(Each 9 Week Marking Period)

1. 1st late homework – teacher enters a “0” in RenWeb and speaks with the student.
2. 2nd late homework – teacher enters a “0” in RenWeb and speaks with the student.
3. 3rd late homework – teacher enters a “0” in RenWeb, issues a 1 hour Friday or Saturday Detention, and communicates with the parent.
 - Option A – teacher makes a phone call and speaks with the parent.
 - Option B – teacher emails the parent individually and receives confirmation (if they do not receive confirmation teachers must use Option A).
4. 4th late homework – teacher enters a “0” in RenWeb, issues a 2 hour Friday or Saturday Detention, and speaks with the student.
5. 5th late homework – teacher enters a “0” in RenWeb, issues 3 hour Friday or Saturday Detention, and communicates with the parent using Option A.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Master’s Academy is a member of the Florida High School Athletic Association and therefore must abide by their eligibility regulations, which state: “A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43 (1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester. A student whose cumulative high school grade point average is below a 2.0 on a 4.0 unweighted scale or its equivalent, in all courses taken that are required by s.1003.43(1), at the conclusion of a semester shall not be eligible during the following semester.” The Master’s Academy maintains this same policy for eligibility for all extracurricular activities in grades 6 - 8; requiring a student to maintain an overall 2.0 average in all subjects taken. A student on disciplinary probation is not eligible to participate in any extracurricular activities.

In order to participate in any extracurricular activity on a given day, a student must be present in at least six of the eight class periods and must arrive on campus by 10:00 a.m. Exceptions may be made for pre-arranged medical appointments.

STANDARDIZED TESTING

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

SUMMER READING

Students entering grades 1- 8 are required to read one or two books during the summer. Those entering first grade will write 2 or 3 sentences about each book. Students entering second and third grade will write a one page summary report on each book. Students entering grades 4 - 8 will write a one page summary report on each book; there may be additional work assigned following a discussion of the book(s) when school begins.

Additional resources are recommended for parents who wish to have summer mathematics or language arts work over the summer.

TUTORING

If a parent wishes additional tutoring for their student, it can be arranged for a price of \$30.00 per hour, with a maximum of two students being tutored at the same time. If two students are being tutored at the same time a price of \$15.00 per student will be charged. Contact the school office or your child’s teacher to make these arrangements. Due to after school responsibilities, faculty are not available for tutoring until 3:30 p.m.

ACADEMIC PROBATION

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

Any student whose grades fall below a 2.0 average at the end of a nine week period, or who has more than one F, will be placed on academic probation for the next nine weeks. At the end of the nine weeks of probation, a student will be evaluated regarding his/her status of remaining in school.

Students on academic probation may not be permitted to participate in any extracurricular activities. The student will lose the privilege of being excused from any class period, except with special approval from the principal.

SUMMER SCHOOL

Our summer school/tutoring program is offered during a four to six week period as an opportunity for students to review and make up courses in which they are deficient. Students required to attend summer school must have a minimum of 20 hours of tutoring to satisfy the requirement. Summer tutoring is a review of material covered during the regular year with a focus on the area of deficiency. Any student scoring below the 25th percentile on the Stanford Achievement Test may be required to attend a summer school course in the area of deficiency.

A. 5 Year Kindergarten

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

B. 1st – 5th Grades

1. A student whose yearly average is below a D+ in the following subjects on the final report card will be required to attend summer tutoring in that subject. The subjects include: mathematics, reading, phonics, and/or language.
2. A student who makes below a D+ in three or more of the subjects listed above must repeat the grade. Summer tutoring will not be required, but may be recommended.

C. 6th – 8th Grades

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

DISCIPLINE

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

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

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

The teacher is responsible for discipline in the classroom setting. Appropriate discipline is necessary for effective teaching and learning. Teachers will be in contact with parents regarding disciplinary measures.

GRADES 2K-5TH GRADE

The first step in the discipline process is referral to the Assistant Principal. She is responsible for conduct in non-classroom settings and for referrals from classroom teachers. Disciplinary measures will be communicated to the parents. The disciplinary process involves parents first meeting with the teacher, then if necessary, the Administration and then the Assistant Principal. The Principal will become involved in major disciplinary problems.

GRADES 6-8 DISCIPLINE NOTIFICATION

A discipline notification may be issued to students who violate classroom or school rules, exhibit disruptive behavior that negatively affects other members of the school community, or violate school policy. These notifications will state the misconduct involved, the method used to correct the behavior, as well as any further comments regarding the discipline procedure. When a rule or policy has been ignored, broken or violated, it will be documented by the teacher or an Administrator via RenWeb.

INFRACTIONS

- a. **Minor Infractions** – Include, but are not limited to, excessive talking, disruptive behavior, dress code violation, lack of cooperation, missing homework, tardiness, unprepared for class.
- b. **Major Infractions** – Include, but are not limited to, disrespect, defiance, profanity (written, verbal or by gesture), dishonesty (to include cheating on any assignment, plagiarism), stealing, cutting classes, immoral behavior (on or off campus), inappropriate public displays of affection, use, possession or transmission of illegal drugs, fighting, violence, harassment and vandalism. Anything that causes a major disruption to the school environment during or after school, or causes a teacher to dismiss a student from class.

The process of discipline for **minor** infractions will normally follow, but is not limited to, the specific steps as described below:

- Step 1:** Teacher/student conference – warning is given to the student, if teacher finds appropriate a classroom detention will be issued and disciplinary procedure ends.
- Step 2:** Teacher/student – Friday or Saturday detention will be issued to student, if teacher finds appropriate, or if it's student's second violation.
- Step 3:** Parent is notified via RenWeb about Friday or Saturday detention.

