

STUDENT HANDBOOK

THE FOUNDATION ACADEMY WORKPLACE STANDARDS

ACTION	EXCELLENT	MEETS EXPECTATIONS	NEEDS IMPROVEMENT	UNACCEPTABLE
<p>Attendance & Punctuality</p> <p>Is in class everyday Is on time Is ready to begin at the scheduled class time</p>				
<p>Effort & Perseverance</p> <p>Consistently tries to do their best Uses time wisely Stays on task Is a risk taker Does not give up Works effectively, even under difficult circumstances</p>				
<p>Responsibility for Learning</p> <p>Is self-motivated Sets goals Monitors and assesses their own progress Meets deadlines without being reminded Maintains orderly work materials</p>				
<p>Respect for Self and Others</p> <p>Demonstrates knowledge of their own skills & abilities Considers others ideas and feelings Fulfills their classroom responsibilities Works well with others</p>				

SCHOOL ACADEMIC EXPECTATIONS

- Students will achieve a grade (or its equivalent) of “B-” or better for promotion. Summer School will be required to make up a lower grade. No credit, “NC” will be assigned
- Students will complete all homework and class work at designated times
- Students will complete required assignments on designated “Home School Days”
- Students will **read** a minimum of 30 minutes per day
- Students will always use proper language
- Make up Work:
 - Make up work can be found on Plus Portals or by contacting your teacher.
 - Make up work should be completed and returned the next day.
- If a student is expelled for poor grades, the following applies:
 - Academic Redemption is a plan implemented at the discretion of the teacher. To qualify for the Academic Redemption process, a student must demonstrate a minimum of four of the traits listed below consistently for nine weeks. The first two traits are prerequisites that the student must meet in addition to at least two of the six other traits.
 - A student who qualifies for Academic Redemption will:
 - Express a desire to change

- Reflect on the need to change and set goals for a course of recovery
- The student must remedy past failure through appropriate work on a project agreed upon with the teacher
- Meet current deadlines
- Meet workplace standards
- Manifest a cooperative attitude toward teachers and classmates
- Involve parents in the process
- Go to assigned intensive
- Contribute to the school community

TFA POLICIES OUTLINED

Electronic Devices – The school is not liable for any personal electronic device:

- Electronics may not be used for personal use anytime at school.
- The first time a student is seen with an electronic device, the device is taken away by the teacher/administrator.
 - The device will be labeled with the student name and the date device was taken.
 - The device will then be given to administration.
 - The device may be picked up by the student at the end of the day.
 - Administration will keep a log of the names of the students who have phones taken away.
- The second time the student is caught with an electronic device, the device is taken away by the teacher/administrator.
 - The device will be labeled with the student name and the date device was taken.
 - The device will then be given to administration.
 - The device must be picked up by the parent at the end of the day.
- If a student decides to bring a laptop or cell phone to school – they do so at their own risk. The student alone is responsible for his or her personal property. The Foundation Academy is not liable for any personal property.

Tardy:

Students will lose workplace standard points for being tardy. Teacher discretion determines when a student is tardy, however, the start of classes will be announced. In most cases, once a classroom door closes, the student will be considered tardy.

The tardy count will re-start every 9 weeks. However, the lower workplace standard grade remains.

Skipping:

- Student will be given an absent mark.
- Student will lose points on their workplace standards grade.
- Attendance must be turned in on time by classroom teacher. The office will handle skipping procedures after class attendance has been sent.
- The length of time between a tardy and skipping is open to teacher discretion.
- Once a teacher determines the student was skipping class, the teacher will write a referral for the student, the office will notify the parent, and the student will be suspended.
- Parent must accompany the student to school for re-admittance.

Appointments/Need to leave class early:

Students must provide to the office written documentation from parent or appropriate adult on the morning of the appointment.

