



**INSPIRATION**  

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**ACADEMY**

# School Handbook

Revised as of August 2018

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## **NON-DISCRIMINATORY STATEMENT**

It is and shall be the policy of Inspiration Academy in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, or ethnic origin and entitle them to all the rights, privileges, programs and activities made available to students and employees at this school.

## **PHILOSOPHY OF INSPIRATION ACADEMY**

Have you ever been in an environment that inspired you? If I had to use one word to describe the school, it would be all about passion. Passion about God, students, academics, the arts, and sports permeates the community. Inspiration Academy is a community of believers who have come together to share their love of their subject areas with their students and to speak love and life into them. Their mission is to equip them through mentoring and discipleship to develop their walk with God to serve the Kingdom.

## **BELIEF STATEMENTS**

Inspiration Academy has been founded by and grounded in a belief that God has created each of us and has a purpose for our lives. We believe that for anyone to live a complete fulfilled life, it needs to be grounded in Christ. We are an independent faith based institution.

- Christ is the reason for this school – the unseen, but ever-present teacher in each class – the model for its faculty and inspiration of its students.
- Inspiration Academy holds to basic Christian doctrine.
- Inspiration Academy shows its faith identity through Christian inspiration, biblical teaching, and faithfulness to the Word of God.
- Inspiration Academy provides a positive learning environment that fosters opportunities for administrators, faculty, staff, parents, and students to share in the responsibility for advancing the school's mission.
- Students learn from a focus that integrates spiritual, moral, intellectual, and social values.
- Students learn in different ways and are provided a variety of instructional approaches and types of assessment to challenge them to learn and to support their learning.
- All students have the opportunity to learn and to assume responsibility in making educational choices for success.
- Students are provided opportunities for critical thinking so that they can apply what they have learned in all aspects of their education – spiritual, moral, intellectual and social.
- Inspiration Academy is a safe, supportive, and challenging learning environment, which gives students opportunities to become confident, Christ-directed, life-long learners.

## MISSION AND VISION

### Mission

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We cultivate, nourish and inspire students, using a mentorship model to develop an integrated life of faith from the inside out, in an environment of family, care and love.

### Vision

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To provide an innovative educational community that inspires students to be creative sources of cultural change in the fields where they are called.

## ATTENDANCE

The state of Florida requires a school to be in session for 180 days or 170 actual school days with 900 academic hours. Compulsory student attendance is mandated. Classroom attendance is essential for a student to progress academically. Students are required to attend Chapel and Mentorship as part of their scheduled school day.

### Attendance

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- School will be in session each scheduled day unless officially announced otherwise by **the administration**.
- Students who are absent are not to be on the school grounds during the school day for any reason, including but not limited to home/away sports events unless authorized.
- Students are required to attend Chapel and Mentorship weekly.
- Our yearly school retreat is considered part of our school days and is mandatory for all students.

### Absence

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The parent or guardian of a student who will be absent from school should call the school office between 7:30am and 8:30am to explain the student's absence **each day** of absence. **The school will call the home at 9:00am if no call is received.** Students may not be absent more than 15 days per year. Student athletes in good academic standing with prior approval from Head of school may miss more than the allotted days.

If a student needs to be away for three (3) or more consecutive days, the parent or guardian must submit a **Student Absence Request Form**. A minimum of one week prior to the absence to be **pre-approved by Administration**.

- **Excused**
  - Medical: Appointment with doctor or dentist
  - Mandated court appearance with written verification
  - Required academic field trips
  - Death in the family
  - I.A. academy related sports/tournaments, film, music or mission's trips.

Homework, tests or quizzes should be done in advance of the students excused absence to avoid the student getting behind. Students will have the equivalent number of days missed to submit in class work or tests assigned while absent **for excused absences only**.

- **Unexcused**

- Vacation or family trip
- Non I.A. Club or sport tournament
- Absences not called in by parent or guardian on day of absence

Parents will be contacted by the school after a student has been absent for three (3) consecutive days. **All in class work including tests will receive a zero (0).** Homework assignments will be due the next day the student returns to class (or at the discretion of the teacher).

Special exceptions can be made in advance. These exceptions will be evaluated based on the students' academic standing and must be approved in advance by the Head of School.

- **Requests for early dismissal** must be verified by a phone call from parent with a reason for dismissal.
- **Students who become ill at school will be sent to the front office. A student will be observed for up to 20 minutes to determine whether the student should return to class or parent should be called to pick up or release to drive home. Arrangements will be made with parents or legal guardian to handle this circumstance.**
- **A student may not request pick up from their parent or guardian before first being seen and released by the administrative office.**

## College Visits

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- There are three (3) college days scheduled during the school year for families to schedule college visits with their student(s). In addition to these days, seniors will be given two (2) additional absences during the school and year and juniors are given one (1) additional day provided that proper documentation is submitted to the administrative office prior to the visit.

## Tardiness

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A purpose of education is to develop habits and patterns of behavior for life. In order to be able to account for all students entrusted to our care by their parents, as well as help the students form good habits of punctuality and courtesy, the following procedures are outlined:

- **Student arriving late must sign in at the Front Desk.**
- **Student must be in classroom before bell rings to be considered on time.**

Examples of excused tardy:

- Medical reasons (dentist, doctor, etc.) returning to school with a doctor's note
- Sickness (maximum of 2 with parent phone in; 3 or more must have doctor's note)
- Injury or emergency (must have parent or doctor's note)
- Major traffic accident that affects all students/faculty
- Other reason approved by the Head of School.

Examples of unexcused tardy: (but not limited to):

- oversleeping
- missing the school bus
- excessive tardiness due to sickness without a doctor's note
- general traffic issues

Consequences of all unexcused tardiness are:

- **Two (2) tardies in one week will result in:**
  - ❖ Senior – senior lunch day revoke for one week.
  - ❖ Others – school detention with work detail.
  - ❖ A call home to notify parents or guardian.
  
- **Four (4) tardies in a month will result in:**
  - ❖ Senior – senior lunch day revoke for one month and detention with work detail.
  - ❖ Others – school detention with work detail for time determined by Head of School.
  - ❖ Conference with parents or guardian.
  
- Habitual tardies will result in school suspension and will follow the guidelines that are outlined under suspension.

## Drop off procedure

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Students should be dropped off at the East entrance by the round-about before 8:00am. After 8:00am, the East entrance doors will be locked. Parent or guardian will need to enter the building at the West entrance to sign the student in as tardy. The above tardiness procedure applies to all tardiness.

## Pick up procedure

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Students should be picked up at the East entrance by the round-about after school dismissal. Students not involved in any after school activities must be picked up by 3:00pm.

Student safety is the highest priority of Inspiration Academy. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

For that reason, we are concerned about students who are left after dismissal time or who are brought back to school because no one is there to meet our transportation vehicle. The school is not, and cannot be, staffed to provide supervision for students in these situations: hiring extra personnel to supervise is beyond our financial resources.

Students are to be picked up no later than 3:10 pm from the school. When students are not picked up by 3:10 pm the student's parent or guardian will receive a letter each time this occurs. Beginning with the third occurrence, the parent or guardian will be charged a minimum of \$20.00. For times extending beyond the first hour the parent or guardian will be charged a minimum of \$40.00. (Only one charge per family of multiple students).

