



The  
International  
Family  
Academy

Parent  
Student  
Handbook  
Policies & Procedures

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## Mission Statement

The International Family Academy will partner with Christian parents to provide a Biblically integrated education which equips students to embrace Biblical truth, to strive for academic excellence and to exemplify Christ-like servanthood in homes, churches, and communities.

## Vision Statement

The vision of The International Family Academy is to equip students with faith, knowledge, and wisdom to advance the Kingdom of God through the vocations and avocations for which they are called by God.

In an environment of quality academics and strong, loving discipline, students will demonstrate the ability to:

- Minister to others through faith and love
- Apply the Word of God throughout their daily lives
- Delight in the God-given gift of learning
- Think and act with the mind of Christ

## Non-Discriminatory Statement

The International Family Academy admits students of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school.

TIF Academy does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or other school-administered programs.

## Statement of Philosophy

The International Family Academy was established in 2017 to assist Christian parents in their God-given responsibilities to provide nurture, training, discipline, and instruction to their children. (Ephesians 6:4, Proverbs 22:6, Deuteronomy 6:7). We desire to build up the body of Christ by helping to equip its youngest members for service through the knowledge of the Son of God and through faith (Ephesians 4:12-13). In this regard, we recognize that each child has unique gifts and abilities given to him/her by God, and we desire to help each one in the positive expression and stewardship of these talents (Romans 12:4-6).

We believe that education involves both the learning and practice of truth. We also believe God's Word is true when it states that Jesus is the Way, the Truth, and the Life (John 14:6). Therefore, we present Christ as our example in both conduct and character, and in His desire to know and to do the will of the Father for the glory of God. We desire of every child that, like Jesus, s/he will grow and become strong in spirit, filled with wisdom, with "the grace of God upon him" (Luke 2:40).

## Statement of Faith

The International Family Academy, Statement of Faith:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

ACADEMY

## Core Values

The International Family Academy, we value:

- A quality, Christ-centered education with the goal of producing graduates who are fully prepared for the next step in their journey—whether it be post-secondary education at a colleges, universities, vocational schools, or technical schools, or other vocational or service directions.
- A partnership with area Christian parents in the education and discipline of their children.
- A partnership with area Christian churches that agree with our Statement of Faith, to assist in the spiritual education and development of each student.
- An education grounded in biblical truth and love, providing a decidedly Christian worldview.
- An education which teaches the whole child – spiritually, academically, socially, and physically.
- A Board, administration, faculty, and staff committed to Jesus Christ as their Lord and Savior.
- Wise stewardship of all resources.



## Scripture Theme

Inspired by Philippians 3:14, TIF Academy has adopted the following scripture theme:  
*“I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.”*

## Biblical Lifestyle

The International Family Academy’s role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, substance abuse of any kind, acts or practices of sexual immorality of any kind or living outside the moral principles held by The International Family Academy. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant, or discontinue enrollment of a student (Leviticus 20:13, Romans 1:27).

## Non-Discriminatory Statement

The International Family Academy admits students of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school.

TIF Academy does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or other school-administered programs.

## Governance of the School

The International Family Academy is an independent, non-denominational school, and a 501c3 nonprofit corporation under the umbrella of Divine Community Service. The Board of Directors through the by-law are given the responsibility to elect board members and approve the operating budget of the school. The Board of Directors members are selected from a pool of qualified members of the local Christian community and who are parents of students and/or former students. The ultimate authority for governing and operating the school is the Board of Directors.

## School Colors

The school colors are Navy Blue, Yellow and White. Blue, yellow and white a color that illustrates our place as children of the King. White reminds us that as God’s children, we are forgiven and made clean through the cleansing power of Jesus Christ.

## School Office

The mailing address for the school is:

The International Family Academy  
615 NW 14<sup>th</sup> Way, Fort Lauderdale 3331

We request that you use this address for all written communications and for submission of tuition payments.

The school phone number is (954) 368-5100 or (888) 339-6558 Ext 5.

The school fax number is (954) 765-6891.

Please leave a message on the answering machine if no one is available. Phones will not be answered between 7:45 and 8:30 AM during morning devotions for staff.

## School Hours

Elementary K-5

8:00 a.m. – 2:35 p.m.

Secondary 6-12

8:00 a.m. – 2:35 p.m.

All elementary students must be picked up no later than 2:50 p.m. at Door#1 or in the school cafeteria unless they are enrolled in after-school activities. If students are not picked up by 3:00pm \$10.00 after school care fee will be charged to the family to compensate for the time of the personnel to supervise the child(ren). Secondary students not in an extracurricular activity must be picked up by 3:00 p.m. at Door #1. After 3:15 p.m., secondary students will be directed to a designated area to wait for pick up and the same after-school fee will apply. This fee will be billed to the family account.

## Hourly Equivalent to 180-Day School Year

Each school district that participates in the state appropriations for The Florida Education Finance Program (FEFP) must operate all schools for a term of 180 actual teaching days as prescribed by Section 1011.60(2), F.S., or the hourly equivalent of 180 actual teaching days, as prescribed in Rule 6A1.045111, Florida Administrative Code (F.A.C.) The hourly equivalent for kindergarten through grade 3 is 720 instructional hours and 900 instructional hours for students in grades 4 through grade 12. **Note:** Time allotted for lunch and changing class periods should not be reported as part of the “FEFP Membership Minutes, Weekly” data element.

## **School Calendar**

A school year calendar will be available on the school website. Additional copies will be in the main office.

## **Medical Guidelines - for Keeping Your Child at Home**

To prevent the spread of illness and promote sufficient and quick recovery, students should be kept home until there has been 24 hours since the last incident of vomiting, diarrhea and/or a temperature of 99.8 degrees F. Watch your child for symptoms of illness. When ill, keep the student at home and notify the school office. TIF Academy needs to be notified of contagious diseases (e.g. strep throat, chicken pox, mononucleosis, pneumonia) or infestations such as lice and scabies. Prompt reporting enables the school to contain contagions and prevent re-infestation. Contact will be made to families either in written form or e-mail to inform of head lice in your child's classroom. It is important to continue checking your child for three weeks for evidence of lice or nits. Students may return to school after completion of necessary treatment for infestation, when symptom-free of disease, or with a written note from the doctor.

## **Child Abuse**

It is the policy of TIF Academy to protect the children whose health or welfare may be jeopardized through physical abuse, neglect, harassment, or sexual abuse.

TIF Academy will comply with the law that requires the reporting of suspected physical or sexual abuse and conditions of neglect involving students. The reporting of maltreatment of minors shall be strictly in accordance with the provisions of Florida statutes.

## **Health Regulations & Nursing Services**

### **Immunization Policy**

TIF Academy must follow Florida laws relating to immunizations as they relate to admission to school. The immunization program, including the option for conscientious objection, must be completed and dates on file in the office no later than the 15th day of school or the child will be excluded from school until the program is completed. The appropriate health form must be completed with the required immunization dates. If your doctor has listed immunizations on a sports physical form for your child, you will still need to submit a copy of those dates to the office for recording. Any health conditions should also be stated with parental signature and returned to the school office. If your child(ren) is exempt from immunizations due to beliefs or contradiction, submit a notarized letter to the office listing the immunizations exempted.



By Florida law, students entering kindergarten must have a physical prior to the start of school. For students to participate in sports in grades 7-12, a physical must be done every three years (usually at 7<sup>th</sup> and 10<sup>th</sup> grades).

If you have any questions about your child's immunizations, please call your child's physician, or call the school office and leave a message for the nurse.

A Broward County Health school nurse will be assigned to TIF Academy (3 hours per week) to provide health- related materials and information, check immunization records, and provide screening services when possible.

### **Health Screening**

Hearing, vision, scoliosis, and color blindness screening must be done for kindergarten through tenth grade on an annual basis. If you do not wish to have your child screened, please submit written notice from your child(ren) physician to the main office stating exemption for the current school year OR for the duration of your child(ren)'s enrollment at TIF Academy.

### **Chronic Health Concerns/Severe Allergies**

If a student has a chronic health concern, including severe allergies, parents are responsible for making sure that the school has the necessary background information to aid the child should an emergency arise. This includes reliable phone numbers where parents can be reached in the event of an emergency.

The school and parents will meet to discuss what level of care is needed and will determine whether the safety of the child can be met in this school setting. The school will make the final determination.

TIF Academy is not "nut free" and does not guarantee a completely safe environment for students with allergies.

### **Communicable Diseases**

Students who acquire a communicable disease may not attend school until they undergo treatment and are no longer contagious. Students referred to the office/school nurse and determined to be contagious will be sent home.

### **Medication Policy**

Florida law prohibits faculty or students from administering *any* medications without written approval from the treating physician.



Florida law requires that all schools have written authorization from a physician *prior* to the dispensing of medication at school. All medications must be sent in the original bottle with the student's name on it, and must be kept in the office, or designated place, unless the child has a physician's order to carry it with them.

Under Florida law, the term *medication* is broadly defined and includes the following:

- Prescription and non-prescription drugs
- Over the counter remedies including pain medication

If approval has been received in writing, the teacher, office staff, or the administration will administer medication. The exception to this is that secondary students (grades 6-12) may carry some pain relief medications, provided the school has the parent's consent. Students must adhere to the limits of the terms of this agreement or face disciplinary action.