The process of discipline for **major** infractions will normally follow, but is not limited to, the procedure described below:

- Teacher will record incident on RenWeb and will refer student to the Administration.
- Administration will determine the consequence merited by the student's violation of school policy.
- Administration will contact parent with the consequence issued.

DETENTION PROCEDURES

1. Detentions will be served on Friday 3:30 to 6:30 p.m. or Saturdays from 8:00 a.m. to 11:00 a.m. depending on the hours issued (1 to 3 hours).
2. There will be a charge of \$10.00 for each hour issued for a Friday or Saturday Detention.
3. If a student misses a one hour Friday or Saturday Detention, it will be upgraded to a two hour Detention; a two hour to a three hour, and a three hour to a one day suspension.
4. Detentions will be rescheduled only with prior permission for the Administration.
5. Work detentions may be assigned with the Administration's approval.
6. It is the responsibility of the student and parent to remember the detention date assigned and to make the appropriate arrangements to avoid the penalty of missing.
7. Tests may not be made up during detention.
8. School uniform must be worn in detention.
9. At the beginning of each marking period a student will begin with a clean record.

Parents will be notified by a teacher or an administrator via RenWeb when a detention has been issued. A reminder email via RenWeb will be sent the day prior to a scheduled detention.

DETENTIONS – GRADES 6-8

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

Certain infractions in the Middle School will result in a Friday or Saturday detention. These infractions would include the following:

- Violation of hair standard
- Violation of chapel uniform or physical education uniform
- Non- school uniform or shoes
- Jewelry infraction
- Neglect of obtaining parental signature by the time specified
- Chewing gum or eating food in class
- Littering
- Minor class disturbance
- Tardies
- Minor mischief or horseplay
- Excessive talking
- Unprepared for class (lack of materials)
- Electronic devices—devices will be confiscated and held for a minimum of one week
- Incomplete class work or homework
- Poor work habits/lack of diligence

Conduct, actions, and speech that will result in a Friday or Saturday detention will include the following: (Some actions and speech may be subject to suspension or expulsion).

- Direct disobedience
- Disrespect to teachers or other authority
- Verbal abuse, bullying, harassment, or inappropriate
- Talk, gestures, and physical contact
- Repeated minor offenses that are not corrected
- Fighting, cursing, stealing
- Poor attitude
- Lying, deceit, dishonesty, cheating
- Indecent exposure
- Gossip, slander, negative interaction with other students
- Offenses deemed more serious by the teacher, or administration

DISCIPLINARY PROBATION

Any student with excessive discipline problems may be placed on probation at any time for a specified period of time. Any violation of a major school rule or standard of conduct may result in more serious consequences such as suspension or expulsion from school. Any student that reaches probation in two consecutive semesters will be evaluated for possible separation from the school. A student on disciplinary probation may not be eligible to participate in field trips.

SUSPENSION

Suspension from school is a result of serious misconduct or repeated minor misconduct. Suspensions may range from 1 to 10 days. They may be in-school suspensions or at-home suspensions. All work

missed must be made up prior to the student's return to the classroom. An academic penalty will be assessed to account for missing class time. The highest grade that can be earned on any assignment will be a 75%. For any work not completed when the student returns to class, a grade of 0% will be issued. Suspensions will be marked as an unexcused absence. A student suspended during semester exams or final exams may forfeit the right to take their exams.

DRINKING AND DRUGS

Because drugs and alcohol are both an overwhelming and destructive temptation in our society, New Testament Baptist Church and The Master's Academy have chosen the Biblical position of total abstinence from any harmful chemicals. We see ourselves as a support structure for your family in guiding your children in good and Godly ways. The Bible is clear in its principles as to the sin of drug and alcohol usage. We will firmly, but lovingly, guide our students to abide by the standard of abstinence. Violation of this standard may result in immediate dismissal from school.

MUSIC AND DANCING

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

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

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

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

STANDARDS OF CONDUCT

A. General Information

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

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

STANDARDS OF CONDUCT

Students at The Master's Academy are expected to observe the following standards:

1. Maintain Christian standards in courtesy, kindness, morality, and honesty
2. Show proper respect to the American flag, the Christian flag, and the Bible
3. Dress appropriately and modestly, adhering to the stated school dress standards

4. Live in such a way that Christ is honored. Behavior that is contrary to Biblical standards is unacceptable
5. Although not all inclusive, the following may result in suspension or immediate expulsion from the school:
 - a. the possession, use, or transmission of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is determined to be used as a weapon)
 - b. insolence, disrespect, or insubordination
 - c. the use of improper language
 - d. fighting or stealing
 - e. immoral conduct
 - f. being in possession of keys not belonging to the student
 - g. leaving the school campus without permission
 - h. academic dishonesty
 - i. threatening, intimidating (whether written or verbal), or causing bodily harm to any person

General Rules of Conduct

1. Students should demonstrate respect, responsibility, and reliability at all times.
2. Students are not permitted in the faculty resource/mailrooms.
3. Students are to have a pass while out of class.
4. Chewing gum is not permitted at school.
5. Students are to keep their hands to themselves.
6. Students are not to have any electronic devices at school. These devices are listed below.
7. We request that students not bring anything to school that promotes a philosophy contrary to our Christian philosophy.
8. Proper sportsmanship is expected at all athletic events. Cheering should focus on positive encouragement and should never be rude to the opponents or officials.

ELECTRONIC DEVICES/CELL PHONES

Students are not permitted to use any electronic devices, including cell phones, radios, CD/MP3 players, iPods, hand-held video games, and laser lights on campus. These items will be confiscated if they are seen or heard and will be held in the school office for one week. Following one week confiscated devices will be returned to the parents upon their request by school personnel in the office. These rules also apply to students attending the Early In program and the Extended Care programs. Use of a cell phone during a school lock down is grounds for dismissal from school.