## Students who drive

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Every student who drives must fill out an application for *parking permit form*. Parking spots will be assigned once this form has been received along with a copy of the student's driver's license. There are limited spots available and will be assigned at the beginning of the school year. Upper classmen have priority when applying for a parking spot.

If a driving student needs to be taken out of school for appointments, parent or guardian must call the administration office to request release of the student at a specific time for the appointment. Phone call requests must follow with a note from a doctor's office when the driving student return to school. All other pick up, drop off procedure applies as if the driving student is also the driving guardian.

## Senior off campus lunch

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Students who have earned enough credit to be classified as a senior may apply for off campus lunch privilege. Students exercising this privilege are subject to rules of student conduct applicable during the regular school day. The abuse of any of these provisions may result in a suspended or terminated off campus lunch privilege or other disciplinary consequences. Seniors may leave campus on their designated lunch time only and must sign out at the front desk. Seniors are not permitted to drive younger students to lunch with them including their siblings. Seniors are not permitted to take food orders and bring them back for other students. Seniors will return to school on time for the remainder of the school day and scheduled activities. If a student becomes ill while off campus, the parent must call the school to properly check the student out. The student must present a parent's note or doctor's note upon returning to school. Failure to check out properly will be treated as skipping. Tardiness from off campus lunch carries the same consequences of the over-all school tardiness policy.

# ACADEMICS

Inspiration Academy's curriculum is designed to customize and support each student's gifts and talents and develop his or her full potential. We use 21<sup>st</sup> century educational research and technology along with diagnostic tools to work with each student to select a course of study that is appropriate to achieve his or her academic goals.

## Course Selection

Appropriate selection of courses should provide a challenging curriculum that fits the student's ability level. Course selection is made by the students during the spring semester for the fall with the aid of their school mentor and/or college counselor with parental approval. **A student must have a minimum of six credits each year to be considered fulltime and to be eligible for matriculation.**

## Drop/Add Class

A student may only add or drop a class within 1 week of the start of the semester. The student will be required to fill out a *request to change class form* and must be signed by the parent and either the College Counselor or the Head of School.

## Graduation Requirements

24 credits are required for graduation. Each course of study represents one year of study. Upon graduation, Inspiration Academy students will have served a minimum of 100 hours of community service. All service hours must be approved by the event supervisor and Head of School.

English I, II, III, IV	4 credits
Mathematics (including Algebra I, Algebra II, Geometry, Pre-Calculus, College Math, Liberal Arts Math)	4 credits
Science (including two lab sciences): Physical Science, Biology, Chemistry, Physics, Marine Science, Anatomy & Physiology, Astronomy	3 credits
Social Science (Including World History, U.S. History& Am. Gov't/Economics)	3 credits
Foreign Language (two required, three preferred)	2 credits
Visual/Performing Arts	1 credit
HOPE	1 credit
Physical Education	1 credit
Electives	5 credits
Total	24 credits

## Grading System

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The grading system is based on the following scale:

Honors	<b>5 points</b>	<b>4 points</b>	<b>3 points</b>	<b>2 point</b>
Regular	<b>4 points</b>	<b>3 points</b>	<b>2 points</b>	<b>1 point</b>
	A+ 98-100	B+ 88-89	C+ 78-79	D+ 68-69
	A 93-97	B 83-87	C 73-77	D 63-67
	A- 90-92	B- 80-82	C- 70-72	D- 60-62

## Grade Calculation

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Students will receive a grade for each semester. There are 2 semesters. The first semester will have a midterm exam for the class and the second semester will have a final exam. The exam scores will be calculated into the final grades for each semester. The following calculations will apply.

The semester grade will be comprised of the progress grade (80%) and an exam grade (20%).

The progress grade for each student will consist of the following categories and weights.

- 40%- Summative assessments. This will include but not be limited to tests, projects, and major papers.
- 30%- Formative assessments. This will include but not be limited to class work, discussions, group work, essays, and quizzes.
- 15%-Practice. Assignments that help the student become more familiar with the class material.
- 15%- Habit of work (HOW). There are 4 categories which are punctuality, preparation, participation, and attitude.

Any work that is late will have a deduction of 50% of the grade it would have received if turned in on time. No late work will be accepted after the unit exam.

Habits of work (HOW) is calculated daily for each class and graded weekly.

## Incomplete Assignments and Grade Entry

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Parents have the option to turn on notifications through the parent portal on PowerSchool so that as grades are published they can be notified.

Teachers will enter a "N" in the grade book which indicates the assignment was NOT TURNED IN.

Upon a second assignment that is not turned in, the teacher will email the parents.

If not turning in assignments becomes excessive, a parent meeting will be requested with the teacher and administration.

- N- Not turned in. Assignment was not handed in at the time it was due. Grade will be calculated as a 0 until it has been turned in.
- E- Excused from assignment. Circumstances allow this assignment to be excluded from grading.
- R-Resubmit. Student shows clear effort but indicates a lack of understanding. Student can resubmit the assignment for full credit. Time to resubmit is up to the discretion of the teacher but cannot exceed the unit test date.
- P-Pending. Student has an excused absence but the assignment still needs to be turned in and will be calculated as a 0 until it has been turned in.
- EA- Extended Absence. Student has an excused absence. Student can submit assignment for full credit. Time to submit is up to the discretion of the teacher.

## Dual Enrollment/Other Courses

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Inspiration Academy holds dual enrollment articulation agreements with the following institutions:

- Cincinnati Christian University
- Manatee Technical College
- Southeastern University
- St. Petersburg College

We have partnered with these institutions to offer dual enrollment coursework in which students can simultaneously earn both high school and college credit.

Beginning in their junior year, qualified students have the option to participate in dual enrollment. Students and parents may initiate this process with the IA College Counselor. Students must have a minimum 3.5 unweighted GPA and be recommended by two teachers and school administration to participate in the program. Students may take one dual enrollment class per semester in their junior year and as many as they would like in their senior year if they have parent permission, administration approval and complete all additional classes required for graduation that aren't offered at the collegiate level. Students are responsible for all costs and books associated with dual enrollment and must be in good financial standing with the school. Students who dual enroll with a college through I.A. will receive credit for every 3-credit hour course taken and successfully passed. Dual enrollment courses are weighted by 1 point in a student's weighted GPA.

**\*Please note:**

- **Students who are in their sophomore year and are requesting to participate in the dual enrollment program must contact the college counselor and complete the proper paperwork, testing requirements (if applicable), and be approved by IA administration.**
- **It is the responsibility of students and parents to check with each respective institution they plan to apply to or attend after high school whether their dual enrollment credits will transfer to their next college or university.**
- **In order to best uphold and maintain the educational standards and philosophy of Inspiration Academy, Florida Virtual School (FLVS) courses are not a recommended option for our students. FLVS courses will be approved on a case-by-case basis in what would be considered special circumstances such as scheduling conflicts.**

## IA Online

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Inspiration Academy combines experience in Christian education with technology to provide biblically integrated curriculum for students:

- Athletes traveling regularly out of the country
- Students needing credit recovery
- Scheduling conflicts
- Students who want to remediate or accelerate learning

Lesson plans, instant grading, and experienced, certified Inspiration Academy teachers work with your students to bring him/her to a new level.