### **Medical Emergency Procedure**

In case of illness, the family will be contacted by phone WITH WORKING CONTACT NUMBER(S), and the parents will be requested to come to the school to pick up the ill student.

In the event of an injury requiring medical attention or other medical emergency, the school will attempt to stabilize the situation and immediately contact the parents. Emergency authorities will be called if it is deemed necessary by school personnel. If an accident occurs, school personnel may file an accident report and send a copy home to the parents.

### **First Aid Procedures**

1. First aid treatment will be administered to stop bleeding, restore breathing, prevent shock or infection, or to stabilize any other medical emergency.
  - a. Parents will be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the student should be taken. This information will be on file in "Praxi Emergency List" for each student in case the parents cannot be reached.
  - b. The school reserves the right to call an ambulance and/or seek emergency medical treatment when, in the discretion of the staff, such action is needed, and parent/guardian/emergency contact cannot be reached.
2. A representative of the school staff will stay with the student until the parent/guardian assumes responsibility.

## Lunches, Milk and Snack Breaks

Hot lunches are available to TIF Academy students. Lunches are prepared on-site.

Students who bring lunches from home are encouraged to bring a nutritional meal. No microwave is available for student's usage. There is no situation where a student's food be heated for them at any time due to contamination.

Milk is available in ½ pint cartons. If students choose to bring a beverage from home with their lunch, it should be water or juice. On special occasions, pop will be allowed. Students will be notified in advance of these times. Kindergarten students receive milk at no charge during their daily snack time.

Elementary students may bring a snack for a daily break time. Only healthy snacks such as fruit, crackers, cheese, yogurt, or vegetables are acceptable.

## Classroom Treats

Florida law requires that all food brought to share with other students in a classroom (e.g. birthday treats) be commercially prepared—store purchased and packaged.

## Transportation

Bus transportation will be negotiated for students living in Broward County local district of TIF Academy as per their guidelines. Busing needs should be arranged with the District and our busing liaison prior to the commencement of the school year. Contact the school office for guidance in this area.

TIF Academy students who use bus transportation must follow the rules of ridership as defined by the bus company. If a student misbehaves on the bus, parents may be required to provide their own transportation. The bus companies vigorously enforce bus behavior rules. Parents are responsible for knowing the rules and reinforcing them with their children.

Parents who drive students to school must drop them off and pick them up in designated areas. Specific traffic flow patterns have been put in place to help ensure the safety of all students and parents. At the end of the day, elementary students awaiting rides home will be brought to the designated pick-up area. A parent will need to park their car and walk up to meet their child(ren). Due to safety concerns, students will not be allowed to go to cars. Some allowances may be made for older students. Students who have not been picked up within 15 minutes of dismissal time will be taken to the office area to await their ride and a payment penalty will be applied.

## **Student Automobile Usage**

Students who drive themselves to school will be expected to adhere to all driving/parking requests made by school officials. Vehicles are not to be occupied during school hours or while waiting for school to begin. Students must have permission to go to their cars during the day from the principal or a staff member. Students will not be allowed to transport other students, apart from siblings, without written consent by all parents involved.

## **Gift Deliveries during the School Day**

Deliveries to students during the school day (flowers, balloons, or food etc.) will be held in the office until the end of the day so as not to cause disruption to the classroom. Latex balloons are not allowed in the building.

## **Release of Students**

If it is necessary for a student to leave campus during school hours, a written request must be sent to the student's teacher in advance. No student will be released to anyone other than those authorized in writing by the parent. Students who have reached the age of majority may sign themselves off campus. However, the school retains the right to seek parental consent for such action first.

## **Inspection of School-Owned and Student-Owned Property**

School-owned lockers, desks, and computers are the property of TIF Academy and are subject to search by administration for illegal substances, other illegal items, or other school prohibited items in order to ensure proper use. It is the desire of TIF Academy that all students reflect a life that is "worthy of the calling of our Lord and Savior, Jesus Christ." (II Thes. 1:11).

While students are on campus, all purses, backpacks, electronic equipment, and other items are subject to search by administration or faculty for illegal substances, other illegal items and usages, and other school prohibited items.

## **Library**

The TIF Academy library will strive to acquire resources for the student body that are consistent with the school's mission statement--that is, materials that supplement and expand on classroom curriculums and materials that encourage recreational reading.

A book is evaluated according to library criteria. If it meets a reasonable amount of the criteria, it will be included in the TIF Academy collection. The physical condition of the book must warrant its inclusion.



Gifts are accepted with the understanding that they may be added to the collection, sold, exchanged, given away, or discarded at the discretion of the librarian. Gift items added to the collection will be processed in the customary fashion and shelved with purchased materials. We cannot provide an evaluation of gifts for tax purposes.

When books are lost or damaged, they must be replaced by the student or by the student's parents. The charges will be the retail value of that book plus any shipping changes or processing fees.

## **Military Recruiters (TBA)**

TIF Academy does not release names and addresses of students to military recruiters unless parent approval has been given in writing.

## **Money and Valuables**

Students are encouraged to keep large amounts of money or valuables at home and not bring them to school. If there is a specific reason for students to bring the money/valuables to school, please have them bring it to the office for safekeeping.

## **Volunteers**

For the safety of the students and school, volunteers will be asked to sign at statement of confidentiality and to complete a background check. Volunteers are also asked to sign in at the office.

## **Building Access and Use**

To better ensure safety for staff and students, all doors are locked to the outside during the school day.

Out of respect for our school facility, all students are expected to conduct themselves in a way that demonstrates self-restraint and visibly shows respect for other people and property.

Vandalism in any form will not be tolerated and will subject a student to disciplinary action. Running, yelling, and horseplay in the classrooms, cafeteria or halls will not be allowed.

## **Visitors**

Prospective students and parents visiting TIF Academy are welcome. Visitors should notify the school administration at least two days prior to the visit. All visitors will be asked to sign in at the office. Friends of TIF Academy students who may be in town visiting or on a school break may visit TIF Academy during the school day but must be respectful of the students' learning obligations.



## **Communication Expectations**

Communication of concerns within the TIF Academy family should conform with the biblical expectation of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-17. Teachers and staff should speak directly to parents about issues or ideas concerning their student(s), and parents should speak directly to teachers or staff when they have an issue or concern. In all cases, third party involvement by anyone, including administration or Board of Directors, should be limited to only those situations when resolution is not reached after a conference between the parties directly involved.

## **Parents' Access to Children & School Information**

### **Access to a Child**

It is the desire of the school to allow access that enhances the day for the child(ren) while not interrupting classroom instruction. The School has an obligation to allow access by parents to their children during the school day unless court orders designate otherwise.

In most cases, if a parent is going to visit their child for more than a short duration (for example lunch time), arrangements need to be made with the classroom teacher(s). All parents should stop in the main office upon arrival to notify the office staff that they are in the building.

If a parent desires that the school comply with a divorce decree, custody order, or restraining order, s/he has the obligation to present a certified copy of the signed order to the administration.

### **Progress Reports and Student Records**

If parents are separated or divorced, progress reports will be sent to both parents unless court orders designate otherwise.

Parents have the right to review their student's records unless otherwise stipulated by a court order. Any request to review or receive a copy of the student's records shall be made in advance (minimum of a 24-hour notice).

## **Participation in Conferences**

Parents are welcome and encouraged to participate in conferences called by school personnel regarding the student's education including but not limited to:

- a. Parent Teacher Conferences and
- b. Individual Educational Program team meetings

If a parent wishes a separate conference time, she/he needs to contact the teacher to make arrangements.

## **Educational Decisions**

In the event of separated or divorced parents, the school will contact the parent(s) noted by a court order with regard to the student's educational program including but not limited to:

- a. class placement,
- b. participation in extracurricular activities, and/or
- c. consent to evaluation and services.

## **Visitation with the Student during School Hours**

1. Generally, both parents have the right to:
  - a. attend school programs open to parents and patrons,
  - b. volunteer in the child's classroom,
  - c. visit the child in a manner and timeframe that is not disruptive to the classroom,
  - d. visits will be limited to a reasonable length of time (generally no more than one class period and lunch), unless a special program dictates otherwise. Parents will not be allowed to be with the child the entire school day, or majority portion thereof in order to extend their court defined visitation times.
2. Visitation will only be limited if the administration/designee has received a certified copy of a court order specifically restricting a parent's access to the child by:
  - a. denying or limiting the parent's visitation rights, or
  - b. requiring supervision of the parent's visitation with the child.
3. The school does not have the responsibility to supervise visitation between a parent and his/her child and will not allow the parent access to the child in the school setting when supervision is a requirement of the court order.
4. When visiting the school all parents shall:
  - a. check-in with the school office before proceeding to a classroom or other area of the school
  - b. comply with all school policies,
  - c. not take any action that disrupts the educational process.

5. If a parent wants to visit with his/her child privately, the administration/designee shall have the authority to:
- a. grant or deny the request, or refer the request to a court appointed custody supervisor/mediator if one exists,
  - b. determine the place and time of any visit granted,
  - c. ensure minimal disruption to the student's participation in class.