DRESS STANDARDS

A. General

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

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

An approved uniform purchased from Sunshine Uniforms must be worn each day. A TMA sweater, sweatshirt, or jacket is the only outer garments permitted.

1. Caps or hats are not appropriate dress unless specified for a special day.
2. All jewelry worn must be modest in size and appearance. Excessive or inappropriate jewelry may be confiscated by teachers and returned to the parent at a later date.
3. No jewelry that is associated with rock music, the drug culture, immoral behavior, or inappropriate logos are to be worn.
4. No hairstyle that is considered to be inconsistent with our school standards is to be worn.
5. Tattoos, markings, or drawings are not acceptable and may not be visible at any time.

6. Students are expected to wear their complete uniform while on the school campus.
7. T-shirts worn under the uniform shirt must be a solid color, navy, green or white which coordinate with the uniform colors, and must not be visible below the outer shirt, or visible at the sleeves.
8. Shoes may be of any style as long as they are closed toe and closed heel. Sneakers are appropriate as long as they are neat in appearance and void of inappropriate markings or logos. No "heely's" are permitted at any time.
9. Sneakers must be worn by all students during physical education.

B. Boys' Dress

1. All shirts must be buttoned properly (one button from the top). Oxford shirts must be tucked in; polo shirts do not have to be tucked in.
2. Socks and belt must be worn. Belts must be black or brown. Failure to comply will result in a detention.
3. Hair must be trimmed neatly above the collar, the ears, and the eyebrows and should have no highlighting or coloring of any type. Failure to comply will result in a detention.
4. Earrings may not be worn on school property or at school activities.
5. If a chain is worn around the neck, it is to be worn inside the shirt.
6. Shirts must be worn at all times on school property and at school activities.
7. Boys must be clean shaven at all times. Failure to comply will result in disciplinary measures.

C. Girls' Dress

1. Skirts may be no shorter than two inches above the mid-knee. As a girl grows skirts will need to be lengthened.
2. All blouses must be buttoned properly (one button from the top) and tucked in. [Exception is the one blouse made to be worn out.]
3. A full uniform must be worn, even if a jacket, sweater, or sweatshirt is worn.
4. Make-up should be applied moderately and modestly.
5. Socks that coordinate with the uniform colors must be worn.
6. Excessive jewelry should not be worn. Long, large earrings must not be worn, because of safety issues.
7. Girls' hairstyles must be modest and in natural colors. Failure to comply will result in a detention.
8. Girls must wear a belt if shirt is tucked into uniform pants.

D. Cold Weather Dress

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

E. Chapel Dress – Grades 6-8

1. Boys are to wear navy uniform slacks (no shorts) with a uniform white oxford shirt.
2. Girls are to wear a uniform navy skirt (no slacks or shorts) with a uniform white oxford shirt or the uniform white dress blouse.

F. Non-Uniform Day Dress

1. Girls:
 - a. May wear loose fitting slacks, jeans (not torn or ripped), or modest shorts or capris. Dresses or skirts must be no more than two inches above the mid-knee.

- b. May wear polo type shirts, sweatshirts, or T-shirts. (no inappropriate wording or pictures may be on the shirts).
 - c. May not wear tops that show their midriff or have spaghetti straps.
 - d. May not wear sandals – traditional shoes and socks are required.
2. Boys:
- a. May wear loose fitting jeans (not torn or ripped) or modest length shorts.
 - b. May wear polo type shirts, sweatshirts; or T-shirts; no muscle shirts. (No inappropriate wording or pictures may be on the shirts).
 - c. May not wear sandals - regular shoes and socks are required.

ATTENDANCE

A. Excused Absences

1. Absences are excused only for sickness, death in the immediate family, a doctor's appointment, or court appearance.
2. A signed written note from the parents must be brought to the clinic/attendance office on the day you return stating the reason for the absence.
3. Any absence due to a doctor's appointment must have a note from the doctor in order to be excused.
4. Make-up work should be completed as soon as possible after returning to school. Usually a student is given the same number of days to make up the work as the student was absent from school. (Extended periods of absence will be handled individually.)
5. A student must be in school a minimum of four hours or it is counted as an absence.

B. Approved Absences

1. Approved absences are granted only when parents go out of town and students must go with them. All class work and homework must be completed. No academic penalty will be assessed if the work is completed as scheduled.
2. A note must be brought in advance and must be approved by all teachers and the Principal.
3. If the absence is not approved in advance, it will be unexcused.

C. Unexcused Absences

1. There will be an academic penalty for all unexcused absences. The highest grade that can be earned on any test, quiz, homework, or project will be an 80%. If the work is not completed by the time specified, a grade of 0% will be issued.
2. Excessive unexcused absences will result in suspension or separation from the school.
3. There will be no extension on work due or tests to be taken if an absence is unexcused. The teacher will determine when tests and work are due.

D. Tardies

1. No tardies to school will be excused except under extremely unusual circumstances, and only at the discretion of the administration.
2. Four tardies during a nine week period constitutes an absence. In grades 6-8 a detention will also be issued for every four tardies.
3. Four tardies during a nine week period to classes other than first hour (Grades 6-8) will also constitute an absence to that class.

The following steps will be taken each 9 week grading period for students in grades 6-8: Detentions will be served either on Friday or Saturday.

Four tardies: RenWeb will generate a notification to parents that a 1 hour Detention has been issued.

Seven tardies: RenWeb will generate a notification to parents that a 2 hour Detention has been issued.

Ten tardies: RenWeb will generate a notification to parents that a 3 hour Detention has been issued.

Eleven tardies: RenWeb will generate a notification to parents that a conference will be held with parent and student.

E. Early Dismissal

1. Parents are required to sign students out from the attendance office when they are picked up early.

F. School Activities During School Day

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

G. Skipping Classes/School

1. Missing classes or school without a parent's permission, or leaving school property without permission from the School Office, is skipping school.
2. The academic penalty for skipping is a 0% for all work missed, plus referral to the principal for suspension or possible separation from the school.

