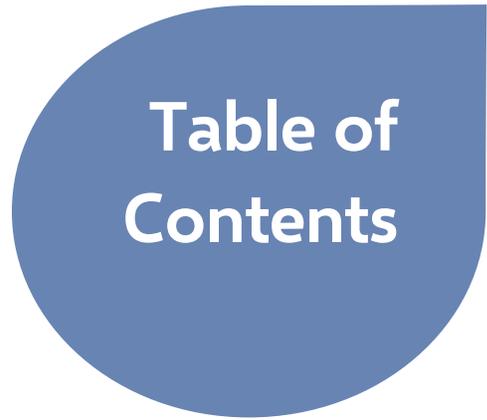


Employee Manual

Locally Funded:
2020-21

Forest Lake Education Center



COVID-19: Important School Items

- FLEC Reopening Plan
- Face Covering Policy
- In-person Education Guide
- Virtual Education Guide
- Abuse Reporting Info Sheet
- Employee COVID-19 Exposure & Symptom Procedures
- COVID-19 Re-opening & Emergency Paid Sick Leave Temporary Policy
- Temporary Return to Work COVID-19 Policy

Important School Items

- Start of School Highlights
- FLEC Standards of Ethical Conduct
- Confidentiality of Information Form (to Admin Asst)
- Staff Medical Information (to Admin Asst)
- Staff Shirt Ordering (Lands' End)

Calendar

- Calendar
- Calendar Highlights

Schedules

- School Meetings
- Playground Schedule
- Florida Conference 2020 Payroll Calendar

Handbook

- Facilities Map
- Telephone Extensions
- Phone System Use
- Emergency Plan
- Faculty/Staff List
- Administrative Organizational Chart
- Arrival – Temp Check Map
- Lunch Ordering
- Dismissal Map
- Faculty Leadership Team
- Professional Development
- Employee Procedures
- Staff Meetings
- Substitutes
- Discipline
- K-5 Behavioral Level Interventions
- Supervision
- Fire Drill
- School Closing
- Finances
- Professional Appearance
- Programs
 - Music
 - PE
 - Art/Spanish
 - AfterCare Program
- Student Services
- Technology
- Spiritual Emphasis
- Lunch Program
- Student Handbook Policies

Student Dismissal and Rainy-Day Dismissal
Student Dress Code

Forms

School Website: Staff Corner

- Off-Campus Event/Field Trip Request (also in Staff Corner on website & in binder)
- Field Trip Permission Slip Template (also in Staff Corner on website & in binder)
- Field Trip Permission Slip (Alternate Driver) Template
- On-Campus Event Request (also in Staff Corner on website & in binder)

School Policies

- Purchase Authorization Policy
- Travel and Business Expense Reimbursement Guidelines
- Expense Report
- Employee Discount Policy
- School Credit Card Policy
- Outdoor Education Non-Chaperone Parent Attendees Policy
- Non-FLEC Participation in Music
- Microsoft Home Use Program
- Tax Exempt Form (Valid 2017-2022)

Conference/Union

- How to Access FL Conference and SU Policies
- Employee Self Service and FL Conference Working Policy Information



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COVID-19

You will find the following items in order as listed below. Please acquaint yourself with each one and take the necessary action. Many of these items are time sensitive.

Important School Items

- FLEC Reopening Plan
- Face Covering Policy
- In-person Education Guide
- Virtual Education Guide
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Forest Lake

EDUCATION CENTER

REOPENING CAMPUS PLAN

2020-2021 SCHOOL YEAR

Administrative Summary

At Forest Lake Education Center, we are committed to the safety and well-being of all students, faculty and staff while still providing an excellent FLEC experience. As we look to reopen face-to-face learning in August, our FLEC leadership in partnership with our FLEC COVID-19 task force and the Florida Conference Education Department and with guidelines set by the state and the CDC, has worked diligently to develop a reopening strategy that allows for flexibility and transparency- keeping two main priorities in mind:

- ✓ Safety of our students, faculty and staff
- ✓ Providing the highest caliber education where your child is nurtured, loved and empowered

Our goal is to see students back in their classroom seats interacting amid appropriate precautions with each other and with teachers. This is a very important environmental setting for students, teachers, and parents alike. We intend to conduct in-person classes will in as safe a manner as possible for both student and teacher.

Specific plans and modifications are still being finalized as more information is shared and public health guidelines are issued. Our plan will include many contingencies, including anticipated responses to any resurgence of COVID 19. Throughout the coming weeks, we will share more guidelines as they become available. We are establishing strategies in the following areas:

Summary of FLEC Plan Highlights

Student safety precautions

- ✓ Temperature checks upon arrival and when deemed necessary
- ✓ Staggered drop off times for younger students when possible
- ✓ No congregating of students before school
- ✓ When needed, teachers move from classroom to classroom and not students
- ✓ More fresh air and exercise
- ✓ Health, well-being, and temperature check stations
- ✓ Sick room for students exhibiting COVID like symptoms
- ✓ Students interacting with smaller groups
- ✓ No large gatherings for a time
- ✓ Masks or face shields for students needing them—we are aware that the lower grade students will not be able to wear these in school and have a “normal” class

Faculty and Staff safety precautions

- ✓ Face shields available for staff members
- ✓ Temperature checks upon arrival and when deemed necessary

Classroom configurations

- ✓ Additional classrooms for larger classes—ie. FLEC will have four 2nd, 3rd, 4th, 5th, 7th, and 8th grade teachers instead of 3. 6th grade enrollment will be capped at a lower number. This allows students in classrooms and proper social distancing.
- ✓ Student desks set 6 feet apart—additional new desks purchased
- ✓ Sneeze guard dividers when 6 feet is not attainable
- ✓ Specific student traffic flow patterns when needed
- ✓ No lockers for middle school
- ✓ Less movement between classrooms

Modifications of programs and events

- ✓ Some school sponsored events and trips may be suspended

Sanitizing and cleaning processes

- ✓ Air filter sanitizers
- ✓ Increased hand washing stations
- ✓ Hydrogen peroxide fogging machine for classrooms

Changing campus access for visitors and parents

- ✓ Limited access for visitors on campus

Academic

- ✓ Concentrating on key learnings
- ✓ Most classrooms smaller for more one on one time

Preparing for interruptions

- ✓ Designed for students who must miss for a short amount of time

Thank you for your patience as we navigate the many complexities this type of planning presents. We also want to thank you for your continued trust and support with the education of your children. Although change can be inconvenient, it can also be a tremendous time for opportunity and I know our community will emerge from this stronger than ever. I want to invite each one of you to reach out to me with any questions, frustrations, rumors etc. so through honest conversations we can all move forward with peace

FLEC Reopening Plan

Arrival of students

Students will arrive on a staggered schedule by grade level. If a family has multiple children, the children should be dropped off by the oldest student's grade level. Families are welcome to drop off students by 7:30 if it is necessary to fit the parent's work schedule.

- ✓ Grades 3-8 School begins at 8:00 a.m.
- ✓ Grades 1-2 School begins at 8:15 a.m.
- ✓ Grades PreK and Kindergarten School begins at 8:30 a.m.

As students enter campus a Health Check will be conducted. A temperature check will be conducted with all students. To allow for social distancing, students will be allowed to begin entering the buildings at 7:35 a.m. After students have been screened they will proceed to their homeroom class.

There will be specific points of entry:

- ✓ Side gate of gymnasium
- ✓ Gymnasium entrance
- ✓ Paver entrance gate
- ✓ Elementary lobby entrance
- ✓ Rear gate

If a student is not cleared, they will be directed to a nurse or supervisor for an additional re-check. If the student fails this re-check, then they are sent to the "Sick Room" of the Nurse's Clinic and the parents are called to take the student home. If the student passes the re-check, then they are sent to class.

Dismissal of Students

Practicing Social Distancing is the key. The students will be spread out around the campus to allow for proper spacing for students. As in a typical school year's dismissal procedure, the older siblings/riders will go to the

younger sibling's pickup location. Pickup Numbers should be displayed for quick recognition for the student(s) to be picked up.

Locations:

- ✓ PreK and K Upper Level Parking Lot
- ✓ Grades 1, 2, and 3 Lower Level Parking Lot
- ✓ Grade 4 Back Loop near Maintenance Portable (gate on Playground)
- ✓ Grade 5 Back Loop school side of back gate
- ✓ Grade 6 Back Loop side gate by Annex
- ✓ Grade 7 Back Loop side gate by Science Lab
- ✓ Grade 8 Back Loop far side of back gate

Rainy Day Dismissal

When light rain (no lightening) is occurring Grades PreK to 3 and grades 5 and 8 will still proceed to their normal pick up location. Grades 4 will be picked up at the gym. While in the gym, Social Distancing will be maintained. Grades 6 and 7 will be called by number from their classrooms.

When heavy rain is occurring all the older students will proceed to the youngest sibling/rider's classroom and wait for their Pickup Number to be called.

Morning Care

Students needing to arrive to school early will be dropped off at the Gymnasium entrance. Students will have a Health Check conducted by the Morning Care supervisor consisting of a temperature check. The students will sit in the main gymnasium with Social Distancing. No sharing of food, electronic devices, or other items.

After Care

The focus of aftercare staff will be to provide a safe environment that encourages social distancing and enhanced sterilization.

Reduce Risk:

- ✓ Screen staff reporting to work.
- ✓ Children should wash their hands often.
- ✓ Screen children's temperature. If they have a fever or other signs of illness, they should not be admitted to aftercare.
- ✓ Child should be included in the same group each day, and the same aftercare assist should remain with the same group.
- ✓ Reduce daily group activities that may promote transmission.
- ✓ Keep each group of children in separate. Limit the mixing of children, such as staggering throughout the playground.
- ✓ Consider staggering pick up times and plan to limit direct contact with parents as much as possible.
- ✓ Children should clean their hands before they leave. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-out station. Provide sanitary wipes for cleaning keyboard between each use.

- ✓ Designate an aftercare assistant to walk all children to their cars and have parent sign-out their child from aftercare with a mobile device.

Intensify Cleaning and Disinfection Efforts:

- ✓ Facilities should develop a schedule for cleaning and disinfecting.
- ✓ Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, sink handles, countertops, toilet, desks, chairs, and playground structures.
- ✓ All cleaning materials should be kept secure and out of reach of children. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Classroom configurations

- ✓ Smaller class sizes - decrease health risks and increases teacher/student interactions
- ✓ PreK-4: dedicated teacher
- ✓ Gr 5-8: students stay in homeroom classrooms with teachers rotating between groups as needed
- ✓ ESS Department: supports struggling students through pull out program. Sanitizes area/materials between groups.
- ✓ Hygiene practices: appear in the schedule (include hand washing times, etc.)
- ✓ Socially distance desks or sneeze-guard barriers
- ✓ Signage and floor markings to promote social distancing as age appropriate
- ✓ Classroom traffic patterns marked on the floor
- ✓ Increased outdoor time
- ✓ Specials teachers will push in to lower grade classrooms when possible
- ✓ Individual classroom supplies provided for students
- ✓ Modified cooperative learning techniques to maintain health (ie. Math review games: students play together on opposite sides of sneeze guard. Each student has their own game pieces that are wiped down after use.)
- ✓ No lockers for middle school

Electives/Specials

For the safety of our students and staff, FLEC is working to keep students in classroom cohorts and to limit the use of indoor common spaces where possible. Where possible

Specials PreK-5:

- ✓ Whenever possible, specials teachers will go to the homeroom classrooms to teach (computers, music, Spanish, library story time, etc.) This will limit the use of common spaces. Specials teachers will wash hands before entering and when leaving a classroom. If a sink is not available, then teachers will use hand sanitizer. Specials teachers are encouraged to wear masks and/or practice social distancing.
- ✓ Limit shared objects. If shared objects are used, sanitize after each use.

Specific considerations by special:

- ✓ Library Checkout Time: Limit the number of students who come to the library at time due to social distancing concerns at the tables. Split classes into groups to check out books and then return the classrooms.
- ✓ Library Story Time: Library story will be held in the classrooms.
- ✓ Music PreK-3: Music will be held in the classrooms. Limit shared items. Consider masks for singing.
- ✓ Music 4-5: Music will be held in classrooms. Limit shared items. Individual items like recorders are encouraged. Consider masks for singing.
- ✓ Spanish: Spanish will be held in classrooms.
- ✓ Computers: Devices will need to
- ✓ Beginning Band 5: Limit the numbers of students in the band room at a time.
- ✓ Consider a schedule that keeps homerooms together to preserve cohorts.

Elective Grades 6-8:

- ✓ During Phase 1, FLEC can keep middle school students in one cohort during the first half of indoor classes and in another cohort during the second half of indoor classes.
- ✓ FLEC can NOT keep students in cohorts during the elective period. For this reason, parents may elect to pick up students at the start of the elective period or to have students attend study hall with their cohorts. There is no reduction in tuition if students do not participate in an elective. If/when FLEC returns to pre-COVID conditions, all students will be required to join an elective. At that point, some electives may already be full. Students will join electives with space available. Grade 8 students will have first pick of remaining classes. Grade 6 students will get the last pick.
- ✓ During Phase 1, the size of elective classes will be limited based on the space available for social distancing. Certain electives have additional fees. See the business office for fee schedule.

Recess/Break

Below are the three considerations from the CDC that Forest Lake Education Center will focus on for Recess/Break time:

1. Shared Objects/Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles).

- ✓ Discourage sharing of items that are difficult to clean or disinfect.
- ✓ It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or eyes. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.

2. Staggered Scheduling

3. Hand Hygiene and Respiratory Etiquette

- ✓ Teach and reinforce handwashing with soap and water for at least 20 seconds
- ✓ If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
- ✓ Do not allow spitting and encourage everyone to cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- ✓ If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Recess/Break All Grades:

- ✓ Schedule Recess times
- ✓ Limited number of students and group per playground.
- ✓ Utilizing all play areas to encourage social distancing.
- ✓ Limited sharing of equipment.
- ✓ Games and activities that require no equipment or individual equipment are encouraged.
- ✓ Games that required shared equipment are limited.
- ✓ Focus on skills practice instead of competitive games
- ✓ Disinfect shared equipment
- ✓ Good hygiene practices

What does recess look like:

- ✓ Students from the same grades out at the same time.
- ✓ Grades staying in their approved play areas and strictly following their scheduled recess times.
- ✓ Lots of running, playing, laughing, and joy.

Special Considerations for Break Grades 6-8:

- ✓ Utilize all play areas to encourage social distancing.
- ✓ Slab (Non-competitive basketball skills practice and four-square – socially distance the line of students waiting to play)
- ✓ Volleyball court (Volleyball skills practice)
- ✓ Middle school terrace & grassy area
- ✓ Picnic tables
- ✓ Back retention pond
- ✓ Flat, grassy area between the 7/8 building and the annex
- ✓ Students are NOT allowed to bring sports equipment from home to use at school.

Physical Education/Athletics

Below are the three considerations from the CDC that Forest Lake Education Center will focus on for Physical Education and Athletics.

- 1. Physical closeness of players, and the length of time that players are close to each other or to staff.** Sports that require frequent closeness between players may make it more difficult to maintain social distancing, compared to sports where players are not close to each other. For close-contact sports (e.g., wrestling, basketball), play may be modified to safely increase distance between players.
 - ✓ Focus on individual skill building versus competition
 - ✓ Limit the time players spend close to others by playing full contact only in game-time situations
 - ✓ Decrease the number of competitions during a season.

Coaches can also modify practices so players work on individual skills, rather than on competition. Coaches may also put players into small groups (cohorts) that remain together and work through stations, rather than switching groups or mixing groups.

- 2. Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles).** It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or eyes. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- 3. Players at higher risk of developing serious disease.** Parents and coaches should assess level of risk based on individual players on the team who may be at [higher risk for severe illness](#), such as children who may have asthma, diabetes, or other health problems.

