



Forest Lake Education Center Middle School Handbook Supplement



Welcome

Welcome to Middle School! We are excited that you have chosen to be a part of our sixth, seventh and eighth grade family. This policy book is intended to guide students through middle school. Please feel free to ask questions of administration and teachers. We are here to promote success!

The program of Forest Lake Education Center is designed to prepare students for success in high school and beyond. Our students are challenged to be responsible in their approach to school. Christian values are emphasized throughout our total program.

These guidelines are to enrich the middle school experience and to supplement the FLEC School Handbook. Policies within may be changed when deemed appropriate by administration or staff.

Program Overview

Forest Lake Education Center has developed a middle school program for grades six to eight.

Sixth Grade

Sixth grade is the bridge from the elementary program to the junior high level. There are three teachers who specialize in specific subjects: Reading/Writing, Bible/Social Studies, Math/Science. The students will also participate in Science Lab one day a week. Students have one day of computer, three days of physical education and are required to take a fine arts class during the first period of the day.

Seventh and Eighth Grade

Seventh and Eighth grade have six subject specialists: Bible, Writing, Literature, Social Studies/History, Math and Science. The students will also participate in Science Lab one day a week. Students are assigned a homeroom and will receive an individual schedule. Each student will rotate to his/her classes throughout the day based on this schedule. Four minutes are provided for the students to make the transition from class to class. For advanced math students Pre-Algebra is taught in 7th grade and Algebra I in 8th grade. Each student will have a computer class two days a week and a Physical Education class two days. All students are required to take a fine arts class during the first period of the day.

General Policies

Communication

Students and parents will be receiving communications through various means: e-mail, Renweb, paper notifications, news notes, phone, etc.

E-Mail

It is important that parents provide current e-mail addresses to Mr. Chris Carey in the IT Department (extension 243 or e-mail, chris.carey@myflec.com) in order to receive news, notes and important information through Renweb. This should be done with your registration forms. This is also a great way to communicate with teachers and staff when you have questions or wish to pass on information to them.

Telephone

Each classroom has an extension and messages are checked daily. The classroom phone will be set to “Do Not Disturb” during the school day. If you need to speak with your student please contact the school office and they will be able to assist you in contacting your child.

Renweb

Grades are available to parents and students at all times through this on-line program. Teachers make a concerted effort to maintain current, up-to-date information regarding student progress. Parents are required to create a Renweb account with Mrs. Gaby Lopez and familiarize themselves with the system and report styles. You will receive e-mails, news notes, Progress Reports and important information through Renweb. Please check and read these at least weekly.

Progress Reports

At the midpoint of each quarter, Written Reminders are sent home through Renweb. These reports offer a view of the student’s current academic standing and are not final grades or guarantee a passing grade at the end of the quarter.

Academic

The school year is divided into four quarters. Grades are issued every nine weeks. At the end of the year, all quarter grades are averaged and a cumulative grade, per subject, is provided for the final transcript.

Assignment Planner

It is important that each student has a planner for writing assignments and keeping track of tests, projects and important events. 6th – 8th grade use Renweb, Schoology and urge students to use Google Calendar to manage school work, projects and tests dates.

School Work Review

Homework is an extension of the classroom learning process. The goal of homework is to assist students in :

- Developing good study habits
- Mastering concepts taught in the class
- Increasing responsible behavior

Students will have some form of School Work Review each evening. Homework Reviews will have direct application to what is being studied in the classroom or finishing work that was not completed in class. Assisting your student is acceptable. Some work needing to be completed at home are given as long term assignments and will require more time to complete.

All work are due at the beginning of the next day’s class period unless otherwise stated by the teacher. No late work will be accepted for full credit unless it is due to an excused absence. Long-term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date.

Arrangements may be made with the teacher to receive up to a maximum grade of 70% for completed late work. Work may be accepted until the completion of the current unit of study or as announced by the teacher.