H. Middle School Absences

1. A signed written note must be brought to the Attendance Office explaining all absences and any tardies (arriving after 8:00 a.m.). This note is necessary even though you may have informed a teacher through an e-mail or phone call. Students arriving late are to report to the Attendance Office for a pass.
2. The note must be taken to the Attendance Office for the student to receive a pass to class following any absence. Failure to provide a note within two days will result in an unexcused absence.
3. For absences, the pass must be taken to each class for the teacher to sign; the last period teacher will collect it.
4. No student will be admitted to class following an absence without a pass. The pass will indicate whether the absence is excused or unexcused.
5. According to Florida Statute 1003.436, a 0.5 credit course includes a minimum of 67 hours of instruction in a designated course of study. Based on this number, students are only allowed eight (8) absences per semester per class. Students who have more than (8) absences per semester will be denied credit for that course and will be required to attend summer school. TMA has chosen to follow this policy for students in grades 6-8.
6. Any student in grades 6-8 who is absent from a course for more than 10 days during a semester, without a doctor's excuse, will fail the subject and must attend summer school. Absences due to school sponsored functions will not be included in this count.
7. Missing more than 15 minutes of a class without a medical excuse will be counted as an absence, not a tardy. Four tardies will also constitute an absence for that class, and a detention will be assigned.
8. After a student's 4th, 6th, and 8th unexcused absence in any class, the parent will receive an email informing them and providing instructions on how to check the dates in RenWeb.
9. If a student is at school, he/she may not miss any class or lunch for any reason without his/her teacher's permission.
10. Once a student arrives on school property, he/she may not leave until the proper dismissal time without permission from the School Office or Clinic.

HARASSMENT POLICY

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

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

The Master's Academy defines bullying as: deliberate hurtful behavior in words, actions, or attitudes. A person is being bullied or victimized when he or she is exposed repeatedly, and over time, to negative actions on the part of one or more persons. The victim is usually weaker physically or emotionally than the tormentor, and the harassment can result in humiliation or injury.

Bullying behaviors include:

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

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

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

Sexual harassment may include:

- Coerced sexual relations
- Physical assault, including rape and date rape
- Inappropriate personal questions
- Sexual remarks
- Public display of sexually explicit, offensive, or demeaning photographs, posters, T-shirts, flyers, etc. (to include Internet websites such as MySpace, Facebook, etc.)
- Leering, ogling at a person's body
- Unwelcome and inappropriate touching or gestures
- Demanding sexual favors accompanied by promises, hits, or threats
- Texting inappropriate words

In the event an incident occurs, a student should contact a faculty member or an administrator. If the complaint is substantiated, prevention from continuation and appropriate corrective action will be taken. Although not all-inclusive, this may result in a suspension or immediate expulsion from the school.

GENERAL INFORMATION

ACCREDITATION AND MEMBERSHIP

The Master's Academy was accredited by the Florida Association of Christian Colleges and Schools (FACCS) in March, 1994. Full accreditation was renewed in March, 1999, and again in November, 2004, following evaluation visits. In December, 2000, The Master's Academy was granted full accreditation by the Southern Association of Colleges and Schools (SACS) and the Commission on International and Trans regional Accreditation (CITA). This was also renewed in November, 2004, following an evaluation visit from a Co-Accrediting team from SACS and FACCS. FACCS is also a recognized accrediting agency of the National Council for Private School Accreditation (NCPA).

The Master's Academy is also a member of the Florida Association of Academic Nonpublic Schools (FAANS), Broward County Nonpublic Schools Association (BCNPSA), and the Florida High School Athletic Association (FHSAA).

ATHLETICS - INTRAMURAL

1. Various intramural sports are offered for our elementary students (Grades 3-5) after school.
2. Students register and pay their fee for participation prior to the beginning of practices and games.
3. Athletes must wear appropriate practice clothes while on school property.
4. Our insurance policy provides for "excess" coverage for accidental injury and will pay up to \$5,000 for costs in excess over any coverage from family or employer group insurance which must contribute its maximum first.
5. No athlete will be allowed to participate in athletics unless he or she is covered by personal medical or employer group insurance.
6. If a game or practice is cancelled we will make every effort to call parents to inform them if they wish to pick up their child. If we are not able to contact you or if you are not able to pick up your student, the student will be placed in Extended Care. You will not be charged for this unless they remain in Extended Care after 5:00 pm.
7. Students who are not picked up by their parents immediately following practices or games will be taken to Extended Care by the coach. If not picked up within 15 minutes of being checked in to Extended Care, the parents will be billed accordingly for this service.

ATHLETICS - INTERSCHOLASTIC

1. All students who participate in an interscholastic sport will be assessed a fee of \$100.00 per sport. This will be payable once the roster is complete and will be used to cover the cost of keeping the program updated.
2. No uniform other than the regulation physical education uniform is to be worn for practice unless another practice uniform is prescribed by the coach.
3. Athletes must wear a T-shirt, tank top, or other prescribed practice jersey at all times while on school property.
4. Our insurance policy provides for "excess" coverage for accidental injury and will pay up to \$5,000 for costs in excess over any coverage from family or employer group insurance which must contribute its maximum first.
5. No athlete will be allowed to participate in athletics unless he or she is covered by personal medical or employer group insurance.
6. The Master's Academy is a member of the Florida High School Athletic Association and must follow all of their regulations.
7. All athletes who remain a member of a team from the beginning of the season to the end will receive an award for their participation.
8. Athletes who become academically ineligible during the season will not earn a certificate or letter.
9. All students are required by FHSAA to pass a doctor's physical examination prior to participating in any interscholastic sport. They are not permitted to practice until the physical form is on file with the athletic office.
10. Any athlete who quits a team during the season will be ineligible to participate on any other team for the remainder of the school year. If special circumstances dictate a student having to quit a team, these must be communicated to the Athletic Director prior to the student quitting, for this penalty to be revised.

