

# Academy at Foxborough

*Learning Values –  
Leading Tomorrow*

*Parent/Student Handbook*

**Our mission is to serve families by providing academic excellence in an environment where all children are loved, accepted and taught about the love of Jesus Christ.**

115 Mechanic Street, Foxboro, MA 02035 ~Tel. 508-543-6500~Fax 508-543-6505



We welcome you to the Academy at Foxborough (TAAF). Since 1995, the Academy at Foxborough, formerly Living Waters Christian Academy, has provided a quality Christ-centered education. The Parent/Student handbook provides the rules, regulations, and policies regarding TAAF. Enrollment in the Academy at Foxborough constitutes agreement to abide by all.

Thank you for taking the time to read and understand this handbook. Please contact the Head of School with any questions. The Head of School reserves the full authority in interpreting and implementing the policies and procedures in this handbook.

A parent orientation is held at the beginning of each school year to acquaint parents with the contents of the Parent/Student handbook. Much of the material has been modified from previous years. Read it all carefully. Then sign, detach, and return the form found on the last page. Please keep in mind that, TAAF reserves the right to amend the parent student handbook at any time during this school year. Parents will be notified of changes through e-mail, parent memos, and PAC meetings.

The Academy at Foxborough welcomes students of any race, color, national, and ethnic origin, and does not discriminate on this basis in admission, scholarships or in any other area of school life.

**Revised 7/2011**



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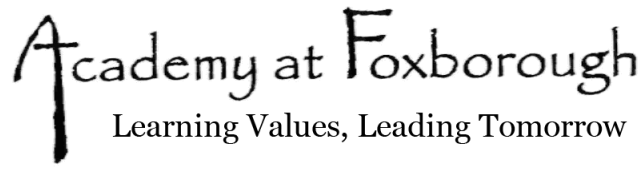
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## **MISSION STATEMENT**

*Our mission is to serve families by providing academic excellence in an environment where all children are loved, accepted and taught about the love of Jesus Christ.*

## **VISION STATEMENT**

*The vision of the Academy at Foxborough is to equip young boys and girls to use their gifts and abilities to become experienced and effective servant leaders who will represent Jesus Christ faithfully in the world.*



## **ACADEMY AT FOXBOROUGH COMMITMENT**

**As the Academy at Foxborough prepares with the Lord's help, to fulfill its mission and realize its vision, our Academy shall be characterized by the following commitment:**

- We value Christian character that begins with personal salvation in Jesus Christ and continues with daily growth and devotion to the principles taught in the Bible.
- We value involvement in the local Christian church as a means to support the Body of Christ and build a spirit of fellowship for service.
- We value commitment to moral culture, which promotes personal responsibility, humility, sacrifice and personal purity.
- We value the worth of every human being as an image-bearer of God regardless of ability, race, origin, or ethnic background.
- We value a challenging academic program that is intellectually stimulating and framed within a Christian worldview based upon God being author of all truth as revealed in the natural world and through the Bible.
- We value personal work ethic as a means to achievement and proper stewardship of personal abilities and talents.
- We value academics that prepare the intellect of believers to be effective defenders of truth and proper ambassadors for Christ in all fields of human endeavor.
- We value the arts as a reflection of the Designer God of Creation and as a proper means to express the heart and soul of human experience.
- We value all relationships as a reflection of our relationship with God the Father through His Son Jesus Christ.
- We value the inherent right of all people to expect fair, equal, and courteous treatment at all times without regard to individual differences.
- We value the need to form meaningful relationships that foster spiritual growth, personal accountability, and Christian discipleship.

**We value the role of Christian parents as the primary authority in a child's life and the source of moral teaching and development.**



## **PARENT COMMITMENT**

I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people, following the Matthew 18 principle.

I understand that if at any time the school determines, in its sole discretion that my actions do not support the ministry, or reflect a lack of cooperation and commitment to the home and school working together, the school has a right to request the withdrawal of my child (ren).

The school reserves the right to change any policy at any time when in its sole discretion it deems it to be in the best interest of the school to do so.

## **Donations and Fundraising**

The Academy at Foxborough's tuition covers roughly 50% of the cost of the education the school provides. The Academy relies on donations by TAAF families, friends, and fundraising efforts to satisfy the financial shortfall. Each family is expected to participate in fundraising efforts that are held throughout the year for the Academy. Gifts of every size are important and very much appreciated. Please contact your employer regarding Matching Gifts Programs. The Academy at Foxborough is a 501C(3) charitable organization and therefore donations are tax deductible to the extent allowed by law. Please contact the business office for more information.

## **Volunteer Program**

The Academy is always in need of volunteers. We welcome any parent to join our PAC and enjoy the benefits of being a parent volunteer.

## **STATEMENT OF FAITH**

### WE BELIEVE:

...the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, (2 Timothy 3:16; 2 Peter 1:21)

...there is one God, eternally existent in three persons – Father, Son, and Holy Spirit, (Genesis 1:1; Matthew 28:19; John 10:30)

...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; Hebrews 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; Revelations 19:11).