Grading Scale

100	A+
94-99	A
90-93	A-

87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-69	D+
64-66	D
60-63	D-
0-59	F

Report Cards

1 st Quarter:	Grades held for Parent/Teacher Conferences
2 nd Quarter:	Grades sent home with student
3 rd Quarter:	Grades sent home with student/PT Conference
4 th Quarter:	Grades mailed home when notification of financial clearance is received from the Business Office

Honors Recognition

Grades Sixth through Eighth have an honors recognition program that follows the following criteria. The averages are calculated from the six core classes.

High Honors	94.5% - 100%
Honors	89.5% - 94.4%
Honorable Mention	86.5% - 89.4%

Honors Recognitions

Students in grades Seven and Eight are eligible for Honors Recognition activities if they meet the following criteria: Have a 94.5% or higher average for each Quarter's Report Card. This is done for Quarters I – III. The activity will be planned and hosted by the NJHS for each quarter. Each quarter the activity will be either on-campus or at a local venue. Students who achieve a cumulative High Honors for Quarter I through Quarter III and have demonstrated to not be a discipline concern, will be eligible to receive an invitation to the end of year trip. The High Honors Trip varies each year in events and number of days involved.

National Junior Honor Society

The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, to stimulate desire to render service, to promote leadership, to develop character, and to encourage citizenship in the students of FLEC.

Students are eligible for membership through invitation. The invitations are based on the candidates having a 92% average for the previous year and a 94.5% for the current school year. The candidates will also have their discipline record reviewed for eligibility. The Selection Committee will make the final selections based on the Application Packet that the candidate completes with reference to outstanding scholarship, character, leadership, service and citizenship. Candidates will then maintain at least a 92.5% average and membership requirements to maintain their participation in the NJHS.

For further information please refer to the By Laws of the Forest Lake Education Center Chapter of the National Junior Honor Society at Forest Lake Education Center.

Eighth Grade Graduation Requirements

A diploma is granted to a student who has successfully passed each required core class with an average of 60% and has completed the fine arts requirement. A Certificate of Attendance will be

given to those students who have not met the diploma requirements. Students may be denied the privilege of participating in graduation based on behavioral and academic issues.

Academic Response to Intervention

A student not meeting a minimum level of performance during the school year will be required to do remedial summer work. If a student has failed one core subject they will take that class through Florida Virtual during the summer. If the student has failed two core courses they will take those courses through Florida Virtual during the summer. At the end of July the student will provide proof of completing at least 95% of the course(s) to the school to be accepted into the next grade. If a student has failed more than two core subjects he/she will take two courses through Florida Virtual, usually English and Math, and submit proof of completing at least 95% of the courses to the school to be placed into the next grade. Students who do not satisfactorily complete the Florida Virtual courses will not be accepted back to FLEC or will be retained in the previous grade.

When a student finishes the 8th grade year and have failed one or more courses they will need to work with the next school they are attending. This is the same for a student who is asked not to return to FLEC for any reason. FLEC will not coordinate the remedial coursework.

Students who do not maintain at least a 60% and has incomplete or missing work will be requested to attend AfterSchool Study Hall on the day determined by the school Guidance Counselor and Vice Principal from 3:20-5:00 pm.

SPORTS PARTICIPATION

JUNIOR VARSITY/VARSITY ATHLETICS: BASKETBALL, VOLLEYBALL, SOCCER

FLEC offers a boys and girls junior varsity program for students in grades 5 through 6 and a varsity program for students in grades 7 through 8. There is a varsity fee (see financial information sheet). A schedule of our Florida Adventist Sports League (FASL) games are available upon request and is posted in the gym, Administration building and on our school website. Our teams play other Adventist and non-Adventist schools in our area. Junior Varsity, Varsity students must meet the following criteria:

- Must have a C average with no F's.
- Participate in the tryouts in order to be eligible to make the team.
- Pay the fees for Junior Varsity, Varsity or World Cup membership.
- Be supervised at all times by a parent or adult sponsor.