Middle School Athletics

Cross-Country:

- ✓ Limited to no physical closeness between participants.
- ✓ Participants practice social distancing
- ✓ Practice held outside
- ✓ Limit practice time to 1 hour/day
- ✓ No sharing of equipment

Volleyball:

- ✓ Limited to moderate physical closeness between participants.
- ✓ Participants practice social distancing
- ✓ Focus on individual skill building
- ✓ Limit amount of time players spend close to each other
- ✓ Limit full contact only in game-time situations
- ✓ Limit practice time to 1 hour/day
- ✓ Clean and disinfect shared equipment between use

Physical Education

PreK-8:

- ✓ Limited to no physical closeness between participants
- ✓ Participants practice social distancing
- ✓ Focus on individual skill building and spatial awareness
- ✓ Limit amount of time participants spend close to each other
- ✓ Participants have individual equipment
- ✓ Limit time with shared equipment
- ✓ Clean and disinfect shared equipment between use
- ✓ Staggered times for dressing out (5-8)

What does this look like:

- ✓ Classes held outside when weather permits
- ✓ Individual teaching (no more team teaching with two classes together)

- ✓ Sanitizing before and after class
- ✓ Individual physical fitness activities (e.g., push-ups, running, air squats, jump rope)
- ✓ Individual skill building games (e.g., soccer, basketball, volleyball)
- ✓ Individual equipment is cleaned and sanitized at the end of each class
- ✓ Shared equipment activities (e.g., kickball, tee-ball/softball, soccer)
- ✓ Equipment is cleaned and sanitized periodically during activity

Food Service and Preparedness

Reduce Risks:

- ✓ Screen staff reporting to work.
- ✓ Staff should wash their hands often.
- ✓ Only healthy individuals should be preparing, packaging, or touching food.
- ✓ If someone is ill or feels sick, they should go home immediately.
- ✓ Staff should wear freshly laundered clothing.
- ✓ Serve meals in classrooms.
- ✓ Use disposable food service items (e.g., utensils, dishes).
- ✓ Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- ✓ Practice Social Distancing during food pick-up

Intensify Cleaning and Disinfection Efforts:

- ✓ Facilities should develop a schedule for cleaning and disinfecting.
- ✓ Clean and sanitize food contact surfaces.
- ✓ Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, sink handles, countertops, toilet, desks, chairs, and playground structures.

Following items are available for staff:

- ✓ Handwashing sinks with soap and single-use paper towels or hand dryer.
- ✓ Proper waste receptacles.
- ✓ Alcohol-based sanitizer with at least 60% alcohol if soap and water are not available.
- ✓ Disposable gloves.
- ✓ Aprons.
- ✓ Single use aprons should be used if laundering service is not available.
- ✓ Masks are not required for individuals who are not sick. If staff choose to wear masks, they should be instructed to wear them properly and masks should be single use only.

Health Guidelines for Clinic as referenced by the Florida Department of Education

- ✓ Students 6 feet apart in clinic
- ✓ Temperature checks
- ✓ Hand washing and hand sanitizer stations
- ✓ every employee should be trained in recognizing symptoms, screening students and staff and responding to concerns
- ✓ 6 key stages of the day to decrease risk of virus transmission
 - Before students/staff arrive on campus

- When students/staff arrive
 - When students/staff move about campus
 - When students/staff utilize classroom space
 - When students/staff participate in extracurriculars
 - When students/staff leave
- ✓ Medically vulnerable students, staff, and students' family members should develop a plan for returning to school with their family doctor.
 - ✓ The following general guidance is recommended for all individuals throughout each phase of reopening:
 - ✓ Practice social distancing, whenever feasible, as the virus is most transmissible indoors under close, sustained contact.
 - ✓ Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least a 60 percent alcohol if soap and water are not available.
 - ✓ Avoid touching eyes, nose and mouth.
 - ✓ Cover your cough or sneeze with your elbow or a tissue and dispose of the tissue.
 - ✓ Clean and disinfect frequently touched items and surfaces as much as possible.
 - ✓ Monitor your symptoms carefully. Note that the CDC reports children are more frequently asymptomatic and "may not initially present with fever and cough as often as adult patients."
 - ✓ If you feel sick, stay home. If students become sick, ensure there is comprehensive school health protocol in place.
 - ✓ If you believe you are infected with COVID-19, contact your health care provider immediately. ☒ If you are older than 65 years of age or have a serious underlying medical condition, avoid large crowds.
 - ✓ Create a crisis response team at the district, school or program level, as applicable.
 - ✓ Post a crisis plan and response check list where they are easily accessible.
 - ✓ Locally determine what constitutes an adequate prevention inventory that includes extra supplies of PPE, cloth face coverings, gloves, sanitizer, soap, etc.
 - ✓ Post signage about hygiene and social distancing in many very accessible areas.
 - ✓ Conduct employee trainings for all of the above and regular employee meetings on COVID-19 updates.
 - ✓ Consider setting up a secondary clinic in schools, exclusively for students showing symptoms of COVID-19.
 - ✓ Establish procedures in consultation with school health staff to quickly separate students and staff who become sick from others.
 - ✓ Create a disinfection protocol for cleaning door knobs, counters and other surfaces throughout the day.
 - ✓ Consider having parents complete an affirmation that they will not send their children to school with symptoms.
 - ✓ Reinforce topics like good hygiene, social distancing, identifying symptoms and staying home when feeling sick.
 - ✓ Illustrate steps taken to keep school clean and extracurriculars safe.
 - ✓ Consult with the local department of health and the crisis response team.
 - ✓ At events, consider non-contact temperature testing of adults who will be direct participants and have close contact with students.
 - ✓ Monitor students who participate in extracurriculars for symptoms throughout the day.
 - ✓ All equipment, instruments, uniforms, etc. should be washed or wiped down after each use.

- ✓ Determine what are adequate prevention supplies to have at an event for participants and attendees, including hand sanitizing stations.
- ✓ Cloth face covering consideration
- ✓ Reference CDC guidelines for cleaning and disinfecting (will be described separately)
- ✓ Reference CDC guidelines for talking with children about COVID-19
- ✓ Consider onsite testing for COVID-19
- ✓ Confirmed case response plan



FLEC Face Coverings Policy 2020-2021 School Year

Contact Information

Scott McCoy, *VP for Health and Safety*, Scott.McCoy@myflec.com

Jeff Foote, *Principal*, Jeff.Foote@myflec.com



Face Coverings

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Studies and evidence on infection control report that these droplets usually travel around 6 feet.

This policy is subject to change based on local and state officials.

Required Face Covering

Required face coverings:

- Arrival
- During small groups
- Walking the hallways/transitions
- Walking to/using the restroom
- Filling water bottles
- Transitioning to Recess/Break
- Library
- Specific Electives
- Dismissal

Optional Face Covering

Optional face coverings:

- Once a student is seated at their desk
- While a student is seated for lunch
- Once active play begins in PE
- Once active play begins for Recess/Break

Staff and Visitors

- All FLEC staff members and adult visitors will be required to wear face coverings in alignment with current state and local guidance, including when they are unable to be 6 feet away from others. Visitors who are under the age of 2 or whom a face covering would cause impairment due to an existing health condition or disability are excluded from this requirement.



FLEC In-Person Education Guide 2020-2021 School Year

Contact Information

Scott McCoy, *VP for Health and Safety*, Scott.McCoy@myflec.com

Jeff Foote, *Principal*, Jeff.Foote@myflec.com



In-Person Education

- Classroom configurations modified for social distancing
- Modified programs and events i.e. sponsored events and field trips suspended
- Consistent sanitizing and cleaning
- Limited access for visitors
- Concentration on key learnings
- Smaller classrooms for more one-on-one time
- Virtual option for students who miss an extended period of time due to illness

Parent/Guardian Expectation

- Conduct a student wellness check daily including temperature prior to sending a student to school. Students with temperatures over 100.4°F or exhibiting symptoms of illness should stay home.
- Face coverings for students to wear when needed.
- Provide your student with a water bottle daily as water fountains will not be available for use.
- Limit visits to school as much as possible, including visits to drop off forgotten items.
- Conduct a personal health screening prior to coming to a school building and do not come if you are running a fever higher than 100.4°F or showing other symptoms.
- Follow posted guidelines and read all signage whenever entering the building.
- Wearing a face covering is required for visitors when on campus.
- Ensure contact information is up to date in the event the nurse needs to contact home.
- Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

Student Expectations

- Students are expected to maintain physical distance of at least six feet where possible, minimize contact with large groups, and avoid common areas as appropriate.
- Students will wear face coverings where feasible and where social distancing is difficult including in hallways, and during small group work.
- Wash hands/use hand sanitizer regularly.
- Follow coughing and sneezing etiquette.
- Assist in ensuring that areas within their direct control remain clean.
- Follow specific health and safety protocols communicated by FLEC staff and administration.

***NOTE:** There will be instances when a student/staff has a physical, medical, or sensory issue that prevents them from wearing a mask or face covering. In compliance with HIPAA and FERPA laws we will not disclose that information.

Staff Expectations

- FLEC staff members are expected to maintain physical distance of at least six feet where possible, minimize contact with large groups, and avoid common areas as appropriate.
- Staff should check their temperature and symptoms prior to reporting to work. If a staff member is sick, they must stay home and contact their supervisor.
- Staff are required to wear face coverings.
- Wash hands/use hand sanitizer regularly. Follow coughing and sneezing etiquette.
- Assist in ensuring that surfaces within classrooms and common areas are cleaned frequently (especially high-touch areas).
- Follow specific health and safety protocols communicated by administration.
- Custodial staff will follow all cleaning protocols in accordance with the recommendations of the Reopening Plan.



FLEC Virtual Education Guide 2020-2021 School Year

Contact Information

Stephanie Cooper, *VP for Curriculum and Instruction*, Stephanie.Cooper@myflec.com
 Jeff Foote, *Principal*, Jeff.Foote@myflec.com

Thank you for your interest in Concurrent Distance Learning, hereafter referred to as Virtual Education (VE), with Forest Lake Education Center (FLEC) for the 2020-2021 school year. In the unprecedented time of COVID-19, FLEC is offering a fully digital option for the 2020-2021 first semester of the 2020-2021 school year.

It is important to note that this opportunity is very different from the remote instruction that took place in the Spring of 2020. Below is a table that outlines a few of the many differences. It is important, in making a decision for your student, to recognize that the Virtual Education option for the Fall of 2020 will require a bigger commitment on the part of both the parent and student due to the nature of a full schedule with a full curriculum.

Then: Distance Learning Spring 2020	Now: Virtual Education Fall 2020
Compassion and grace in all facets of the process due to the onset of COVID-19.	Higher expectations and accountability for students in engaging in full digital content.
Students were highly recommended to complete all activities and assignments but were not penalized for not doing so.	Students will be required to be in attendance for all on-line classroom time and meet all assignment deadlines.
Very flexible expectations for contact with the teacher.	Required times for contact with the assigned FLEC teacher.
Students were able to complete all courses in which they were currently enrolled.	All Core Classes are required. Some electives may not be available. Music for grades K-5 will be "push in" or classroom only based. All electives for grades 6-8 will be optional.
Students at some grade levels navigated multiple systems for learning.	All content will be presented with Zoom. Other platforms will include Seesaw, Canvas and FACTS SIS (Renweb).
The experience lasted for nine weeks.	Students may transition back to in-person education at each 4½ weeks or remain in Virtual Education for the full 1 st semester until December 18, 2020 (this may be extended). Once students join in-person education, they may not return to Virtual Education unless medically necessary.

Program Description

For the first semester of the 2020-2021 school year, FLEC will offer a digital learning platform as a non-traditional instructional option for students and families grades K-8 who choose 100% Virtual Education.

The curriculum platforms are as follows:

- K-8 Zoom Concurrent Distance Learning
- K-2 SeeSaw Learning Management System (LMS)
- 3-8 Canvas Learning Management System (LMS)
- K – 5 all courses will be taught with a focus on Bible, Math, Reading, and Writing. Music will be a “push in” class with Art and Spanish offered as available.
- Grades 6-8 all courses will be taught with a focus on Bible, Math, Literature, and Composition. Electives are optional.
- Physical Education will be taught to specific classroom only. Virtual Education students will be able to participate in activities that are relevant to at-home learning.
- The Educational Support Services department will continue to work with small groups to support the classrooms teachers with students who may be struggling with reading. Title 1 services will continue as well.

After committing to the Virtual Education, parents will continue to receive additional communication via the preferred email provided in the Class Placement Form.

Eligibility Information

The following eligibility requirements must be met in order to enroll:

- Students must have daily access to a computer, internet service, email, and telephone in order to maintain contact with teachers, staff, and administration. (For those students who need a device in grades K-5, FLEC will loan a device to each student for a small monthly fee.)
- Students enrolled in Virtual Education are required to adhere to all of FLEC’s policies with regard to attendance, participation, and completion of coursework.
- Students will be required to dress in FLEC’s full school uniform.
- Students must also participate in any testing required by the Florida Conference of SDA.
- Please note that FLEC is not the tech support for personal devices. FLEC will assist with issues with required apps and programs.

Required Instructional Hours and Work Completion

To meet the state’s requirements, families are required to have their student complete all Core classes while in Virtual Education.

Attending school on a consistent basis is crucial for student success. The same holds true for consistent student engagement on a virtual learning platform.

Student attendance will be measured and monitored based on the number of student hours logged in the virtual platform, engagement with district staff, and completed assignments based on the outlined due dates.

A student may be unenrolled for non-school attendance if a student has not logged into the digital platform, not submitted work, and has not responded to multiple contact attempts from school staff after 5 days.

Attendance Reporting Requirements

Alert School of Student Absences – Attendance is based on students being present during Virtual Education classes (Zoom). Regardless of the amount of time a student misses due to absences, the student is required to complete all coursework for a day or week, meeting all deadlines given by the teacher for assignments.

Maintaining Good Academic Standing in the Virtual Education Program

A student demonstrating adequate participation (and therefore progress) in school is based on several criteria and is a combination of measures. These measures include the student daily logins, course percentage completion, and amount of communication with the teacher. Students are expected to submit assignments in

each course every day school is in session or as directed by the teacher. A student is in good academic standing based on daily attendance to all Zoom Virtual classes, weekly progress, the amount of work submissions, percent complete submitted work is, as well as regular communication with teachers.

Virtual Education Roles and Expectations

Parent	<ul style="list-style-type: none"> • Create and support student with an at-home digital learning schedule. • Assist student in navigating the digital site and advocate for student when questions arise if student is not able. • Ensure student attends all Virtual Education classes on Zoom, as well as helping the student to meet due dates for assignments. • Alert school of student absences. • When requested, meet digitally with teacher, program facilitator, and/or principal. • Ensure student is supervised during standardized testing for DIBELS or MAP. • Check email for important updates, including required meetings.
Student	<ul style="list-style-type: none"> • Follow the at-home digital learning schedule by being on-line and engaged with Zoom classes. • Complete the required assignments. • Navigate the digital site for learning and ask questions when they arise. • When requested, meet digitally with teacher, program facilitator, and/or principal. • Participate in standardized testing in DIBELS or MAP.
Staff	<ul style="list-style-type: none"> • Support student with the at-home digital learning schedule by providing feedback, grading, and answering questions as well as teaching classes via Zoom. • Assist student in navigating the digital site. • Monitor the attendance of the classroom's students as well as the completion of assignments and report progress to administration. • Schedule and complete all standardized testing as directed by the Florida Conference.

Athletic Eligibility

All students who wish to participate in FLEC's intramural or Athletics programs must be in-person students meeting the eligibility requirements as outlined in FLEC's Student Handbook. However, as of the date of this publication, no intramurals or Athletics programs are being offered.

If you have any questions about athletic eligibility with this program, please contact the Athletic Department at (407) 862-7688.



The Classroom May Be Empty, but Our Kids Still Need You More Than Ever

REPORTING ABUSE DURING COVID-19

While students are not in school, you still play a vital role in ensuring their safety during these trying times. As members of the education community and as mandated reporters, remember that by making a report, you are not only ensuring the child's safety, you are also providing help and support to the family. Remain a supportive, caring adult in their lives.

You May Be the Only Person to Act.
If it does not look safe, sound safe, or feel safe – Report.

"Abuse" means any willful or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired. Within the context of the definition of "harm," the term "neglects the child" means that the parent or other person responsible for the child's welfare fails to supply the child with adequate food, clothing, shelter, or health care, although financially able to do so or although offered financial or other means to do so. (F.S. 39.01)

What you can do

- Check in with children regularly
- Encourage children to ask questions
- Take notice of changes in the child's behavior and appearance
- Report concerns

How to Report Abuse

Be prepared to provide specific descriptions of the incident(s) or circumstances contributing to the risk of harm.

Call

800-962-2873

Florida Relay 711

TTY: 800-955-8771

Report Online

<https://reportabuse.dcf.state.fl.us>

Areas of Concerns

- Lack of attendance on virtual sessions
- Avoidance/lack of contact after numerous attempts to reach the family
- If a child communicates they feel unsafe
- A child in a dangerous environment
- Significant change in a mood/behavior



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Employee COVID-19 Exposure & Symptom Procedures

High-Risk Exposure

- If one of your household members has symptoms or has tested positive for COVID-19 Or
- If you have had close contact with someone who has symptoms or has tested positive for COVID-19 (*Close contact means within 6 feet for more than 15 minutes*):

- Contact Supervisor and Human Resources**
Conference: Renee.Whittaker@floridaconference.com
Local Hire: Melida.Gaviria@floridaconference.com
- Work Remotely or Quarantine for 14 Days from Exposure**
Complete COVID-19 Leave of Absence Form in ESS if applicable

Symptomatic

- If you develop any COVID-19 symptoms:

- Contact Supervisor and Human Resources**
Conference: Renee.Whittaker@floridaconference.com
Local Hire: Melida.Gaviria@floridaconference.com
- Go Home and Seek Care**
Visit a healthcare provider OR get tested at a COVID-19 testing site
- Work Remotely or Quarantine**
Pending diagnosis/test result
- Report Result to Supervisor and Human Resources***
Complete COVID-19 Leave of Absence Form in ESS if unable to work remotely

COVID-19 Symptoms

- Cough
- Sore Throat
- Shortness of Breath
- Difficulty Breathing
- Fever or Chills
- Muscle Pain or Body Ache
- New Loss of Taste
- New Loss of Smell
- Sneezing
- Runny or Stuffy Nose
- Congestion
- Diarrhea
- Persistent Headache
- Nausea or Vomiting

-

Negative

Remainder of leave is subject to standard sick policy.