AWARDS

Teachers are asked to nominate students for a variety of awards. The award selection is based on consistent Christian attitude and character, academic achievement, and Christian leadership. These awards are issued at the end of the year, except for honor roll recognition, which is done each nine weeks.

A. Honor Roll

1. President's Honor Roll is for students who have a GPA greater than or equal to 4.0 with all A's on the Report Card.

2. "A" Honor Roll is for students who have maintained a GPA greater than or equal to 3.5 with no D's or F's on the Report Card.
3. "B" Honor Roll is for students who have maintained a GPA greater than or equal to 2.75 with no D's or F's on the Report Card.

B. Outstanding Student Award - Given in each academic subject in each class.
[The "Top Academic Student" will not receive any of these awards.]

C. Perfect Attendance Award - Given to students with no absences for the entire year, with less than three tardies each nine weeks.

D. Citizenship Award - Given to one student in each homeroom who unselfishly gives of his time and talents to the student body and/or his community.

E. Top Academic Student - Given to one student in each homeroom that has the highest cumulative GPA, including all subjects. This student will not receive any subject area awards.

F. The Master's Award - Given to one student in each homeroom who best exemplifies what it means to be a Christian at The Master's Academy. This student exhibits the characteristics of Godly character and example as stated in 1Timothy 4:12. This is the top award given in each class.

BOOK FAIRS

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

CHAPELS

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

CHARACTER TRAINING

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

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

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

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

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

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

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

CHILD ABUSE REPORTING RESPONSIBILITIES

In accord with state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. **In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters.** The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternatives except to make a report to the proper authorities for their investigation and review.

CLINIC

- A. Student must have a pass from a teacher to be admitted to the Clinic, except in cases of emergency.
- B. Students will be permitted to stay in the Clinic only one hour. After that they must either return to class or go home.
- C. Student Illness
 1. If your child is not feeling well in the morning, please do not send him/her to school.
 2. Student with a runny nose should not be sent to school unless it is clear in color, not yellow.
 3. Do not return him/her to school after an illness until he/she is free of fever, nausea, diarrhea, or symptoms for 24 hours.
 4. All communicable diseases, including head lice, should be reported to the school nurse.
 5. Do not send your child to school with a rash or anything you suspect may be contagious.
 6. Our clinic is available for students who become ill or are injured at school.
 7. The student is responsible to make the teacher aware that he/she is sick or injured.
 8. It is the parent's responsibility to provide transportation for a sick child.
 9. In an emergency, where there is a life-threatening situation or accidental injury, 911 will be called to assess the situation and transport if needed.

Medication

The clinic is not permitted to dispense any form of medication without written permission from a doctor and the parent. All medications must be in the original prescription bottle with student's name, name of medication, amount to be given, and duration. Authorization for Administration of Prescription form is available for your doctor to complete which will permit the clinic to give the prescribed medication. Non-prescription medication will not be dispensed at any time by the clinic. This form is also available on our TMA website (www.themastersacademy.org) and on RenWeb.

Emergency Cards

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

COMMUNICABLE DISEASES

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

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

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The Master's Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

COMMUNICATION

All faculty may be contacted by either phone or email. During the school day, messages may be left on the teacher's voice mail by calling the school office. Every teacher may be contacted via email. All email addresses are available on our web site (www.themastersacademy.org) under "About TMA" and on RenWeb.

COMPUTER USAGE POLICY

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

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

Acceptable Use:

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

Privileges:

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

Security:

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

Vandalism:

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

EARLY-IN

Students who arrive to school prior to 7:40 a.m. must go to the cafeteria for Early-In. Teachers are available beginning at 7:00 a.m. to supervise the early students.

EMERGENCY CLOSING OF SCHOOL

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

EXTENDED CARE - 3:15 P.M. - 6:00 P.M.

1. Extended Care is for the convenience of those students attending The Master's Academy
2. Hourly rates are not available. Any use for a part of a day is charged the daily rate. Charges begin at 3:30 p.m.
3. Students may attend Extended Care on an occasional basis and pay the daily rate or may pay the monthly rate, if it is paid by the first of the month.
4. A late fee will be charged for students remaining after 6:00 p.m. A late slip must be signed by the parents.
5. Extended Care will be open on all teacher work days and school vacations, except for the holidays as specified on the School Calendar. The charge will be \$30.00 per day (plus any special activity fees).
6. For half days, when school is dismissed early, the charge will be \$12.00.
7. Any student in grades 3K-8 remaining on school property after 3:15 p.m., unless involved in a supervised activity, will be sent to Extended Care and the parents will be charged accordingly.
8. Students in Extended Care are to be with their assigned group for proper insurance coverage to be provided.
9. If you prepay Extended Care, the payment must be made by the first of the month.
10. Students involved in extracurricular activities, including athletics, need to be aware that students not picked up by their parents immediately following the activity will be taken to Extended Care. If not picked up within 15 minutes of being checked in to Extended Care, the parents will be billed accordingly for this service.
11. Issues of misconduct can result in an office referral and/or a detention. Some inappropriate actions and speech may result in expulsion from Extended Care.

FACULTY QUALIFICATIONS

All faculty at The Master's Academy are qualified and certified. All teachers in the Preschool area have completed their certification with the Child Development Association (CDA), and have passed a screening and background check with Children and Family Services (DCF). Teachers in Kindergarten and higher have a minimum of a Bachelor's Degree and have at least a minor (or 18 hours) in their teaching field. Teachers are only allowed to teach out of field for a minimal part of the day.