To be eligible to participate in FLEC's varsity or junior varsity programs, students must have a C average with no F's in the core classes. If a student does not maintain passing grades at the midterm progress report or the quarter report card, they will be removed from participation until the next progress report or report card. Discipline, citizenship, and attendance may affect participation as well.

There are no eligibility requirements for FLEC Intramurals or Soccer League unless the student is on Discipline or Academic Probation. Then the requirements decided for those are enforced.

Attendance

Consistent attendance, whether at school or at work, is an important part of our society. Many employers and colleges view a student's grades and attendance as being equally important. As such, Forest Lake Education Center is invested in mentoring students for the future and seeks to have an Attendance Policy that promotes responsibility, accountability and academic success.

Attendance will be taken at the beginning of the homeroom period. Middle School students will have additional attendance taken at the beginning of each period.

Students are expected to be in their seats at the beginning of each period. If a student is tardy 4 times to classes during periods 2 through 10 during a one week period, that student will serve a Lunch Detention. This policy applies for all classes. A student who is more than five minutes late to a class without a teacher note will receive a detention.

- When a student returns to school, an excuse note will be turned in to the Registrar. These notes will be excused based on the State of Florida Education Code.
- Students will be given full credit for excused absences. Please remember to send a signed note regarding your child's absence.
- Each student is responsible for obtaining make-up work from teachers and completing it within three days after returning to school.
- After more than a three-day absence, additional time may be allotted by the teachers.
- Long-term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date unless prior arrangements have been made with the teacher.
- For planned absences please see the Registrar for the PreArranged Absence Form. This must be completed and signed by the Homeroom Teacher and Administrator at least two days prior to the scheduled absence.

Lockers

Lockers are provided for Forest Lake Education Center 6th-8th grade students and are the property of Forest Lake Education Center. Students are assigned a locker for their books and materials. The locker is fitted with a combination lock. Students are strongly urged to keep their combinations private and their lockers locked at all times. Students may not place additional locks on school lockers. They will be cut off.

When students are issued a locker, they may not switch with others. Any student found not adhering to this guideline may lose their locker privileges for the duration of the school year.

Proper care and usage of school lockers is the responsibility of the student. Adhere to the following locker guidelines:

- No sharing lockers with fellow students or family members
- Avoid bringing items of great value to school and storing them in the locker
- Keep your locker clean and free of trash and open food
- No hanging pictures, drawing on or scratching the locker
- Lockers are for students to store items necessary for school activities
- Keep locked at all times!

Students who cause damage to their locker or other student's lockers will be assessed a \$25 or more fine for the damage. Periodic locker checks will take place to insure the proper care of the locker assigned to the student

As school property, Forest Lake Education Center reserves the right to inspect lockers at any time.

Forest Lake Education Center assumes no responsibility for damage to or loss of personal property left on the school grounds, including lockers or cubbies.

Behavior

By registering at Forest Lake Education Center, the student and the parents/guardians agree to comply with the rules and regulations as published by the school. All regulations, whether published in the handbook, adopted by the faculty or announced to the student body have the same weight of enforcement. These regulations will remain in force throughout the school year, both on campus and during off-campus events.

Personal Calls

If a phone call becomes necessary, a student must acquire a phone pass from their teacher. If an emergency occurs that requires immediate contact by the student, the student will be given permission to use their cell phone/Smart watches. Parents should not contact students by cell phone/Smart watches. If a parent must get in contact with their student, please contact the front office and the student will be given the message.

Cell phone/Smart Watches

FLEC is not responsible for loss, theft or damage to cell phone/Smart Watches or electronics. FLEC **does not** require that a student has a cell phone/Smart Watches.