May return when cleared by a healthcare provider OR fever-free for 24 hours.

+

Positive

Non-Test-Based Clearance (Recommended)

- Improvement of clinical symptoms and
- 10 days have passed since symptoms began and
- No fever for 72 hours without fever reducing medications

Test-Based Clearance

- Two negative COVID-19 tests at least 24 hours apart and
- Improvement of clinical symptoms and
- No fever for 24 hours without fever reducing medications

*If no test is available and COVID-19 is suspected, follow non-test-based clearance





MEMO

Office of Secretariat/Human Resources/Talent Management

To: Florida Conference Supervisors
Administrators/Vice Presidents/Directors/Associates
School Business Managers/ Treasurer/Principals/
Church Treasurers/Pastors of hiring entities
Camp Ministries/ABC/Florida Living Retirement Center

From: Yasmin Then- HR Director

Re: Covid-19 Reopening and Emergency Paid Sick Leave Temporary Policies

Date: July 23, 2020

The enclosed Covid-19 Temporary Return to Work and Emergency Paid Sick Leave Policies have been developed to address Covid-19 cases, employee exposures and emergency paid sick leave. All employees are required to sign acknowledgment receipts of these policies through their Employee Self-Service (ESS) portal.

The Covid-19 Temporary Policies Acknowledgement Form can be found in the Employee Self-Service account, under My Menus > HR Actions > My Actions.

Steps to Handle Confirmed COVID-19 Cases In Your Workplace

You should follow this four-step plan when addressing a confirmed COVID-19 case in your workplace. This is also outlined on the attached COVID-19 Exposure chart.

1. Isolate/Quarantine Confirmed Employees

The infected employee should remain at home until released by a physician or public health official. If a medical note releasing the employee is unavailable, follow the CDC guidelines on when an employee may discontinue **self-isolation**, which contains specific requirements depending upon whether the employee tested positive for COVID-19 and the symptoms exhibited.

2. Address and Isolate Employees Working Near an Infected Co-Worker

You should ask infected employees to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (10 minutes or more to 30 minutes or more depending upon particular circumstances, such as how close the employees worked and whether they shared tools or other items) with them during the 48-hour period before the onset of symptoms. Send home all employees who worked closely with the infected employee for 14 days under **CDC Guidance** to ensure the infection does not spread. While quarantined, those employees should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop.

The CDC may issue even further guidance once businesses begin to reopen, as evidenced by this brand new **webpage** devoted to reopened businesses.

3. Clean And Disinfect Your Workplace

After a confirmed COVID-19 case, follow the [CDC Guidance](#) for cleaning and disinfecting the workplace. Your cleaning staff or a third-party sanitation contractor should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

If using cleaners other than household cleaners with more frequency than an employee would use at home, ensure workers are trained on the hazards of the cleaning chemicals used in the workplace and maintain a written program in accordance with OSHA's [Hazard Communication](#) standard. Simply download the manufacturer's Safety Data Sheet (SDS) and share with employees as needed, and make sure the cleaners used are on your list of workplace chemicals used as part of a Hazard Communication Program.

4. Notify Your Employees

Following a confirmed COVID-19 case, and as recommended by the CDC, notify all employees who work in the location or area where the employee works of the situation without revealing any confidential medical information such as the name of the employee (unless the employee has signed an authorization to disclose his or her diagnosis; see [COVID-19 Authorization to Disclose Diagnosis on ESS](#)). Inform employees of the actions you have taken, including requiring employees who worked closely to the infected worker to go home. Let employees know about your sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms. The failure to notify employees at your location of a confirmed case may be a violation of OSHA's [general duty clause](#), which requires all employers to provide employees with a safe work environment.

Supervisor Talking Points Related to COVID-19 (After reopening)

The Florida Conference is striving to be proactive to address concerns and questions that may arise from employees. In an effort to equip supervisors to respond appropriately, we are providing these talking points. This is a developing situation so please watch for updated information.

- [Entity Name (use your location's name)] is taking the following steps to address concerns related to COVID-19: Please see steps on the Temporary Covid-19 Reopening Policy and add other steps required according to the line of business and your county.
- [Entity Name] is carefully monitoring the disclosures from the CDC and information provided by our employees and the government. We will team up with HR and update employees with information as appropriate.
- Ask an employee to stay home or leave work if they exhibit symptoms of the COVID-19 coronavirus or the flu. Ask them to seek medical attention for COVID-19. The CDC states that employees who exhibit symptoms of influenza-like illness at work during a pandemic should leave the workplace.
- We require employees to notify their supervisor and Human Resources if they have been exposed, have symptoms, and/or have tested positive for COVID-19. Such employees should contact their supervisor and Human Resources by telephone or email and should not report to work. Such employees' leave may be covered by the FMLA and other policies.
- If we have an employee with a positive test for the COVID-19 coronavirus, we will send home that employee until they are released by their physician to return to work. All employees who worked

closely with that employee should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. If those resources are not available, the employee should at least remain at home for three days without a fever (achieved without medication) if they don't develop any other symptoms. If they develop symptoms, they should remain home for at least seven days from the initial onset of the symptoms, and three days without a fever (achieved without medication) and improvement in respiratory symptoms (e.g., cough, shortness of breath). We will also undertake deep cleaning of the affected workspaces.

- If one of our employees self-reported that they came into contact with someone who had a presumptive positive case of COVID-19, we will do the same as outlined immediately above.
- If one of our employees has been exposed to the virus but only found out after they had interacted with clients and customers, we will take the same precautions as noted above with respect to coworkers sending home potentially infected employees that he came into contact with. As for third parties, you should coordinate at the local level best way to communicate with customers and vendors that came into close contact with the employee to let them know about the potential of a suspected case.
- Because of privacy laws, you may not disclose or confirm the names of employees on quarantine or with a diagnosis of COVID-19.
- For employee asks who ask to work from home (who has not been exposed), [Entity Name] will consider such requests. [Entity Name] may also request certain employees to work from home. For those employees authorized to work from home, [Entity Name] will require certain procedures to be followed. Please check with your local HR representative/supervisor. No employees are permitted to work remotely unless approved by the hiring entity.

For employees on quarantine, if they can work and are approved to work remotely while on quarantine, pay and benefits will continue.

Please contact the Human Resource Services Office at (407) 644-5000 or email Yasmin.Then@floridaconference.com if you have questions. Thank you.



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FLORIDA CONFERENCE

COVID-19 TEMPORARY POLICIES

TEMPORARY RETURN TO WORK COVID-19 POLICY

TEMPORARY EMERGENCY PAID SICK LEAVE AND FMLA

FLORIDA CONFERENCE OF SEVENTH-DAY ADVENTISTS

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**TEMPORARY RETURN TO WORK
COVID-19 POLICY**

7/13/2020

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Introduction

The novel coronavirus, known as COVID-19, causing respiratory illness in people has spread globally, including in the United States. The Florida Conference of Seventh-day Adventists (“the Conference”) is following developments concerning the coronavirus closely and cares about your health and your family’s health. Your health and safety are our paramount concern. Our safety measures have been developed in accordance with applicable public health guidelines and are outlined below.

We require that you read this document, acknowledge that you have read and understand its contents, and agree that will adhere to our safety measures anytime you are present at a Conference location. The Temporary Return to Work Covid-19 Policy acknowledgement form must be submitted through the Employee Self-Service portal (ESS). This policy may be updated as guidelines, including those from the Centers for Disease Control, change.

Anyone with COVID-19 Symptoms or Diagnosis Is Not Permitted to Enter Any Location

People with COVID-19 have had a wide range of reported symptoms-ranging from mild symptoms to severe illness. No one is permitted to enter the work location if, within the 14 days of the date they arrive at the work location, the person or someone the person has been in close contact (e.g., within 6 feet for 15 minutes or more) with, an intimate partner with, living as a household member with, or for whom they are caring for, is currently experiencing or has experienced any of the symptoms listed below, within the last 14 days:

Cough
Shortness of Breath or Difficulty Breathing
Fever
Chills
Muscle Pain or Body Aches
Sore Throat
New Loss of Taste or Smell
Sneezing, Runny or Stuffy Nose, or Congestion
Diarrhea Persistent
Headache Nausea or
Vomiting

Anyone who has or has had these symptoms and were not medically released from self-isolation must stay out of their work location until all 3 of the following conditions are met:

- 1) No fever for 72 hours without the use of fever reducing medications; AND
- 2) Other symptoms have improved; AND

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3) At least 10 days have passed since symptoms first appeared.

Alternatively, individuals meeting the criteria above may come into the office if they have received 2 negative COVID-19 tests at least 24 hours apart; have no fever without the use of fever reducing medications; and improvement in any respiratory issues (e.g., cough and shortness of breath).

During their period of time away from the office, these individuals should self-monitor for symptoms, avoid contact with high risk individuals, and follow CDC guidelines if symptoms develop.

Anyone who develops the above symptoms while at the office should leave the office and go home.

Additional Guidelines

Social Distancing

- Maintain at least six (6) feet of separation with others. This must be maintained throughout the workplace, including the entrance, elevators, lobby, meeting rooms, breakout areas, kitchens and restrooms.
- Only use assigned desks, computers, tools, and utensils.
- Comply with all restrictions on the number of people that can use meeting rooms, breakout areas, elevators, lunch rooms, hallways, stairwells, communal spaces, kitchens and restrooms.
- Follow any one-way systems for moving around the office, including those in hallways and corridors.
- Avoid face to face meetings and only attend these if absolutely necessary and then maintain at least six (6) feet of separation throughout.
- Do not arrange personal deliveries to the office.

Required Hygiene Practices

All individuals must maintain the following good hygiene practices:

- When you cough or sneeze cover your mouth and nose with a tissue or your bent elbow/sleeve.
- Put used tissues in the trash immediately.
- Wash your hands frequently with soap and hot water for at least 20 seconds; if soap and water are not available, using alcohol-based hand sanitizers containing at least 60% alcohol.

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- Avoid close contact with people who are sick.
- Always wash your hands:
 - after coughing or sneezing;
 - after toilet use;
 - when hands are dirty;
 - after handling animals or animal waste; and
 - before, during and after you prepare food and before and after eating.
- Avoid touching your eyes, nose, or mouth without first washing your hands.

Cleaning

- Do not share dishes, drinking glasses, cups, eating utensils, pens, or pencils.
- Clean and disinfect frequently touched objects and surfaces in your office (e.g. desks, and door handles) frequently, including at the start and end of your scheduled shift.
- Clean your desk surface, keyboard, mouse and telephone and any other equipment you use at your desk at the beginning and end of the day with disinfectant wipes.

Use of Face Covering

- You must wear a face covering while inside the office, unless instructed to do otherwise.
- It is important to use your face covering properly and to follow these steps:
 - wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting a face covering on, and after removing it;
 - when wearing a face covering, avoid touching your face or face covering;
 - change your face covering if it becomes damp, handled/touched frequently, or dirty;
 - change or wash your face covering daily;
 - if the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.

The Covid-19 Return to Work acknowledgement form must be submitted through the Employee Self-Service portal (ESS).

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TEMPORARY EMERGENCY PAID SICK LEAVE AND FMLA

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Beginning on April 1, 2020, Florida Conference of Seventh-day Adventists (“the Conference”) will provide Emergency Paid Sick Leave to all qualifying employees until December 31, 2020. Full-time qualifying employees will receive up to eighty (80) hours of Emergency Paid Sick Leave. Part-time and other qualifying employees who have worked at least six (6) months for the Conference will receive the number of hours they are normally scheduled to work in a two (2) week period, based on the average number of hours they were scheduled per day in the preceding six (6) months. Part-time and other qualifying employees who have not been employed for six (6) months will receive leave under this policy based on their reasonable expectation, at the time of hiring, of the average hours per day they would normally be scheduled to work in a two (2) week period. Paid leave provided to you by another employer pursuant to the Emergency Paid Sick Leave Act might limit the amount of Emergency Paid Sick Leave available to you under this policy.

Employees immediately may begin to use Emergency Paid Sick Leave. This benefit does not accrue. Unused Emergency Paid Sick Leave will not be carried over from year to year and will not be paid out at the time of separation from employment. Leave under this policy may only be used if the employee is unable to work or telework because the employee is:

- (1) subject to a Federal, State, or local quarantine or isolation order related to the novel coronavirus or COVID-19 (“COVID-19”);
- (2) advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (3) experiencing COVID-19 symptoms and seeking a medical diagnosis from a health care provider;
- (4) caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or who has been advised by a health-care provider to self-quarantine due to concerns related to COVID-19;
- (5) caring for the employee’s child if the child’s school or place of care has been closed or the child care provider of such child is unavailable due to COVID-19 symptoms; or
- (6) experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

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Definitions

For the purposes of this policy, “full-time” employees are those normally scheduled to work at least forty (40) hours each workweek. If the employee does not have a normal weekly schedule, the employee is considered to be a “full-time” employee if the average number of hours per workweek (including hours for which the employee took leave) is at least forty (40) hours per workweek over either the six-month period preceding leave or the employee’s entire employment.

“Telework” means work the Conference permits or allows the employee to perform work while the employee is at home or at a location other than the employee’s normal workplace. An employee is able to “telework” if (1) the Conference has work for the employee; (2) the Conference permits the employee to work from the employee’s location; and (3) there are no extenuating circumstances that prevent the employee from performing that work.

A “quarantine or isolation order” for reason (1) includes quarantine, isolation, containment, shelter-in-place, or stay-at-home orders issued by any Federal, State or local government authority that cause the employee to be unable to work even though the Conference has work the employee could perform but for the order. However, the leave is not available if the Conference does not have work for the employee to do on account of lack of business or because the Conference was required to curtail its operations as the result of a government order.

“Concerns related to COVID-19” for reasons (2) and (4) include having COVID-19, possibly having COVID-19 due to known exposure or symptoms, or being particularly vulnerable to COVID-19.

“An individual” for reason (4) includes the employee’s family member, a person who regularly resides in the employee’s home, or a similar person with whom the employee has a relationship that creates an expectation the employee would care for the person if the person was quarantined or self-quarantined; “an individual” does not include persons with whom the employee has no personal relationship.

For purposes of reason (5), a “child” includes a biological, foster, or adopted child, a stepchild, a child of a domestic partner, a legal ward, and a child of a person standing in *loco parentis* who is either under 18 years old or over 18 years old and who is incapable of self-care because of mental or physical disability. A “school” is an elementary or secondary school. A “place of care” means a physical location in which care is provided for the employee’s child while the employee works for the employer (e.g. day care facilities, preschools, before and after school care programs, schools, homes, summer camps, summer enrichment programs, and respite care programs). A “child care provider” includes a provider who receives compensation

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for providing child care services on a regular basis, including a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licensed, regulated, or registered under State law. The child care provider need not be compensated or licensed if the child care provider is a family member or friend who regularly cares for the child. Employees requesting time off under this policy for reason (5) qualify only if no other suitable person is available to care for the child during the period of such leave.

Pay During Leave

Employees requesting time off under this policy for reasons (1), (2), or (3) will be paid at the employee's regular rate of pay, up to \$511 per day and \$5,110 total per employee. Employees requesting time off under this policy for reasons (4), (5), or (6) will be paid two-thirds of their regular rate of pay, up to \$200 per day and \$2,000 total per employee. Consult the **Human Resources Representative** for detailed information on how the dollar amount of your emergency sick pay is calculated and the amount you will receive. The actual dollar amount that an employee receives may vary according to the employee's compensation plan.

Using Leave

Eligible employees who are teleworking may take Emergency Paid Sick Leave in a single block of time or, with the Conference's permission, intermittently (in separate blocks of time) for any qualifying reason. Eligible employees who are reporting to a worksite may not take Emergency Paid Sick Leave intermittently if the leave is taken for reasons (1), (2), (3), (4), or (6). Once an eligible employee begins Emergency Paid Sick Leave for one or more such reasons, the employee must use the permitted days of leave consecutively until the employee no longer has a qualifying reason to take Emergency Paid Sick Leave. Eligible employees who are reporting to a worksite may take Emergency Paid Sick Leave in a single block of time or, with the Conference's permission, intermittently (in separate blocks of time) for reason (5).

Intermittent leave, when permitted, must be taken in increments of at least one (1) hour. Only the amount of leave actually taken will be counted towards the employee's leave entitlement.