### **Release of the Students**

Parents have the right to remove their child(ren) from school property during school hours, unless otherwise noted in a court document.

Parent(s) shall inform the school in writing if s/he is authorizing another individual to remove a student.

If the school reasonably believes that removal of a student is being done without the knowledge or consent of the other parent, the following steps will be followed:

- a. The administration/designee will meet with the parent who is making the request and, in his/her presence, telephone the other parent to explain the request.
- b. If both parents agree to the removal, the student will be released, and the records will reflect that the permission was granted orally.
- c. If one of the parent's objects to the removal, the administration/designee will seek to have both parents work out an agreeable plan.
- d. If the administration/designee reasonably believes that a possible abduction may occur from the school or if a parent is disruptive or unwilling to seek a mutual resolution to a request to remove a student, school personnel may contact local law enforcement officials.
- e. If both parents cannot be reached, such will be noted for the record and the administration/designee may decide based upon all relevant information available regarding removal of the child. In this case, the school may choose to follow the advice of law enforcement and/or choose to release or not release the child until both parents can be notified.

### **Parent-Teacher Conferences**

The International Family Academy believes it is extremely important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. Parents will have the opportunity to meet with their child's teacher(s) twice-yearly at scheduled conferences.
2. Teachers will also use email, phone calls, and regular progress reports as needed to communicate with the parents.
3. Parents are free to schedule additional meetings with a teacher whenever a need or concern is evident.



## **Cell Phones**

Students in grades K-12 will be allowed to have cell phones in their possession provided that the phone are surrendered to their teacher before devotion begins until dismissal of class.

Students may not use cell phones or similar devices for the purpose of taking pictures and or recording any person or activity without the consent of all individuals involved and total consent of the administration.

Students who violate these privileges will have their phone confiscated until the end of the school day. In the event of repeated offenses, disciplinary action may be taken.

Parents who need to contact their child during the school day should call the office.

## **Attendance**

Regular attendance is important. Parental example and encouragement show students the importance of faithful attendance. Colossians 3:23 says, “Whatever you do, do your work heartily, as for the Lord rather than for men.” To effectively complete their work, students must make a conscientious effort to apply this Scriptural principle through regular class attendance.

## **Student Responsibility**

The responsibility of the student is to attend each scheduled class. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances.

Instructional and learning opportunities lost through absence from class may not be retrieved or duplicated by simply completing the assigned work. When students are absent, they miss the dynamic components of the lesson, including exchange of ideas and learning from others in the class.

## **Parent Responsibility**

It is the responsibility of the parent (or guardian) to encourage the student to attend school, to inform the school in the event of a student absence, and to work cooperatively with the school and student. Families are strongly encouraged to plan family vacations in conjunction with natural school breaks so as to minimize the number of days those students are absent for non- illness reasons.



## Attendance Policies

1. If a student must be absent or late, parents must call the school prior to the start of the school day so that the teacher(s) can be notified. If the school is not notified by the parent regarding an absence prior to 9:00 a.m., the school may call the parent to verify the absence.
2. Parents should make an effort to pick up their child's homework at the end of the day and see that it is completed accordingly.
3. Students with excused absences (school approved) are given full credit for make-up work if it is completed in the time allowed by the teacher, normally two days of time for each school day missed. Make-up time for work missed due to longer absences due to illness (5 days or more) may be determined on an individual basis. In no case (except in the event of an extended illness) will a student be given more than 5 school days past the end of a quarter to complete work for that quarter. Examples of excused absences include illness of the student; severe illness, sickness, or death in the family; impassable roads; or medical appointments that cannot be scheduled after school hours. (The school appreciates notification of a medical appointment on the preceding day.) Students are responsible for all work missed during an excused absence.
4. If an excessive number of absences (full or partial days) is noted, the school will notify the student and parents of its concern. Excessive absences that cannot be explained by documented medical issues may result in the loss of the privilege of earning credit for make-up work.
5. Unexcused absences will subject the student to disciplinary action in the form of detention and/or loss of credit for assignments. Students and parents should NOT expect an excused absence for.
  - Tardiness due to oversleeping or being up late the previous night, even if the late bedtime involved a school or church activity. A note or call from a parent giving the student permission to be late or absent does not require the school to excuse an absence or tardiness.
  - A numerous amount of "personal" reasons, including but not limited to, "not feeling well" without a determined medical condition.
  - Missing the bus.
  - Missing physical education class/recess for more than two days without a written note from the child's physician, clearly indicating the scope and duration of activity restrictions. In cases of long-term conditions at the high school level, alternate assignments will need to be completed for credit to be earned.
6. Anticipated absences, such as out of town trips, should be approved at least one (1) week in advance by notifying the office and teacher(s). Teachers are not expected to have all assignments prepared for students who will be absent due to vacations.

Where it is possible, every attempt will be made to send work with students. However, it will be the responsibility of the parents to work with students after such an absence, within the designated time frame, to complete any missing assignments. The school reserves the right to not re-create special projects and labs that may be missed. In addition, anticipated absences due to school activities (extra and co-curricular) that remove students from all or part of a school day require that students obtain work in advance and turn the work in on the same time schedule as is expected of the class.

7. Students who arrive at school after the regular scheduled school day has started must sign in at the office prior to going to their room. Students who will be leaving school early must sign out in the main office.
8. Students who are absent for 10 or more days in a quarter may receive an incomplete grade or no credit. If incompletes are not finished within ten school days into the next quarter, missing work will be marked a “zero.”
9. Secondary students are responsible for talking to all their teachers after an absence in order to obtain all assignments and information that was missed.
10. Students who have chronic attendance problems that interrupt the learning process will have a conference with administration and custodial parent/legal guardian to determine if retention is a viable option. An evaluation of each case should occur after 10 absences.

## **Tardiness**

Tardiness is recorded both at the start of the day and for each class period. Students will be considered tardy if they are not in their seats and ready to begin by class starting time unless they ride a late-arriving bus.

Four tardiest during a quarter will require a one-hour after school detention. Should a student receive twelve unexcused tardiest in a quarter, the principal will meet with the student and parent. Calling the school to inform that a student will be late does not nullify a tardy.

## **Truancy**

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day or staying out of a scheduled class or activity without permission. Such action will not be tolerated. Truancy will subject the student to disciplinary action and parental notification.

## Standards of Dress and Appearance

The Bible teaches Christians to be careful and discreet about their inward attitudes as well as their outward appearance. Since the Bible does not set absolute standards in dress, we have established the following school standards:

1. **Students must ALWAYS BE PROPERLY adorned in TIF Academy Uniform for academic days of school while on campus! NO EXCUSES ARE EXCEPTED, UNIFORMS ARE MANDATORY. STUDENTS WILL NOT BE PERMITTED ON THE BUS PICKUP OR CAMPUS WITHOUT PROPERLY DRESSED FOR SCHOOL IN THEIR UNIFORMS.** Students are expected to wear their uniform modestly. Appropriate personal hygiene and grooming of body and hair is expected. If any student does not adhere to the dress code, his/her parent(s) will be called and will be asked to bring appropriate attire, or the school may provide alternate items for the student to wear.

If a student comes to school with less than appropriate hygiene or grooming of body and hair, parent(s) will be called and asked to take the student home to clean up before returning to school.

2. Clothing and jewelry are to be worn in a way that is not distracting to others. All dresses and skirts will be modest in length—at least if the student's fingertips when arms are resting downward at the sides. **Short are permitted only for Physical Education.** Tops may not expose the midriff or be unbuttoned in an immodest manner. Halter tops, strapless tops, tank tops, and tops that are low in the front or back may not be worn. Clothing may not be excessively baggy, skimpy, sheer, tight, or worn in a way that exposes undergarments. Especially noted are excessively baggy/low riding/low cut pants. Parents are expected to monitor these standards.
3. Pictures, letters, symbols and other graphics on clothing, notebooks, pins, stickers, downloaded or electronic material etc., must be in keeping with Biblical standards, Christian values, and policy standards of TIF Academy. Clothing with words or pictures that are questionable or inappropriate should not be worn, including pants with words written across the backside.
4. Clothing and/or jewelry should not pose a safety hazard. Tennis shoes without a raised heel must be worn for physical education classes. Large hoop or dangling earrings that could be accidentally pulled off during physical education classes or recess, pants that are too long that they become caught by shoes, or loose clothing



or hair that might be in the way of a science experiment should be avoided. All students are not allowed to wear flip-flops.

5. Caps, hats, scarves, hoods, hoodies and other head coverings (boys and girls) worn to school may not be worn while on campus. Body piercing (other than the ear) and tattoos are unacceptable. Makeup, if used, must be minimal and tastefully applied.
6. Sneaker or hard rubber bottom shoes must be worn by all students. Students in grades K-3 must also bring a change of clothing. It is extremely important that this rule be followed so that students can go outdoors during the winter months. Since weather can change quickly, winter attire must be brought every day, regardless of the weather report.
7. If any clothing is questionable, it should be avoided. TIF Academy reserves the right to question the appropriateness of any article of clothing, hairstyle, or item brought to school. The decision of the administration is final.

## Internet Use

This policy establishes guidelines for the proper use of the school's computer and Internet resources. Students have the responsibility to use these resources in a moral, ethical, and lawful manner.