Students in grades 6 – 8 may also bring their cell phone/Smart Watches to school providing they adhere to the following requirements:

- Students may use a cell phone/Smart Watches under the direction of your teacher.
- All cell phone/Smart Watches must be placed in a locked locker during school hours.
- Students may use a cell phone/Smart watches, with a teacher's permission, for personal reasons (text, call) during lunch and after school only.
- All phone calls and texts must be in accordance to school rules.
- Students must not use a cell phone/Smart Watches to contact parents to pick them up without permission.
- Students must not use a cell phone/Smart Watches to alert parents that they are in trouble or in the office. All alerts must come from school personnel.

If the rules are broken:

- The first time, the student will be given a verbal warning by the teacher/staff member and asked to return the phone to student's locker.
- The second time, the student will pay a fine of \$25.00 and the phone will be given to the office to be picked up after school by the student.
- The third time, the student will pay a fine of \$25.00 and the student's parents will be required to pick up the phone from the office.
- Any further violations will result in a fine, parent meeting, and one day of ISS.
- Taking another student's phone without permission will be treated as stealing that phone.

Academic Cheating

Academic cheating is defined as representing someone else's work as your own. It may take many forms. Students who participate in Academic Cheating are subject to a failing grade for that assignment and further disciplinary action as appropriate for the incident.

Digital Devices

The use of IPODs, MP3 players, cameras, etc. is not allowed at Forest Lake Education Center unless permission is given by the teacher. No digital device is allowed from the student's arrival to school through the individual student's dismissal.

Display of Physical Contact

Forest Lake Education Center maintains a policy that displays of physical contact are inappropriate. This includes, but is not limited to: hugging, kissing, or touching. Inappropriate physical contact is not permitted.

Fighting

Fighting, physical aggression, rough-housing and confrontation are not acceptable behaviors. Students will be immediately sent to the administration.

Gum

Gum is not allowed. A lunch detention will be assessed. The Discipline Policy will be applied.

Guns/Weapons

Any weapon or device that may cause harm or injury to property or another person will not be permitted on campus. Students who bring these items, such as knives, firecrackers, lighters, matches, firearms or any other weapons, will be dealt with immediately by the administration.

Inappropriate Communication

The use of profane, obscene, abusive, disrespectful or suggestive language, whether spoken, written, pictured, or gestured is unacceptable. The possession of materials containing such communication is unacceptable.

Physical/Verbal/Racial/Sexual Harassment and Bullying

Forest Lake Education Center is committed to providing a school environment free from harassment for all students. Incidents of harassment are taken seriously and should be reported to the teacher, vice-principal, or principal. Appropriate action will be taken.

Sexual Harassment Defined : Sexual harassment is any unwelcome sexual advance, or request or other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical. It includes offensive pictures, graffiti and jokes. The target of the harassment and the perpetrator do not have to agree about what is happening; sexual harassment is subjective. Harassment can be a one-time event or multiple occurrences.

Examples include: Touching or manipulating body parts; being forced to kiss someone or coerced to do something sexual; making suggestive or sexual gestures, looks, comments, “howling”, “barking”, or other noises; spreading of sexual rumors or making sexual propositions; drawing pictures; or writing notes about someone in a sexual context; etc.

Students are held responsible for behaviors outside of school if such behaviors infringe on another student’s rights, freedom, and well-being at school. The use of cell phone/Smart Watches or social media such as Facebook, to humiliate or threaten another student will not be accepted. If it is found that a student uses such practice to bully another student, this will constitute a violation of school policy and the student will be subject to the same policy just as if the incident happened at school.

Technology

The use of school technology is a privilege. Students are expected to treat school equipment appropriately and with care. Students are strongly encouraged not to share their school password with any other student. (See Technology policy for further details.)

Vandalism

Any misuse of school property may result in property replacement fee and any discipline teachers and/or administration find appropriate. This includes but not limited to writing on desks, lockers, walls and other people's property.

Students are expected to respect others and their property at all times. Students may be responsible to replace or repair the property of others for the damaged items.