### System Requirements for IA Online

Inspiration Academy utilizes a browser-based Internet interactive format. PCs and Macintosh computers are compatible with this program. Computers must have the following system features as minimal requirements. Internet service should be high speed for better service. Wireless connection using air cards or satellite services encounter connectivity problems due to the size of lesson files being transmitted. Internet connectivity must be through Firefox rather than Internet Explorer.

- i3 processor or higher
- 4 GB of Memory

- 128 GB of Hard Disk Space
- 800 x 600 or Higher Resolution Monitor, 16 bit color
- High Speed Internet Service (Satellite internet does not work well due to the latency of the connection)
- Printer Recommended

## Repeating a course/grade forgiveness

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A student who earned a grade of “D” or “F” in a course may repeat the course at I.A. and replace the “D” or “F” on the transcript, with the higher grade to be calculated into the GPA. A student who earned a “D or “F” at I.A. may re-take a course with the same course code at a school other than I.A. however, the “D” or “F” which was earned at I.A. will remain on the I.A. transcript. The GPA on the I.A. transcript will only reflect the courses and grades which a student has taken at I.A. All courses must be approved by the Guidance Counselor. Students who need to repeat a class more than once will be subject to review for approval by the I.A. Academic review committee.

## Academic Integrity

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Cheating includes but is not limited to: violating a teacher’s testing or evaluation process; use of a cell phone or any other unauthorized aid during testing, sharing test questions with anyone during or after testing; attempting to remove test materials from the testing room.

Cheating also includes copying another student’s work and submitting it as one’s own. Cheating may result in both students receiving a grade of 0 for that assignment and disciplinary consequences.

## Plagiarism

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Plagiarism is the use of another person’s ideas, words or thoughts as if they were one’s own. It is, by its very nature, a form of cheating and violates our school’s honor code.

Plagiarism from a written source occurs when a student uses the exact words, a close paraphrase, or a unique idea from a critical source or from any printed or electronic source without offering supporting citation. If a student is in doubt as to whether or not a particular idea or section needs to be end-noted, he/she should check with the teacher. In general, the rule is simple: if in doubt, cite the source.

Tutorial plagiarism occurs when a student has received so much outside help that the final product is not the work of the student. Judgment is made based on the diction, style, sentence structure, organization, and mechanics of the essay in question compared with those elements from other essays the student has written.

This type of plagiarism is easily avoided. For help, the student should go to his/her subject teacher.

Plagiarism can also occur when students work together to plan an essay. While it is a good idea to brainstorm in order to find more supporting evidence, specific details and/or quotes, the final papers must be different enough that the teacher knows each person did his/her own work. For example, even if three people are working with the same basic thesis, organization would be different, a variety of examples would be used, and quotes would differ. Certainly, diction and sentence structure would differ. To avoid problems, students can work together in the planning stage, but each paper must be written separately.

**Consequences of each offense** (Guideline for administration to observe may vary if necessary.):

- 1<sup>st</sup> Offense
  - ❖ Redo Assignment
  - ❖ Conference with Administration and Parent at school
  - ❖ Receive a 0 (zero) on the assignment

- 2<sup>nd</sup> Offense
  - ❖ Redo Assignment
  - ❖ Conference with Administration and Parent at school
  - ❖ Receive a 0 (zero) on the assignment
  - ❖ 2 days out of school suspension
  
- 3<sup>rd</sup> Offense
  - ❖ Expulsion from the school

## **Make-up Work after Absence**

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It is the student's responsibility to see the teacher to ascertain what class work needs to be completed due to class absences. When the student meets with the teacher, the student is responsible for finding out when the missed assignments are due. Parents can refer to homework assignments online on PowerSchool if a student is absent from school.

## **Returning of tests**

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It is the philosophy of Inspiration Academy that tests are designed both to be evaluative in nature as well as a continuation of the learning process for the student. At the same time, it is the belief of the faculty and administration that the dissemination of old tests to students who have not taken that test is a form of cheating. Therefore, the following guidelines are used by the faculty in the returning of test materials to students.

A student should always be given an opportunity to see both the questions and answers of a test once that test has been graded by the teacher and all the students in the class have been given the test. A student should be provided with an opportunity within the class setting to review the test questions and his or her answers to the questions to learn what errors have been made. If a student feels that he or she needs more time to go over the test than the classroom setting allows, the student should arrange to meet with the teacher at a time that is mutually convenient to both.

## **Testing Policies**

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- A student should not have more than 2 tests in a day.
- A teacher should reschedule his/her test if any student in the class already has 2 scheduled tests on the same day.
- It is the students' responsibility to inform their teacher at time of testing if they already have 2 or more tests scheduled on the same day.

## **Testing and Absence – Non-Semester Exam Days**

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Teachers will work in a spirit of Christian cooperation with students on making up tests after absences. For consistency, the following guidelines are to be observed:

If a student is absent the day before a test, but present the day of the test, the student may request a one-day grace period prior to the start of the test.

Students who are absent the day of the test but present the previous day are responsible for making up the missed test the day they return to school.

Students who arrive at school on the day a test has been given but who have come too late to take the test during their scheduled class may be required to take the test that day during a study period.

Teachers and students should work together on making up tests after an extended absence. However, students who are absent only two to three days should, under normal circumstances, make up all work within one calendar week.

## Early Semester Exam Policy

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Semester Final Exams will be given on the published day and time only. A fee of \$100 per exam will be assessed due to the required extra preparation and administration. A student that cannot take their semester final exam during the designated exam days must have pre-approval by the Head of School. Requests must be made a minimum of two weeks prior to exam week.

Faculty cannot make private schedules or arrangements for students to take final exams.

## Parent – Teacher – Student Conferences

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Parent – Teacher – Student conferences are part of the regular school calendar. We strongly encourage student to accompany parents to these conferences to enable clear communication. Additional conferences to discuss academic progress of the students are encouraged. Parents may call the school during the day to leave a message for a teacher regarding an appointment. A student assigned mentor may be involved in the conference to contribute to the success of the student's overall experience.

## Honors policy

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High school courses eligible for honors credit:

- English
- History
- Math
- Science
- Advanced Language

An honors student at Inspiration Academy is:

- A thought leader
- Demonstrates a high level of critical thinking skills
- Completes and turns all work in on time
- Willing to academically encourage and mentor their fellow classmates

Students are **eligible for high school honors placement** each semester if they meet these requirements:

- Student is recommended for honors placement by a faculty member and college counselor
- Student has maintained a min. 3.0 GPA to continue for placement second semester
- Parents and students read, understand and sign the honors contract

Students will **earn honors credit** if they meet the following requirements:

- Maintain a minimum GPA of 3.0 in the class
- Successfully complete one honors project per semester
- Have a strong work ethic and turn assignments in on time
- Have academic integrity
- Be a positive role model in the classroom

### **Consequences for student non-compliance of honors contract:**

- Students who do not maintain the honors requirements by first quarter grading period will be put on honors probation.
- ***If the student does not meet the honors requirements by the end of semester one, the student will be removed from the honors section and will not earn honors credit for that course.***
- If the honors student successfully completes first semester requirements, yet fails to complete third quarter minimum requirements, they will be placed on honors probation.
- If the probationary honors student does not meet the requirements by the end of second semester, they will only receive honors credit for first semester.
- The teacher will notify the student, parent and College Counselor if the student is at risk of being removed from honors.
- Failure to complete an honors project each semester will result in:
  - **The student being removed from the honors program for one year.**
  - **Permanent removal from the honors program.**
  - **A full letter grade deduction from the semester in which the student was enrolled in the honors program.**
  - **Student may formally petition reinstatement into the honors program after one semester to be considered for reinstatement for the following school year. A letter from the student must be submitted to the Academic Committee for review.**

## **PROGRESS REPORTS/REPORT CARDS**

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Progress reports are sent home with the student at the end of each quarter (9 weeks). Report cards will be issued at the end of each semester. The final report card of the year will be mailed at the end of the school year. If after receiving a report, you have any questions, you are encouraged to contact the teacher. Quarter grades are an indication of the student's progress and will be used along with a semester exam to calculate the semester grade. The exact calculation of a semester grade is determined by the individual teacher and should be conveyed in the course syllabus at the start of the year.