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

FIELD TRIPS

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

Parents are welcome to join the students on the various trips. Those that have been assigned the role of chaperone by the teacher will have the responsibility of several students. Those parents that simply wish to join the class on their trip will provide their own transportation, unless the teacher has provided for them.

Our policy is that if parents serve as chaperones, no siblings will be brought along. The attention of a chaperone is diminished if siblings are present. Also, parents must restrict the use of their cell phones while responsible for students so attention is not distracted. Parents that wish to attend the overnight trips must complete the background screening/fingerprinting information in order to attend.

Overnight trips are subject to all assignments being completed and having passing scores in each subject area. Additional restrictions may be placed on students whose tuition accounts are not current. Students on academic probation or disciplinary probation may not be allowed to participate on field trips.

Any student not attending a field trip must attend school or it will be counted as an absence. All students must ride the bus both ways on a field trip unless written permission is received in advance from the administration.

FIRE DRILL PROCEDURES

1. The fire drill signal is a constant ringing of the fire bell.
2. Students are to walk quickly, with no running or pushing.
3. There is not to be any talking.
4. Students are to stay in single file and listen for teacher instructions.

FUNDRAISING

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

The PTF sponsors several school-wide fundraisers each year including a "Walk-A-Thon/Field Day," a catalog sale, and the "Dinner/Auction." Various grade levels and clubs will sell other items to raise funds to lower the cost of our out of town trips, to raise money to support various outings and community related events, and to help offset programs and special projects.

HOME SCHOOL RELATIONS

We ask parents for their loyalty to the aims and ideals of The Master's Academy and to bring any and all questions and criticisms to the administration so they may be appropriately reviewed. The Master's Academy believes that a positive and constructive working relationship between the school, a student's parents or guardian, and the student is essential to the accomplishment of the school's spiritual and educational goals. The school, accordingly, reserves the right to terminate or non-renew a student's enrollment contract if the school concludes that the actions of the student, parents, or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its purposes.

HONOR SOCIETY

The Master's Academy established a chapter of the National Junior Honor Society in the fall of 1999. The purpose of the NJHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to

promote leadership, to develop character, and to encourage responsible citizenship. Membership will be limited to students in grades 6, 7, and 8 who meet the national criteria. This criteria includes academics, leadership, behavior, service, and character. A 6th grader cannot become a member until after the first semester of their 6th grade year.

INSURANCE

We are pleased to provide accidental insurance coverage for your child while at school. Our policy provides for "excess" coverage and will pay up to \$5,000.00 "in excess over any family or employer group insurance which must contribute their maximum first."

LIBRARY/MEDIA INFORMATION

A. Mission

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

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

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

B. Check-Out Procedures

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

C. Library/Media Center Guidelines:

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

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

D. Databases Available For Schools:

1. World Book:

- a. Encyclopedia Articles - World Book offers more than 26,000 encyclopedia articles that are carefully edited to suit the educational level of the users.
- b. Back in Time - The approximately 14,000 historic articles from past World Book Year Books present a you-are-there account of the most significant events of each year.

- c. Behind the Headlines - This feature uses World Book articles to explain the complex events that shape our world today.
- d. Dictionary - Contains approximately 250,000 entries.
- e. Encyclopedia Estudiantil Hallazgos - Spanish encyclopedia.
- f. Atlas - The approximately 750 maps in the online atlas cover the whole globe interactively, linking to each other, and directly to articles on continents, countries, states, provinces and cities.
- g. Magazine Articles - Provides a list of relevant articles published in the last three years.
- h. Pictures and Illustrations - More than 10,000 pictures illustrate World Book articles.
- i. Sounds - Offers audio clips of bird songs, popular and classical music, national anthems, and much more.
- j. Student Resources - This collection of tools and information will aid you in finding topics for study, conducting research, and reporting in writing or by speech.
- k. Subscriber News - Find ongoing updates to the World Book Online Reference Center.
- l. Videos and Animations - WBORC offers more than 100 videos and animations.
- m. Web Sites - Editors have selected more than 7,000 Web sites.
- n. What's New - Explore some of the highlights of World Book's many new and revised articles.
- o. World Book Kids - A revolutionary site for younger students.

LOCKERS AND LOCKS

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

LOCK DOWN

When potentially hazardous conditions exist in the vicinity of the school or on the school property, consideration will be given as to the best means of protecting our students. One of the considerations will be to secure the entire campus, and all students, with a lock down procedure. During a lock down procedure, students are prohibited from using any electronic equipment, including a cell phone. The following is a description of the two types of lock down procedures which could be used.

Code Yellow: This procedure will be implemented in case of a situation that occurs off campus that could have a potential impact upon our campus. The procedure will necessitate keeping all students in a locked building until the potential danger has passed. It might also be implemented in case of threatening weather situations. If the threat is a tornado warning, all students in the modular buildings on campus will be taken to the main building.

Code Red: This procedure will be implemented in case of a situation that occurs on campus that poses an immediate threat to the students. The procedure will necessitate keeping all students in a locked room until the danger has passed.

Should a lock down occur, the following rules and procedures must be followed:

1. The call for a lock down will be made over the telephone system.

2. Any students in the hallways or outside at the time of the announcement must immediately report to the nearest classroom where a teacher is present. Classroom doors will then be locked and will not be opened for any reason, until proper clearance is given.
3. If a student has not entered a classroom before the doors are locked, he/she is to go directly to the school office.
4. Further instructions will be given as needed and appropriate.

LOST AND FOUND

Items that are left unattended will be placed in Lost & Found. Parents are free to check Lost & Found any time they are missing something. At the end of each nine weeks the Lost & Found items will be placed on a table in the main hallway for parent review. Any items not claimed at this time will be donated to charity and/or discarded.