Late Afternoon Pickup:

Parents are expected to pick up their student(s) promptly at the completion of the school day. Any pick-ups occurring after an established grace period is subject to applicable late fees. If there is an emergency, parents must advise the school as soon as possible so alternate arrangements can be made.

Absent from school:

- Student must have a note, or a parent must call the office to explain absence.
- Student must report to their teacher(s) or check plus portals to get make-up assignments.

Consequences for Unexcused Absences (Explained under "Skipping")

- Absences:

Excused: These must be approved by the principal and teacher. Student will still be marked as absent in the attendance record.

Unexcused: After five unexcused absences in a marking period the school will report the student as truant to the state.

TFA SEVERE CLAUSE POLICY

The following will result in immediate consequences:

- Acts of violence against teachers or students, includes fighting or ANY unsolicited physical contact
- **Verbal abuse and/or threats** against teachers or students
- Theft
- Vandalism - includes Academy property, teacher, and student personal property
- Skipping class/school
- Leaving campus without permission at anytime
- Use of drugs or alcohol on or off campus
- Sexual Harassment/sexual talk/unsolicited touching
- Cyber bullying/bullying

Consequences:

- Student will be immediately suspended for a period, or immediate expulsion will be applied, as determined by administration.
- Parent will be notified and required to attend a meeting before student is admitted back to school.

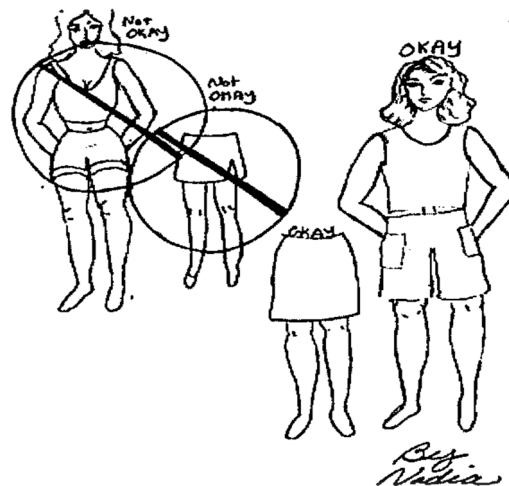
Dress Code:

The dress code of The Foundation Academy is based upon teaching modesty and appropriateness in a professional educational environment. Teacher discretion will define what constitutes disruptive or distracting clothing and the student will be asked to change. If they are unable to provide different, appropriate clothing at that time, appropriate clothing will be loaned to them from the TFA community clothing collection.

- Bottom of the short/skirt must be no more than three inches above the knee

- No visible cleavage
- No visible midriff
- No tank tops
- No drug related content on clothing or accessories
- No curse words/offensive content on clothing or accessories
- No visible undergarments or lack thereof
- No sunglasses indoors
- No shoes with wheels
- No slides with socks as this is dangerous
- No sharp objects on clothing or accessories
- No inappropriately placed holes in shirts, pants, or shorts
- Inappropriate body art must be covered up
- No gang flags (bandanas)/no gang related content
- No wearing hoods indoors and hoods will only be allowed outdoors below 50 degrees

Below is An Example of What Is/What Is Not Appropriate Dress for Female



THE FOUNDATION ACADEMY SCHOOL-WIDE PROCEDURES

Entering the classroom at the beginning of the period:

- Enter class only if teacher is present
- Walk quietly into classroom place books, bags, and belongings in designated area
- Sharpen pencils if needed
- Take assigned seats, take out homework and Student Planners
- Write the day's assignments / information / homework in your planner or an online calendar as posted by your teacher and begin the warm-up work on the board as assigned by your teacher

Restroom:

Students are expected to use the rest room before or after class.

If student needs to use the rest room during class:

- Student Raises Hand in “R” form.
- Teacher Nods Head “yes”, or Shakes Head “no”:
 - Student then knows that they can go – or that they need to wait for the next person to come back (to keep an eye on the door)
- Clip Board for sign in/out sheet
- Bathroom Pass:
 - Student must have the pass to leave to go to the restroom. If they do not have the pass on campus, the student will be sent to the Independent Study room. Teacher will be notified.