## **Senior Transcripts**

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Each senior may request up to 3 transcripts to be sent to colleges free of charge. Any additional requests will incur a fee of \$10 per transcript.

## **Honor Roll**

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At the end of each semester any student receiving a 4.0 will be placed on the President's List. Any student with a 3.8-3.99 will be receiving High Honors. Any student with a GPA of 3.6-3.79 will receive Honors. Students cannot receive any C, D or F grades.

## **National Honor Society**

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Members of National Honor Society must have a GPA of 3.5 or higher on the 4.0 scale and show excellence in scholarship, service, leadership and character. These traits are shown by academic standing, service projects, key roles in other organizations and teacher recommendations.

## Valedictorian/Salutatorian

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Determining the honor of Valedictorian and Salutatorian of the graduating class is a multi-step process. Students are granted this honor based partly on GPA, but also on leadership qualities, spiritual dedication and outreach in the community. Graduating seniors will be examined by the staff and administration of Inspiration Academy based on those four criteria. Students will then be notified of their selection.

## Standardized Testing

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9 <sup>th</sup> .....	PSAT AND Terra Nova
10 <sup>th</sup> .....	PSAT AND Terra Nova
11 <sup>th</sup> .....	PSAT AND Terra Nova
12 <sup>th</sup> .....	Terra Nova
11 <sup>th</sup> and 12 <sup>th</sup> .....	SAT I & II and ACT – college entrance tests (recommended)

## Student Records

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Student permanent records are found in the main office. Records may be reviewed by the parent or student with 24-hour notice upon a written request to the Head of School.

## Class Field Trips

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Student must have a GPA of 2.0 to be approved to attend any field trip that results in missing any classes. A student not scheduled in the class may not take a field trip with the class.

## Community Service

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1 Peter 4:10 states:

“God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another.”

Considering this conviction, Inspiration Academy has developed a Community Service program that seeks to recognize the need within the community (church) and then fill that need thereby serving one another. While serving one another within the “church” as Peter states, Inspiration Academy will seek to serve locally & globally. This approach seeks to instill in our students a recognition of the need both at home and abroad. Upon graduation, Inspiration Academy students will have served a minimum of 100 hours of community service. All service hours must be approved by the college counselor prior to completing the service event or project. Students may obtain community service forms from the college counseling office.

# INSPIRATION ACADEMY CODE OF BEHAVIOR

We, the students of Inspiration Academy, to create a more positive Christian educational environment, have established the following code of behavior. We understand that we may be subject to disciplinary action if our conduct, in or out of school, is deemed to be detrimental. All Inspiration Academy students are expected to:

- Respect authority and help to create an environment of law abiding citizens with their peers;
- Create and establish a school environment that respects the uniqueness, individuality and differences of all people, no matter what their race, sex, religion, academic or athletic abilities;
- Conduct themselves in accordance with the philosophy of Inspiration Academy both on and off campus always;
- Obey the rules and guidelines found in the school catalogue in both spirit and letter;
- Respect, protect and help to maintain our school facility, equipment and campus;
- Respect and protect the property of others;
- Be drug and alcohol free and help others toward the same goal;
- Attempt to develop a closer relationship with God and to allow God's presence to be easily observable in all our endeavors; and
- Provide a classroom atmosphere that is conducive for students to learn, to work to the highest level of their ability, and to allow the teacher the opportunity to teach without disruption.

## Discipline

Inspiration Academy believes that any teacher or staff member has the ability to step in at the moment and refer them to administration for discipline. The discipline policies at Inspiration Academy are established to create a safe and fair environment for our students. In addition, we believe that learning, experiencing, and accepting consequences for inappropriate behavior are essential for the social, moral and spiritual development of all students. Our concern is that we treat students fairly, showing gentleness when possible and maintaining firmness when necessary.

Any student whose conduct, as determined by a teacher or staff member, violates the policies of the school is subject to disciplinary action. Any disciplinary action will be reported to the Head of school or designee.

## Procedures Used for Discipline Violations

- **Teacher/Student**
  - Conference – Between student and teacher at a mutually convenient time but not during class.
  - Detention – with one day's notice given, to be served in a location designated by the Head of School with a phone call and/or email parent(s).
  - Manual labor – for example, cleaning a classroom.
  - Conference with student, teacher, and parent(s).
  - Referral to the Head of School – meeting or conference with student, teacher and/or parent(s).
  - Removal from course – Removal from a course for disciplinary reasons will result in a failure of the course for the year.
- **Parent conference** – Conferences can be initiated by parent, teacher, mentor, student, or administrator.
  - Telephone or E-mail: To check on academic and/or behavioral progress; to discuss potential beginning difficulty in patterns of dress code violations, behavior, attitude, attendance, tardiness, truancy, etc.
  - In-School: Initiated to address a specific disciplinary problem which interferes with the education of the student

## Rules and Disciplinary Methods

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### Disciplinary Warning

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If there has been an issue with a student that has been addressed by mentors/teachers and the student is not following with the plan that it will become a board issue and one of the following can take place:

- Student is placed on disciplinary warning and parents are notified
- A warning that further violations of school rules leads to suspension

The disciplinary warning status period is in effect for the remainder of the quarter of assignment plus the following two quarters.

### Suspension

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A student is placed on suspension status for a violation of school rules as determined by the administration. A suspension status involves:

- Suspension of one to ten days, either in-school (ISS) or in-home (OSS). Participation in or attendance at co-curricular activities or sport during days of suspension is not permitted.
- Students are responsible for all academic work during days of suspension. Any academic evaluation (test, quizzes, homework assignments, etc.) will be assessed 80% of the grade earned (example – if a student gets a 100 on a test, the student would receive a grade of 80 for that test). The Head of School may adjust this grading policy based on the situation.
- If a student has received multiple detentions, they may be given ISS or OSS.
- A second suspension either ISS or OSS may result in a meeting with both the student and parent by administration to determine if the student may continue at I.A.

### Expulsion

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Is defined as the removal of the student as an enrolled member of the community of I.A. This is imposed on a student or athlete who shows persistent and/or seriously inappropriate behavior that threatens the academic and/or spiritual integrity of I.A. It is also imposed on students who continually defy the rules and guidelines set forth for students. Expulsion is an action of the School Board at the recommendation of the administration.