...in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that we 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 we are saved. (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)

...in the resurrection of both the saved and the lost – the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29)

...in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)

...in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life, (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)



## **ADMISSIONS POLICIES**

### **Admissions**

Academy at Foxborough as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarships. TAAF admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, loan programs, athletic, and other TAAF administered programs.

The school maintains the right to refuse admission to anyone who fails to meet entrance requirements or does not comply with our standards of conduct, as set forth by this administration. **All students must be toilet trained and self accommodating before entering school.**

The Academy's educational mission involves working with the family in the overall Christian education of students. The Academy requires that parents enrolling their children to maintain a positive relationship and to support and cooperate with the school. TAAF strives to keep an open door policy with all our parents.

New families may apply for admission to TAAF at anytime. TAAF may give preference to any student who is a sibling of a TAAF student or who may be on a waiting list. Families wishing to apply for admission for the next fall will be allowed to do so one year in advance.

### **Enrollment Procedures**

1. Interview with admissions
2. Completion of application and payment of non-refundable application fee.
3. Student day visit (depending on grade)
4. Receipt of records from the student's previous school and all necessary medical forms
5. Letter of acceptance from admissions
6. Payment of non-refundable registration fee

Please see the Enrollment Packet for complete Admissions Procedures.

### **Withdrawal**

**Students who enroll with the Academy at Foxborough are making a commitment for the full school year.** The only exceptions are those families that are pre-registered in our 4 half year slots. The financial planning for the school is contingent upon students remaining enrolled for the entire school year. Therefore, students who chose to withdraw from the Academy at Foxborough are responsible to fulfill their financial agreement. Students may be withdrawn without penalty except

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forfeit of deposit if notice of cancellation is made in writing and is received by the school within 7 days of acceptance of Paying Party if pupil has not started school. No other refund or release from tuition will be made.

## **Re-Enrollment**

Families are required to re-enroll during the month of February. All financial accounts with the school must be current, in order for a family to re-enroll for the following school year. The school reserves the right to refuse admissions/re-enrollment to any family. Failure to submit notification of re-enrollment forms and fees by March 1<sup>st</sup> may result in student not being re-enrolled for the next school year. The school may also withdraw a student if the student's account from the previous year is not paid by June 30<sup>th</sup>.

## **Re-Enrollment Procedures**

1. Parents will receive the re-enrollment packet from the Academy office on February 1st.
2. Completed re-enrollment forms with the re-enrollment deposit are returned to the Academy office by March 1<sup>st</sup>.
3. Exit interview forms must also be returned by parents whose children will not be returning to the school by March 15<sup>th</sup>.
4. Updated medical forms must be turned into the Academy office by June 30<sup>th</sup> for the next academic year. All information is subject to verification by the school office.
5. All current students must have a yearly physical examination. A copy must be submitted to the school office prior to the first day of school. Students entering Kindergarten, 4<sup>th</sup> and 7<sup>th</sup> grades, must submit an updated immunization record .
6. All re-registrations are accepted or rejected in accordance with set admissions policies.
7. Students who have re-enrolled and withdraw after May 1<sup>st</sup> must pay the full balance of the Curriculum Fee.

## **Withdrawal**

If after re-enrollment the student must be withdrawn, notification of withdrawal must be made in writing by May 1<sup>st</sup> of current school year. After May 1<sup>st</sup>, parents/guardians are responsible for the remaining balance of the Curriculum Fee.

## **TUITION AND FEES**

### **Tuition**

- Preschool & K4 - \$5900
- K5 – 7<sup>th</sup> Grade - \$6150

### **Curriculum Fee**

- Preschool & K4 - \$350 (Fee is non-refundable)
- K5 – 7<sup>th</sup> Grade - \$450 (Fee is non-refundable)

### **Re-Enrollment Deposit**

- The re-enrollment deposit secures a students classroom slot. It is applied toward the curriculum fee for the upcoming school year.
- \$200 deposit per student and/or family. (Deposit is non-refundable)

### **Other Fees**

- Before and After School Care hours are billed on a monthly basis. Fees due upon receipt of bill. Students with delinquent accounts may be unable to use the Before and After Care program.
- Pizza Lunch Program payments are due on a quarterly basis. Information on cost is provided at the beginning of each school year.
- Parents are notified of other fees for field trips, school pictures, etc. through notices sent home or by email.
- Please see Financial Policies for other fees.

## **FINANCIAL POLICIES**

### **Tuition Payment**

TAAF makes a full year's financial commitment to its faculty. Because of this, once the school year has begun families are responsible for the entire school year's tuition even if the student(s) is withdrawn or expelled.

- Tuition costs apply for a year at a time.
- Tuitions paid in full by July 1<sup>st</sup> are entitled to a 3% discount on tuition only.
- Monthly payments are handled through FACTS Tuition Management. This is an automated payment method whereby payment is withdrawn from your checking or savings account on the 5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> or 25<sup>th</sup> of each month. Payments are spread over 10 months beginning in August. There is an annual fee assessed by FACTS in the amount of \$41.00 per family.
- Returned payments are assessed a \$30.00 missed payment fee by FACTS. Your banking institution will also be charging you an insufficient fee charge. FACTS will re-attempt payment on the next withdrawal date. Parents who fall behind two months may be asked to withdraw a child until payments are brought up-to-date.