Students are given the use of computers and access to the Internet to assist them in the performance of their schoolwork only. The computer and telecommunications system and all transactions/communications belong to the school and, except as provided in this policy, are intended to be used primarily for authorized school related purposes.

The Internet is a worldwide network of computers containing millions of pages of information and many diverse points of view. Because of its global nature, users of the Internet may encounter material that is inappropriate, offensive, and, in some instances, illegal. The school will maintain filtration with the purpose of minimizing access to inappropriate information.

However, the school cannot guarantee that all objectionable sites will be blocked.

- **Accessing the Internet:** Students may only access the Internet through an approved Internet firewall. Accessing the Internet directly, by modem, is strictly prohibited unless the accessing computer is not connected to the school's network and the student has received prior permission.
- **Prohibited Activities:** Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating, or defamatory is prohibited. Students who may encounter such material should report it to a teacher or administration.



- **Prohibited Uses:** Personal use is prohibited, including accessing personal e-mail, social networking sites, blogs, etc.

A student who violates this policy may be subject to immediate discipline, including loss of computer access privileges for any stated period, suspension, or expulsion.

- **Disclaimer of Liability:** The school will not be responsible for any damages, direct or indirect, arising out of the use of its computer or Internet resources.
- **Waiver of Privacy:** When students use the school's computers or Internet resources, they cannot expect that sites used, or any other communications will remain private. The school has the right, but not the duty, to monitor all aspects of its computer system, at any time, with or without notice, at the school's discretion, including, but not limited to, monitoring sites students visit on the Internet. All computer and e-mail passwords must be given to staff. Students waive any right to privacy in anything they create, store, send, or receive on the computer or the Internet.
- **Opening Internet Attachments and Downloading from the Internet:** Any downloading **MUST** be pre-approved by staff. Downloading unauthorized or unknown information or attachments can cause harm to the computer system.
- **Compliance with Applicable Laws and Licenses:** Students must comply with all software licenses, copyrights, plagiarism laws, and all other state and federal laws governing intellectual property and online activity.

In keeping with the school's responsibility to provide a safe learning environment for all students, the Board has established the following policy regarding the issue of "sexting". Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital devices. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion. The school may notify local law enforcement. Students are required to immediately report any such activities to a school staff member.

## Biblical Lifestyle

As the living temples of God, we must commit ourselves to the fact that we do not belong to ourselves, but to God. *“Or do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and that you are not your own? For you have been bought with a price: therefore, glorify God in your body” (I Corinthians 6:19-20).*

It is the desire of TIF Academy to set lifestyle standards that will ensure the highest spiritual, physical, social, and emotional development in the lives of the students who attend TIF Academy.

- **Substance abuse:** Students are prohibited from using, manufacturing, possessing, distributing, or being under the influence of alcohol, tobacco products, illegal drugs, or harmful non-prescription drugs. Participation in questionable situations where these items are being used may indicate to the school that the student does not agree with the school’s Biblical philosophy, nor desires to abide by the policies of TIF Academy. At no time are students to have aerosol cans in their possession (hairspray, deodorant, etc.).
- **Sexual immorality:** In the light of God’s Word, TIF Academy believes that its students must seek to uphold God’s moral code regarding sexual purity. Sexual activity outside of marriage, criminal sexual behavior, pornography, etc. are activities that will result in disciplinary actions.
- **Pornography/Questionable Materials:** Students shall not possess, or distribute any item (print, video, CD, DVD, etc.) that contains pornographic references, images, or is an item that in general is offensive/disruptive in nature. This would include many “R” rated movies and music that may contain questionable lyrics. Items that do not glorify God have no place in a Christian school.

# Behavior Standards and Discipline

## Code of Conduct

Students are expected to act in a respectful manner and be submissive to those in authority in the spirit of Romans 13:1-5. *“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God” (Romans 13:1).* Students are to show integrity and honesty in their work and relationships.

Secondary students (grades 6-12) who enroll at TIF Academy will be required to sign a lifestyle pledge on an annual basis. The purpose of this pledge is to remind students that enrollment at TIF Academy carries the responsibility of choosing a lifestyle that glorifies God and a willingness to conform to the behavior standards of the school.

The student pledge also specifically authorizes search of a student’s person and property for illegal substances, other illegal items, and other school prohibited items.

While this handbook outlines many expectations and related potential disciplinary consequences, the administration reserves the right to address any behavior concerns that are not in keeping with Biblical standards and to make all decisions on a case-by-case basis.

The following are examples of prohibited behavior, which, if exhibited, could result in disciplinary action:

- **Disrespect:** Disrespectful language or behavior toward faculty, staff, parents, volunteers, or fellow students is not permitted.
- **Conversational Language:** Students should not use profanity, idle, filthy, or unkind words and expressions with “double” meanings, derogatory ethnic references, or other crude language. Conversations that promote anti-Christian values will not be tolerated. This includes drawing objects or images that portray violence, sexual images, or other items that may be offensive. Conversations should promote Christian values in the spirit of Philippians 4:8 which says: *“Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about these things.”*
- **Fighting/Property Damage:** Both physical and verbal assault is forbidden. This includes any kind of pushing, shoving, punching, hitting, kicking, taunting, teasing, or name-calling. Students and parents are liable for replacement and/or repair of any equipment or property damaged by student misuse.
- **Stealing:** Any act of stealing from the school or another individual is forbidden.



- **Explicit Prohibition of Online Sexual Misconduct:** Students who engage in any form of online sexual misconduct, including creating, distributing, selling, or promoting sexually explicit images or materials, will face immediate disciplinary action, including suspension or expulsion from the Academy, exclusion from participation in any school events, activities, or functions, and potential referral to law enforcement.
- **Rough Play:** Rough play and wrestling on the playground or indoors will not be tolerated.
- **Bullying/Harassment:** The International Family Academy is committed to maintaining an educational environment in which all individuals treat each other with respect, and which is free from all forms of bullying, intimidation, and harassment, including sexual and electronic harassment. The school's objective is to create an atmosphere where all people will feel safe and loved.

Bullying is often characterized by a desire to demonstrate power over and/or humiliate another; it substantially disrupts the educational process and the orderly operation of the school. Bullying shall be defined as the intentional and repeated use by one or more students of a written, verbal, or electronic (cyber-bullying) expression, physical act or gesture, or any combination thereof, directed at a victim in one of the following ways:

1. Verbal: name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (spoken, written, text message, email, etc.)
2. Physical: pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging, or stealing the victim's property, restraint of a person's free movement, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
3. Relational: ostracism, ignoring, being unfriendly, alienating, social isolation through gossip, criticism, manipulation, and exclusion, as well as intimidation of those who wish to socialize with the victim, etc.
4. Psychological: acts that instill a sense of fear or anxiety such that the victim fears harm to himself or of damage to his property, etc.
5. Miscellaneous: Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.



### Reporting Bullying or Retaliation

1. Reports of bullying or retaliation may be made anonymously, however, please understand that it is likely no disciplinary action will be taken against a student solely on the basis of an anonymous report.
2. Reports can be made in writing, by phone, or in person to a staff member or principal. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. Please understand that incidents or ongoing conflict do not always constitute bullying.
3. Any staff member receiving a report of, or witnessing, bullying or retaliation shall immediately inform the principal. The school administration will then promptly investigate the incident(s) and:
  - a. talk with those involved;
  - b. inform the parents of the victim(s) and the perpetrator(s) about the incident and the actions that will be taken;
  - c. pray with those involved, seeking God's intervention, guidance, and instruction
  - d. develop a plan of restoration for both the victim and perpetrator;
  - e. determine appropriate disciplinary actions in consultation with the President;  
and
  - f. notify the local law enforcement agency if the incident requires criminal charges to be filed.
4. The principal may not disclose to a parent any student record information regarding an alleged victim or perpetrator if the student is not the parent's child.
5. The principal may disclose a report of bullying or retaliation to a local agency without the consent of a student or his/her parent. The principal shall communicate with law enforcement officials in a manner that protects the privacy of victims, student witnesses, and perpetrators to the extent practicable under the circumstances.
6. The principal may disclose student record information about a victim or perpetrator to appropriate parties as well as law enforcement in connection with a health or safety emergency or if knowledge of the information is necessary to protect the health or safety of the student or other individuals. This provision is limited to instances in which the principal has determined there is an immediate and significant threat to the health and safety of the student or other individuals.

It is limited to the period of emergency and does not allow for blanket disclosure of student record information. The principal must document the disclosures and the reasons that the principal determined that a health or safety emergency exists.

7. A student or a parent may request a meeting with a principal about a bullying incident, however this may not happen until after the time of investigation has concluded.
8. Retaliation against a person who reports bullying is prohibited.
9. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

The school will take action to prevent and correct any violations of this policy. Any student who violates this policy will be subject to discipline, up to and including expulsion.