If a student's continued attendance at Inspiration Academy would not be in the best interest of the student and/or the school community, he/she will be suspended and a hearing will be held to determine if the student should be expelled.

### Misdemeanor/Felony

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Any student found in violation of Florida State Statutes on or off campus is subject to immediate suspension and a hearing will be held to determine if the student should be expelled.

## **Bullying/ Cyber Bullying FSS 1006.147**

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Inspiration Academy encourages respectful relationships within the community and is therefore committed to an anti-bullying policy that identified bullying behaviors and enforces consequences for those involved. It is important that administration, faculty, staff, parents and students take a stand against all bullying behaviors. Inspiration Academy expects that all members of the school community will not support or participate in bullying behaviors.

Policy Statement: Social teaching calls us to recognize the dignity of the human person. The Inspiration Academy community strives to provide an environment which values diversity, acceptance, justice and reconciliation as foundational elements. All persons are entitled to a safe and secure environment that fosters healthy physical, emotional and spiritual well-being.

Bullying is a form of harassment and a clear violation of the Code of Behavior of Inspiration Academy. Behavior that constitutes bullying is prohibited and will be dealt with in a consistent manner which the school deems just. Inspiration Academy has the right to manage, monitor, and evaluate the effects of bullying behaviors and enforce any disciplinary action deemed necessary.

Bullying is defined as deliberate and repetitive unwanted hurtful behavior between two or more persons characterized by an imbalance of power that creates an intimidating, hostile or offensive environment. Bullying may be verbal, non-verbal, social, or physical in nature. It can occur through direct or indirect interactions and can be carried out on or off campus. Bullying can be, but not limited to, the following:

- Physical, such as pushing, hitting, kicking, spitting, taking items from, forcing to do something unwilling, or any other use of violence may result in criminal prosecution.
  - Verbal, such as teasing, name-calling, sarcasm, threatening, spreading rumors, etc.
  - Indirect, such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments, etc.
  - Cyber-bullying & Technological Communication, such as using digital technologies including email, blogs, social Web sites like Facebook, Twitter, chat rooms, and instant messaging, as well as cell phones, cameras, text messaging, etc.
- Bullying is harassment, thus the procedures and descriptions in the stated Harassment Policy below will be adhered to.
  - Consequences for students who bully others may include counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation.
  - Bystanders who witness bullying and who do not stop or report such actions may also be held responsible in reference to investigation by local authorities.

## **Fighting**

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Fighting on school grounds and/or vicinity and/or at school sponsored events may result in a minimum three-day suspension for the parties found to be instigating the aggression. A second violation may result in a suspension followed by a hearing to determine if the student should be expelled.

## **Harassment Policy**

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- Inspiration Academy shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to

unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

- Harassment can take many forms, Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.
- Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to the following:
  - Offensive sexual flirtations, advances, propositions;
  - Continued or repeated verbal abuse of a sexual or gender-based nature;
  - Explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
  - The display or circulation of sexually explicit or suggestive writing, pictures or objects;
  - Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
  - Graffiti of a sexual nature;
  - Fondling oneself sexually or talking about one's sexual activity in front of others;
  - Spreading rumors about or categorizing others as to sexual activity.

## **Sexual Harassment**

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Sexual harassment is not limited to conduct that is sexual in nature – it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g. student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

- A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.
- Any person who believes he/she is the subject of harassment or intimidation must contact either the teacher, mentor or Head of School. A complaint must be filed in writing. In the case of harassment involving a student to students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by staff or faculty, the individual shall file the complaint with the Head of School. All complaints will be promptly investigated, and the person

initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact the Head of School immediately.

- Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall consider the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.
- No retaliation against anyone who reports harassment shall be tolerated. Inspiration Academy prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

## **Inappropriate Public Display of Affection**

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Inappropriate public display of affection is not in keeping with the environment of Inspiration Academy.

## **Profanity**

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In our environment, the use of God's name in vain or the use of vulgar and/or disrespectful terms or actions will not be tolerated.

## **Threats to Student Welfare**

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No student will use, possess, handle, transmit or conceal any object which is or can be considered a dangerous weapon or instrument of violence. Objects which are explosive or incendiary in nature, and/or any object reasonably determined to be a threat to the safety or security of any person, are prohibited on school premises, and at school-related functions. All lockers, student book bags, equipment bags and cars on school property will be subject to search at any time by school administration for the safety and welfare of the campus.

## **Alcohol/Drug Policy**

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Inspiration Academy will not tolerate any involvement with drugs, alcoholic beverages, tobacco or vaping. Any student who uses, possesses or is under the influence of a substance while on or off campus during the school day, while on a school sponsored trip or while attending a school sponsored function, will be placed on suspension status to review the circumstances and determine the course of action. If a student is suspected to be under the influence of any of the above listed substances, a student may be required to, at the parent's expense, have a medical examination, drug test, or blood alcohol test to determine the situation. Any student's involvement in drugs or alcohol occurring away from school or on weekends where the Administration is made aware of the situation may result in above stated procedure.

## General Information

All accidents and injuries should be reported immediately. Students needing medical help should be taken to the front office for evaluation. In more serious situations, the nurse or trainer will go to them and if necessary will call for medical assistance. In serious situations, the parents will be contacted immediately. At the beginning of each year families are asked to update the medical information kept in the administrative office.

## Communication

We believe that frequent and direct communication between the school and parents is an important tool in the educational process. We also have the responsibility to be good stewards of our resources. Therefore, most communication will be conducted via email, texting service and social media. We ask parents to read and respond appropriately to all school correspondence.

**Note:** If you are not receiving general text from the school, please call us to have your name and number added to the testing service.

## Emergency Procedures

- School lock downs
- Bomb threats
- School closure due to storms

Detailed procedures would go into effect if needed for lockdowns, evacuation, and other emergency situations that have developed. Parents will be notified using one or more of the platforms of communication stated above.

- **Fire and Tornado Drills**

The following procedures should be observed whenever a school fire or tornado drill is held:

- The signal for a fire drill is a continuous sound of the fire signal. The signal for a tornado drill is the sounding of an air horn.
- All classes should stop and students should proceed silently to the assigned locations.
- The teacher in each room is responsible for having the class go to the exit assigned to that room for that drill. Directions are posted in each room.
- During fire drills, classes should move well away from the building and stand quietly in line until signaled to return by the proper authorities. During this time, teachers will take attendance and immediately send a reporter to the administration.
- Silence is required until safe havens are reached. Talking may result in assignment of a detention.

Initiating false emergency of any sort is a serious matter. A student who is known to have initiated a false emergency alarm will be dealt with strictly and turned over to the appropriate civil authorities. This is not only a violation of school rules, but also a violation of criminal law.

## Backpacks & Lockers

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Students will be assigned a locker at the beginning of the school year. Students may obtain a change request by contacting the administrative office. It is the responsibility of the student to keep their locker neat and clean. Inappropriate stickers, posters or pictures are not allowed on or in the lockers. These lockers may be inspected periodically and without notice to be sure a level of cleanliness and decency is being maintained. The Principal or designee retains the right to inspect the locker and its contents to ensure use in accordance with its intended purpose, and to eliminate hazards, maintain sanitary conditions, attempt to locate lost or stolen items and to prevent storage of dangerous materials. Your locker should be considered a public rather than private space in regard to the rights of the school to random and unannounced searches. A student's person and belongings (backpack, gym bag, etc.) may be subject to searches by the Principal or designee as well if there is reasonable suspicion of an infraction. Such searches may be conducted without the student's or parent's permission. Registration at Inspiration Academy constitutes parental consent for such searches. The school assumes no responsibility for lost or stolen items. While a concerted effort will be made to recover them, the school does not assume responsibility for these items.