Notice

Employees requesting time off under this policy should provide notice as soon as practicable. Notice is not required in advance but is required after the first workday (or portion thereof) for which the employee takes leave under this policy.

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All Employees requesting leave under this policy must provide the Conference documentation containing the following information: (1) employee's name; (2) date(s) for which leave is requested; (3) qualifying reason for the leave; and (4) oral or written statement that the employee is unable to work because of the qualified reason.

Employees requesting leave under reason (1) must also provide the Conference with the name of the government entity that issued the quarantine or isolation order.

Employees requesting leave under reason (2) must also provide the name of the health care provider who advised the employee to self-quarantine due to concerns related to COVID-19. Employees requesting leave under reason (3) must also provide the name of the health care provider from whom the employee is seeking medical diagnosis.

Employees requesting leave under reason (4) must also provide either the name of (1) the government entity that issued the quarantine or isolation order or (2) the health care provider who advised the individual to self-quarantine.

Employees requesting leave under reason (5) must also provide (1) the child's name; (2) the name of the school, place of care, or child care provider; (3) a representation that no other suitable person will be caring for the child during the period the employee takes Emergency Paid Sick Leave, and (4) if the child is older than 14 and needs care during daylight hours, an explanation of the special circumstances that exist requiring you to provide care during those times.

The Conference reserves the right to request additional documentary evidence where necessary.

Use of Paid Leave

Depending on the purpose of your leave request, you may choose to supplement your Emergency Paid Sick Leave benefit with accrued paid leave (such as short term sick leave, vacation). In order to supplement Emergency Paid Sick Leave with other paid leave, an eligible employee must comply with the Conference's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Conference will maintain coverage during your Emergency Paid Sick Leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Conference may recover premiums it paid to

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maintain health coverage or other benefits for you and your family. Use of Emergency Paid Sick Leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. Consult the applicable plan document for all information regarding eligibility, coverage and benefits.

Job Restoration

Upon returning from Emergency Paid Sick Leave, you will be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. Your employment, however, is not protected from employment actions (such as layoffs) that would have affected you regardless of whether you took leave.

Fraud

The Conference will not take any adverse action against you if you utilize Emergency Paid Sick Leave. However, if you misuse or abuse this policy (e.g., misrepresent the reason for use of Emergency Paid Sick Leave or use Emergency Paid Sick Leave for vacation) you may be subject to disciplinary action, up to and including termination.

Interaction with Other Leave

Leave under this policy is in addition to the Conference's other paid leave policies (e.g. paid sick leave, and vacation). Employees are not required to use such paid leave before requesting leave under this policy. Leave under this policy may also run concurrently with leave taken under local, state, or federal law, including leave taken pursuant to the California Family Rights Act or the Family and Medical Leave Act. For more information regarding this policy, contact **the Human Resources Department**.

Emergency Family and Medical Leave Expansion Act

From April 1, 2020 until December 31, 2020, the Emergency Family and Medical Leave Expansion Act ("Emergency FMLA") policy temporarily extends the Conference's **Family and Medical Leave Act ("FMLA")** policy. This Emergency FMLA policy may run concurrently with such policy and other leave taken under local, state, or federal law.

This policy provides eligible employees the opportunity to take job-protected leave when they are unable to work or telework due to a need for leave to care for their child under 18 years old if such child's school or place of care has been closed, or such child's care provider is unavailable, due to a public health emergency. Employees requesting time off under this policy qualify only if no other suitable person is available to care for the child during the period of such leave. The maximum amount of Emergency FMLA leave any eligible employee may use is

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twelve (12) weeks. FMLA leave previously taken for other reasons might limit the amount of Emergency FMLA leave available to you.

Employee Eligibility

To be eligible for Emergency FMLA leave, you must:

- Have worked at least thirty (30) days for the Conference; and
- Currently work for an employer with fewer than 500 employees.

An employee is considered to have been employed for at least thirty (30) days if either:

- The Conference had the employee on its payroll for the thirty (30) calendar days preceding the leave; or
- The employee was laid off or otherwise terminated by the Conference on or after March 1, 2020, and the employee was otherwise reemployed by the Conference on or before December 31, 2020 provided the employee had been on the Conference's payroll for thirty (30) or more calendar days prior to the date the employee was laid off or otherwise terminated.

Definitions

“Telework” means work the Conference permits or allows the employee to perform while the employee is at home or at a location other than the employee’s normal workplace. An employee is able to “telework” if (1) the Conference has work for the employee; (2) the Conference permits the employee to work from the employee’s location; and (3) there are no extenuating circumstances that prevent the employee from performing that work.

A “Public Health Emergency” is an emergency with respect to COVID-19 declared by a Federal, State, or local authority.

A “child” includes a biological, foster, or adopted child, a stepchild, a child of a domestic partner, a legal ward, and a child of a person standing in *loco parentis* who is either under 18 years old or over 18 years old and who is incapable of self-care because of mental or physical disability.

A “school” is an elementary or secondary school. A “place of care” means a physical location in which care is provided for the employee’s child while the employee works for the employer (e.g. day care facilities, preschools, before and after school care programs, schools,

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homes, summer camps, summer enrichment programs, and respite care programs). A “child care provider” is a provider who receives compensation for providing child care on a regular basis, including a center-based child care provider, a group home child care provider, a family child care provider, or other provider of child care services for compensation that is licenses, regulated, or registered under State law. The child care provider need not be compensated or licensed if the child care provider is a family member or friend who regularly cares for the child.

Using Leave

Eligible employees may take Emergency FMLA leave in a single block of time, or, with the Conference’s permission, intermittently (in separate blocks of time), or by reducing their normal work schedule (including the elimination of required overtime) for qualifying reasons. Intermittent leave, when permitted, must be taken in increments of at least one (1) hour. Only the amount of leave actually taken will be counted towards the employee’s leave entitlements.

Pay During Leave

The first ten (10) days of Emergency FMLA leave is unpaid, during which time the employee may elect to use any accrued but unused vacation, personal leave, or medical/sick leave, including but not limited to Emergency Paid Sick Leave (described above). After the initial ten (10) days of Emergency FMLA, the Conference will provide paid Emergency FMLA leave. Employees will be paid two-thirds of their regular rate of pay for the number of hours they would normally be scheduled to work, up to \$200 per day and \$10,000 total per eligible employee. The number of hours an employee would normally be scheduled to work is based on the average number of hours the employee was scheduled per day over the six (6) months preceding the start of the leave, including any hours for which the employee took leave of any type. If an employee has not been employed by the Conference for six (6) months, the number of hours the employee would normally be scheduled to work is based off the employee’s reasonable expectation, at the time of hiring, of the average number of hours per day that the employee would normally be scheduled to work.

Maintenance of Health Benefits

If you and/or your family participate in our group health plan, the Conference will maintain coverage during your Emergency FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums while on leave. In some instances, the Conference may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of Emergency FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. Consult the applicable plan document for all information regarding eligibility, coverage and benefits.

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Notice

When seeking Emergency FMLA leave, you must provide:

- Notice as soon as practicable if the need for the Emergency FMLA leave is foreseeable;
- Certification containing the following information: (1) employee's name; (2) date(s) for which leave is requested; (3) qualifying reason for the leave; (4) oral or written statement that the employee is unable to work because of the qualified reason; (5) the child's name; (6) the name of the school, place of care, or child care provider; (7) a representation that no other suitable person will be caring for the child during the period the employee takes Emergency FMLA; and (8) if the child is older than 14 and needs care during daylight hours, an explanation of the special circumstances that exist requiring you to provide care during those times; and
- Periodic reports as deemed appropriate during the leave regarding your status and intent to return to work.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination. The Conference reserves the right to request additional documentary evidence where necessary.

Employer Responsibilities

To the extent required by law, the Conference will inform you whether you are eligible for leave under Emergency FMLA. Should you be eligible for Emergency FMLA leave, the Company will provide you with a notice that specifies any additional information required as well as your rights and responsibilities. The Conference will also inform you if leave will be designated as Emergency FMLA-protected and, to the extent possible, note the amount of leave counted against your leave entitlement. If you are not eligible for Emergency FMLA leave, the Conference will provide a reason for the ineligibility.

Use of Paid Leave

You may choose to use accrued paid leave (such as sick leave or vacation), during the first two weeks of your Emergency FMLA leave. During the remaining 10 weeks of Emergency FMLA you may choose, or the Conference may require you, to use accrued paid leave to supplement your Emergency FMLA benefit. In order to supplement Emergency FMLA with other paid leave, an eligible employee must comply with the Conference's normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

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Job Restoration

Upon returning from Emergency FMLA leave, you will be restored to your original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, your employment is not protected from employment actions (such as layoffs) that would have affected it regardless of whether the employee took leave.

Failure to Return after Emergency FMLA

If you fail to return to work as scheduled after Emergency FMLA leave or you exceed the total twelve (12) weeks of FMLA and Emergency FMLA entitlement, as applicable, you will be subject to the Conference's standard leave of absence and attendance policies. This may result in termination if you have no other Conference-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your Emergency FMLA leave, the Conference's obligation to maintain your group health plan benefits may end, and health care maybe extended to up to 60 days upon termination of employment. If you are unable to return to work after Emergency FMLA leave, you must notify **your supervisor and the Human Resources Department**.

Other Employment

The Conference prohibits employees from holding other employment, including self-employment, while on a leave of absence. This policy remains in force during all leaves of absence including Emergency FMLA leave and violation may result in disciplinary action, up to and including immediate termination of employment.

Fraud

The Conference will not take any adverse action against employees who utilize Emergency FMLA. However, providing false or misleading information or omitting material information in connection with an Emergency FMLA leave will result in disciplinary action, up to and including immediate termination.

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The Covid-19 Temporary Policies acknowledgement form must be submitted through the Employee Self-Service portal (ESS).

Employee must acknowledge that they have received a copy of the Florida Conference's Emergency Paid Sick Leave and Emergency Paid Family and Medical Leave Expansion Act policies and that they will familiarize themselves with their contents.

Should you have any questions regarding these policies, you understand that you should contact the **Human Resources Department**.



Index Important

You will find the following items in order as listed below. Please acquaint yourself with each one and take the necessary action. Many of these items are time sensitive.

Important School Items

- Start of School Highlights
- FLEC Standards of Ethical Conduct

Items to Turn In

- Confidentiality of Information Form (to Admin Asst)
- Staff Medical Information (to Admin Asst)

Other

- Staff Shirt Ordering (Lands' End)

Start of School Highlights 2020-21

Aug 10	Teachers Report
Aug 12	All Staff Meeting
Aug 13	Small Group Meetings
Aug 17	New Parent Orientation Webinar
Aug 18-20	Virtual Open Houses
Aug 24	First Day of School
Aug 25	FLEC School Board Meeting
Sept 7	Labor Day: No School
TBD	3-8 MAPS Testing
Sept 29	FLEC School Board Meeting
Sept 29	#MyFLEC Week Begins (Oct 6 end)
Oct 8-9	Fall Break: No School
Oct 16	1 st Quarter Ends
Oct 27	FLEC School Board Meeting
Oct 28	TENATIVE: School Pictures
TBD	Parent-Teacher Conferences: Half Day School





Standards of Ethical Conduct

The Forest Lake Education Center (FLEC) employee is intended to be an exemplar to the pupils, the school, and the community, and shall therefore fulfill the following responsibilities.

1. **The FLEC employee has the personal responsibility to:**
 - a. Consistently practice the ideals of the Seventh-day Adventist Church
 - b. Have a high sense of loyalty to the aims and ideals of Christian education, particularly to the Seventh-day philosophy of education
 - c. Recognize the dignity and worth of every person, and the right of opportunity for all, according to their ability, without discrimination
 - d. Look upon Christian teaching as a holy vocation ministry
 - e. Strive for excellence in teaching methods and techniques to effectively serve students
 - f. Support Adventist education, including the enrollment of the employee's own school-age children enrolled in the K-12 constituent school (Exceptions to this policy have to be approved according to local conference policy)

2. **The FLEC employee has the responsibility to the fellow employees to:**
 - a. Give encouragement and moral support to associates or the school staff
 - b. Appropriately recognize lines of authority, the duties and responsibilities assigned to other staff members, and the functions of administrators

3. **The FLEC employee has the responsibility to the students to:**
 - a. Meet promptly and faithfully all appointments with classes, individual students, and student groups
 - b. Cultivate friendly relationships with students and student groups
 - c. Give all students the freedom to express their views and the assurance of careful and objective consideration of their opinions
 - d. Hold in professional confidence the ideas, needs, weaknesses, and failures of students
 - e. Refrain from discussing personal problems with students
 - f. Provide redemptive discipline, avoiding the use of corporal punishment, sarcasm, and harshness
 - g. No shaming or abusing students in any way – verbally, physically, or sexually

4. **The FLEC employee has the responsibility to the school to:**
 - a. Demonstrate loyalty to the school by observing its regulations and policies
 - b. Participate in activities and programs sponsored by the school, and willingly accept and carry assigned responsibilities
 - c. Refrain from discussing confidential or official information with unauthorized persons
 - d. Carry out job assignments, and follow a supervisor's reasonable orders, directives, and recommendations, direct or implied

5. **The FLEC employee has the responsibility to parents/guardians to:**
 - a. Provide regular communication with the home regarding:
 1. Academic, social, and spiritual progress
 2. School events
 - b. Provide effective customer service

Training Requirement

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

Reporting Misconduct by Instructional Personnel and Administrators

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to Mr. Chris Juhl (407) 862-7688 ext. 222.

Reports of misconduct committed by administrators should be made to:
Mr. Frank Runnels, Vice-President for Education, Florida Conference Department of Education, (407) 644-5000.

Legally, sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services.

Policies and procedures for reporting misconduct by instructional personnel or school administrators, which affects the health, safety, or welfare of a student are posted on the workroom bulletin board and on our website at www.myflec.com.

Reporting Child Abuse, Abandonment or Neglect

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

Signs of Physical Abuse

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

Signs of Sexual Abuse

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

Signs of Neglect

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

Patterns of Abuse

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

Liability Protections

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

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

Seventh-day Adventists Code of Conduct and Guidelines for Employees and Volunteers

Acknowledgement

Because I want the best possible environment for our children and youth to grow up in, it is important that those working with children have guidelines for conduct in order to protect both themselves and those under their care. As a ministry employee or volunteer, I want parents and other to feel comfortable and confident in me.

My Commitment to Children and Youth Ministry

I will,

1. Provide appropriate adult supervision at all times for the children for whom I am responsible
2. Have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, under no circumstances will I allow myself to be alone with one child (the “two-person rule”). This protects the child as well as protecting the adult from possible allegations.
3. When possible, ask a child’s permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a swimsuit.
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. “Time out” or “sit-in-that-chair” may be helpful discipline methods to use with children.
5. Children may be affirmed with appropriate touching by keeping hugs brief and “shoulder-to-shoulder” or “side-to-side.” For small children who like to sit on laps, I will encourage them to sit next to me.
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open. When this is not possible, I will allow only one child at a time to go to the bathroom during class time, but if children are using the bathroom as a group, I will position myself so I can supervise the area either visually or audibly.
7. Be aware of conducting activities in rooms that do not have an interior window or viewing area, if not, I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the employee or volunteer screening process and complete the Volunteer Ministry Information form, as required by the church or school.
9. Become aware of the signs and symptoms of child abuse and of the legal requirements for reporting suspected cases of abuse. In addition to any legally required reporting, I agree that if I become aware of any behavior by another individual which seems abusive or inappropriate towards children I am supervising, I will also inform appropriate church or school leadership.
10. Cooperate with church or school leadership in conducting children and youth ministries by being an employee or volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs conducted by the church or school.
12. Uphold the standards of the Seventh-day Adventist Church.



Forest Lake
EDUCATION CENTER

Confidentiality of Personal Information

Forest Lake Education Center personnel, including employees, substitutes, and volunteers, must read and sign their acknowledgement of the following statement:

By consenting to work, substitute or volunteer at FLEC, I agree to carefully refrain from discussing any teacher or student's personal information with anyone outside the school. I will not share any disciplinary or medical information. I acknowledge that all information seen or heard regarding teachers and students is completely confidential and is only to be discussed as needed with authorized personnel.

I have read, understood, and will comply with the above statement.

Employee Signature

Date

Print Name

***Please print and return to Administrative Assistant**



Forest Lake

EDUCATION CENTER

Staff Medical Information

Name _____ Date _____

Address _____

Phone _____

Birthday: _____ Social Security # _____

Emergency Contact: _____ Phone: _____

Allergies (Please list ALL allergies, including food and plants as well as symptoms - e.g. Penicillin, get hives *or* Dairy, diarrhea.): _____

Current health conditions requiring treatment or restrictions: _____

Current Medication: _____

Additional Medical information that a provider would need to know about your medical history: _____

I hereby give Forest Lake Education Center (FLEC) permission to provide routine health care (which includes over the counter medications, first aid on minor cuts, sprains, bruises, etc.), administer prescription medication if necessary, and seek emergency treatment as needed. In case of emergency, I hereby give permission to the physician, selected by an adult representative at FLEC, to secure proper treatment for myself including, but not limited to: ordering injections, x-rays, hospitalization, anesthesia, and/or surgery.