Discipline Policy

Forest Lake Education Center supports a discipline policy that reflects Biblical principles. Emphasis is placed upon training students to make wise choices and be responsible for the consequences of their actions. We are preparing our young people to face spiritual, social and academic situations in the future while using Christian dignity and integrity. In this endeavor, the school can succeed only with the help and support of parents and a nurturing, caring community.

General Guidelines

- Respect God
- Respect People
- Respect Property

The teachers, staff and administration work with each student to meet these guidelines. However, a student who does not respond to the redirection given and chooses to make other choices will receive the following consequences for their actions.

Consequences of Actions

Accumulation of 1 – 2 Demerit Points

- 1 lunch detention.
- RenWeb report sent home.
- Conference with student and warning.

Accumulation of 3 Demerit Points

- 1 lunch detention and/or after school detention and/or ISS
- RenWeb report sent home.
- Conference with student and parent.

Accumulation of 4 Demerit Points

- Possible ISS or after school detention
- RenWeb report sent home.
- Conference with student and parent.

Accumulation of 5 Demerit Points

- In-school suspension (ISS), number of days to be determined by Administration.
- RenWeb report sent home.
- Conference with student and parents.

Accumulation of 6 Demerit Points

- In-school suspension (ISS), number of days to be determined by Administration.
- RenWeb report sent home.
- Conference with student and parents.
- Possible loss of field trips, overnight class trip, Outdoor Education (Grade 6) or Banquet (Grade 8) at the discretion of Administration.

Accumulation of 7 Demerit Points

Out of school suspension (OSS), number of days to be determined by Administration.
RenWeb report sent home.
Conference with student and parents
Possible loss of school club membership, school sports team, and/or school traveling group

Accumulation of 8 Demerit Points

Out of school suspension (OSS), number of days to be determined by Administration.
RenWeb report sent home.
Conference with student and parents.
Additional loss of field trips, overnight class trip, Outdoor Education (Grade 6) or Banquet (Grade 8) at the discretion of Administration.
Review for possible denial of acceptance for the next school year.

Accumulation of 9 – 12 Demerit Points of More

Out of school suspension (OSS), number of days to be determined by Administration.
Conference required with student and parents to determine status at FLEC, including but not limited to:

- 10 Demerit Points: Loss of the privilege to participate in Graduation services.
- 10 Demerit Points: Review for possible denial of acceptance for the next school year.
- 12 Demerit Points: Review for possible immediate withdrawal from FLEC or expulsion.

Please note: FLEC Administration holds the right to give an immediate ISS or OSS to a student when it is deemed necessary. The student does not have to accumulate all the demerits necessary for a one time aggrieved event. Students may lose school club membership, sports team participation, and/or traveling school group participation over one aggrieved event. Students suspended for any disciplinary action will be required to complete all class assignments as arranged with the teachers.

Lunch Detentions

Lunch Detention is a disciplinary action instituted to remind students of their responsibilities as developing citizens and to prompt them to remember the importance of proper behavior and decorum. These are quiet times for reflection, no talking or school work is permitted. Each student will complete a Reflection Sheet and turn it in at the end of the Lunch Detention. The student is to report immediately to the designated room for this appointment and their lunch will be delivered to them if it has been ordered or brought with them if it is a “sack” lunch.

Lunch Detention is assigned to students who have not responded to a teacher’s redirection or for the breaking of classroom rules. It is also assigned for gum chewing, dress code violations and public displays of affection. When a student is assigned a Lunch Detention, a Disciplinary Referral will be sent home and the student will be informed

When a student has received three (3) Lunch Detentions, the student will be assigned a demerit and have a conference with Administration.

If students are tardy or absent from this appointment, they will receive an automatic demerit and must serve the Lunch Detention on the following day. If students have an appointment that takes them away from the assigned Lunch Detention, then they must make prior arrangements either through a parent/teacher note or in person.

After School Detention (ASD)

Detention is a disciplinary action instituted to remind students of their responsibilities as developing citizens and to prompt them to remember the importance of proper behavior and decorum.