- **Threats:** TIF Academy will not tolerate any threats of violence. All threatening statements will be taken seriously and may result in the expulsion of the student.
- **Dangerous and Harmful Substances:** Students are prohibited from using, possessing, or being under the influence of alcohol, tobacco products, illegal drugs, or harmful non- prescription drugs. Students are also prohibited from “sharing” prescription and non- prescription drugs, including pain-relieving medications, with other students.
- **Explosives or Flammable Material:** Students are prohibited from bringing matches, firecrackers, gun caps, or other types of explosives or flammables to school or on to school property. Disciplinary action for first and subsequent offenses will be determined by the TIF Academy administration.
- **Physical Contact:** Students are to show respect and courtesy in their relationships with individuals of the opposite sex. To be above reproach as representatives of the Lord Jesus Christ and of TIF Academy requires a mature and responsible attitude in demonstrating affection toward another person. Students are to refrain from participating in actions involving physical contact, such as holding hands, etc. during the school day.

TIF Academy retains the right to search lockers, desks, personal belongings, or the actual person of students for such substances. Should any such substance be discovered, immediate disciplinary action will be taken, as deemed appropriate by administration.

## Standards of Ethical Conduct TIF Academy

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not base on race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
  - d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that everyone is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.



## **Training Requirement**

All instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

## **Reporting Misconduct by Instructional Personnel and Administrators**

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Chief Administrator(s).

Reports of misconduct committed by administrators should be made to Florida Department of Education.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in and on our Website at [www.TIFAcademy.org/reviews](http://www.TIFAcademy.org/reviews).

## **Reporting Child Abuse, Abandonment or Neglect**

All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

**Signs of Physical Abuse** The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

**Signs of Sexual Abuse** The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

**Signs of Neglect** The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

**Patterns of Abuse:** Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

## **Liability Protections**



Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

## Electronic Equipment/Toys

Students are to leave certain belongings at home. Radios, Computers, Tablets, CD players, iPods, MP3 players, games, laser pointers, toys, etc. should be left at home unless permission to bring them for a special purpose is obtained in advance from the teacher.

Toys in general should be left at home, unless students have special permission to bring them to school. Inappropriate items found at school will be confiscated and only released to a parent.

## Weapons

At no time are students to have any weapon, *real or play/pretend*. This includes but is not limited to: guns of any kind, knives, pocket knives, matches or other objects that could start a fire, any item containing an explosive device or substance, harmful or corrosive substances, or ordinary objects that have been modified in a way that could be used to cause harm. Students found to be in possession of any questionable item will be referred to the administration for disciplinary action, up to and including expulsion.

## Disciplinary Action

In the event a student violates the code of conduct of TIF Academy or engages in prohibited behavior, administration may impose any or all of the following disciplinary actions in its discretion, depending on the circumstances:

- Confrontation, with or without parent notification
- Removal from class/activity on a temporary basis, parental notification, or detention for some offenses Behavioral probation, administrative conference
- Suspension with Board notification
- Expulsion
- Referral to Redemptive Discipline

In certain situations, the parent may be asked to pick up a student immediately, to

make restitution, or assist the student in some other appropriate corrective measure.

- **Recess Detention:** K-5 student will spend a specified amount of a recess period in an assigned activity.
- **Detention:** Student will attend detention at an assigned time. Grades 6-12 will serve detention in 1-hour increments. Parents will be notified. Acts of service may be requested during this time.
- **Suspension:** Student is removed from school for a designated period of time (normally up to 10 days, however, exceptions may be made). During this time, the student may not participate in any school related activity or function. S/he will not earn full credit for work missed during the suspension period. A parent conference will be required prior to the student reentering school.
- **Expulsion:** Student is prohibited from further attendance at school and school functions.
- **Referrals to Outside Agencies:** In cases of possession, use or selling of alcohol or drugs, violators shall be referred to local authorities, to the appropriate law enforcement agency, or other outside support agencies.

## Redemptive Discipline

The International Family Academy will evaluate situations regarding student issues of immorality and/or participation in illegal activities on a case-by-case basis. These situations may include but are not limited to: issues related to pregnancy, sexual activity, abortion, pornography, bullying/harassment, the possession, use of, distribution, manufacture or being under the influence of drugs; and/or any other illegal or immoral activities.

A redemptive approach to discipline may be considered if a student and his/her family exhibit repentant and humble hearts *and* if it is determined that continued enrollment in the school is in the best interest of the student and the TIF Academy student body.

If a redemptive approach to discipline is determined to be appropriate, it will require the student and family to agree to a comprehensive plan that may contain any combination of the following items (this is not an exhaustive list, other items may be added at the sole discretion of the school).

Redemptive discipline may be considered if the student and family are willing to comply with the following:

#### Attitudes and Legal:

- Willing to sign an agreement with TIF Academy that will require specific elements of cooperation by the student and parents. This agreement can be cancelled at any time by TIF Academy if the elements of the agreement are not fulfilled.
- Willing to provide legal disclosures as needed and requested by TIF Academy.

#### Personal Counseling/Mentoring:

- Willing to meet with pastoral counsel on a regular basis.
- Willing to meet with an TIF Academy staff member for the purpose of personal and spiritual accountability.
- Willing to meet with professional psychological counsel, which may include a release for direct contact between the school and the provider.

#### Medical:

- Willing to undergo medical or psychological testing requested by the school, with results provided directly to the school.
- Willing to undergo drug testing, including random testing with results sent directly to the school.

#### Attendance and Participation:

- Willing to be home-schooled for a specified period of time in which the student completes lessons assigned by TIF Academy staff. Lessons returned for grading will earn appropriate academic credit.
- Willing to relinquish all positions of leadership that may be held (class officer, team captain, etc.)
- Willing to relinquish all participation in school sponsored extra-curricular activities.
- Understanding that reenrollment will be considered on a case-by-case basis.
- Willing to agree that TIF Academy may seek the opinion of a physician, counselor, attorney or other legal authority regarding continued attendance at TIF Academy.

#### Graduation Status and Commencement Exercises:

- Understanding that graduation status and participation in commencement exercises will be considered on a case-by-case basis.

#### Fees and Additional Expenses:

- Willing to pay any expense for items required by the school, including, but not limited to, personal tutoring/home-schooling, medical exams, drug testing, etc.

## Classroom Placements

When there are multiple classes in a single grade level, it will be the policy of the school to have each class relatively equitable based upon academic levels, physical ability, and



gender.

It will be the responsibility of administration to make class assignments. Administration will consult with the faculty prior to making assignments. Parental requests for classroom placement will be handled at the faculty and administration's discretion.

## Junior/Senior High Circles Assignments

TIF Academy students in grades 7-12 will be assigned a Circles advisor. This person will be identified on the student's schedule sent home prior to the start of each quarter. The advisor is the first-person students and parents should contact questions pertaining to any school related issue. Circles advisors can and should be used for prayer support and personal needs that students might have.

## Cheating/Plagiarism

TIF Academy desires to teach the importance of honesty to our students. *"For we have regard for what is honorable, not only in the sight of the Lord, but also in the sight of men"* (II Corinthians 8:21). Cheating/plagiarism will not be tolerated. Repeated offenses will lead to significant consequences up to and including expulsion. In order to promote honesty, we will implement the following regarding cheating/plagiarism:

1. Teachers will discuss the importance of honesty with the students and explain that cheating/plagiarism is a form of stealing.
2. Teachers will attempt to minimize the opportunities for cheating by covering test papers, using dividers, etc.
3. Staff members will utilize care when dealing with this situation.
4. The following consequences for cheating/plagiarism will be imposed. Steps may be skipped, or discipline accelerated depending on the circumstances.
  - a. Grades K - 2
    - 1<sup>st</sup> offense: Separation to an individual work place, may or may not lose credit, parents notified
    - 2<sup>nd</sup> offense: Loss of credit, parent/teacher meeting
    - 3<sup>rd</sup> offense: Loss of credit, detention, parent/teacher meeting
  - b. Grades 3 – 5
    - 1<sup>st</sup> offense: Student/parent/teacher consultation and re-doing assignment or test
    - 2<sup>nd</sup> offense: Student/teacher/parent consultation and zero on assignment or test
    - 3<sup>rd</sup> offense: Detention/parental meeting. Notification to Administration
  - c. Grades 6 – 12
    - 1<sup>st</sup> offense: Student/parent/teacher consultation and zero on assignment or test



2<sup>nd</sup> offense: Detention/student parent teacher administrator meeting. Removal of honors

3<sup>rd</sup> offense: Suspension. Parental meeting with administration prior to re-admission

4<sup>th</sup> offense: Recommendation for expulsion.

## School-Owned Property

Each fall required text books and school equipment are distributed to students for their use throughout the school year. These items are the property of the school and are on loan for the year. Books and equipment need to be maintained and treated with the respect they should in order to maximize the number of years they can be used.

Each student will have the opportunity to write down any issues that the loaned item may have when it is issued to them (bent corners, torn pages, scratches, etc.). It is the responsibility of the student to accurately record the condition of the books/equipment issued to them. This will then be reviewed by the teacher and kept on file until the item is returned in the spring. In the spring, or at the end of an academic term, students must return the book or item that has been issued to them. Returning someone else's item is not sufficient.

All books should be covered with book covers. In addition, soft cover books should have pieces of cardboard placed over both the front and the back to help stabilize the covers.

Fines will be assessed for other school property that is loaned to a student (for example a graphing calculator, or library book) if the property is returned with damage. This also applies to school owned computers, science or other lab equipment, sports uniforms, and physical- education equipment. Property/equipment needs to be used properly. Misuse that results in breakage or other damage will result in a fine being assessed. Loaned items should not suffer more than "usual" wear due to careful use.