Getting Student Attention: HIGH FIVE

- Teacher or Facilitator raises hand
- All verbal and non-verbal activity ceases
- Students raise their hands, all eyes on the speaker

Paper Heading:

All students need to include a proper heading on the top right-hand side of their paper.

- An Example Heading:
 - Student Name
 - Subject
 - Assignment
 - Date
 - Teacher Name

TFA POLICIES ON MEDICATION AT SCHOOL

All medication that is expired or left at the school at the end of the school year will be Properly disposed of.

Prescription Medication: Prescription medication must be brought to school in the original bottle with the student’s name and dosage legible on the bottle. TFA will not be responsible to remind students to take prescription medication, however students can come to the office at the appropriate time for their medication and the front office will distribute it in accordance to the dosage on the prescription bottle.

Over the Counter Medication: Over the counter medication that is brought to school in the original bottle with a note from the parent can be stored in the office for the student to take in accordance with the parent wishes. TFA will not allow a student to take more than the acceptable dosage as directed on the bottle unless there is written authorization from a doctor.

The TFA Senior Expectations – as a senior in high school at TFA we expect the following of you:

Literacy

- Able to interpret information
- Able to use multimedia for research and writing
- Able to write effectively
- Displays reading comprehension
- Exhibits good oral and written communication skills
- Develops an interest and love for other cultures and languages
- Produces an exhibition that displays academic and creative proficiency
- Evidences scientific thinking
- Capable of public speaking
- Use previous knowledge to build new knowledge
- Microsoft office proficiency

Ethics/Values/Morals

- Exhibits solid work ethic
- Displays leadership skills
- Functions effectively in team environment
- Shows respect for self and others
- Indicates spiritual understanding
- Makes morally and ethically sound choices
- Able to accept constructive criticism
- Evidence social and environmental conscious
- Indicates with self-confidence
- Takes responsibility/ownership
- Recognizes importance of connecting to global situations

Personal Proficiency

- Exercises basic life skills
- Exhibits proper hygiene and dresses for success
- Displays proficiency in essential skills
- Able to accept and create short term and long term goals with a resulting action
- Sets realistic expectations
- Has capacity to be a self-starter
- Is self-disciplined
- Able to think critically
- Understands a budget for their own survival
- Understands choices for college & career

15 Essential Skills and Definitions – these are used daily in every classroom at TFA

Habits of the Mind

Comparing	To examine for likeness and differences
Abstracting	To breaking up a whole / create a whole from pieces Summarize / break down to a skeletal level Use Venn diagrams Use Webbing
Analyzing Perspective	Examine the elements and parts of something in its relationship to the way you view it or someone else views it
Philosophizing	To reason To bring into conformity with a philosophical point of view A search for general understanding of values and reality by chiefly speculative rather than observational means A philosopher is a “lover of wisdom”
Discriminating	Insight and perception to see what is not evident Stress the power to distinguish and select what is true, appropriate or excellent
Evaluating	Measurement/ to determine the significance or worth by careful appraising or study
Organizing	To form something into a clear structure so that it can be systematically followed
Analyzing	Converting complex to simple Break down a complex whole to its parts

Communication Skills

Paraphrasing	A restatement giving the meaning in another form
Sequencing	A continuous and connected series united by a theme
Arguing	Showing proof
Listening	To pay attention in order to hear and understand
Questioning	To subject to analysis
Clarifying	To be free of confusion, to make understandable
Storytelling	Narrating or giving an account of what happened

TFA STAYING WELL TOGETHER - 2020-21 SCHOOL YEAR (8/21/2020)