Staff Signature

Date

***Please print and return to Administrative Assistant**

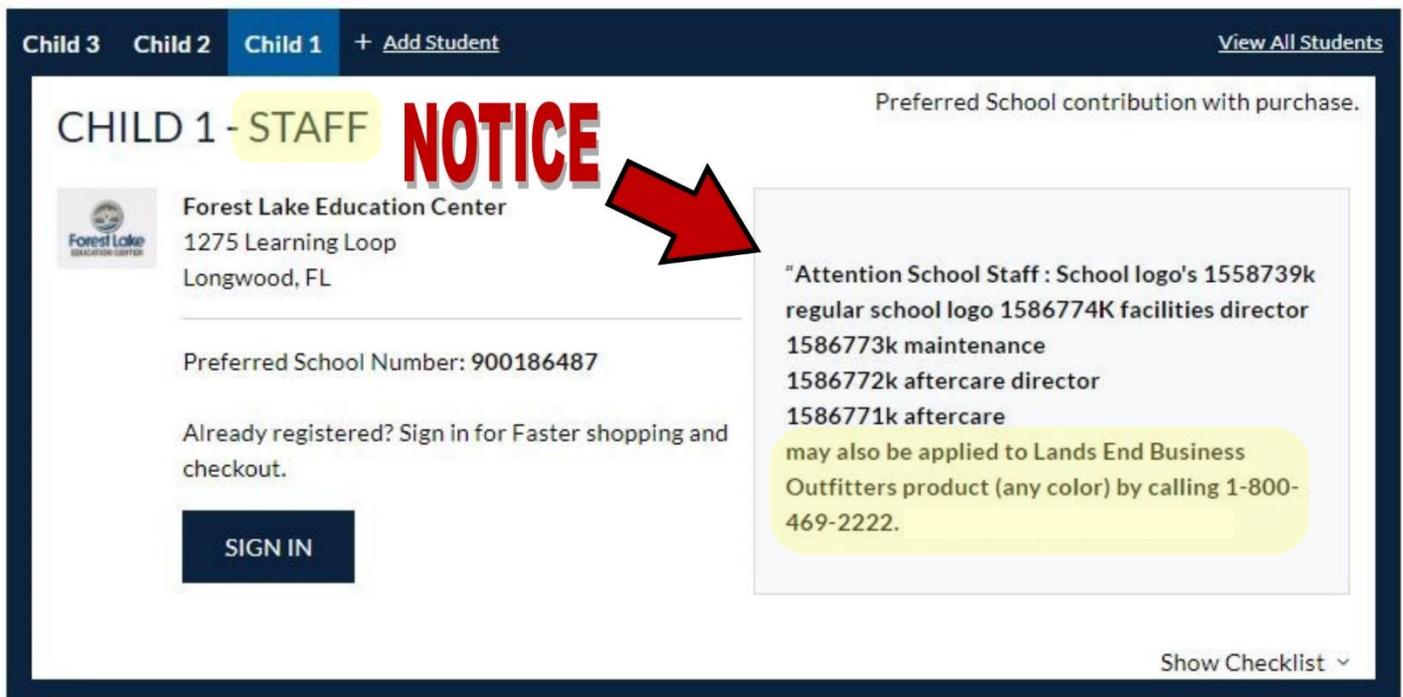


Forest Lake
EDUCATION CENTER

Staff Shirt/Merchandise Order Info

Preferred School Number: 900186487

ONLINE: Go to landsend.com/school and create or sign in to your account. Include your staff and school information in My Account or find your school using the Preferred School Number search. Start shopping with your personalized product checklist.



Child 3 Child 2 **Child 1** + Add Student [View All Students](#)

CHILD 1 - STAFF NOTICE

Preferred School contribution with purchase.

 Forest Lake Education Center
1275 Learning Loop
Longwood, FL

Preferred School Number: 900186487

Already registered? Sign in for Faster shopping and checkout.

SIGN IN

"Attention School Staff : School logo's 1558739k
regular school logo 1586774K facilities director
1586773k maintenance
1586772k aftercare director
1586771k aftercare
may also be applied to Lands End Business
Outfitters product (any color) by calling 1-800-
469-2222.

Show Checklist ▾



Index Calendar Schedules

Calendar

- Calendar
- Calendar Highlights

Schedules

- School Meetings
- Morning Supervision Schedule **(Not Included for 2020)**
- Playground Schedule
- Florida Conference 2020 Payroll Calendar



AUGUST

17 New Parent Orientation Webinar
18-20 Virtual PreK-8 Open House
24 **First Day of School**
25 FLEC School Board Meeting
TBD *K-2: DIBELS*

SEPTEMBER

TBD *Fall Week of Prayer*
7 Labor Day: **No School**
8-18 3-8 MAP Testing (tentative)
29 FLEC School Board
29-Oct 6 #MyFLEC Week

OCTOBER

8-9 Fall Break: **No School**
16 1st Quarter Ends
27 FLEC School Board
28 School Pictures (tentative)
TBD *PTC: Half Days School*

NOVEMBER

17 FLEC Board
23-27 Thanksgiving Vacation: **No School**

DECEMBER

17 Teacher Workday: **Half Day School**
18 2nd Qtr. Ends: **School Day**
21-Jan. 3 Christmas Vacation: **No School**
TBD *3-8 MAP Testing*

JANUARY

4 **School Resumes**
11-15 K-2: DIBELS Testing
18 MLK Day: **No School**
26 FLEC School Board
21 Preview Day
TBD *Picture Re-take Day*

FEBRUARY

TBD *7th Grade Tampa Science Trip*
TBD *Miriam Kittrell 5K: School Day*
11 Class Pictures
15 Presidents' Day: **No School** (*Hurricane*)
23 FLEC Board Meeting

MARCH

1-12 WrAP Testing (Gr. 3-8)
12 3rd Quarter Ends: **School Day**
15-19 Spring Break: **No School**
27-28 Robotics Regionals (tentative)
29-Apr 1 6th Grade Outdoor Ed
29 & 30 *PTC: Half Days School*
30 FLEC Board Meeting
TBD *Spring Picture Day*

APRIL

TBD *Spring Week of Prayer*
TBD *Athletic Awards Banquet*
TBD *NJHS Induction Ceremony*
1 8th Grade Etiquette Banquet
2 Good Friday: **No School** (*Hurricane Day*)
7-10 Festival of the Arts
26-May 7 3-8 MAPS/K-2 DIBELS Testing
27 FLEC School Board

MAY

TBD *High Honors Trip*
TBD *8th Grade Class Trip*
2 Robotics Nationals (tentative)
3-7 Teacher Appreciation Week
6 FLEC Constituency Meeting
25 Pre-K Graduation
25 FLEC Board Meeting
27 8th Grade Graduation
28 Last Day of School

**This
Calendar
is Subject to
Change**



2020-21 Calendar Highlights

Quarterly Days:

1st Quarter: 38 days
 2nd Quarter: 40 days
 3rd Quarter: 48 days
 4th Quarter: 49 days
Total Days: 175 days

Highlights:

Staff Meeting	Aug 12-13
New Parent Webinar	Aug 17
PreK-8 Open Houses	Aug 18-20
First Day of School	Aug 24
#MyFLEC Week	Sep 29-Oct 6
PT Conferences	TBD
Teacher Workday: 1/2 day	Dec 18
Preview Day	Jan 28
5K	TBD
Robotics Regionals	Mar 27-28
PT Conferences	Mar 29-30
Outdoor Ed	Mar 29-Apr 1
Robotics Nationals	May 2
PreK Graduation	May 25
8 th Graduation	May 27
Last Day of School	May 28
Post-school Days	Jun 2-4

Days Off:

Labor Day	Sep 7
Fall Break	Oct 8-9
Thanksgiving	Nov 23-27
Christmas	Dec 21-Jan 3
MLK Day	Jan 18
Presidents' Day	Feb 15
Spring Break	Mar 15-19
Good Friday	Apr 2

Hurricane Make-up Days:

Presidents' Day	Feb 15
Good Friday	Apr 2

Concerts:

Festival of the Arts	Apr 7-10
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Pictures Days: TBD

Testing Dates: TBD

DIBELS (K-2)

MAP (3-8)

WrAP (3-8)



2020-2021 Meetings and Important Dates

12 First Day of School
 14 POD
 21 POD
 28 POD

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1
 8 POD
 11 FLT
 15
 18 MLK Day
 22 Study Group
 29 POD

4
 7 [Labor Day](#)
 11 Study Group
 14 FLT
 18 POD
 25 Study Group

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

1 FLT
 5 Study Group
 12
 15 [Presidents' Day](#)
 19 POD
 26 Study Group

2 POD
 5 FLT
 9
 16 Study Group
 23 POD
 30 Study Group

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 FLT
 5 POD
 12
 19
 26 Study Group

2 FLT
 6 POD
 11 [Veterans Day](#)
 13 Study Group
 26 [Thanksgiving Day](#)

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 [Good Friday](#)
 4 [Easter Sunday](#)
 5 FLT
 9 POD
 16 Study Group
 23 POD
 30 Study Group

4 POD
 11 POD
 18
 25 [Christmas](#)

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 FLT
 7 POD
 9 [Mother's Day](#)
 14 POD
 31 [Memorial's Day](#)

Study Group: Professional teaching and learning meeting from 1:15-3:00

POD Meeting: Collaboration with one or more PODs (time set by PODs)

FLT: Faculty Leadership Team: Leadership mentoring through the process of teacher representation from 3:45-5:00

Recess-Break Schedule

2020-2021

MONDAY-THURSDAY		FRIDAY	
Play Equipment	Slab and Beyond	Play Equipment	Slab and Beyond
7:50-8:20 PreK			Chapel
9:00-9:20 2 All		Chapel	
9:20-9:40 1 All		Chapel	
9:40-10:00 3 All	9:45-10:10 5 All	9:45-10:05 K and PreK	
10:00-10:20 4 All (include small court)	10:15-10:30 7/8 All	10:05-10:25 1 All	10:00-10:15 7/8 All
10:30-11:00 PreK K All	10:50-11:20 6 Break	10:25-10:45 2 All	10:30-11:10 5 All
11:00-11:30		10:45-11:05 3 All	
11:30-12:00 1 All		11:05-11:25 4 All	11:15-12:00 6 All
12:00-12:30 3 All		12:00 Dismissal	12:00 Dismissal
12:30-1:00 5 All	12:30-1:00 6 All		
1:00-1:30 K All	1:00-1:30 7/8 All		
1:30-2:00 PreK All			
2:00-2:30 4C (MW) 4A & 4B (TTh) PE on opposite days			
2:30-3:00 2 All			



Play Equipment*: Includes tiny basketball court, all play structures, swings, and gaga ball court (with limited number of players)

*When grades 4-5 are out, they may use the small basketball court

Slab & Beyond: Slab, volleyball, pavilion, back retention pond for soccer, grassy area between 7/8 and annex, flat grassy area by the 7/8 building for football. Remember to respect the prayer garden space. (Choose multiple areas for students to play to increase social distancing. All areas must be supervised.)

FLORIDA CONFERENCE OF SDA'S 2020 Payroll Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
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23	24	25	26	27	28	29

March						
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22	23	24	25	26	27	28
29	30	31				

April						
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May						
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31						

June						
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July						
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August						
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September						
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27	28	29	30			

October						
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25	26	27	28	29	30	31

November						
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22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

HR Deadline

Deadline for all requests to be submitted to HR. For New Hires, Discontinuations, Rate Changes, etc. Due at close of business.

Hourly Pay Period Ends

End of hourly pay period. TimeSheet opens for data input.

Payroll Deadline

Last day to submit online Local Hire Timesheet data input, pmt requests, etc.