## Parking/Driving

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- Student vehicles are assigned a parking spot at the beginning of each school year in the designated student parking area. Priority is given to seniors and spots are assigned on a first come first serve basis.
- Student drivers are asked to use caution when entering campus and be watchful for pedestrians.

Inspiration Academy reserves the right to search an automobile at any time when there is a reasonable suspicion that a particular search will reveal evidence that the student has violated or is violating either the law or the rules of the school.

## Dress Code Policy

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A student's appearance has an impact on his/her attitudes and behaviors. Respect for the school community and the education process is shown by students' attire. Not all fashions that are appropriate to be worn outside of school are appropriate for school.

The following dress code policy has been established for appropriate dressing at school and all school-related functions to help maintain a sense of Christian modesty while also educating students as to what is appropriate dressing in the school environment. If there is any question that an item may be inappropriate, it should not be worn. Students dressed inappropriately will be asked to rectify the problem before returning to class. Repeated violations will result in parent conferences and further disciplinary action.

### **BOYS & GIRLS:**

- SHOES:
  - Appropriate footwear is acceptable. No slippers.
- PANTS:
  - NO Holes in jeans or pants.
  - NO Sagging/baggy pants that are worn below the waist, and chains are prohibited.
  - Clothing may not be excessively over-sized or sloppy in appearance.
  - Calf length Capri pants are acceptable.
  - NO tight pants including leggings, jeggings, yoga, sweatpants or pajama pants.

- SHORTS/SKORTS:
  - Must be 4" from the floor when kneeling..
  - NO athletic shorts or pants.
- SKIRTS:
  - Must touch the ground when kneeling.
- DRESSES:
  - Minimum length must touch ground when kneeling.
  - NO spaghetti straps or strapless.
  - Back and chest must be covered.
- T-SHIRTS/BLOUSES:
  - Shoulders must be covered.
  - NO spaghetti straps, strapless or muscle shirts.
  - NO shirts with inappropriate or offensive wording or references.
  - NO shirts with alcohol, drug or sexual innuendos.

***SPECIAL DRESS ISSUES FOR GIRLS:***

- Girls may wear regular fitting jeans without holes. Please do not wear tight fitting jeans or leggings.
- Homecoming and Prom dresses should not have plunging necklines or show cleavage. Girls must have their dresses approved through their Mentor before purchasing.
- NO athletic shorts, sweats or pajamas
- Bras must be worn by all high school girls.

***SPECIAL DRESS ISSUES FOR BOYS:***

- Boys may wear regular fitting jeans without holes and pants must be worn at the waist.
- NO athletic shorts, sweats or pajamas
- NO hats are to be worn during the school day

## **Cell Phone Policy**

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**Middle School & High School:**

Head of school or designee reserves the right to access a student's cell phone content if there is reasonable suspicion that a particular search will reveal evidence that the student has violated or is violating either the law or the rules of the school.

- Cell phone are not permitted to be used during school day.
- Cell phone must be kept in student's backpack and turned off.

**Consequences of cell phone violation:**

- Student must surrender the cell phone to the front office.
  - **First offense:** Cell phone will be taken to front desk for retrieval at the end of the school day.
  - **Second offense:** Cell phone will be taken away.  
Student will be sent to the front office to meet with Mr. Speir or Mrs. Speir if Mr. Speir is not available.
  - **Third offense:** A conference with parents will be scheduled.



## Insurance

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Insurance coverage for covered injuries which are received while the policy is in force and which occur while:

- Participating in activities sponsored and supervised by the policy holder;
- Traveling during such activities as a member of a group in transportation furnished or arranged by the policy holder;
- Traveling directly to or from the insured's home premises and the site of such activities. Includes participation in interscholastic sports
  - during the school year
  - includes summer recreation activities
  - travel to and from school
  - includes religious services and necessary travel

To activate secondary insurance for an athletic injury, notify the Administration immediately.

## Lost and Found

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When a student finds any lost or misplaced item it should be immediately taken to the front desk. These lost items may be reclaimed upon proper identification. Students are asked to visit the lost and found at the front desk to claim small articles or books before and after school. Unclaimed items left in the lost and found, will be donated to a local charity periodically.

## School Days

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School doors are open by 7:45am. Students arriving early are asked to conduct themselves in a proper manner.

## School Safety

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Our school conducts periodic fire and safety drills during the school year. Inspiration Academy has an emergency lock-down procedure in place and a drill to practice this procedure. Inspiration Academy trains teachers and staff every year on emergency and active shooter drills. We have a number of trained staff members who are trained and capable of protecting the school and defending students in the event of an active shooter situation.

## Transfer Policy

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Inspiration Academy releases all students in good standing who transfer to another school effective upon the forwarding of the student's permanent records. Tuition must be paid in full for transcripts to be sent and all books and the student's identification card must be returned. Any school owned resources i.e. equipment, uniforms, books, technology devices or any item belonging to the school must be returned.

## Scholarship and Tuition Assistance Programs

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Families who need assistance with the tuition costs are invited to apply for assistance. All financial aid as well as scholarships and grants will be awarded based on need as determined by a third party's objective review of the financial situation. The financial assistance forms are available online on the school website. The application and all supporting documentation must be registered on line by the appropriate due date as stated on the financial assistance webpage.

## Health

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We have several cases of flu, strep throat, stomach virus and other illnesses throughout the school year. Here are a few reminders when you are deciding whether to keep your child home from school.

- If your child vomits before school or during the night, please keep him/her home and have him/her rest for 24 hours.
- If your child has diarrhea during the night or before school, please keep him/her home until the diarrhea subsides totally or at least 24 hours.
- If your child has a fever (over 100F) during the night or in the morning, please keep your child home. The temperature should be normal for 24 hours before sending the child to school.
- If your child exhibits signs of pink eye or conjunctivitis (blood shot eye, complains of itchiness, sticky material in eye and discharge from eye), please keep him home and call your physician.

## Prescription Medication Policy

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The policy of Inspiration Academy as outlined by the Florida School Health Administrative Guideline Chapter 4-1 Section III is that NO PRESCRIPTION MEDICATION can be dispensed in school without written parent/guardian consent. This includes ALL prescription medications.

All prescription medications must be in the original container, properly labeled and delivered to the Administration by a responsible adult (parent/guardian or designee). Not more than a thirty-day supply will be accepted at one time.

All prescription medications will be stored in a locked cabinet or when required, in a locked box in the administrative office or a designated secure area. All medications shall be dispensed by a R.N. except for medications that may be administered pursuant to. 1006, F>S. Chapter 4-2 Section 3.

Non-prescription medication such as Tylenol and Advil will be administered only with parental approval. Parents that send non-prescription medications to school should include the original container with dosing instructions. These medications will be managed similar to prescription medications except for administering only as needed.