Since research has shown that the transmission of COVID19 and other viruses is predominantly airborne, TFA has added MERV13 air filters to campus air ducts, HEPA filter machines that will run all day, and reversable fans for better ventilation in every classroom. These items are used in hospitals to lessen virus particle exposure from the air. Additional outdoor sinks for handwashing have also been added in both courtyards. Please click here for more information: [Coronavirus Prevention with Air Filters](#)

STATEMENT REGARDING COVID-19

During this time, The Foundation Academy's top priority is the safety of our students and staff members. It is important to be able to evolve and respond in real-time to the situations surrounding COVID-19. Our policy is subject to change as we evaluate any situation we encounter. We will remain transparent in our notification process, so you are able to make informed decisions when sending your student to The Foundation Academy.

Our contact tracing policy regarding a positive test or a suspected positive is the following:

- Student/Staff member notify us of symptoms and we immediately require isolation and testing and a 14-day quarantine. After a negative test, Student/Staff may return to campus.
- A positive result or a suspected positive result requires all students/staff members with contact of this student to be tested.
 - TFA WILL NOTIFY THE DEPARTMENT OF HEALTH OF COVID CASE & CONTACT TRACKING INFORMATION
- Upon confirmation of positive result, the school goes through a complete sanitation process that involves every surface. This is in addition to our regular sanitation that happens during the day and the deeper cleaning at night.

Staying Healthy when NOT on the TFA campus-Same as when on TFA campus

- Wear a mask.
- Face - don't touch it.
- Maintain 6ft apart.
- Hands - wash them often.
- If you feel sick stay home.

*Remember to schedule your wellness visit to check for underlying issues.

Staying Home From School or Being Sent Home From School

If your student is exhibiting these symptoms at home, do not send them to school.

If your student is exhibiting these symptoms at school, they will be sent home.

- Fever or chills
- Dry cough
- Shortness of breath
- Headache
- Sore throat
- Congestion or runny nose
- Loss of taste or smell
- Muscle or body aches
- Fatigue
- Diarrhea
- Nausea-Vomiting

TFA VIRTUAL LEARNING

Student will be virtually present as if they were physically present at 8am and will attend the entire full day of school and will be virtually dismissed at the same time as the students who walk to school.

- Student will take breaks and eat lunch following the on-campus schedule
- Student will be completing assignments in real time
- Student will follow grade level schedule
- Necessary technology that needs to be available at home - laptop, wi-fi access, Microsoft subscription via TFA
- Teachers will be streaming classes live through Microsoft Teams for virtual students
- **For the safety of ALL, students who do not follow the on-campus procedures will be required to transfer to our virtual learning experience (case by case basis after meeting with the parent/guardian)**

TFA CAFETERIA GUIDELINES FOR HEALTHY MINDS AND BODIES

- All personnel in food service use required PPE for food service.
- Lunch is eaten within family pods. Social distance guidelines will be adhered to.
- Lunch is pre-plated

GUIDELINES FOR K-12 SCHOOLS FOR THE PROTECTION OF STUDENTS, TEACHERS, AND ADMINISTRATORS DURING INSTRUCTIONAL TIME

- Frequent hand washing
- Social distancing
- Teachers and students will wear masks inside and outside unless social distancing is available
- Instructions and supplies for cleaning procedures AND hand sanitizer in every classroom
- Wipe down of areas used for extended periods
- Temperature checks upon arrival for students and at faculty sign in
- Outdoor and indoor classroom space
- Isolated infirmary area for ill students
- Pandemic school closure protocol – phone/text/email communication informing families that school is closed, and students will be virtual learners

CAMPUS PROCEDURES FOR ARRIVAL AND DISMISSAL

AM CAMPUS RELATED ARRIVAL

- Benches around the courtyards will allow students a space to safely spend time with friends outside of their pod in the morning. Students must maintain appropriate social distancing and are required to wear masks during this time.
- Teachers will open classroom at 7:45am

PM CAMPUS RELATED DISMISSAL

- Car riders and van riders will wait in the classroom until the assigned patrol calls their name.
 - Work-lab teachers must keep students in their classroom until assigned patrol person calls their name for van or car pick up
 - Van riders need to be escorted for bathroom breaks before van release begins
- All aftercare students (and any remaining car riders who have not been picked up) will stay in class with teacher (work-lab teachers included) until 4:00 (M, T, TH), 12:45 (W) & 2:30 (F). At that time, students remaining in class will be accompanied and signed into aftercare by the teacher.
- Walkers, bicycle riders and drivers are released at the end of the full class period.