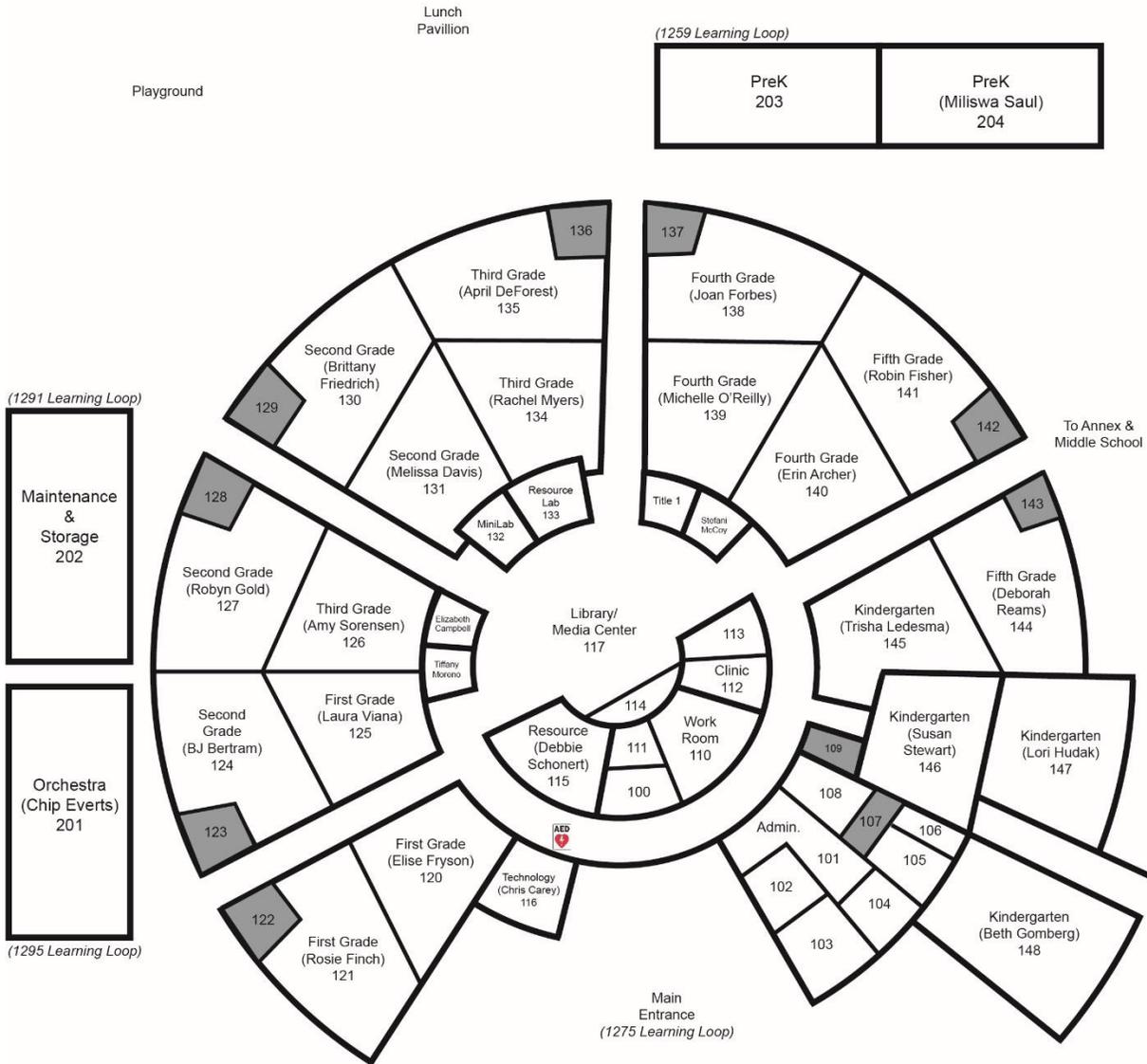
PAYDAY

Conference Holiday

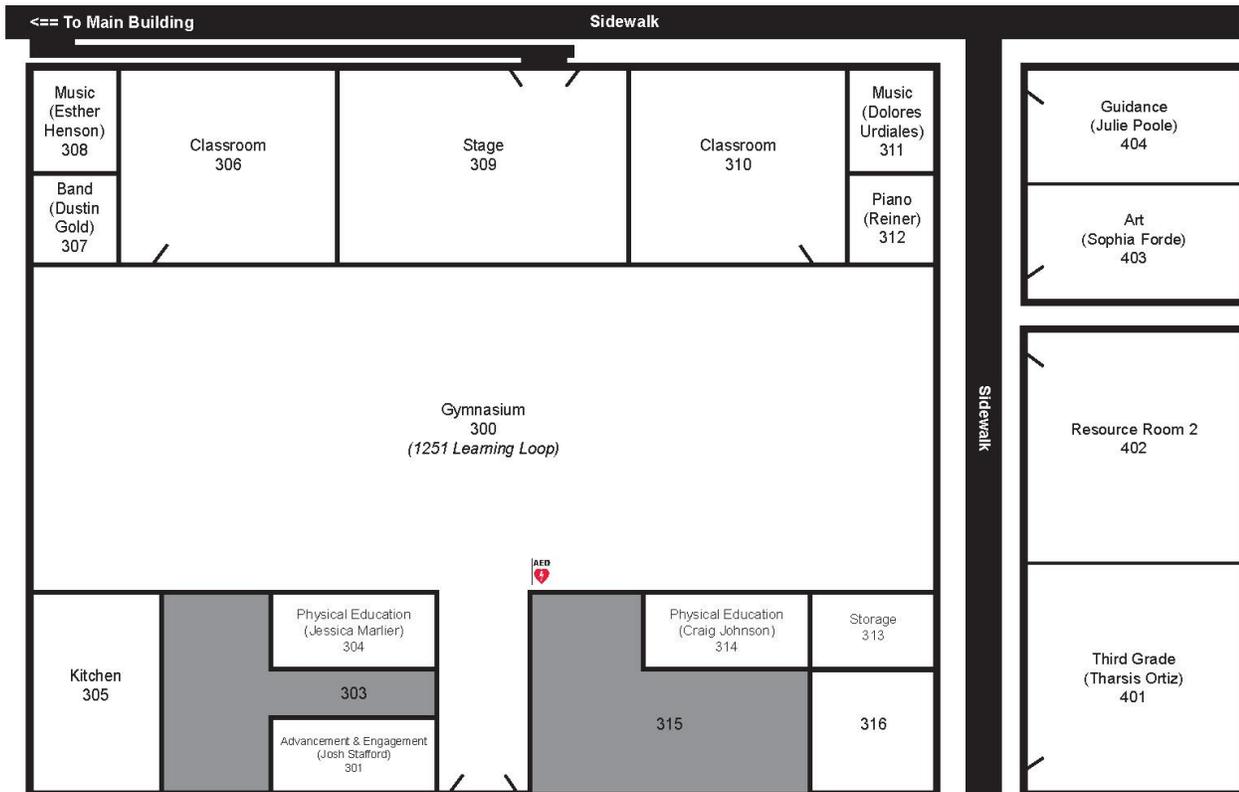
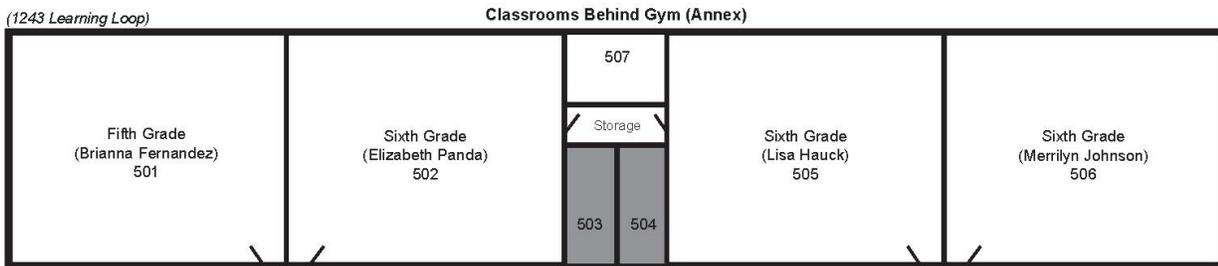
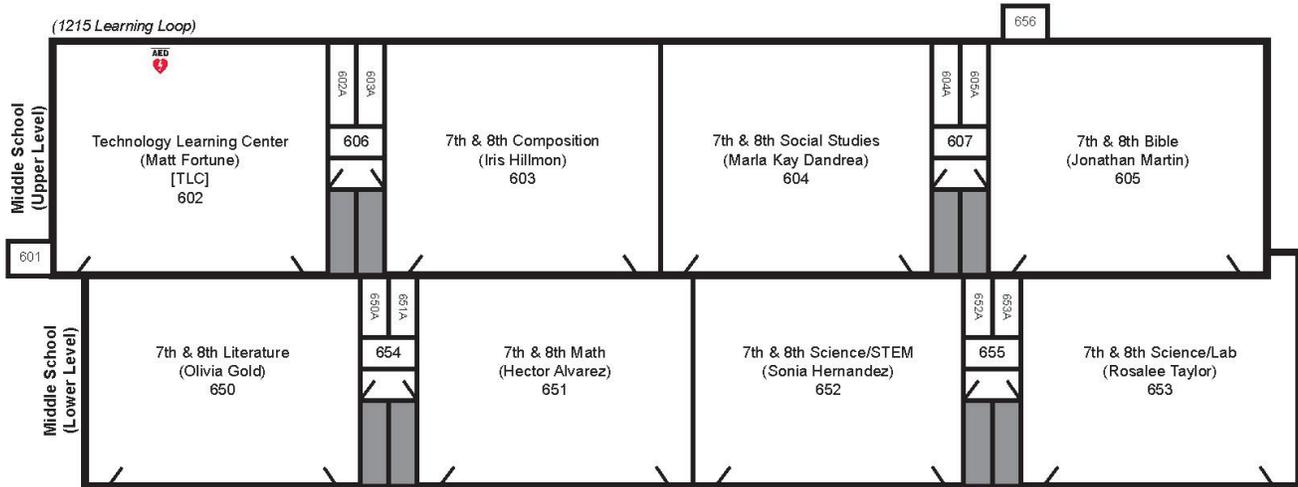
Conference Office CLOSED.



- Facilities Map
- Telephone Extensions
- Phone System Use
- Emergency Plan
- Faculty/Staff List
- Administrative Organizational Chart
- Arrival – Temp Check Map
- Lunch Ordering
- Dismissal Map
- Faculty Leadership Team
- Professional Development
- Employee Procedures
- Staff Meetings
- Substitutes
- Discipline
 - K-5 Behavioral Level Interventions
- Supervision
- Fire Drill
- School Closing
- Finances
- Professional Appearance
- Programs
 - Music
 - PE
 - Art/Spanish
 - AfterCare Program
- Student Services
- Technology
- Spiritual Emphasis
- Lunch Program
- Student Handbook Policies
 - Student Dismissal and Rainy-Day Dismissal
 - Student Dress Code



 = Restrooms



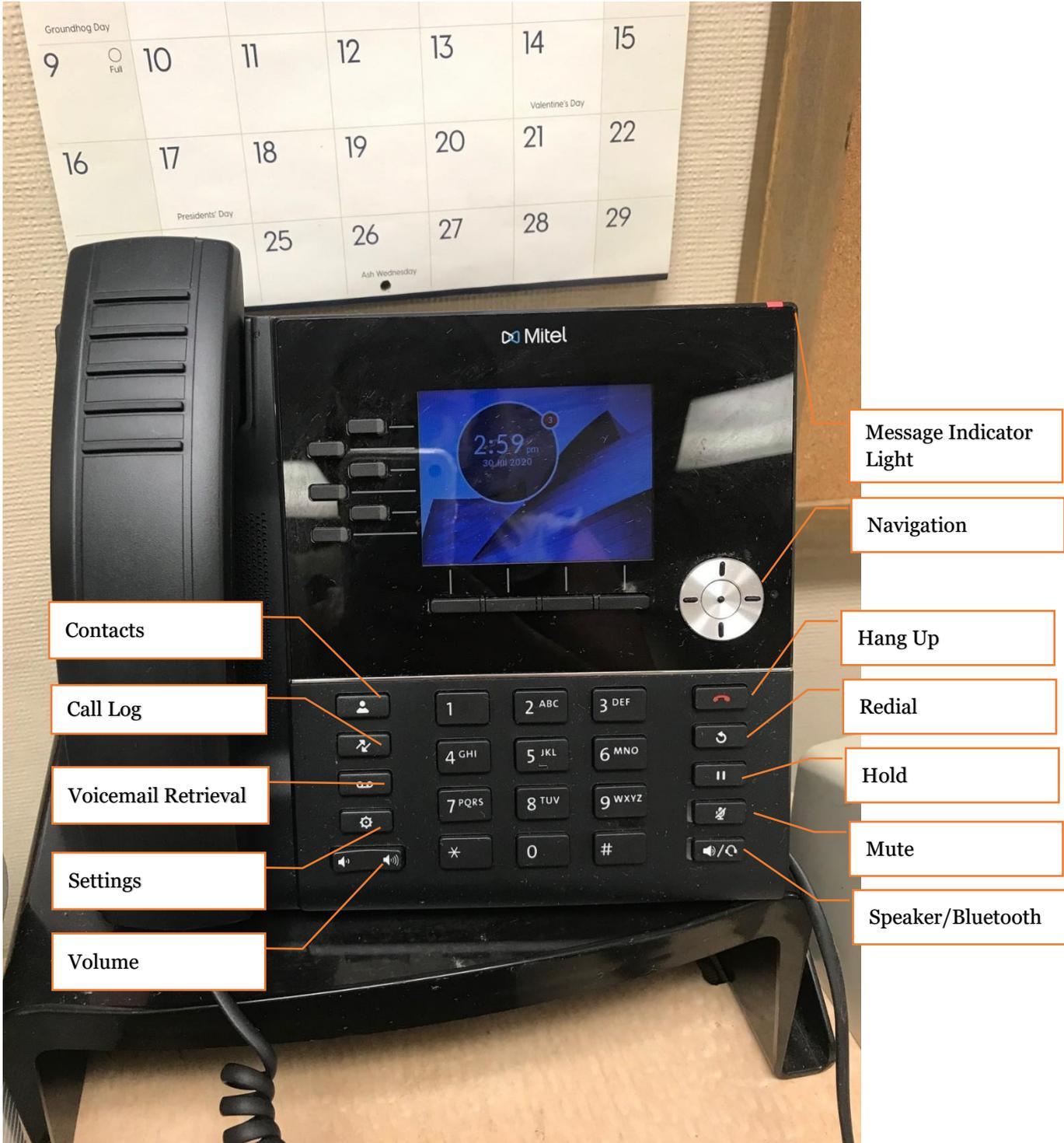


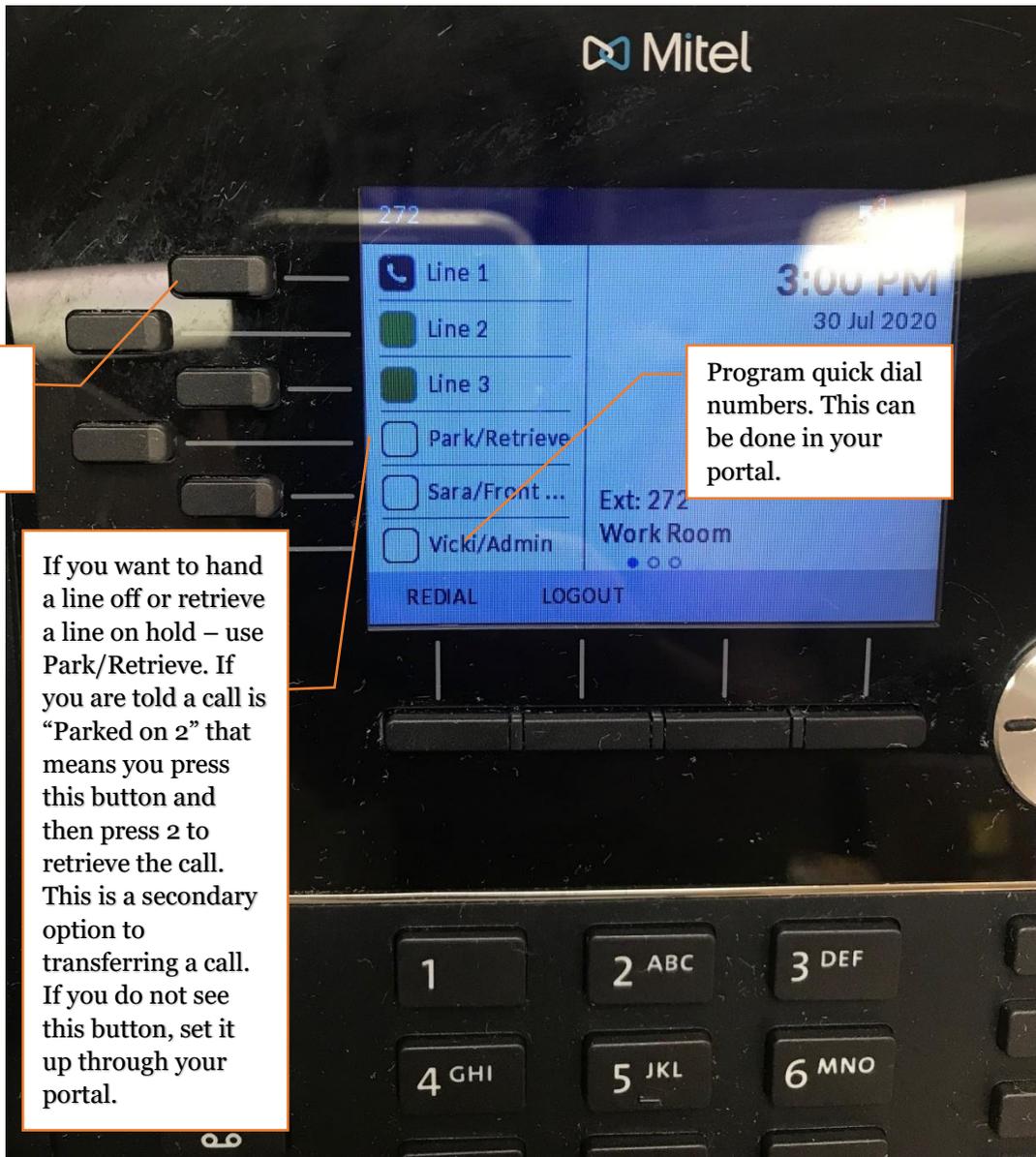
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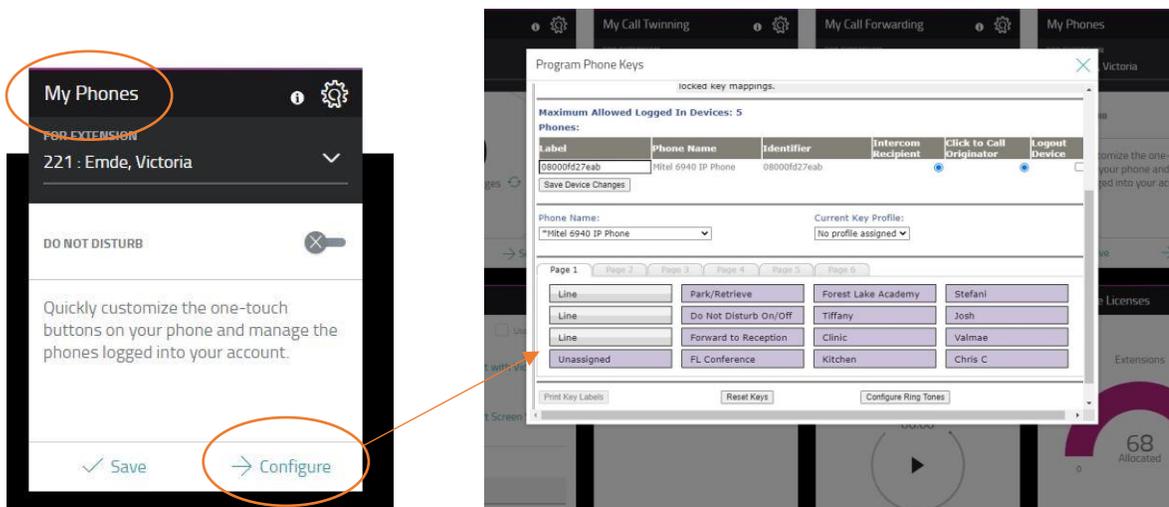
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Phone Tutorial





Through your portal, you can make all sorts of personalization to your phone. Log into we.windstream.com and select “My Phones”. Then configure your phone.





Forest Lake
EDUCATION CENTER

Emergency Management Plan

Introduction

This Emergency Management Plan is designed to be used from 7:30 am to 6:00 pm Monday through Friday when school is in session. All faculty, staff, students and visitors must abide by the following procedures. The safety of all individuals on the campus of Forest Lake Education Center is important.

After school hours until 6:00 pm, all faculty, staff, students and visitors will follow the procedures as outlined in this document. The Administrator on Duty or the adult supervising the activity will be in-charge of implementing the procedures in the Emergency Management Plan. If there is an activity outside of these hours, the adult in charge of the activity will follow accepted procedures to ensure the safety and well-being of those in their care.

For AfterCare and After School Sports Emergency Management Plans, please refer to those sections (under development).

Front Desk

At times an individual may come into the school that is agitated or may be a concern for the safety of the school. When this occurs, the staff member who is engaged with the potential threat will attempt to defuse the situation by recognizing the person has a concern and offering to get the best person to assist them. If this does not calm or address their concerns, then they will continue to talk with them in a calm voice. Do not apologize for anything unless it has a direct relationship to you.