## Head Lice Protocol

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The goal of Inspiration Academy's Health Services is to keep students in the classroom if medically safe. As head lice are not a risk for carrying communicable disease; are primarily spread through direct head to head contact, and only live 18-24 hours off a host, the subsequent steps will be followed:

- Students suspicious of having head lice will be sent to the front office for evaluation by the nurse or designee.
- A thorough inspection for live lice and nits will be completed.

- If live (crawling) lice are noted, the school nurse or designee may use manual methods of lice removal at his/her discretion. The parent/guardian will be notified at the end of the day by sending home the lice letter with the student.
- The parent/guardian will be instructed to continue daily combing until no live lice are discovered (approximately 1 ½ weeks). FOCUS IS ON THE REMOVAL OF LIVE LICE.
- The parent/guardian will be instructed to change/laundry pillow cases, pajamas and towels.
- The student will periodically be re-inspected for live lice by the school nurse or designee.

# Spiritual life

## Chapel

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Chapel is a special event for all students where they meet weekly as a school family to worship and to learn more about God. Our founder, Eddie Speir, and other men and women who have a passion for their faith are invited to share and challenge students in the faith. Worship in song and other expressions of love for Jesus are a part of the chapel program. We offer a student worship team for both middle school and high school students where they are encouraged to share their gifts.

Students are invited to participate in worship and sharing their testimony. Chapel is also a time to share school-wide news, upcoming events and other announcements. Students are encouraged to be reflective about what is shared and to have open hearts to God's work in their lives.

## Mentorship

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Mentorship is an extension of our chapel service. Students are assigned a mentor at the beginning of the school year. Mentors are encouraged to facilitate discussions which transform students from being simply "hearers of the Word" to becoming "doers of the Word." Our strategy is to allow God to pour into the mentors first so the mentors are prepared to pour into students' lives. We can't give away what we don't have, and so mentors are required to be a part of an adult weekly Bible study group at school and have accountability to the facilitator. The spiritual aspect of mentorship is our top priority. Mentorship takes many forms, such as study skills, life skills, healthy relationships and guidance in future endeavors.

Friday mentorship is a part of the scheduled school day and therefore, attendance is required. Periodically throughout the year mentors take their groups off campus for activities, events, or community service.

## Senior Awards

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**Fire Award:** The *Fire Award* is given to the student who demonstrates a passion to fervently follow Jesus. It is evident that this student is on *fire* for God and seeking after Him by not only reading The Word but boldly sharing it with others. This student is sensitive to the leading of the Holy Spirit and willingly walks in His steps. Their desire and passion is contagious, bold and inspiring to both the staff and students of the school. They have a love for Jesus and a heart for praise.

**Inspiration Award:** The *Inspiration Award* is given to the student whose life yields the fruit of the Holy Spirit. Most notably this student reflects God's love, joy and peace. This student has also demonstrated longsuffering either in their own trials or with patience for others and inspired their peers to walk in faith. Kindness, goodness, faithfulness and gentleness are not lacking in their life and easily seen as well as self-control.

**Christian Character Award:** The *Christian Character Award* is given to the student who displays the attributes of Jesus with humility. This student minimizes arrogance and removes pride. Through love for others and considering others more important than themselves, this student encourages others to grow in Christ. This student is honest, truthful, and dependable and shows contentment and gratitude for God's blessings.

**Lion Award:** The *Lion Award* is given to the student who embodies our motto: Inspire, Innovate, Mentor. This student inspires people to pursue their calling and encourages them in their walk. They have a heart to help mentor and serve others and find innovative ways to impact the community. They are willing to share both their strengths and weaknesses and have character, behavior and a heart of servitude that has brought strength and unity to our school. They are an inspiration to both the staff and students of our school.

## **8<sup>th</sup> Grade Commission Ceremony**

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Each year we have a ceremony for our 8<sup>th</sup> grade students matriculating to High School. The 8<sup>th</sup> grade students are awarded academic awards by the Head of School as well as fruit of the spirit awards by their mentor. Parents are invited to this special Chapel service for the end of year celebration.

## **Annual Fall Retreat**

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Our overnight All School Retreat is an annual highlight for students and faculty alike. Teaching, worship, community building, and welcoming new students combined with hours of recreation and games create a memorable start to the academic year. This is a mandatory event for all students.

### **THE GOALS OF THE RETREAT ARE:**

- To set the tone and goals for the school year
- To build the I.A. community, allowing students to get to know each other and their teachers better
- To provide team building exercises
- To provide spiritual encouragement

### **RETREAT HIGHLIGHTS INCLUDE:**

- A retreat speaker will encourage and challenge the students spiritually
- Small groups for students to discuss important issues about life and faith
- Teams compete for the recognition of Retreat Champions for the school year

# ATHLETICS

Athletics should be an educational experience, aimed at providing a healthy, enjoyable atmosphere conducive to the growth and development of every participant. Participation in athletics is a privilege, and each participant is expected to meet the requirements of the school and the team.

## Sportsmanship, integrity in Extracurricular Activities

Inspiration Academy recognizes the importance of extracurricular activities in the educational process as well as the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

We also view such participation as a privilege that entails certain responsibilities on the part of the students who are involved; their parents; the administration, coaches and moderators; all fans; and the Inspiration Academy community as a whole.

In general, we expect all participants and responsible adults involved in extracurricular activities to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. We further encourage the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process.

- **In particular, we expect all those involved in extracurricular activities to:**
  - Treat officials, opponents, and the opponents' fans with the respect and courtesy that is due them as guests and fellow human beings;
  - Adhere to all school policies regarding behavior at practices and contests including rules governing positive cheering, use of signs, appropriate language and the like;
  - Display good sportsmanship in both victory and defeat; and
  - Accept their role and responsibility as representatives of Inspiration Academy.

## Attendance

A student must be in school for a minimum of a half day to participate in a sport or extracurricular on that day. Any exceptions must be approved by the coach or the Head of School. This rule applies to Friday to practice or play on Saturday, and applies to the day before a break in order to practice or play the next scheduled time. It is the responsibility of the student athlete to be aware of the daily schedule.

## IA Athletic Eligibility

Inspiration Academy follows the NCAA guidelines for minimum GPA for sports participation. The policy is "2.3 or take a knee".

- **Minimum Grade Point Policy**

Athletes must maintain a minimum GPA of 2.3 to participate in sports.

- **Denial of Participation**

Students athletes may be denied participation in athletics under the following circumstances:

- Any violation of the Code of Behavior.
- The violation of written disciplinary standards, announcements made in advance, and/or promulgated by the coach.
- Any act of delinquency including any non-traffic criminal offense under city ordinance or state law, either in or out of school, for which juvenile or criminal charges have been filed but were not because the offender has been referred to a juvenile diversion program. This does not include minor misdemeanor offenses.

The period of denial for violations of this policy will be determined by the Head of School and coach.

# INTERNET USE POLICY AND AGREEMENT

The following policy shall apply to all students, faculty, and staff of Inspiration Academy unless otherwise specified.

The computer and network facilities at Inspiration Academy are a vital component of the academic environment. Each person using the network must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users. The computer and network system of Inspiration Academy, which from this point on will be known as IANet, is a local area network connecting all campus buildings through a network of ethernet and wireless.