PATROL PROCEDURE

- Patrols will have Walkie-Talkie's and wear masks. Patrols will be assigned to classrooms and at the car rider pick up area, will announce when parent arrives, and will inform the teacher to release the student.
- Patrols will be outside assigned classroom at 3:15(M, T,TH) 12:15(W) 2:15(F)

CAMPUS VISITOR PROCEDURES

Visitors will be required to stay in their car and call the office. If they are required to come into the building, they must wear a mask, agree to staff checking their temperature, and be required to wash their hands.

VAN TRANSPORTATION

- Additional staff has been hired to ensure CDC distance Guidelines are maintained
- Van drivers will take attendance
- Van drivers will always perform temperature check before students come on board to assure normal range before departing from pick-up site
- Van drivers will wear masks and students will wear masks
- All students receive a squirt of hand sanitizer prior to embarking & disembarking the van.
- Vans will be sanitized after drop-off
- Staggered drop off by releasing students one van at a time
- Students go directly to class or designated area and remain there until class begins

****This is a working document that will be continually updated based upon CDC Guidelines.***

****On severe weather alert days all students will participate in Virtual School. Notices will be sent out to all families.***

TFA CAR RIDER PROCEDURES

CAR HANG TAGS

- Each parent will be provided with a car hanger the first week of school.
- Your child's first and last name should be printed on the car hanger in large block letters with a permanent black marker. Parents with more than one child should list all students on their tag, attaching a second tag if necessary.
- The car hanger, with the child's name, should be placed on the rear-view mirror of the vehicle when picking a student up after school. Cars without hangers will have to show valid ID and wait for ID verification. You will be asked to park while you wait. Please be patient. Replacement car hangers may be purchased for \$1.
- As cars approach the student pick-up area, an assigned adult or safety patrol student will call for students to come to the Car Rider Zone. The student will proceed to the designated boarding area.

EARLY DISMISSAL

Parents who are picking students up early must stay in their car and call the front office to sign the student out. Someone will come out to your car to verify ID and sign the student(s) out. Students cannot be released during the last hour of school unless it is an emergency, or you have contacted the office in advance.

IMPORTANT NOTICE ABOUT PARKING LOT RESTRICTIONS. PLEASE READ BELOW.

Use the first row of the parking lot if you will be parked on campus the last hour of school. The Van Loading Zone will be in the parking lot. Cars parked there will not be able to get out until after vans are released. Please refer to the parking lot map to identify Car Rider and Van Loading Zones.

CAR RIDER TIPS FOR A SAFE DROP OFF & PICK UP EXPERIENCE

- Temperatures will be taken prior to student(s) being released from their vehicles each morning.
- Students with a fever will not be allowed to be dropped off at school. *See COVID Procedures
- Be patient & wait in line.
- Follow traffic instructions.
- Please do not park in the car rider zone.
- Please give your child lunch money, breakfast, fix their hair, etc. at home – not in the car drop-off area.
- No cars should be left unattended. If you need to get out of your car, please park in the available lot.
- Please do not block the cross walks. Notice the lines on the pavement.
- Do not allow your child to exit the car until you have reached the designated drop-off zones.
- Please pull up as far as you can prior to allowing your child to exit the car, following the directions from the staff member on duty.

*****Are you available to assist in the mornings?**

We would love to have some extra hands to greet our students each morning.