During this time, the other desk personnel are observing and when the situation does not resolve, makes an overhead intercom call stating, "Would EDNA please come to the office." EDNA (Emergency Developing Need Assistance) or "Would NORA please come to the front office." NORA (Need Officer Right Away).

These protocols may be used at other locations on campus, but would need to be transmitted on Channel 6 of our radios. Always include the location of the concern. Remember the staff member who is engaged with the concern may have a radio.

This protocol does not replace the need to call a Code Yellow or Red. If NORA or EDNA has been called, the person who has broadcasted the concern must be prepared to quickly call one of the Lock Down codes.

Lock Down

Depending on the situation, it may become necessary to perform a lockdown of the campus. A lockdown is a warning given indication limited or no movement of the school facility. Communication of a Lockdown will be given through an intercom broadcast message or through a call on radio Channel 7. It will state, "Code -----, Teachers monitor Channel 7.". The following codes are used at Forest Lake Education Center:

Code Yellow – Shelter in Place Limited Movement

1. Students are moved immediately to the classrooms. PE, Band, music, and Computer students will remain in the building they are located. Those on the playground/lunch area will move quickly to their classrooms. Students outside of classrooms will return immediately to their classrooms.
2. Teachers will contact the office for any missing students.
3. All classroom doors will be locked.
4. Windows and blinds will be closed.
5. Teachers will resume teaching classes.
6. Students are not allowed to leave the classroom for any reason.
7. School gates are closed.
8. Code White will be given to inform teachers of the end of threat.

Administrative Responsibility/Team Leader

1. Each administrator will carry a communication radio during the Lockdown.
2. Annex, Portables and Playground: Facility and Maintenance
3. 7/8 Building: Computer Director
4. Pod 1 Grades 1-2: VP for Curriculum
5. Pod 2 Grades 2-3: Business Manager
6. Pod 3 Grades 3-4: IT
7. Pod 4 Grades K-5: VP for Discipline
8. Pod 5 Kindergarten: Office Support
9. Gymnasium/Music: Athletic Director/Music Teacher
10. Front Desk Area: Administrator in Charge - Principal
11. All team leaders will radio an "all-clear" signal to Administrator in Charge - when Pod or area is all accounted for.

Administrator in Charge will:

1. Assess the situation at hand.
2. Be sure 911 has been called
3. Wait for "All Clear" from each team leader.
4. Give final assessment of the situation.
5. Be the official spokesperson for FLEC.

Code Red - Lock Down, No Movement

As a general practice at FLEC, all teachers will make sure that their room is locked whenever they are not present. This is not necessary if the teacher is in the classroom.

When an individual is noticed to not have a "Sign-in" Badge, when possible before they are approached by an employee, call on the radio (Channel 6) stating "I am approaching a M/F at .location..". When done call in stating, "All set with..." or "Sending ...to the office to check in."

Administrator In-Charge: If the Principal is not available to be in this roll, the following order will take place. This is in the event that the Principal is actively addressing the Code Red, off campus, etc. When the Principal becomes available, they will resume the responsibility of Administrator in Charge.

Principal
Business Manager
Vice Principal for Day to Day
Vice Principal for Curriculum
Athletic Director
School Guidance Counselor

General Procedures

1. The individual who identifies the immediate danger will radio or call the front desk (ext. 227) to state CODE RED and give the location. The front desk will do an intercom call saying, "Code Red, location Teachers monitor your radios." Administration will use channel 7 when needing to contact a classroom. 911 will be called by the Business Manager, VP for Curriculum or other available individuals. Multiple calls are fine.
2. Front gates will be opened remotely by Maintenance, VP or Business Manager. This may be observed on camera monitors.
3. Students are moved immediately to the classrooms. Students in the gymnasium will move to the music rooms. Band and music students will remain in the lower level music rooms. All students will be in total silence. All doors will be locked. Those classes on the playground/lunch area will quickly move to their classrooms or to the safest/closest location. Students in transit will return immediately to their classroom or placed in the closest classroom with supervision by a FLEC adult.

4. Within each room there will be "Red Lines" placed for students to go to. These should be away for the view of all windows. All students should hold a heavy book or object to help protect their head or be able to throw it if necessary.
5. Teachers will not leave the classroom for a missing student.
6. All outside building doors will be locked.
7. All classroom doors will be locked.
8. Windows and blinds will be closed and locked if necessary.
9. All lights turned off if possible.
10. Teachers will maintain a calm, quiet environment with no talking or use of any phones.
11. Students are not allowed to leave the classroom for any reason except for an intruder entering their room.
12. Code White will be given to inform teachers of the end of threat.

Code Red Drill: Only Administrative team and Team leaders will know a drill has been called.

1. One person will wear a yellow vest and wander around property, attempting to get into buildings or rooms.
2. One person will observe school cameras and radio location of yellow vest. This person will be considered the Administrator in Charge. They will record where the person has been lost from view. The cameras will be viewed from the computer office and Senior Accountant's office
3. Two teams of Two individuals will search out the yellow vest, being guided by radio as to the location. (Principal/VP) (2 Maintenance individuals). They shall observe and call in position of the yellow vest unless they must approach due to students being present. They will then call in that they are approaching the yellow vest.
4. Administrative Responsibility/Team Leader Responsibility
 - A. Each administrator will carry a communication radio during the Lockdown.
 - B. Doors checked by Team Leaders:
 - a. Annex: Math/Science Teacher grade 6
 - b. 7/8 Building:
 - 1) Upper Level: Computer Director
 - 2) Lower Level: Science teacher or Lab teacher
 - c. Gymnasium/Music/Portables: Athletic Director
 - d. Main Building/Orchestra/PreK/Playground: VP for Curriculum/Registrar
 - e. All team leaders will radio an "all-clear" signal to Administrator in Charge - when Pod or area is all accounted for.
 - C. If a group of students are outside a building and it is not safe to enter, the students with the adult supervising will evacuate to:
 - a. Front of Buildings/Ball Fields
 - i. Gate leading to Korean Church
 - b. Playground or behind Annex
 - i. Gate leading to Forest Lake Church

Administrator in Charge will:

1. Observe school cameras and direct by radio the location of the yellow vest
2. Assess the situation at hand.
3. Be sure 911 has been called
4. Wait for "All Clear" from each team leader.
5. Give final assessment of the situation.
6. Be the official spokesperson for FLEC if necessary.

Code Red (Actual scenario)

1. All of the Drill procedures will be followed except for the checking of classrooms. Those individuals will remain in a safe location or assist with students evacuating areas of the campus.
2. If a group of students are outside a building and it is not safe to enter, the students with the adult supervising will evacuate to:
 - a. Front of Buildings/Ball Fields
 - i. Korean Church

- b. Playground or behind Annex
 - i. Forest Lake Church

Code White – Lockdown Lifted

1. An announcement will be made on the school intercom or radio channel 6/7. It will state, “Code White- All Clear.”
2. Lockdown codes are lifted
3. Regular activities may continue.

School Evacuation– Code Green

See Page 17 for Assignments

Note: Assignments may vary from practice to practice due to absence or day of the week

This code will be called in the event of a chemical leak, bomb threat, or other situation that would be unsafe to remain in the school facility. The code will be called by the school’s communication systems. A call will go on the intercom stating “Code Green : Monitor radios on channel 7. Please await further instructions.”

1. School will Shelter in Place and wait for further instructions.
2. The Principal or his designee will be the liaison between safety personnel and FLEC.
3. When possible, students will be transitioned to the gymnasium or other buildings available. In the event the students are not allowed back into the buildings on campus the students will be evacuated to Forest Lake SDA Church.
4. The Principal or his designee will contact the FLSDA Church.
5. When possible, those students in grades PreK-2 will be transported by bus.
6. Those students with medical concerns will be transported by bus or car.
7. Grades 3-8 (Lower grades as necessary) will walk to the Forest Lake SDA Church through the designated trail.
8. The Teachers shall remain with their classes.
9. Each POD/teacher shall have its radio tuned to Channel 6.
10. Two Administrators shall lead the student group as they transition to the Forest Lake SDA Church.
11. Two Administrators shall follow the student group during transition.
12. Maintenance, Non-Classroom Teachers and other personnel will spread out along the area to assist with supervising students.
13. Arrival at the Forest Lake SDA Church, students shall go to the following locations: See attached map

PreK	Upper Level	PreK Room
K	Lower Level	Cradle Roll Room
1	Lower Level	Primary B and Beginners Rooms
2	Upper Level	Kindergarten Room
3	Upper Level	Primary A Room
4	Adult SS Rooms	Rooms: 5,6,9
5	Adult SS Rooms	Rooms: 2,3,4
6	Adult SS Rooms	Choir
7	Youth Center	Lower Level
8	Youth Center	Upper Level
14. The Principal or his designee will send a Parent Alert stating safety issue, location of students, how to contact school personnel and students, and pick up directions.
15. Administration, teachers and Aftercare personnel (as necessary) will remain with the students until picked up by the appropriate driver/ride.
16. The Principal or his designee will address any public questions or make necessary statements. All personnel will direct questions to the Principal or his designee that do not deal with immediate general classroom questions, students pick-up, or information that has been given to school personnel to share.
17. The Principal or his designee will send a Parent Alert stating attendance at school for the following day.

Medical Emergency

Code Blue

A Code Blue will be called when a medical emergency occurs. The Code Blue is called either by the adult present or the School Nurse. The call will go on the intercom and radio Channel 6 and Channel 7 stating, "Code Blue, and location." All staff and students are to avoid the area where the code blue has been called until the event has been resolved. If other staff/students are present when event begins, they are to exit that area as quickly and as quietly as possible.

Response Team:

- Staff who witnessed event and those who are in charge at event
- School Nurse with radio, trauma bag and AED, if needed
- Administrator
- Receptionist to activate EMS upon request, and then coordinate parent/significant other notification with Administrator/School nurse
- Facility/Maintenance staff to direct EMS to area when activated
- Other staff if directed
- Adult(s) responsible for after school activities

Emergency Procedure for Injury or Illness:

- Remain calm and assess the situation.
- The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic or violence.
- Teacher/staff should stay at the scene and assist the victim until the response team arrives. Further first aid and decisions will be made by this individual.
- Communication to main office needs to include:
 1. specific location of incident
 2. name of student, homeroom teacher/grade
 3. nature of emergency.
- The main office may be asked to call EMS 9-1-1. If so then a Code Purple is called.
- When main office calls a code blue; the location of incident will be stated specifically so others will avoid the area. A code blue may be called regardless if EMS is called or not.
- Do NOT give medications unless there has been prior approval according to the signed medical or medication consent.
- Do NOT move a severely injured or ill individual unless absolutely necessary for immediate safety.
- The administrator on duty/nurse **must** notify the parent/legal guardian, or significant other (if staff), of the emergency as soon as possible.
- If the parent/legal guardian cannot be reached, notify an emergency contact or the parent/legal guardian substitute. Arrange for transportation of the individual by EMS, if indicated.
- Fill out a report for all injuries/incidents requiring above procedures.
- Incident report to be completed on all emergency events by the initial staff on scene and school nurse within 24 hours.

Code Purple

A Code Purple will be called when a medical emergency occurs that requires EMS/911 to be called. The Code Purple is called either by the adult present or the School Nurse. The call will go on the intercom and radio Channel 6 stating, "Code Purple, and location." All staff and students are to avoid the area where the code blue has been called until the event has been resolved. If other staff/students are present when event begins, they are to exit that area as quickly and as quietly as possible.

It is recommended that the following occur to direct EMS to the incident:

1. Staff will direct EMS at the "Y" on the driveway.
 2. Staff will direct EMS at the building of the incident.
 3. If event occurs after regular school hours, person responsible for activity will designate an individual to direct EMS at the "Y" in driveway and entrance to building.
- Student's medical consent MUST accompany student to hospital.
 - A FLEC staff member will stay with the injured person at all times.
 - If EMS leaves with a student prior to a parent arriving a representative from FLEC will either ride with student or follow in private vehicle and then stay at the hospital until a parent/guardian arrives.
 - Fill out a report for all injuries/incidents requiring above procedures.
 - Administrator on duty and nurse to follow up with parent/legal guardian following any incident requiring EMS involvement the day of incident.
 - Incident report to be completed on all emergency events by the initial staff on scene and school nurse within 24 hours.

EMS to be activated for the Following Events:

If any of the below or similar conditions exist, or any other medical situation that you are uncomfortable handling, call EMS 9-1-1 IMMEDIATELY. Contact school administrator on duty/nurse after activating EMS 9-1-1.

Note that the following events are examples and are not limited to those listed below.

- Individual is unconscious, semi-conscious or unusually confused.
- Individual is not breathing or airway is blocked.
- Individual is having difficulty breathing, shortness of breath or is choking for more than a "brief" episode and is not recovering.
- Individual has no pulse.
- Individual has bleeding that won't stop.
- Individual is coughing up or vomiting a significant amount of blood.
- Individual has been poisoned.
- Individual has a seizure.
- Individual has significant injuries to the neck or back.
- Individual's condition is limb-threatening/amputation.
- Individual has severe eye injuries.
- Individual has diabetic emergency.
- Individual's condition could worsen or become life-threatening on the way to the hospital.
- Moving the individual could cause further injury.
- Individual needs the skills or equipment of paramedics or emergency medical technicians and/or emergency room.
- Distance or traffic conditions would cause a delay in getting the individual to the hospital.
- Individual's Epinephrine pen was used.

- Individual's Inhaler/Nebulizer has not improved "asthma attack"/difficulty breathing.

Tornado (Tornado Warning)– Code Gray

A Tornado Warning is issued when a tornado has actually been sighted or has been picked up on radar for our area.

1. A call will be announced from the school's intercom. "Code Gray – Tornado Warning. All Staff turn your radio to channel 6." Then on the radio channel 6 and 7 the same notice: "Code Gray – Tornado Warning. All Staff turn your radios to channel 6."
2. All faculty, staff, parents and students should move away from windows and doors and move into a secure area. If possible, sit on floor, under desks with head covered.
3. All students in portables will be moved to an area within the main building. PreK to the hallway by the teacher workroom.
4. All students in the gymnasium will be moved to the bathrooms within the gymnasium.
5. All students in the music department will move to the lower level music classrooms.
6. Annex move girls to Girls Bathroom; Boys to Boys Bathroom.
7. Grade 7/8 upstairs classrooms move to lower level. Computer Lab and Bible Room to Math and Science; Composition and History to Literature and Science Lab.
8. When a tornado threatens or a tornado warning is issued, each person should
 - a. Crouch low if possible, preferably under tables and desks.
 - b. Head down with the back of head protected by the person's arms.
 - c. Stay away from windows and large open rooms.

Severe Weather (and Tornado Watch)–Code Black

A Tornado Watch is issued to alert people to the possibility of a tornado developing in our area. This code is also used for severe Thunder Storms or Wind Storms that may or may not contain large hail.

1. The call will go on the intercom and radio Channel 6 and 7 stating, "Code Black – Severe Weather, No Movement outside of buildings."
2. Students will be moved immediately inside to classrooms.
3. Students are not allowed to leave the classroom for any reason.
4. If during dismissal, the students will remain inside until it is safe for the students to be released. When the weather is safe, the Administrator in Charge will notify the teachers to resume dismissal.

Missing Student

1. When a teacher knows that a student is missing they will contact the main office and provide information about the student's last known location.
2. An Administrative Assistant will print the student's picture.
3. The Administrative team, Guidance Counselor and Maintenance will search the bathrooms, Nurses Clinic, Library, Gymnasium, Music, and playground.
4. If not located, the parent/s will be attempted to be contacted.
5. The Police will be contacted if the student has still not been located.

Fire

In the event of a fire or explosion, all students, teachers, guests and personnel are to evacuate the buildings. This may not be immediate, but will occur when verified by school personnel as outlined below. Monthly fire drills will be performed to ensure efficient evacuation of the school facilities.