Damage that will result in fines:

- Lost item: Full cost to replace with a new item.
- Broken or missing book spines: \$35-\$50 or the cost to repair, rebind, or replace
- Broken or damaged lab equipment due to misuse: Cost to replace
- Ripped or missing book pages: \$10-\$15 depending upon how extensive
- Damage from spills or mold: \$35-full cost to replace in the event of mold
- Severely damaged book corners--usually from being dropped: \$25-\$50
- Computer damage due to misuse or spills, etc.: Cost to repair or replace
- Sports uniforms: \$25-\$50 for damage or cost to replace
- Other damage not listed here: Fine will be based upon cost to repair or replace

Grades/Transcripts will not be issued until fines are paid. Equipment for the following year

will not be issued until fines from the previous year have been paid.

## **School Supplies**

Certain school supplies for student use must be provided by the student. Individual teachers will indicate the needed materials prior to the school year, and again during the first week of school.

## **Field Trips**

The educational program shall include excursions and trips by pupils under the supervision and instruction of teachers to museums, art galleries, places of historical, industrial, and civic interest, fields and woods for nature study, and institutions or places of similar character which, in the opinion of the administration, may promote the education of such pupils as s/he may authorize to take such a trip. The place to be visited and the method of transportation shall be approved by the administration. All such trips will require the prior written consent of the parents of each student attending.

All field trips, including school sponsored trips out of state or country are an extension of the school program and all school policies remain in effect. Certain field trips (such as a foreign mission trip) may require additional waivers and acknowledgement of the school's expectations.

## **Video/Media Productions**

During the course of study and/or for special occasions, students may make multi-media productions. All content of these productions is subject to current school policy and to the standards of the school. Images, music, and words should convey a God-honoring message. The school retains the right to preview and/or edit, in part or in total, any production, with or without the consent of the student. The school may also choose to refuse to give credit and/or refuse to show a project that is objectionable.

Secondary students will affirm their knowledge of and agreement when they sign their annual student pledge.

## **Student Records/Class Registration**

### **Student Files**

The school shall keep records, which will provide for the registration and attendance of pupils. The records will show an up-to-date permanent cumulative record of individual

pupils showing personal data and progress through school, including academic achievement, health information and test results.

Two business days should be allowed for any request for copies of a student file and/or forwarding of information for application to universities, scholarships, etc.

### **Transfer of Grades**

School report cards and transcripts will only include grades earned while in attendance at TIF Academy or at an approved post-secondary institution. Grades earned by students not in attendance at TIF Academy may only be placed in the student's file as a separate attachment to the report card or transcript.

### **Attendance Records**

The administrative secretary will supervise all attendance records. Daily records will be kept for every student and entered on his or her permanent record at the end of the school year.

### **Dropping and Adding Classes**

Students in Grades 9-12 who are requesting to either drop or add a class into their schedule must have pre-approval. The decision for a student to either drop or add a class will be done in a collaborative effort with the principal, staff (teacher), parents, and student. Designated yearly courses are to be taken for the entire year and cannot be dropped or added at semester break unless there are extenuating circumstances as determined by the administration.

In order for the drop/add to take effect the student must have a drop add form/note signed by those individuals affected by the drop/add (parents, staff person, principal). The drop/add deadline is ten (10) school days after the start of the academic quarter. The administration reserves the right to deny requests based on factors such as class size, need for credits, etc.

### **Report Cards**

Report cards are issued after each quarter. Parents should discuss progress with the student. Report cards for students in grades K-2 will be mailed and 3-12 will be emailed to parents after quarters 1-3. Fourth quarter report cards K-12 will be mailed to parents.

### **Grading Scale**

Where used, the "S" scale is defined as follows:

S+ 90-100%, excellent, putting forth extra effort, surpasses average expectation

S- 80-89%, meets expectations



S- 80-89%, marginally expectations

N- 69% and below, needs improvement

Where used, the “A-F” scale is defined as the following percentages:

A	100-94
A-	93-90
B+	89-88
B	87-84
B-	83-80
C+	79-78
C	77-74
C-	73-70
D+	69-68
D	67-64
D-	63-60
F	59 or below

### **Transfer of Grades**

School report cards and transcripts will only include grades earned while in attendance at TIF Academy or at an approved post-secondary institution. Grades earned by students not in attendance at TIF Academy may only be placed in the student’s file as a separate attachment to the report card or transcript.

### **Earning Credits from Outside Institutions**

TIF Academy believes that the greatest benefit to its students will occur when they complete their high school experience in a setting that teaches subjects from a Christian worldview. In addition, it is the belief of the school that students gain spiritually, socially, and emotionally from participating in a wide variety of age-appropriate curricular and co-curricular activities that are normally associated with a high school setting.

As an accredited high-school program, standards for graduation must be maintained in order for a diploma to be earned from TIF Academy. This includes the completion of a core course of study that includes four years of Bible, four years of Biblical History, four years of English, and three years of both Math and Science. In addition, all TIF Academy graduates must complete 20 hours of community service during their 9<sup>th</sup> and 10<sup>th</sup> academic year (with a focus on work in their school and church), and 30 hours during their 11<sup>th</sup> and 12<sup>th</sup> academic



year (with a focus on work in the community).

Courses that are being sought from an outside institution of higher learning in an attempt to earn dual credit from both the institution and TIF Academy will be referred to as “trade out” courses. “Trade out” courses for core subjects will only be considered from approved colleges and universities that offer four-year degrees. Non-core courses from institutions that offer two-year degrees maybe petitioned, however, any credits earned from a two-year institution would be for courses of personal interest, and would be in addition to, but would not replace any core course at TIF Academy.

Based upon the beliefs stated above, TIF Academy will limit participation in “trade-out” credit earning opportunities to the following: No more than one “trade-out” class each semester as a junior, and no more than two “trade-out” classes each semester as a senior. These guidelines are also in line with recommendations from post-secondary programs.

Due to the belief that Bible class is an integral part of our curriculum, and to ensure that Bible teaching occurs in a manner that is mission appropriate, students will not be allowed to trade out Bible credits.

TIF Academy reserves the right to review any and all requests for “trade-out” classes and may accept or reject requests on a case by case basis. In general, students can expect that course content must meet or exceed what would be expected at TIF Academy. Requests for “trade out” lab classes must include a lab component. It will be the sole responsibility of the student/parent to secure requested course syllabi for TIF Academy review a minimum of two weeks prior to registration deadlines.

Courses that are being taken as “trade out” classes for dual credit will result in the grade earned being placed on the TIF Academy transcript. All courses will be graded on a standard 4.0 scale.

Students who pursue credits from alternate sources (on-line, home-school, etc.) must secure permission in advance. TIF Academy credits will not be granted for these courses these courses will not be included on the TIF Academy transcript and/or grades earned included in the overall GPA.

It will be the normal procedure to only place grades earned from a college or university on the TIF Academy transcript when the course has been pre-approved as a “trade out” for a required TIF Academy class.

If at any time, a TIF Academy student who is enrolled in a Parent Student Elective Option (PSEO) course and receives an “F” or an “FN” or in any other way fails to complete a course at any institution, s/he will become immediately ineligible to take any further PSEO courses at any institution. If a student receives an “I,” it must be pre-approved by TIF Academy

administration, or it will be treated as an “F,” and the student will not be able to take any further PSEO courses. If a PSEO transcript contains an “F” or an “I,” and there is a time lapse between a student’s grade report being received by TIF Academy, TIF Academy reserves the right to require the student to withdraw from any PSEO courses in which they subsequently enroll.

Petitions for exceptions to this policy must be submitted to the administration at least 2 weeks before registration deadlines.

To be eligible to participate in the PSEO option, students must maintain a cumulative GPA at TIF Academy of at least 2.75.

Tuition adjustments will only be made for “trade-out” dual-credit courses, with a 5% discount for each dual credit earned, up to a maximum 20% discount per academic year.

Parents and students must understand that TIF Academy does not have the final authority or control over whether PSEO class credits will be accepted by any particular college or university. Each university has their own standards and students are strongly encouraged to speak directly with an admissions counselor from the university in question to obtain final information about credit transfer and acceptance.

## **Eligibility for a Diploma**

In order to be eligible to receive a diploma from TIF Academy, a student must meet all admission criteria and at least one of the following criteria:

- Have been an TIF Academy student for at least one full academic year, demonstrating passing grades in all core subjects.
- Have been an TIF Academy student for at least one academic semester, demonstrating passing grades in all core subjects, and provide required proof of satisfactory completion of an academic program that parallels the requirements of TIF Academy and have evidence of an independently administered, nationally recognized test such as the ACT, PSAT, etc., which demonstrates at least average achievement. This exam score must not be more than six months old.

## **Eligibility to Participate in the Graduation Ceremony**

In order for a student to participate in the graduation ceremony, s/he must satisfactorily complete all academic requirements. In addition, s/he must be in current agreement with and demonstrating the expectations of the school regarding conduct and attitude.

Any student who has a redemptive discipline plan that is current at the time of graduation will be subject to the terms of that plan.