### **Past Due Accounts**

Families are encouraged to contact the business office and make arrangements if their accounts may be facing delinquency.

- If a student's account is more than 30 days past due, parents will receive a statement and/or phone call reminding them of the urgency of promptly bringing their account current and a discussion of a plan to do so.
- If a student's account is more than 60 days past due, parents will be requested to submit a payment plan outlining a payment schedule bringing their account current so that their child may remain at school.
- Accounts 90 days past due will run the risk of their account being sent to collection and the student(s) officially withdrawn from the school. To re-enroll the account must be brought up to date.
- Official report cards, transcripts and records will not be released or sent to other schools if any accounts remain outstanding.
- No one will be allowed to re-enroll for a new school year with an outstanding balance.

### **Holding of School Records**

Report cards and academic transcripts will not be released unless all tuition is paid as well as other fees or fines such as library and textbook fines, childcare fees, etc.



### **Late Fee**

A \$25.00 late fee will be assessed by TAAF if the full monthly payment is not received on the due date.

### **In Sufficient Funds Fee**

There is a \$20.00 fee charge for INSF checks. In the event that a check is returned, it must be replaced with cash, money order, or cashier's check within 10 school days from the date the check is returned to the school office by the bank.

### **Financial Aid**

The Academy at Foxborough has limited financial aid available for families who cannot afford the total cost of a Christian school education. Applications for financial aid are considered only after a student has been accepted to the Academy. After the Academy has received the financial aid report, a meeting is scheduled with the Head of School to determine the amount of financial aid to be awarded.

The financial aid deadline is July 1<sup>st</sup>

To apply for financial aid, a family must:

1. Apply on-line at [www.ismfast.com](http://www.ismfast.com) or go to the Academy website and click on the FAST link.
2. Submit all required information
3. A small processing fee will be charged.
4. Reference our school ID number – 2226
5. Meet with the Head of School

## **ACADEMIC POLICIES**

Academic report cards will be sent home quarterly. A signature page will be sent home with the report cards and must be returned within one week.

Preschool and K-4 evaluations will also be sent home quarterly for the parent's review.

### **Promotion Policy**

Learning styles of students and the amount of time required for them to master the curriculum for a particular grade level will vary. The decision to promote or retain a student shall be made in accordance with the following:

- The decision will be based upon what is best for the individual child.
- Consideration will be given to the student's intellectual development, academic ability, levels of achievement, and physical/social maturity
- Student placement is a shared responsibility of the professional staff and Head of school working in cooperation with the student's parents/guardians.

### **Absences/Tardiness**

It is important for the learning process that students attend school and be on time. Excessive absences and tardiness may affect a student's ability to master the required material for promotion to the next grade. The Head of school in conjunction with the student's teacher and parent will make the determination of promotion to the next grade level. A note is needed explaining the students' absence when returning to school.

### **Academic Honor Roll**

The Honor Roll at the Academy is not a program that is taken lightly. It is awarded to students who excel academically. In addition, students from 1<sup>st</sup> through 7<sup>th</sup> grade will be evaluated at the end of each quarter in areas listed below that pertain to their grade.

- |            |             |
|------------|-------------|
| 1. English | 5. Language |
| 2. Math    | 6. Writing  |
| 3. Science | 7. Reading  |
| 4. History | 8. Bible    |



**Honor Role Categories**

Highest Honors – 94% - 100% Cumulative grade point average GPA with no grade lower than a B-

1<sup>st</sup> Honors – 87% - 93% Cumulative GPA with no grade lower than a B-

2<sup>nd</sup> Honors – 84% - 86% Cumulative GPA with no grade lower than a C

**Grading System**

A+	97 – 100
A	94 – 96
A-	90 – 93
B+	87 – 89
B	84 – 86
B-	80 – 83
C+	77 – 79
C	74 – 76
C-	70 – 73
D	65 – 69
F	64 or below
S	Satisfactory
U	Unsatisfactory

**Conduct Codes**

E	Excellent
G	Good
N	Needs Improvement
P	Poor

**National Elementary Honor Society**

Academy at Foxborough is a member of the National Elementary Honor Society. The National Elementary Honor Society (NEHS) was established in 2008 to recognize elementary students for their outstanding academic achievement and demonstrated personal responsibility, to provide meaningful service to the school and community, and to develop essential leadership skills in the students of elementary schools.

Through the NEHS that functions with these purposes, elementary schools create a method for acknowledging achievement and focusing on the needs of the total child. In addition, NEHS provides information and resources to enhance the culture of achievement in the whole school, not merely the culture of a select few. (Information taken from NEHS website)

## **CODE OF CONDUCT POLICIES**

Students at TAAF are expected to abide by all of the following rules of conduct based upon the biblical command to submit to God-ordained authority (Romans 13:1). If a student chooses to remove himself/herself from under the authority of the school by rebelling against that authority, or if parents decide that the policies of the school do not reflect what they want for their student, it is best that the student be withdrawn.