The use of IANet is solely for the purpose of facilitating the exchange of information to further communication, education, and research consistent with classroom instruction and the school's curriculum in accordance with the policies of Inspiration Academy as are in effect from time to time. IANet is not for private, commercial business, political or religious use. The data transmitted, and files on IANet are the property of Inspiration Academy.

Inspiration Academy hereby exercises and reserves the right to monitor, supervise and limit the use of computers and the network. The administration shall ensure that each student in the school receives the policy and procedures regulating the use of computers and network, and completes and signs the Access Agreement before a student is issued a network account and allowed to use the network and computers attached to it.

The administration shall be responsible for maintaining and updating administrative regulations, procedures and policies pertaining to the use of computers and the network of Inspiration.

## ACCEPTABLE USE POLICY

### Overview

IANet intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Inspiration Academy's established culture of openness, trust and integrity. IANet is committed to protecting Inspiration Academy's students, employees, partners and the school from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to networking equipment, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, and WWW browsing, are the property of Inspiration Academy. These systems are to be used for educational purposes serving the interests of the school, and of our faculty and students in the course of teaching and learning in accordance with policies of Inspiration Academy as are in effect from time to time.

Effective security is a team effort involving the participation and support of every Inspiration Academy affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and policies, and to conduct their activities accordingly.

### Purpose

The purpose of this policy is to outline the acceptable use IANet. These rules are in place to protect the IA community and Inspiration Academy. Inappropriate use exposes Inspiration Academy to risks including virus attacks, compromise of network systems and services, and legal issues.

## Scope

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This policy applies to students, employees, contractors, consultants, temporaries, and other workers at Inspiration Academy, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Inspiration Academy, the school's network as well as any student computer attached to IANet.

## Policy

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### General Use and Ownership

- While Inspiration Academy's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the school system remains the property of Inspiration Academy. Because of the need to protect Inspiration Academy's network, management cannot guarantee the confidentiality of information stored on any network device belonging to Inspiration Academy so that the user should have no expectation of personal privacy.
- Students and employees are responsible for exercising good judgment regarding the reasonableness of personal use. Users must not engage in activities that will interfere with services provided to all IANet users. This includes but is not limited to "resource Hogging", misuse of email, propagating virus hoaxes, "spamming", "chain letters", or "email bombing" (flooding an individual or group email account with numerous or large email messages).
- For security and network maintenance purposes, authorized individuals within Inspiration Academy may monitor equipment, systems and network traffic at any time.
- Inspiration Academy reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy
- As Part of Inspiration Academy's comprehensive effort to maintain a safe and secure network/internet connection, student will only connect to the Student wireless network at school. This includes but is not limited to any type of cellular or satellite internet connection (Wi-Fi, Hotspot, 3G or 4G, etc.). Students will not share wireless access through any means with other students.

### Security and Proprietary Information

- Users should take all necessary steps to prevent unauthorized access to information stored on the Inspiration Academy network.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- All student-owned laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less, or by logging-off when the computer will be unattended. A power on password will further protect your computer in the event it is compromised.
- All computers used by the student/employee that are connected to IANET, whether owned by the student/employee or Inspiration Academy shall be continually executing approved virus-scanning software with a current virus database. Students and employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

### Unacceptable Use

- The following activities are, in general, prohibited. Users may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g. systems administration staff may have a need to disable the network access of a host if that host is disrupting production services). Under no

circumstances is a student or employee of Inspiration Academy authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Inspiration Academy owned resources.

- The lists in the two sections below are by no means exhaustive, but attempt to provide a framework for activities, which fall into the category of unacceptable use.

### System and Network Activities

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property laws or regulations, or similar laws or regulations regarding intellectual property rights, including, but not limited to the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by Inspiration Academy.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, unauthorized downloading or use of copyrighted music, and the installation of any copyrighted software for which Inspiration Academy or the end user does not have an active license is strictly prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g. viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. Using other students account information and passwords is prohibited. This includes family and other household members when work is being done at home.
- Using an Inspiration Academy computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user’s local jurisdiction.
- Making fraudulent offers of products, items, or services originating from any Inspiration Academy account.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student or employee is not an intended recipient or logging into a server or account that the student or employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, “disruption” includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- Use of a virtual private network (VPN) to hide one’s identity and traffic, effectively bypassing IANet security and filtering.
- Utilizing hotspots, MIFI or other 3<sup>rd</sup> party services to connect to the internet while at Inspiration Academy.
- Port scanning or security scanning is expressly prohibited unless prior notification to IANet is made and permission is received from IANet.
- Executing any form of network monitoring which will intercept data not intended for the users’ computer, unless this activity is a part of the user’s normal job/duty.
- Circumventing user authentication or security of any computer, network or account.
- Interfering with or denying service to any user other than the student or employee’s computer (for example, denial of service attack).
- Providing information about, or lists of, Inspiration Academy employees or students to parties outside Inspiration Academy.
- Attaching any type of file server to IANet is strictly prohibited. This includes but is not limited to FTP, IRC, ANPSTER, WWW, NOVELL, WINDOWS, OR any other type of Gaming Server. Any device found on IANet not approved by IANet will be promptly disconnected and confiscated.

### Social Networking

Students may not use their “inspirationacademy.com” email address to gain access to any and all social networking sites. Sites that require the use of your school email address are strictly prohibited for students. The posting of inappropriate information (personal contact information, or school name or address); derogatory comments about other people or about the school, or inappropriate artwork or photographs to the web or through email is not allowed.

### Email and Communication Activities

- Sending unsolicited email messages, including the sending of “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email. Telephone or paging, whether through language, frequency, or size of messages.
- Unauthorized use, or forging, of email header information.
- Creating or forwarding “chain letters”, “Ponzi” or other “pyramid” schemes of any type.
- Use of unsolicited email originating from within Inspiration Academy networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Inspiration Academy connected via Inspiration Academy network.
- Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

### Property Rights

Inspiration Academy has and hereby reserves the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by Inspiration Academy belongs to Inspiration Academy and neither students nor employees at Inspiration Academy have ownership rights to any equipment issued or loaned to them by Inspiration Academy. Inspiration Academy reserves the right to move or reassign equipment as needed. The use of Inspiration Academy equipment and software for private or personal business is strictly prohibited.

### Enforcement

Any user found to have violated this policy, applicable state or federal laws and regulations, or posted classroom or system rules is subject to loss of computer and network privileges and other disciplinary action including disciplinary committee (Students), Termination (employee), and criminal prosecution.

### Term Definitions

- **IS:** Information Services
- **Spam:** Unauthorized and/or unsolicited electronic mass mailing.
- **Social Networking:** The social network is a map of the relationships between individuals, indicating the ways in which they are connected through various social familiarities ranging from casual acquaintance to close familial bonds, this includes but is not limited to online apps and websites.

### Revision History

Inspiration Academy makes no guarantee that the functions or the services provided by or through IANet will be error free or without defect. Inspiration Academy will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruptions of service. Inspiration Academy is not responsible for the accuracy or quality of the information obtained through or stored on IANet.

Inspiration Academy will not be responsible for financial obligations arising from unauthorized use of IANet.

Users understand and acknowledge that their use of computers and network resources of the IANet system are being visually and electronically monitored and/or logged at all times. Such evidence could be used to detect violations of the Acceptable Use Policy.