Detention is held typically on Monday after school from 3:20 to 4:30 pm. The student will be given a time to write a reflection. After this the student will be allowed to work on school work that does not involve a computer or any interaction with other students. Detentions are silent/quiet time with no access to computers.

Students are expected to serve detentions on the assigned day. If a student has an appointment that they must attend, a letter must be provided to the school office from a parent or teacher. The student will be expected to serve that detention on the next held detention. Should a student continually miss detentions additional points will be added and more severe actions will be necessary. Parents are not to pick up their student early.

In-School Suspension (ISS)

ISS is assigned to students who have not changed behaviors that have resulted in their serving Lunch Detentions or have received a Behavioral Referral for more significant behaviors. Parents or Guardians will be informed by a Behavioral Referral and by phone requesting a meeting with administration. The number of days in ISS will be determined by administration. Students will complete a Reflection Sheet and turn it in at the end of the ISS

Students will be placed in a lower grade classroom and follow the classrooms schedule for lunch, breaks and PE/Music. School work will be provided for the student to complete during the ISS time. If the school work is not completed, the student is to complete the work as additional homework. The student is to check out with Administration, demonstrating completion of the work provided and the Reflection Sheet. If all work and the Reflection Sheet has been completed, then the school administrator will sign off that the student may return to class. The student is to give all work to their homeroom teacher. If they have not completed the work the student will report directly to the school office the following day to either show the completed work or to finish it. When the school administrator has signed off that they are ready to return to class, students will provide all work to their homeroom teacher.

Out-of-School Suspension (OSS)

OSS is assigned to students who have not responded to previous disciplines therefore accumulating enough demerits to warrant this level or for students who have received a Behavioral Referral for significant inappropriate behaviors such as repeated bullying or stealing. Parents or Guardians will be informed by Behavioral Referral and by phone requesting a meeting with administration. The number of days in OSS will be determined by administration.

The student will be able to obtain assignments either at the front desk or through Renweb. All work will be due upon return to school. When the student returns to school they will meet with their teachers to discuss past behaviors and the expectations for the remainder of the year. This meeting will take place during the elective period after homeroom.

Behavioral Referrals and Demerit Points

Students will receive Behavioral Referrals for the following inappropriate actions. A student's behavior on and off school grounds may result in Behavioral Referrals.

Behavioral referrals are intended to document and to correct inappropriate behaviors that affect the school community. Demerit points are often assigned to the behaviors. The number and level of demerit points are assigned by the FLEC administration and/or the teachers in consultation with the administration. The Demerit Points range is listed below. Multiple factors are used in deciding the number of points that are assigned for each behavior.

Possession of or involvement with weapons

Asked to withdraw or expulsion.

Possession of or involvement with drugs/alcohol/tobacco or related paraphernalia

Asked to withdraw, Drug Intervention program or expulsion.

Bullying—on going aggressive verbal or physical behavior with malicious intent

4-9 points/Asked to withdraw or expulsion.

Sexual Harassment/Obscene Behavior

3-9 points/Asked to withdraw or expulsion.

Stealing or receiving stolen property

3– 9 points.

Instigating or participating in physical altercations

2-9 points.

Defacing or destroying school/private property

2– 9 points, may require restitution.

Truancy/Off school property

2 – 9 points.

Disrespectful and/or Defiant to adults

2-4 points.

Unsafe/Disruptive classroom or campus behavior

1-4 points.

Vulgar Language/Profanity

2-4 points.

Cheating/Plagiarism

1-3 points, loss of credit for assignment/test.

Public display of affection (PDA)

1-2 points, lunch detention

Other inappropriate school behavior

Lunch detention-6 points

Possession of banned electronics

Lunch detention.

School uniform dress code violation

Lunch detention.

Violating in-class rules

Lunch detention.

Chewing gum

Lunch detention.

Grievance Policy

Please refer to page 38 of the Forest Lake Education Center Student Handbook.

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