### **General Conduct**

At TAAF, we believe that respect and honor are due to a number of different persons and institutions:

1. Respect for God and His Word (Romans 13:1) – Out of respect for God’s Name, we are to treat His Name reverently. God’s name is not to be used as an expletive, nor is the Name of His Son, Jesus Christ (Exodus 20:7). Full attention should be given to God and what He has to say (Ecclesiastes 5:1).
2. The United States of America – Proper respect is to be shown toward the flag.
3. The Academy at Foxborough – Respect for the school is to be demonstrated through proper treatment of equipment and facilities. Vandalism will not be tolerated. Students will be required to pay for any damages and labor cost.
4. Administration, faculty, staff, and volunteers are to be treated with the respect due to those who have dedicated their lives to serving the Lord, (1 Timothy 5:17)
5. Fellow Students – Students are to treat one another with respect and courtesy. This will include a respect for the property of others, as well as another person’s reputation and good name, (Romans 12:10; Proverbs 22:1)
6. Biblical self-respect requires moral purity and demands that we give our best effort to each task, recognizing that we do it for the Lord (Colossians 3:23; 2Timothy 2:15).
7. Scornful Language and Irreverent Actions – Scornful language and irreverent actions against God, the Bible, Christianity, etc. will not be tolerated from students of TAAF.
8. Students are to respect the use of the Internet policies and procedures as listed in the “Acceptable Computer Usage Policy”.
9. School and Church Property – in the spirit of building character and community, students may be asked to participate in activities that instill these characteristics. Some of these activities will come in the form of voluntary donations (collecting food for the homeless) or participating in a rotating classroom duty (cleaning of lunch tables).

### **School Conduct**

1. Students cannot be in a classroom unless there is a teacher present.
2. Respect the property of others and the school.
3. Get along with other students. Bullying or harassing another student will not be allowed. Students will call each other by their proper name while in class.

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4. Students are not allowed to chew gum during the school day.
5. Be considerate of others by being quiet in the hallways, especially when classes are in session.
6. Keep the bathrooms neat and picked up.
7. Leave school grounds only after proper permission has been granted and student has signed out in the school office.
8. No public or private display of affection will be allowed.
9. Cell phones, and other electronic devices, are **not to be turned on** during the school day.
10. Headphones are not to be used during or between classes. They are acceptable during recess/break or after school with laptop computers.
11. When in uniform off school property students still represent TAAF. Any student whose behavior may be deemed inappropriate in public will face disciplinary action.

## **Unacceptable Items at School and/or Field Trips**

1. Pets and toys.
2. Friends and siblings, (Children/siblings who are school age or younger and are not a part of the class trip may not go on field trips; older siblings must have prior approval of teachers and head of school.)
3. Weapons of any form or items which can be used as weapons.
4. Alcohol, tobacco, or drugs. Any of the items in #3 or #4 will be grounds for immediate dismissal.
5. Items such as expensive electronic equipment, jewelry or expensive sunglasses and large quantities of money.
6. Skateboards and skates without permission of the administration.
7. Any other item deemed unacceptable or inappropriate by the administration.

THE SCHOOL WILL NOT BE RESPONSIBLE FOR, NOR WILL SCHOOL INSURANCE COVER LOST, DAMAGED, OR STOLEN ITEMS FROM THE SCHOOL BUILDING SHOULD THERE BE A BREAK-IN, ESPECIALLY CASH, CELL PHONES, LAPTOPS, EXPENSIVE JEWELRY, IPODS, MP3 PLAYERS, etc.

## **UNIFORM/DRESS CODE POLICIES**

### **Guidelines for All Students**

1. All uniforms must be Lands'End or Kohl's brand. Uniform shirts purchased from Kohl's must be embroidered with the TAAF logo and conform to school color choices. Uniforms must fit properly; oversized or undersized uniforms are unacceptable for school.
2. Students' shirts must be tucked in properly.
3. Uniforms may not be bleached, faded, or decorated with words, symbols, pictures or patches.
4. Caps are not allowed at school except during athletic events.
5. During cold weather, students may wear the TAAF jacket, sweater, blazer or sweatshirt purchased from the school's uniform company. Denim jackets, flannel/fleece type shirts and all other sweatshirts are not permitted. A uniform shirt must be worn under all sweaters or sweatshirts.
6. Please label all clothing worn to school with student's name.
7. Dress shoes or neat, clean sneakers. Shoes that require laces must have laces and be laced up and tied. Open toed shoes, open back shoes and sneakers with wheels are not allowed.
8. When jeans are permitted, they cannot be baggy, tight, torn, low-cut, or highly decorated.

### **Dress Code Enforcement**

Students who attend school out of dress code will receive a uniform infraction slip from the Administrative Office and be fined **\$5.00**. Payment is due the next school day.

Uniform infraction slips will be recorded in the student discipline record. Three uniform infraction slips will result in a discipline notice being placed in the students permanent record.

Upon the third violation of dress code involving a skirt too short and/or being rolled up, the female student will have to wear uniform pants for the remainder of that grading quarter in order to remain in class.