## **Determination of Valedictorian/Salutatorian and “Top Ten” Status**

For the purpose of determining Valedictorian and Salutatorian grade point average will be used. For purposes of declaring a “tie,” if there is less than .05 difference in GPA’s the numbers will be declared the same and co-valedictorians/co-salutatorians will be declared. To be declared a valedictorian or salutatorian, a student must have earned a minimum GPA of 3.75.

For the purposes of publishing the school’s “Top Ten”, a minimum GPA of 3.75 will be used. The number of students published will be determined by starting at 4.0 and going down to no lower than 3.75.

## **Academic Eligibility**

TIF Academy believes that academics must always remain the central focus of the educational experience. For that reason, academic standards must be maintained in order for students to remain eligible for co-curricular activities.

### **Ineligibility**

If a student receives a mid-quarter progress report or end of quarter grade of “F” regardless of their overall GPA, the student will be considered ineligible to compete in any extra-curricular activities. This includes but is not limited to: athletics, academic activities, drama, and music co- curricular activities. That student will not be allowed to participate in an event or practice. After 10 school-days the grade will be rechecked. If the grade is passing, the student may return to full participation. If the grade is not passing the student will remain ineligible until the next academic checkpoint (mid-quarter progress report or end of quarter report) at which the grade and participation will be reassessed. This is an opportunity for the student to make academic adjustments in time for further participation in extra-curricular activities.

### **Fourth Quarter Grades**

Any student who ends the school year ineligible due to 4<sup>th</sup> quarter grades may be ineligible for initial contest(s) or performance(s) of the next season. The student will have until mid-quarter progress report time to reflect acceptable academic standing.

### **Loss of Course Credit**

Should a student receive an “F” for two consecutive quarters within a semester in the same course, they will have failed that semester, and no credit for that class will be given. They will be required to re-take that semester class again, with passing grades, in order to gain credit for graduation.

TIF Academy reserves the right to adjust policy based upon unforeseen circumstances on an individual basis.



## Academic Probation

Academic probation is invoked when a student has a serious educational problem or becomes ineligible, as stated above. It is intended to give notice to parents and students so that a mutual effort on the part of the school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the administration will decide whether the student can continue at The International Family Academy.

### Academic probation will be invoked in the following manner:

- A student who receives a “D” or less in any class, or who earns a GPA below 2.0 (on a 4.0 scale) At the end of a grading period, the student will be placed on academic probation for one grading period. The student will not be allowed to participate in extracurricular activities for the following grading period. After 10 school days of the probation period, the grades and GPA will be rechecked. If the grades have improved above the stated requirement, the student may return to full participation in extracurricular activities. If the grades have not improved enough to meet the stated requirements, the student will remain ineligible until the next academic checkpoint (mid-quarter progress report or end-of-quarter report). At that time, the grades and eligibility will be reassessed.
- A letter of notification will be sent to parents.
- A conference may be held with the parents, the student, the teacher(s), and the administration for explanation of the probation and suggestions for remediation.
- The administration will review the academic status of the student at the end of the next grading period.

### After a student is placed on academic probation:

- After being placed on probation, the student who earns grades all above a “D” and/or raises their GPA above a 2.0 during the next grading period will be removed from probation.
- After being placed on probation, if a student receives additional grades of “D” or lower, and/or does not raise their GPA above a 2.0 in the following grading period, the administration may recommend to the Board that the student be removed from the school.
- Following removal or withdrawal from the school for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:
  1. The student has attended another school for one whole semester; AND
  2. The student has completed a full academic load for the semester; AND
  3. The student received no grade lower than a C in any subject.

*In some instances, the administration may consider exceptional circumstances that may allow a student to remain at the school.*

## **Honor Roll Recognition**

TIF Academy rewards students in grades 7-12 who have proven academic excellence with academic recognition at the end of each grading period as well as at the end of the school year.

Students in grades 7-8 will be recognized on either the “A” (3.6-4.0 average) or “B” (3.0-3.5) honor roll. Students in grades 9-12 will be recognized as achieving with “Honors” (3.25-3.74 average) or with “Highest Honors” (3.75 or higher).

## **Academic Support/Tutorial Help**

If a student requires additional help, the responsibility for securing and paying for a tutor will rest with the parent. In some cases, tutoring may occur during school hours, on school property. In such cases, a plan that is acceptable to the parents and the school will be put in place. However, the school reserves the right to monitor the tutor's actions and, if deemed necessary, unilaterally terminate on-site privileges for that tutor.

## **Standardized Testing**

Students in grades 2, 4, 6, 8, and 10 will take NWEA (MAP) assessments annually. These assessments are designed primarily to provide group data, allowing the school to see how well its program prepares TIF Academy students compared with other Christian and public schools. Parents will receive a copy of their child's performance summary, but are cautioned to accept testing information as only one piece of input regarding their child's talents and limitations.

## **Applicability to Extra-Curricular Activities**

Stated eligibility standards include extracurricular activities offered by other schools or entities to TIF Academy students through cooperative agreements. TIF Academy standards apply in addition to and not instead of any academic standards that such other schools or entities may impose. The student must satisfy both the standards imposed by TIF Academy and any academic requirements of other schools or entities.

# Admission Policies and Procedures

## Family Lifestyle Policy

The International Family Academy's role is to partner with Christian parents to mold students to be Christ-like servant leaders. On occasion, the atmosphere or conduct within a home may be counter to or in opposition to clear biblical standards. This includes, but is not necessarily limited to, acts of sexual immorality, practices of homosexual orientation, or living outside the moral principles held by the school. In such cases, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue a student's enrollment. The International Family Academy has been established on the biblical principle that God has given parents the primary responsibility for educating their children. The school partners with parents and Christian educators to teach academics in the context of a Christian, biblical worldview. Our policy is to offer enrollment to students of Christian parents who desire a Bible-based education with academic excellence for their children.

## Partnership Policy

The International Family Academy is a Christian faith-based school. Therefore, it is required that at least one parent or guardian provide clear testimony of personal faith in Jesus Christ. Parents/guardians are also required to read and sign the Statement of Faith to indicate their knowledge and support of the doctrinal position taught at this school.

The International Family Academy reserves the right to select students and families based on academic performance, Christian commitment, lifestyle choices, and personal qualification, including a willingness to cooperate with our administration and policies. Therefore, we reserve the right, within our sole discretion, to refuse admission of an applicant or to discontinue the enrollment of a student based on, but not necessarily limited to, the inability to support the moral principles of the school and/or maintain a lifestyle in conflict with our statement of faith and/or any of the policies.

## Non-Discrimination Policy

The International Family Academy admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs, and activities generally agreed or made available to students at the school. The International Family Academy does not discriminate based on race, color, national or ethnic origin, gender, or status regarding public assistance in the administration of its educational policies, admissions policies, tuition assistance programs, athletic and other school-administered programs.

## Priority Policy

New and returning students will be enrolled or re-enrolled according to the following order of priority. These priorities apply only after students have been qualified through



application, placement testing, and interview. Returning students are considered qualified unless they are on special academic or behavioral probation. A non-refundable re-enrollment fee is required of each student each year.

**1<sup>st</sup> Priority: Returning Students**

- Students who re-enroll from the previous year, provided they register in the protected time period annually set by the Administration.

**2<sup>nd</sup> Priority: The International Family Academy Sibling Applicants**

- Students with a TIF Academy sibling who are currently enrolled attend TIF Academy

**3<sup>rd</sup> Priority: Other Applicants with Pastor Recommendation**

- Students who do not currently attend TIF Academy and have a recommendation letter or form from their Pastor of their church

**4<sup>th</sup> Priority: Other Applicants**

- Students without a TIF Academy sibling who do not currently attend TIF Academy. The date of application determines their place on the waiting list.

## **Class Capacity Size Policy**

The International Family Academy strives for academic excellence. We aim to keep our class size limited to support our students' success.

Maximum Class sizes:

Kindergarten	16 per class
Grade 1	20 per class
Grade 2	22 per class
Grade 3	23 per class
Grades 4-6	25 per class
Grades 7-12	25 per class

Changes to this policy are determined on a specific class basis by the admissions office.

## **Provisional Acceptance**

School records or admission data that indicate an academic or behavioral problem may result in the student being admitted provisionally. The conditions of provisional acceptance are designed to help address weaknesses or gaps in prior learning or to allow the student to demonstrate positive maturation and acceptable performance. A provisional status will involve early evaluation of a child's ability to cope at the current grade level. The student may need additional testing later, may require additional tutoring, or may be recommended for another year at the same grade level. Any exceptional condition for admission will be explained to parents carefully and provided in writing. We desire that all children admitted

will have maximum opportunity for success in our school program.

If parents of children with exceptional needs (behavioral, academic, or emotional) disclose known issues/concerns about their child during the admission process, the school may offer admission for a trial period. The trial period may continue at the school's sole discretion.

In general, students who have been expelled or asked to leave other schools because of poor disciplinary records will not be admitted to The International Family Academy. Such students must wait at least one year and compile a good disciplinary record before their application is considered. Entering students will also be required to complete a placement test, which will help us determine whether TIF Academy can meet students' needs. All students admitted to The International Family Academy are placed on both academic and disciplinary probation for one semester.