LUNCH PROCEDURES

Catered lunches are available to all students at a nominal cost. The prices for lunches will be sent home at the beginning of the school year for your convenience. Menus are sent home on a monthly basis and are also posted on RenWeb. 3K - 5th grade students are not permitted to purchase sodas, except with special permission.

1. Hot lunches are ordered on a daily basis.
2. All 2K-4K students will eat in their classrooms.
3. Talking is to be at conversational level.
4. Open packages of food may not be taken back to the classroom.
5. Students are to sit at the table assigned by the teacher. No students are to leave the table after being seated unless they have permission.
6. All food and trash should be emptied into trash cans at dismissal.
7. Teachers are not permitted to microwave meals for students.

PARENT CONFERENCES

We believe that it is extremely important for the school to work closely with the home and it is sometimes necessary for a parent to have a conference with a teacher. Conferences may be requested by either the teacher or the parent and are scheduled at a mutually acceptable time, either before school or after school.

PARENT INVOLVEMENT OPPORTUNITIES

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

PARENT SURVEYS

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

PTF MISSION STATEMENT

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

We believe that the ultimate goal of the school, the parents, and the community should be to provide our children with the tools they will need to be productive, healthy, and spiritual members of our society. Together, as a team, we believe we can accomplish this.

PHYSICAL EDUCATION – GRADES 6-8

Required PE uniforms must be worn during PE classes for grades 6-8. PE uniforms must be neat, clean, and marked with the owner's name. A note from the parent or guardian must be presented to the PE teacher if a student is unable to participate in a PE class. Only medical excuses from a doctor will be accepted for nonparticipation for more than three days. Detentions will be assigned to students who are not in proper uniform.

STUDENT GOVERNMENT – GRADES 6-8

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

TEXTBOOK CARE

Textbooks are supplied by the school on a rental basis (book fee). Other materials such as paper, pencils, and notebooks are furnished by the student. Textbooks that are lost or damaged will be replaced and charges will be assessed accordingly. Students are expected to have covers for their books to prolong the life of the books (Please do not use contact paper).

TESTING SCHEDULING – GRADES 6-8

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

Testing days are scheduled by department on the following days:

- **Monday – English & Social Studies**
- **Tuesday – Math & Science**
- **Wednesday – Bible, Electives, and Physical Education**
- **Thursday – None without administrative approval**
- **Friday – English & Math**

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

TRANSPORTATION

The Master's Academy does not provide any transportation to and from school, only for school activities. Students who participate in off campus activities will be transported on the NTBC/TMA school bus. Any parent who wishes to transport their child will be responsible for the child during the entire trip.

Students are not permitted to travel only one way on school transportation. Students must remain seated at all times while on the bus. Hands are to remain inside the bus. Attendance will be taken at the beginning and end of each trip. A visual sweep will also be conducted each time the students exit the bus.

PRESCHOOL AND KINDERGARTEN PROGRAM

OUR GOAL

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

THREE YEAR OLD KINDERGARTEN

Bible

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

Alphabet and Numbers

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

Centers

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

Outside Play

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

Art

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

Music

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

Computers

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

Half Day and Full Day

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

FOUR YEAR OLD KINDERGARTEN

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

Bible

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

Phonics and Reading

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

Numbers

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

Art

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

Music

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

Computers

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

Half Day and Full Day

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

FIVE YEAR OLD KINDERGARTEN

Bible

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

Reading

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

Writing

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

Math

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

Spelling

Spelling begins in the second semester of the school year. Spelling words consist of words that have phonetic rules that are being taught, as well as sight words and some number words.

Science

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

Computers

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

Art/Music

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

GRADES 1-8

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

Bible

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

Reading

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

Penmanship

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

Mathematics

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

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

Math 6

Overview: The teach/reteach approach and abundant practice problems in our work-text help students master skills and concepts. Story problems and frequent problem-solving strategies make math practical. Excellent emphasis is given to percents, basic geometry, measures, fractions, decimals, proportions, beginning algebra, prime and composite numbers, graphs and statistics, and practical arithmetic, such as banking, budgeting, and purchasing electricity.

General Math 7

Overview: Our work-text gives a strong view of all math concepts and skills with a year-long emphasis upon mastering and applying percents. Other branches of mathematics include algebra, plain and solid geometry, statistics, and trigonometry. Two units on basic algebra provide the students the foundation they need to enjoy and succeed in high school algebra. Practical topics such as adjusting recipes, banking, and reading the electric meter are also taught. Frequent special features called "Problem Solving Strategies" help students develop needed problem-solving skills.

Pre-Algebra 7/8

Overview: Pre-Algebra continues laying the foundation for the study of algebra by exposing students to the language of algebra, its properties, and methods of solving equations. Real world numbers, or rational numbers, are covered in the form of fractions, decimals, and percents. Students will also study how real-world situations can be modeled by equations, relationships, and graphs.

Prerequisites: General Math or passing of Proficiency Exam and good scores on Stanford Achievement Tests

Fundamentals of Algebra 7

Overview: Students focus on introductory algebra topics. It is designed to facilitate transition from the concrete concepts of arithmetic to the abstract concepts of algebra.

Algebra I

Overview: Algebra I continues the study of algebraic concepts. It includes operations with polynomials and matrices, creation and application of linear functions and relations, algebraic representations of

geometric relationships, and an introduction to nonlinear functions. Students will be expected to describe and translate among graphic, algebraic, numeric, tabular, and verbal representations of relations and use those representations to solve problems.

Prerequisite: Pre-Algebra

Science

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

The scientific method is emphasized through a broad range of topics.

History/Geography

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

Language Arts

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

English 6

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

English 7

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

English 8

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

Enrichment

Elementary students take classes in art, music, computers, library, physical education, and Spanish. The number of times these classes meet varies according to schedule.