### **Guidelines for Boys**

1. Boys' hair is to be neatly groomed at all times. Hair shall be neatly cut above the collar, above the eyebrows and around the ears. Hair must be of such a length that it is not able to cover the eyes or ears. Extremes in hair length, style, or color are not acceptable. Nothing shaved into the hair or eyebrows will be acceptable; students who choose to disregard this rule will not be allowed to return to school until the hair has grown back in or it is all shaved off. Students will receive a zero in classes for days missed if they choose not to return to school. Extreme hairstyles will not be allowed at school. What constitutes extremes will be determined by the administration and relayed to parents and students accordingly.
2. Undershirts with symbols or writing on them are not acceptable for school.
3. Belts need to be worn to school with the school uniform.

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4. During the school day, shirts are to be **tucked in at all times**; buttons are to be buttoned and the belt must be visible.
5. Acceptable shoes for boys are dress shoes and neat clean sneakers. Shoes with laces must be tied.

## **Guidelines for Girls**

1. It is recommended that girls wear properly fitting uniform pants. Pants must be a flat front fit without pleats and without cargo pockets. However, there is the option of wearing a jumper or skirt. Girls' skirts must be of modest length. When kneeling on the floor, hem must be no more than 3 inches above the floor when measured from the back.
2. Blouses are to be **tucked in at all times** during the school day and buttons buttoned and no midriff showing.
3. Acceptable shoes are dress shoes and neat clean sneakers. Flip-flops are not permitted.
4. Extremes in hairstyle, color or an unnatural look will not be acceptable for school. What constitutes extremes will be determined by the administration and relayed to parents and students accordingly.
5. During cold weather, girls are not allowed to wear leggings or sweat pants under the skirt. Pants should be worn.

**PLEASE VISIT LANDS' END FOR THE  
ACADEMYAT FOXBOROUGH'S COMPLETE UNIFORM LIST**

**Lands' End**  
**Landsend.com/school 1-800-469-2222**  
**AAF Preferred Number 900130964**

## **DISCIPLINE POLICIES**

### **Assertive Discipline**

**Assertive discipline is practiced school-wide at TAAF. This is the method of discipline based on the following concepts:**

#### **Needs**

Both students and teachers have the right to have their legitimate needs met at school. The teacher has the right and the responsibility to teach without disruption from the students. Students have the right and responsibility to learn from a competent teacher in a well-ordered environment conducive to learning.

#### **Rules**

To ensure that these basic needs are being met, the teacher must make classroom rules. That is he/she must tell the students which behaviors are needed so that the teacher can teach and the students can learn.

#### **Choices**

Students may choose to obey the rules or they may choose to disobey the rules. They are responsible for their choices and must accept the consequences that naturally follow their choice of behavior.

#### **Consequences**

There are positive consequences when students choose to obey the rules. It is up to each individual teacher to decide which positives to give to the individual students and classes as a whole. Positives for a particular student might include classroom dollars for the class store, homework passes or free time in class. Rewards for the whole class could be a popcorn party. The emphasis in Assertive Discipline is on the positive consequences of appropriate behavior.

There are negative consequences when, however, a student chooses to disobey a rule. These may include a warning, early morning detention, a phone call to parents, or a referral to the administration.

#### **Consistency**

For this or any method of discipline to work it must be applied fairly and consistently. Students must realize that their choices/decisions to appropriately behave will be noticed, appreciated and rewarded. This is the main emphasis of the program and AAF and it's staff are committed to doing it faithfully. Students and parents must realize that behavior that keeps teachers from teaching or students from learning will not be tolerated. All rules will be enforced and poor behavior will result in negative consequences.

## **The Discipline Plan**

Assertive Discipline is carried out by a discipline plan. Each teacher has a classroom discipline plan based on the following:

### **Rules:**

1. Obey directions the first time they are given.
2. Keep hands, feet, and objects to yourself.
3. Speak only with permission.

### **Positives:**

1. Classroom dollars
2. Homework pass
3. Extra recess
4. Popcorn party

### **Consequences:**

#### **Preschool to K4**

- The timeout technique will be main source of punishment.

#### **K-5 to 7<sup>th</sup> Grade (Consequences may differ according to grade Level and teacher.)**

- First Offense – Classroom clean-up duty
- Second Offense – Demerit
- Third Offense – Detention
- Severe Clause – Severe offenses will be sent to the Head of School. Parents will be notified.
- Repeat Offenses – In-house suspension, or home suspension depending on the severity of the offense.

## **Detention**

Detention will be for one hour after school at 3:00 pm, and will involve some kind of school service and/or academic work. If your child is unable to attend on the day assigned, an additional day of detention (two days total) will be given. For older students detention the assignment will be to copy the entire Parent Student Handbook. (Siblings attending after-care will be charged the after-care fee.)

## **Discipline Referrals**

A disciplinary referral may be given to students for major disciplinary problems. A copy of the referral must be taken home to be signed by a parent and returned the next day. The teacher will contact the parents to discuss the matter. The following procedure is the usual course of action but may be altered at the discretion of the head of school.

### **Demerits (Grades 3 – 7<sup>th</sup>)**

1. 1<sup>st</sup> demerit – Teacher and/or head of school or designee calls parent and office staff records referral followed by student conference with head.
2. 2<sup>nd</sup> demerit – Teacher and/or head of school calls parent and office staff records referral. Student conference with head of school followed by detention.
3. 3<sup>rd</sup> demerit – Head of school calls parent – one day out of school suspension.
4. 4<sup>th</sup> demerit – Head of school calls parent – two day out of school suspension. Parent conference required before return.
5. 5<sup>th</sup> demerit – Head of school calls parent – Dismissal.