If at any time it becomes evident that a student has academic, behavioral, or emotional needs beyond the scope of the school's programs, a meeting with parents, teachers, and administration will be held. It will be the school's sole discretion to determine whether the student's removal is necessary.

### **Special Education Policy**

The International Family Academy will carefully consider all students' applications to determine whether the students' needs can be met, given the school's limited resources.

### **Home School Policy**

Administration will determine annually which school programs and courses are available to homeschool students. Participation fees will be set by the Administration. All options will be offered on a space-available basis and established policies only.

### **General Admission Requirements**

Kindergarten students must be 5 years old, and first-grade students must be 6 years old on or before September 1.

The International Family Academy reserves the right to conduct academic placement testing of all potential students. A student's acceptance at any grade level is contingent upon the student's ability, measured by a placement testing assessment and by the interview data. Applicants will be informed when an admission decision is reached. TIF Academy has sole discretion to accept or deny any enrollment application. Acceptance at the school does not guarantee continued enrollment.

Admission may be denied for:

- Failure to meet any requirement in the admission process
- Previous academic work or grade retention, which places a student more than one

full academic year behind the grade placement deemed appropriate for the student's age.

- Students have learning needs or difficulties that are beyond the scope of the learning program available at TIF Academy.
- The student has a record of disciplinary problems and/or exhibits a lifestyle inconsistent with the mission, philosophy, core values, student handbook, and/or policies of the school.
- The student voices opposition or a negative attitude towards admission.
- The tuition balance remains from the previous school year, and special payment arrangements have not been agreed upon with the board.
- Classroom size limits have been reached. Families seeking admission to TIF Academy must meet the following standards:
- The parents(s) or guardian(s) must have legal custody of the child(ren), and they must reside in the household for most of the time.
- The family must have at least one parent or guardian residing in the household. If two parents are living in the household, they must be a legally married man and woman. This is based on Biblical standards of marriage in Romans 7:2-3 and Ephesians 5:22-33.
- The family must be active in a local Bible-believing church.
- School policies involve communication expectations and a code of conduct.

### **Waiting List Policy**

When grade levels are complete, and waiting lists are necessary, presently enrolled families will be allowed to re-enroll their child(ren) during the re-enrollment period set by the administration. After that period expires, siblings of currently enrolled families will be given first priority, and then remaining applicants will be enrolled on a first-come, first-served basis. All necessary forms and fees must be completed before a child can be placed on a waiting list.

### **Financial Assistance Policy**

Financial assistance may be available on an annual basis to those families who demonstrate financial need as determined by the guidelines outlined in The International Family Academy's tuition assistance policy. Detailed tuition assistance information is located on the TIF Academy website. New families may apply for tuition assistance at any time after working with the Admissions office. If families determine that the financial aid they have been granted does not meet their needs, they may petition for additional assistance. Each financial assistance petition will be considered on a case-by-case basis.

### **Health Records Policy**

Enrollment cannot be completed until the school has had the opportunity to evaluate the following items:

1. Current medical history
2. Physical examination
3. Allergy information



4. Immunization records on file
5. Preliminary screenings for speech, hearing, vision, scoliosis, fine and gross motor skills, and language will be required. Under current law, our responsibility is to delay enrollment until complete records are provided.

## Denial of Admissions Appeal Policy

If a parent wishes to appeal a denial of admission, a letter may be written to the Board chairperson. The Board chair will designate a subcommittee from the Board to review the appeal. The decision from this subcommittee will be final.

## Withdrawal Policy

Enrollment at The International Family Academy constitutes a **full academic-year financial commitment**. Tuition is annualized and budgeted to support faculty, instructional resources, facilities, and operational expenses for the entire school year.

Once a student is officially enrolled and attendance has begun, **withdrawal, dismissal, or voluntary removal of a student does not release the parent(s)/guardian(s) from the financial obligation for the full tuition balance for that academic year.**

In the event a student is withdrawn for any reason, including relocation, personal circumstances, dissatisfaction, or transfer to another school, **the remaining tuition balance becomes due and payable immediately.**

Tuition is **not prorated** for absences, early withdrawal, disciplinary dismissal, or voluntary withdrawal.

Any outstanding balances must be paid in full before records, transcripts, re-enrollment, or participation in graduation will be approved.

Exceptions to this policy may be granted only in writing by the Administration and Board of Directors and do not constitute a waiver for future academic years.

No records will be released until a family has properly completed all the details of the withdrawal procedures and financial obligations.

## Tuition Payments

### Tuition Payment Schedule

Tuition may be paid in ten (10) equal payments, two (2) equal payments, or one (1) lump sum payment. The payments for the ten (10) month option will be made from July through June. All tuition payments must be made in full by the end of the school's fiscal year (May 31).

The school's financial responsibilities are essential, and it cannot meet them if those responsible for it are delinquent in their payments. The Board also feels that debts owed to Christians or Christian organizations are not to be viewed as secondary obligations to be paid when and if there is enough left over after everyone else has been paid.

Therefore, it is the policy of The International Family Academy to suspend the attendance of any student whose tuition is past due for 45 days or more. Anyone seeking an exception to this policy is encouraged to contact the administration as soon as possible when financial hardships occur.

Once the Administration is contacted, they will, in consultation with the board treasurer, arrange meetings with the proper personnel to work out a solution.

Note: The Board understands the need to extend grace to a family experiencing unexpected financial hardship due to unforeseen circumstances. In such cases, it is the family's responsibility to contact the administration or the Board treasurer as soon as the economic situation arises. A plan that is reasonable to both the family and the school will be discussed and put in place if deemed appropriate. Such plans will include timelines for payments and student dismissal in the event the plan is not followed.

### **Electronic Funds Transfer for Tuition Payments**

All families utilizing a 10-pay plan must pay through FACTS' electronic funds transfer (EFT). The only exception is if a family petitions the Administration in writing before the beginning of the school year and is granted permission by the Administration to make payment differently.

For the Administration to consider a petition, a family must have a two-year, on-time payment history with the school.

### **Delinquent Accounts-FACTS EFT Payments**

If FACTS EFT payments are not made and specific Administration permission has not been granted for a different payment plan, this policy will be followed:

FACTS payment not made for any reason on the scheduled date (e.g., insufficient funds, no EFT in place, wrong information, etc.) – this will result in a notification by the school of non-payment. Late fees will be assessed and charged by FACTS.

FACTS EFT must be up to date and in place (i.e., in working order with adequate funds) by the next date a payment is due. If not, the school will notify the family that they are in arrears and that their payment is due immediately. If payment is not possible, a written payment plan must be submitted to the Administration within two business days of the family receiving notification from the school that their account is overdue. The written plan must include a timeline for how/when the account will be made current before the following FACTS EFT date.

If any two FACTS EFT payments in the same school year are missed, the student's enrollment will be discontinued on the 15<sup>th</sup> day following the 2<sup>nd</sup> missed payment and/or when the third FACTS EFT payment is missed.

## Delinquent Accounts related to Non-FACTS EFT Payments

The following procedure is used for delinquent accounts:

- 10th day passed due: first delinquent/notification letter sent to parent/guardian, and \$30 late fee applied to account
- 20th day passed due: second delinquent/notification letter sent to parent/guardian, and additional
- \$45 late fee applied to account
- 30th day passed due: final letter notifying student(s) that they have 15 days from suspension unless the account is paid in full, including all late fees
- 45 days late: suspension with no exception

After any two delinquent payments, the family will be required to set up and maintain a FACTS EFT account for students to remain enrolled.

### Tuition Assistance

Tuition assistance is available for families based on financial need. TIF Academy uses an independent firm to process tuition assistance requests, and all information is kept confidential.

Applications for tuition assistance may begin in January each year for the following school year. Families are responsible for requesting the protocols available in the school office and for completing the process within the stated timelines.

All families who feel they need financial assistance are encouraged to apply. God has graciously provided for many families over the years once they made their needs known.

### Parent Agreement:

Acknowledgment of Scholarship Payment Policy: The International Family Academy

Student Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

This document serves as a formal acknowledgment of The International Family Academy's policy regarding the receipt of scholarship payments through Step Up for Students.

Policy Statement:

Please initial each statement to indicate your understanding and agreement.

\_\_\_ 1. I understand that upon receiving notification from Step Up for Students that a scholarship payment is available, I am required to receive (approve) the payment within three (3) business days of notification.

\_\_\_ 2. I understand that if the payment is not received within the required three (3) business



days:

- All educational services for my child(ren) will be suspended immediately until the payment is received and confirmed by the school.
- My student will not be permitted to attend classes, receive instruction, or participate in any school activities during the suspension period.

\_\_\_ 3. I acknowledge that it is my responsibility to check my email and Step Up for Students account regularly to ensure timely action on scholarship payments.

\_\_\_ 4. I understand that repeated failure to receive payments in a timely manner may result in further administrative actions, including potential withdrawal from the program.

By signing below, I confirm that I have read, understand, and agree to comply with this policy.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

## Other Policies and Procedures

This handbook is intended only as a general reference and not a complete statement of all policies and procedures. The Board of Directors and Administration of TIF Academy reserve the right to amend these policies at any time, with or without notice, and to interpret them and their procedures at their discretion. No provision in the student policies is intended to create a contract between the school and any student.