Electives

Middle school students have an opportunity to take electives. Electives currently offered are:

Computer Applications	Musical Theatre
Web Design	Spanish
Art	Public Speaking
Yearbook (8 th grade only)	Study Skills

RATE SCHEDULE FOR SCHOOL YEAR 2011-2012

	12 PAYMENTS	ANNUALLY
ENROLLMENT FEES		
Enrollment for 2K		\$ 100.00
Re-enrollment – per family (prior to February 12)		\$ 250.00
Re-enrollment – per family (After February 12)		\$ 450.00
New Enrollment – per family		\$ 450.00
Testing Fee		\$ 75.00
SUPPORT FEE – (per student) (3K-8)		
Billed according to your payment plan.	\$ 29.17	\$ 350.00
BOOK FEES: (per student):		
Grade 2K		\$ 80.00
Grades 3K-5		\$ 300.00
Grades 6-8		\$ 350.00
TUITION FEES: MONTHLY = 12 PAYMENTS		
2K: Half Day (7:00-12:00)	\$ 325.00	\$ 3,900.00
Full Day (7:00-6:00)	\$ 590.00	\$ 7,080.00
2K: 3 Day Program	\$ 400.00	\$ 4,800.00
2 Day Program	\$ 275.00	\$ 3,300.00
Kindergarten: 3K & 4K – Half Day (8:00 – 12:00)	\$ 463.67	\$ 5,564.00
3K & 4K – Full Day (8:00 – 3:00)	\$ 515.67	\$ 6,188.00
5K	\$ 612.67	\$ 7,352.00
Grades: 1 – 8	\$ 643.67	\$ 7,724.00
Multiple Child Discount (3K-8)		
2 nd Student – 10%		
3 rd Student – 15%		
4 th Student – 20%		
5 th Student or more – Contact the Office		
NTBC Church Member Discount		
Any NTBC church member who gives a tithe or offering of at least \$4,000 to NTBC during the previous year will receive a 10% Discount		
OTHER FEES – (per student)		
Sports Fee – per student, per sport (Grades 6-8)		\$ 100.00
GRADUATION FEE: 5K (due May 1, 2010)		
		\$ 100.00
	MONTHLY	DAILY
EXTENDED SCHOOL FEES: (PER CHILD)		
3:00 to 6:00 p.m.	*\$150.00	\$ 12.00
Full Day – 7:00 a.m. to 6:00 p.m. (on student holidays)		\$ 30.00
Late Fee – after 6:00 p.m. (per every 15 minutes)		\$ 15.00

* Must be paid in advance by the first of each month

PAYMENT METHODS:

- Monthly: 12 payments, on the 1st of each month, beginning on June 1
 - Annually: Payment in full by May 27, 2011
 - A five percent (5%) discount is available to any family who pays the annual amount by February 18.
 - A three percent (3%) discount is available to any family who pays the annual amount by March 18.
 - A two percent (2%) discount is available to any family who pays the annual amount by May 27.
 - To be eligible for any of the above discounts, enrollment fee, and book fee and support fee must be paid in full by the date stated.
-

NOTES:

- Tuition payments are due on the 1st of the month and are past due after the 15th of the month.
 - A late fee of \$25.00 and a 1.5% finance charge will be applied to unpaid balances on the 16th of the month. These fees cannot be waived.
 - All NSF checks will be charged a \$50.00 service fee per item.
 - A limited amount of financial aid is available for qualified applicants.

Families receiving financial aid are required to pay their balance in full monthly.
Failure to pay within terms will result in the loss of aid rewarded.
 - Any account that is 30 days past due will have access to RenWeb blocked.
 - For any account 60 days past due, the student will be suspended from school until the balance is paid in full.
 - Report Cards and school records will not be released until all account balances are paid in full.
 - Students with delinquent accounts may not be permitted to attend Extended Care or participate in any extracurricular activities and events.
 - If you withdraw your student, you are financially responsible for the balance owed, irrespective of the payment plan chosen, regardless of the withdrawal date.
 - A penalty for withdrawal will be assessed equal to one month's full tuition.
 - Final payment and end of year payments made after May 15 are accepted by credit card, cash or cashier's check only.
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Please note that all rates shown are subject to change at any time.

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

Tentative School Calendar for 2011-2012

August 15	Get Acquainted Day – (9 a.m. – 3 p.m.) Middle School Orientation (8 a.m. – 11 a.m.)
August 17	First Day of School – Early Dismissal at 1:30 p.m.
September 2	Dismissal at 12:30 p.m. – Faculty Inservice
September 5	Labor Day – No School
October 5	Dismissal at 12:30 p.m.
October 6-7	Student Holiday-Faculty Inservice
October 21	End Marking Period 1 (44 days)
November 11	Veteran’s Day Holiday – No School
November 23	Dismissal at 12:30 p.m.
November 24 – 25	Thanksgiving Holidays – No School
December 16	Dismissal at 12:30 p.m.
December 19 – 30	Christmas Holidays – No School
January 2	School Resumes
January 13	End Marking Period 2 (47 days)
January 16	Dismissal at 12:30 p.m.-Faculty Inservice Martin Luther King Holiday – No School
February 20	Student Holiday – Faculty Inservice
March 12–16	Spring Break – No School
March 23	End Marking Period 3 (43 days)
April 6	Good Friday Holiday – No School
May 25	5K Graduation at 7:00 p.m.
May 28	Memorial Day – No School
May 31	Last Day of School – Dismissal at 12:30 p.m. End Marking Period 4 (47 days)
June 4	Summer Camp Begins

Statement of Compliance

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

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

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

Student Name: _____ Grade: _____

Student's Signature _____

Parent's Signature: _____

Date: _____

Please return this Statement of Compliance to student's homeroom teacher by Friday, August 19, 2011

THE MASTER'S ACADEMY

13900 Griffin Road
Ft. Lauderdale, FL 33330

Have a great year!