### **Examples of disciplinary problems that may result in demerits:**

- Open defiance to a teacher or other staff member.
- Being out of class without permission from parents and school office.
- Skipping school and/or class – students will **not** receive credit for the day skipped and will be suspended an additional day.
- Forging a signature. Students cannot sign for parents.
- Cheating on tests.
- Cheating on homework may result in a disciplinary notice or referral
- Plagiarism could result in a referral, suspension, or dismissal.
- Damaging of property. Students will be required to pay for any damages and cost of labor.
- Chronic failure to respond to standard disciplinary procedures.
- Theft (may result in immediate dismissal from school)
- Profanity
- Scornful language or irreverent actions (depending on the level of scornfulness and irreverence, determined by the administration, could be grounds for dismissal)
- Fighting, regardless of who initiates the fight. The offenders will pay for damages caused by the fight.
- Breaking the Internet Agreement
- Disrespect of substitutes, including but not limited to, horseplay, rearrangement of seating, giving wrong names, speaking disrespectfully, leaving the room without permission.

This list is not all-inclusive and would include any other action/behavior deemed severe enough at the sole discretion of the head of school, to warrant a referral, suspension or dismissal.

### **Expulsion**

#### **Students**

It should be understood that any student having a discipline problem, however “minor”, and who demonstrates an unwillingness or inability to make reasonable adjustment to the behavioral standards of TAAF may be dismissed. If, in the opinion of the administration, an offense or practice is out of conformity with the standards and overall mission, a student may be dismissed or asked not to re-enroll based on a single offense or practice.

### **Parents**

Parents are to abide by the school's policies and rules, and are to encourage their student children to do the same. Parents are to treat all school employees, students, and anyone officiating an athletic event with respect. Parents are to follow the proper grievance procedures laid out in the Parent-Student Handbook. Parents and/or students who do not meet the school's behavioral expectation will have their children expelled from the school.

Types of parental behavior that could lead to expulsion from the school:

- Verbal and/or physical aggression against a school employee, student or official calling an athletic event.
- Continuous negative talk about the school, its policies, employees, or students.
- Failure to follow proper grievance procedures.
- Obvious loss of confidence in the administration's ability to provide fair and appropriate discipline, to ensure student's rights, and to meet educational needs [to be determined by the administration at its sole discretion].
- Repeated disagreements or discussions about disciplinary actions (i.e. need to argue/discuss with teacher and/or administration – even low-level discipline matters).
- Attempt to falsify or conceal information or be completely true on school application.
- Failure to be timely in tuition payments.
- Failure to cooperate with school officials.
- Lack of commitment to school, its policies, and activities.
- Any other action out of accord with the school's philosophies and/or policies.
- Conduct unbecoming to a parent based on school standards, rules, policies, and expectations, to be determined by the administration at its sole discretion.

It is hereby stated that the re-registration fee collected in the spring of each year for enrollment the following year reserves a place in the appropriate grade, subject to the approval of re-enrollment by the administration. If re-enrollment is paid, and the student is subsequently not permitted to re-enroll, the fee will be refunded and the Academy at Foxborough will be under no further obligation to the student or his/her parents. Tuition and/or fees are non-refundable for students who are dismissed.

### **Bullying**

Students who are guilty of harassing, bullying, abusing, isolating, taunting, insulting or attacking others verbally or physically may be subject to severe discipline including immediate dismissal from school.

### **Drug Abuse**

Drug Abuse shall be defined as the following:

*Any and all substances taken into the body in any manner, excluding prescriptions properly applied, which have the capability of achieving a change in a person's mental or physical faculties. This would specifically include marijuana, amphetamines, hallucinogens, steroids, alcoholic beverages, and any other stimulants or depressants.*

The school has the right to question students about suspected or actual substance abuse. Students who are found to be in possession of drugs and/or using drugs will be dismissed from school.

### **Search and Seizure**

Personal items such as book bags, and purses, are subject to administrative search if there is a reasonable basis or reasonable suspicion regarding illegal activity. Should a student decline to be searched the school will call the parents. If the student still does not cooperate then the school reserves the right to dismiss the student for the year.

## HEALTH AND MEDICAL POLICIES

All students must have a yearly physical examination by a physician. The physical exam form must be completed, signed by a physician, and turned into the Academy office prior to the 1<sup>st</sup> day of school. Immunizations must be current by Massachusetts Board of Health standards (see office for information).

No student will be allowed to enter TAAF without completed medical files.

### Medication

- Any medication that needs to be administered during the school day must be brought to school in its original container by the parent, with written permission and instruction for administration.
- Children may not carry any non-prescription medication to school.

TAAF cannot be responsible if a child's dosage is missed. Parents should keep children home if the condition is serious enough to make the timing of the dosage crucial. Parents are ultimately responsible for medication and dosage.

At no time should the student administer the medication himself nor share medicines with another student. Students should report to the front office for medication. If a student shows signs of fever or nausea, he/she will be sent home. **Parents are not to bring students to school that are nauseated or have a fever. A student must be fever free without medication for 24 hours before returning to school.** A child with a constant cough, sneezing, or nasal discharge should not attend school (Allergies are the exception).

### Communicable Diseases

In the event that an AAF student contracts a communicable disease of epidemic proportions or comes into contact with such a disease, AAF will ask the student to remain at home until medically cleared. The administration will make arrangements for schoolwork to be done at home.

The Department of Health requires that students with the following conditions be excluded from school:

- Strep Throat – May return to school 24 hours after medication.
- Chicken Pox – Excluded from school until all lesions are crusted over.
- Impetigo – May return after treatment has begun and no drainage present.
- Hepatitis – Excluded from school at least 7 days after onset of jaundice.
- Measles – Excluded from school at least 4 days after rash appears.
- Influenza – Excluded from school until symptoms are gone.
- Head Lice – Excluded from school until treated and inspection reveals no live nits.
- Mumps – Excluded from school 9 days after swelling occurs.
- Ring Worm – Excluded until treatment begins.
- Scabies – Excluded until student and household contacts have been treated.

- Conjunctivitis (Pink Eye) – Excluded during acute stage(24hrs) until discharge has ceased.
- Common Cold – Excluded from school until acute symptoms are gone.
- Whooping Cough – Excluded from school until doctor’s note provided.

## Injuries

If a student is injured while at school or on a field trip, these procedures will be followed:

1. Every injury where the skin is cut and any injury that seems significant will be recorded. Even a minor cut can become infected if not properly treated. All injuries will be reported to the teacher in charge.
2. All members of the school staff have been trained in first aid and CPR and can be summoned in an emergency to treat an injury (if the teacher in charge considers it sufficiently serious).
3. The best judgment of the school will be used as to the seriousness of any injury, if a doctor’s attention seems necessary, 911 will be called first, and then the parent will be contacted. Parents, please keep your emergency information up-to-date.

## Allergies

1. Parents/students must indicate any known allergies on the Application for Admission under ‘Allergies/Medical Conditions’ section.
2. Teachers will be notified of students in their classes with allergies.
3. A list of students with allergies will be posted at the First Aid station and given to each staff member of the Academy.
4. **The Academy at Foxborough is a peanut free school. For the safety of our students with peanut allergies, no peanut products are to be brought to school. This includes peanut butter, nuts, oils, etc. Please check labels carefully.**
5. For students who require it, a separate table for eating lunch will be provided.
6. Parents of students that require an Epi-Pen in case of allergic reactions must provide the Academy at Foxborough with a current Epi-Pen. The Epi-Pen will be kept in the student’s classroom and travel with the child to all school programs and activities. School staff that has been trained in Epi-Pen administration will administer epi-Pens.



## **MISCELLANEOUS POLICIES**

### **Lost and Found**

Lost and found is located in the teacher's lounge. Personal belongings found in the hallway will be taken and held for a reasonable period of time. Jewelry, money, and other such items of value should be turned in to the school office. Articles without names will be donated to charity every nine weeks if they are unclaimed.

### **Book Policy**

Textbooks and library books are to be handled carefully. Parents will be billed for the replacement cost for all lost or damaged books.

### **Telephone**

School phones are business phones and are for official use only. Students can only receive calls or messages that are of an emergency nature. Students may seek a teacher's assistance for all outgoing calls that are of an urgent nature. The use of cell phones are allowed during school hours in an emergency only.

### **School Closings**

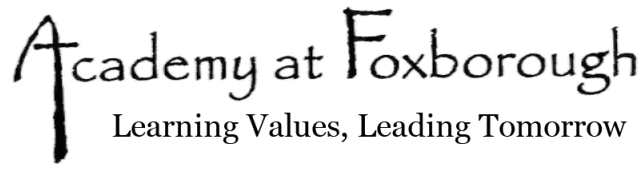
During the winter it may become necessary to close school. School closings will be listed on television channels 5(ABC),7(NBC) and 25(FOX). For stormy days, delayed openings or early dismissals, it is our intention to close for the protection of our students and staff. If we have an early dismissal there will be no After School Care on that day

### **Chapel**

Chapels are held every Wednesday morning at 10:00 a.m. to 10:30 a.m. They are to encourage the spiritual development of the students. Parents are welcome.

### **Change of Address/Phone/Employment/E-Mail**

It is crucial that we have current addresses, phone numbers and other pertinent information. TAAF may need to contact the parents regarding an emergency involving your child or in the event of an emergency crisis in the area. Please keep the TAAF office updated with the information needed to contact you.



### **Web Page**

Please check our website for information pertinent to the school.

[www.academyatfoxboro.org](http://www.academyatfoxboro.org)

### **Crisis Management Plan**

The Academy at Foxborough has a Crisis Management Plan. If any parent/guardian is interested in a copy of the plan please contact the school office and one will be given to you.

### **Non-discriminatory Policy**

The Academy of Foxborough , Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Harassment, Intimidation, and Bullying Policy**

The Academy at Foxborough, Inc. is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited.

# Academy at Foxborough

Learning Values, Leading Tomorrow

Counseling and corrective discipline will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

## **COMPUTER POLICIES**

The following is a set of regulations that govern the appropriate use of computers for students enrolled at the Academy at Foxborough. While these regulations cannot cover every aspect of computer use, they seek to address many of the major concerns. It is the attempt of this policy to detail the general expectations that all members of the TAAF community use the computers and the network in a safe, responsible, considerate, and appropriate manner.

1. Hacking of any sort is illegal. It is prohibited at any time and in any place. Hacking is a criminal act and will necessitate the involvement of the FBI by the school.
2. E-mail is to be used for academic purposes only during the school day. Subsequently, no socializing through email nor instant messaging nor blogging nor journaling at school is permitted.
3. Students are never to access someone else's email or Internet account. In addition, students must never reveal their password to anyone.
4. The Internet is to be used for scholarly research and as a means of obtaining information for school approved purposes. Students are not to join chats at school unless they have a teacher's permission to do so as a legitimate class project. Chats and blogging offer opportunities to develop relationships with people through the internet; however, students should realize that certain safety measures should be considered when communicating this way. Frequently, it is impossible to really know with whom you are communicating; therefore, students are not permitted to reveal any personal information (Name, address, phone #, etc.). the Internet offers access to information that is inappropriate; however, AAF currently uses an Internet filter to ensure students on campus cannot access inappropriate information online.
5. Students may not access their personal subscriber online services using school lines.
6. Material obtained through research on the Internet and then used in academic work for AAF is to be properly documented. Plagiarism of any degree is illegal and prohibited. Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the student saving data to their hard drive.
7. Unless authorized by a faculty member, the playing of games and music, in the classroom, on the laptops is prohibited during the school day.
8. The school strongly recommends that students take great care when loading and software onto computers. There is a risk that any new material may carry viruses.
9. Sharing disks are strictly prohibited.
10. Students shall observe all copyright laws. The simplest rule to follow is to not install in your computer any software that you have not purchased.
11. Any software belonging to Academy at Foxborough installed in The student's personal computer for specific courses is required to be returned or deleted at the end of the designated term.
12. Computers may not be used to make sound recordings without the consent of all those who are being recorded.
13. Sound must be turned off, except when it is being used as part of the class.
14. Both printed and electronic media containing sexually explicit information, vulgarity, and violence are not permitted and will be grounds for referral to the Head of School or dismissal from Academy at Foxborough.

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15. Students are responsible for their assignments under all circumstances.
16. Students are not to change the name on their computer without approval.
17. Any attempt to by-pass the firewall or filtering system is considered hacking and could be grounds for dismissal.
18. Students who maintain or post inappropriate text, visuals, graphics, photographs, etc. on a website or in blogging journals, etc. are subject to dismissal.
19. Students who post negative comments about the school, school employees, or other students, or who post threats or any statement not in accord with the school's philosophy are subject to dismissal.

Upon request of an Academy at Foxborough faculty member or Head of School, a student must provide access to his/her computer. The Academy at Foxborough reserves the right to review any information stored on any device that can store materials such as a student's laptop or CD's.

Access to the Academy of Foxborough's network and Internet is a privilege that will be suspended at any time deemed necessary.

## **GRIEVANCE POLICIES**

Procedures contained in this handbook allow for reasonable, fair, and appropriate grievance procedures. This process for TAAF entails the Matthew 18 principle, which means that a person with a grievance goes to the party with whom they have the grievance. For example: when concerned with a teacher's actions, go to the teacher first; if there is not a satisfactory conclusion, you may take it to the Head of School with the teacher. Should the grievance not be appropriately addressed, you may go the next level by writing the School Board, where a final decision will be made.

Parents are to abide by the school's policies and rules and are to encourage their children to abide by the policies also. Parents are to treat all school employees, students, and anyone officiating an athletic event with respect. Parents are to follow the proper grievance procedures laid out in the Parent Student Handbook. Parents and/or students who do not meet the schools behavioral expectations will have their family expelled from the school. Types of parental behavior that could lead to a family being expelled from the school:

- Verbal and/or physical aggression against a school employee or student.
- Continuous negative talk about the school, its policies, employees, or students.
- Failure to follow proper grievance procedure.
- Obvious loss of confidence in the administration's ability to provide fair and appropriate discipline, to ensure student rights, and to meet educational needs.
- Attempt to falsify or conceal information or be completely true on school application.
- Failure to be timely on tuition payments.
- Lack of commitment to school, its policies and activities.

By signing this handbook, parents and students agree to the policies, procedures, guidelines expressed therein and understand the consequences, including the most serious being removal and/or expulsion from school (Whether voluntary or by the Head of School) for the violation of said policies and further agree to release Academy at Foxborough, Inc. from any legal liability for their actions taken therein, by either the administration, or teachers.



**AFFIRMATION PAGE**

**Please sign and return the Academy school office.**

**Students Name(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I (We) have read the Parent Teacher Handbook and agree to abide by  
all the rules and regulations of the Academy at Foxborough, Inc.**

**Parent's (Guardian's) Signature:**

\_\_\_\_\_

\_\_\_\_\_