1. Alarm is pulled.
2. When the fire alarm goes into alarm and sounds, a designated Administrator or Front Office Staff (ADMIN) shall silence the alarm within 15 seconds. The fire alarm will not be reset at this time. If the 15 second time frame cannot be met, then the alarm shall not be silenced and regular evacuation procedures shall commence.
3. Teachers monitor Channel 7.
 - a. If the teacher or building (location of the active pull) knows that they have a Fire Emergency, then they will evacuate immediately.
 - b. All other Teachers stop teaching, line up and prepare for evacuation, Wait silently and listen for either an ADMIN call on the intercom or radio; or for the second alarm to be sounded.
4. ADMIN will radio/communicate with the School Resource Officer (SRO) or other administrative staff immediately identifying the location or zone of the alarm for immediate investigation. The ADMIN will remain at the panel.
5. The SRO or other Administrative Staff have Three Minutes to investigate the location or zone of the alarm to determine the status of the alarm.
6. Direction shall be communicated back to the ADMIN at the panel within three minutes.
 - a. If it is a False Alarm, then through the intercom system notification should be provided to the school by the ADMIN.
 - b. If there is an Active Fire or Smoke is present, the ADMIN, SRO or responding administrative staff shall reactivate the alarm by either a local pull station, or radioing the front office to activate the pull station located at the front office.
7. If no notice is provided by the SRO/Administrative Staff within THREE (3) MINUTES, then the ADMIN shall reactivate the alarm by pull the Pull Station located by the front office.
8. The Fire Alarm is to be silenced no more than Three Minutes after the initial alarm.
 - a. 15 seconds for acknowledgement
 - b. 2 minutes 45 seconds for SRO/Administrative Staff response
9. All buildings will be evacuated upon the activation of the second alarm.
10. Students will be evacuated from the buildings as directed by the posted evacuation route. Students do not go to lockers or bathrooms.
11. Each POD or Floor level will decide Lead Teachers and End Teachers to supervise students. Lead Teachers are to be observing for safety as they exit to ensure the route is safe from physical threats or intruder threats. The End Teachers are to ensure that all students have vacated and are progressing in the proper way.
12. As the rooms are evacuated, teachers will close all windows, close but not lock doors and leave the lights on.
13. Each teacher will take a copy of their attendance with them.
14. Teachers will direct student to the designated safety zones, have students in line and take roll call.
15. Designated personnel will ensure the building has been evacuated.
16. The teacher will report immediately any student missing to the administrator in charge of their safety zone.
17. If students are in another location (PE, Music, etc.) the classroom teacher will go to their location.
18. When the all clear signal is given the teacher will direct the students back to their classroom or activity.

7/8 Building: Administrator-Matt Fortune

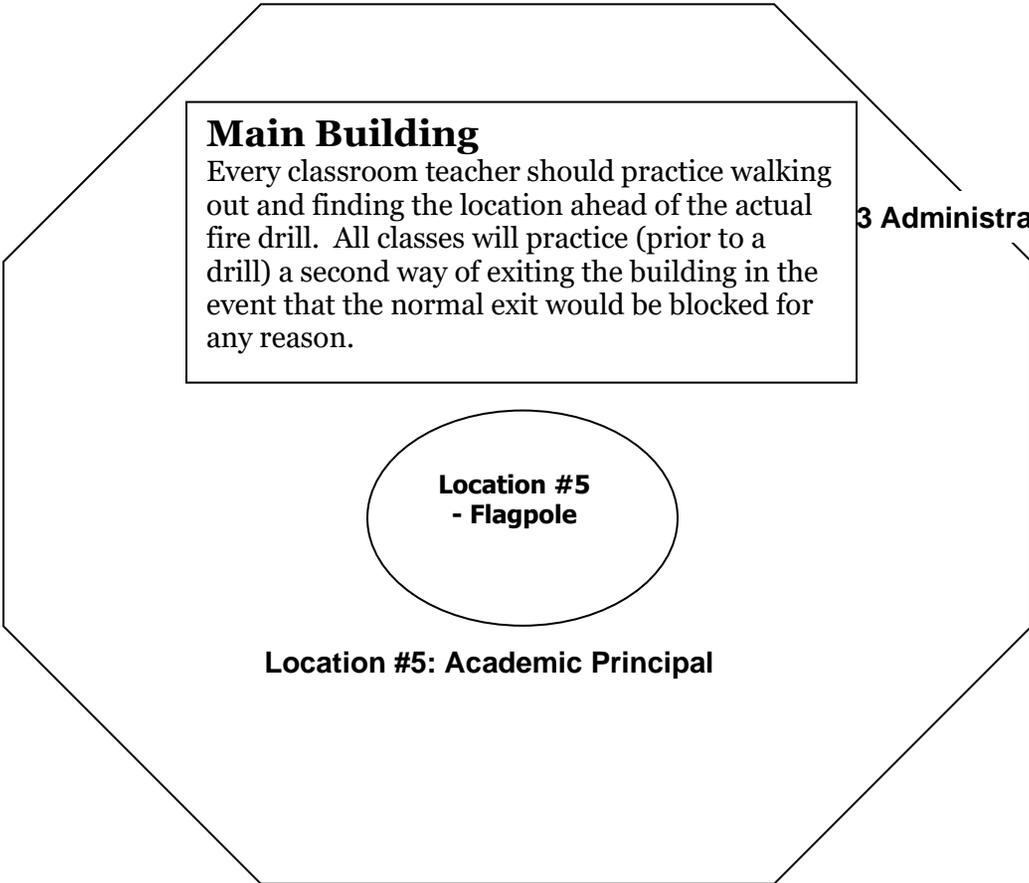
Playground		Pavilion						SLAB						Behind Annex																					
1	1st	1	PreK	2	Saul	3	Hudak	4	Gomberg	5	Ledesma	6	Stewart	1	Alvarez	2	Dandrea	3	O. Gold	4	Martin	5	Fortune	6	Hernandez	7	Hillmon	8	Taylor	1	M. Johnson	2	Panda	3	Pichette

Location #1

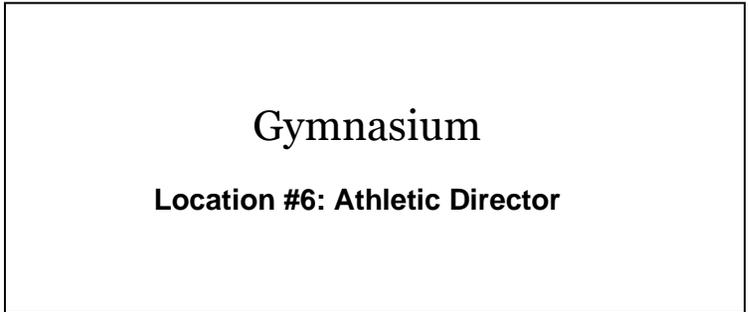
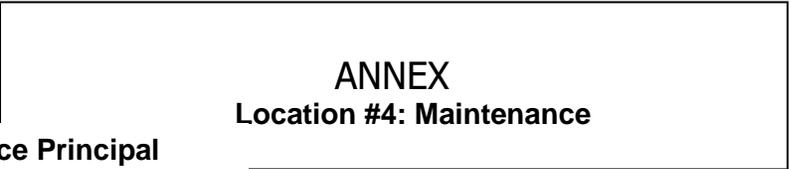
Location #2

Location #3

Location #4



3 Administrator: Vice Principal



Fire Drill Information Sheet

Classroom Locations

Location #1– (Playground area behind the Main Building) All Teaching Assistance for these grade levels.

Administrator in Charge – Scott McCoy

1. 1st
2. Elise Fryson
3. Laura Viana
4. BJ Bertram
5. Brittany Friedrich
6. Melissa Davis
7. April DeForest
8. Rachel Myers
9. Amy Sorensen
10. Erin Archer
11. Joan Forbes
12. Michelle O'Reilly
13. Deborah Reams
14. Brianna Fernandez
15. Robin Fisher

Location #2 – (inside the Pavilion – picnic table area)

Administrator in Charge – Scott McCoy

1. PK
2. Miliswa Saul
3. Lori Hudak
4. Beth Gomberg
5. Trisha Ledesma
6. Susan Stewart

Location #3 – (next to concrete slab – behind the Annex) All Readers for these grade levels.

Administrator in Charge – Scott McCoy/Matt Fortune

1. Hector Alvarez
2. MarlaKay Dandrea
3. Olivia Gold
4. Jonathan Martin
5. Matt Fortune
6. Sonia Hernandez
7. Iris Hillmon
8. Rosalee Taylor

****All Music Teachers/Science Lab/Art Portable – report to this location to be checked in.** If you have any students in your room during a fire alarm, you must escort them to their classroom locations.

Location #4 – (Behind Annex)

Administrator in Charge Walden Thomas

1. Merrilyn Johnson
2. Elizabeth Panda
3. Lisa Pichette

Location #5 – (Flagpole Area)

Staff Member in Charge Jeff Foote or Stephanie Cooper – Office Staff – Linette Colon, Tiffany Moreno or Nilda Gutierrez, Elizabeth Campbell, Julie Poole, and Joy Uzarraga

1. **Check all hallways, bathrooms and classrooms before exiting the building. Visitors or other individuals that have not already done so must exit the building with you at that time.**
2. **Once you and any visitors (other individuals) that have signed in are outside of the building, call in your clearance report on the two-way radio.**
3. **School receptionist, is to stay at the switchboard unless there is an actual fire. In which case, they are to exit the building with Tiffany and Nilda.**
4. Maintenance Personal –Rene Acosta and Walden Thomas
5. Julie Poole – Guidance
6. Debbie Schonert - Resource
7. Chris Carey – Media / Technology
8. Sophia Forde – Library – unless with a class then go to the playground
9. Stefani McCoy – Senior Accountant
10. Nursing Staff and any students in the Clinic
11. Office Staff – any additional persons inside the building – exit to the flagpole
12. Crandell Dukes – Aftercare Director and staff

Location #6 – (gym and ball field area)

Administrator in Charge Athletic Director

1. **All PE Teachers/ACE Classroom/Resource 2/Advancement and Engagement– report to this location to be checked in.**
2. Kitchen Workers – Odette Runnels and kitchen staff – (Walden to check on when going to the gym)

(IMPORTANT) Classroom teachers who have students in PE during a fire alarm must take their days attendance and go down to the ball field and assist with attendance.

An “ALL CLEAR” will be given over the school’s intercom system to re-enter the buildings once each student and teacher is accounted for and building is safe to go back into. Each administrator is responsible for his or her area and for reporting to Linette Colon the status of his or her location.

Day of the Drill – Checklist of things to do:

1. Business Manager will contact the alarm company to notify them of our drill.
2. Pass out walkie-talkies to Linette, Stephanie, Jeff, Tiffany, and Nilda (extras from Nilda’s back room).
3. Notify all substitute teachers of procedures.
4. Administrative positions - Playground, Annex, and ball field.
5. Rene will pull Fire Alarm in the main building.
6. Administrators to call one another to keep each informed of the status of classrooms checked, etc.
7. Once all administrators, as well as Nilda and Tiffany, have called in to Linette Colon that each person is accounted for an “ALL CLEAR” will be given to the receptionist/front desk from Linette Colon.
8. Receptionist will give the “ALL CLEAR” and the time taken to complete the drill as we go back into the building.

Scott McCoy's Check list for the Locations #1-3

1. Immediately exit the building and begin checking attendance with the teachers
2. Once all are accounted for, notify Linette and Julie of the status of my area and students, teachers, guest, music staff, etc.
3. Dismiss the PK, and Kindergarteners, then dismiss the older students. If they are going directly back into the building otherwise, hold the larger students until the smaller students are out of their way.

Crosswalk Procedures

Equipment: Reflective Yellow Safety Vest
Whistle

1. When safe, step into the crosswalk watching the closest lane first then moving between the two lanes. Hold up Stop Sign while in the moving lanes.
2. Face Traffic.
3. Verbally call pedestrians to cross. Do not use hands or head motions.
4. When the last pedestrian has crossed, move to:
 - a. Front of Building and Gym
 - i. During Arrival stand on Flag Pole side.
 - ii. During Dismissal stand on Building side.
 - b. 5-8 Dismissal
 - i. Stand on the Building side.

Code Green/Evacuation Assignments

Revise list as personnel changes

All classroom teachers and assistants are with their classrooms. Non-Classroom Teachers are assigned to a classroom or designated location on the path between FLEC and Forest Lake Church.

All teachers with radios must have them and turned to channel 6.

Path Supervision:

Josh Stafford

Craig Johnson

Chip Everts

Chris Carey

Stephanie Cooper: Locate by Retention Pond

Linette Colon: Locate by school side of gate

**Walden Thomas: Unlock gate and designate supervision areas, At Forest Lake Church, direct groups to UYC or Church Lobby

**Rene Acosta : Front Gate - Directs visitors that the campus is currently closed and they will need to wait for personnel and student return

** Sara Feliciano or Receptionist on Duty: Front Desk - Only person in buildings to supervise the phones and front doors.

**Nurse on Duty: Suburban:

Additional Classroom Support/Supervision

-This represents a typical school day.

-If a support person is not available, move one from Grade 3 to a lower level.

PK:

Saul: PK Aide

Gomberg: Schonert

Hudak: McCoy

Ledesma: Lalloo
Stewart: Moreno
Finch/Granda: Gutierrez
Friedrich: Ruiz
Viana: D. Gold
Fryson: Urdiales
Bertram: Marleir
Davis: Figueroa
DeForest: Emde
Sorensen: Poole
Myers: Lowry

Administration:

Foote:	Church:	Coordinate with Church Office
Cooper:	Church:	Direct students at path
Colon:	Church:	Direct students at path
McCoy:	Rear	Direct students leaving FLEC

Scripts for Codes:

All codes except for Fire Drills, an intercom call will be made.

Code Yellow: “Code Yellow, Teachers monitor Channel 7.”

Code Red: “Code Red, Teachers monitor Channel 7. Please turn radios to low volume.”

Code Green: “Code Green - Turn radios to channel 7. Please await further instructions.”

Code Purple: “Code Purple, please avoid –location-.”

Code Blue: “Code Blue, please avoid –location-.”

Code Black: “Code Black – Severe Weather, No Movement outside of buildings.”

Code Gray: “Code Gray – Tornado Warning. All Staff turn your radios to channel 7.”

Code White: “Code White – All Clear.”

Repeat each script 2 times.



Pre-K

Miliswa Saul

Kindergarten

Beth Gomberg

Lori Hudak

Trisha Ledesma

Susan Stewart

1st Grade

Jeanneth Granda/Rosie Finch

Elise Fryson

Laura Viana

2nd Grade

BJ Bertram

Melissa Davis

Brittany Friedrich

Robyn Gold

3rd Grade

April DeForest

Rachel Myers

Tharsis Ortiz

Amy Sorensen

4th Grade

Erin Archer

Joan Forbes

Michelle O'Reilly

5th Grade

Brianna Fernandez

Robin Fisher

Deborah Reams

6th Grade

Merrilyn Johnson – Social Studies/Bible (HR)

Elizabeth Panda – Math/Science (HR)

Lisa Pichette – Writing/Reading (HR)

Sophia Ford/Irsaury Johnson – Tech/Study Hall

7th Grade

Hector Alvarez – Math (HR)

MarlaKay Dandrea – Social Studies (HR)

Olivia Gold – Reaching/Writing (HR)

Jonathan Martin – Bible (HR)

Rosalee Taylor - Science

Sophia Ford/Irsaury Johnson – Tech/Study Hall

8th Grade

MarlaKay Dandrea – Social Studies

Matt Fortune – Math (HR)

Sonia Hernandez – Bible (HR)

Iris Hillmon – Reading/Writing (HR)

Rosalee Taylor – Science (HR)

Nazanin Mowlavi – Algebra I

Sophia Ford/Irsaury Johnson – Tech/Study Hall

PE/Intramurals

Craig Johnson, dept head

Crandall Dukes

Jessica Marlier

Fine Arts & Languages

Strings – Chip Everts, dept head

Bands/Beg. Choir/Drum – Dustin Gold

PK-3 Mus/Bells/Mus App/Piano – Dolores Keller

Una Voce/Choir/Piano/Voice - Esther Henson

Piano – Lynnet Reiner, Nadine Sherman

Art – Sophia Forde

Spanish – Irsaury (Izzy) Johnson

Administration & Office

Head of School – Chris Juhl

Administrative Principal – Jeff Foote

Vice Principal – Stephanie Cooper

Vice Principal – Scott McCoy

Admin Asst. – Victoria Emde

Business Manager – Linette Colon

Sr. Accountant – Stefani McCoy

Jr. Accountant – Elizabeth Campbell

Accounting Clerk – Lizzette Alvarez

Advancement & Engagement - Josh Stafford, Director

Advancement Assist - Mellie Ellis

Family Engagement – Sheena Clark/
Alicia Salagubang

Media Specialist – Karina Anderson

Spiritual Enrichment – Valmae Lowry

Registrar – Tiffany Moreno

Registrar Asst – Xenia Vega

Auxiliary Departments

Aftercare – Crandall Dukes, Director

Betty Rosa

Wanda Ruiz

Yadira Johnson

Rafael Ortiz

Clinic – Lisa Kittrell, Director

ESS – Debbie Schonert, Director

Susan Jones, ESS: Reading

Facilities – Rene Acosta, Director

Walden Thomas

Guidance Counselor – Julie Poole

Information Technology – Chris Carey/Fitz Pierre

Kitchen – Odette Runnels, Director

Yadira Johnson

Naomy Kavugho

Rafael Ortiz

Alicia Marie Paz

Library – Sophia Forde, Director

Purchasing/Work Room – Nilda Gutierrez

Betty Rosa

Reception – Sara Feliciano

Teacher Aides –

Lisa Figueroa

Angelica Lalloo

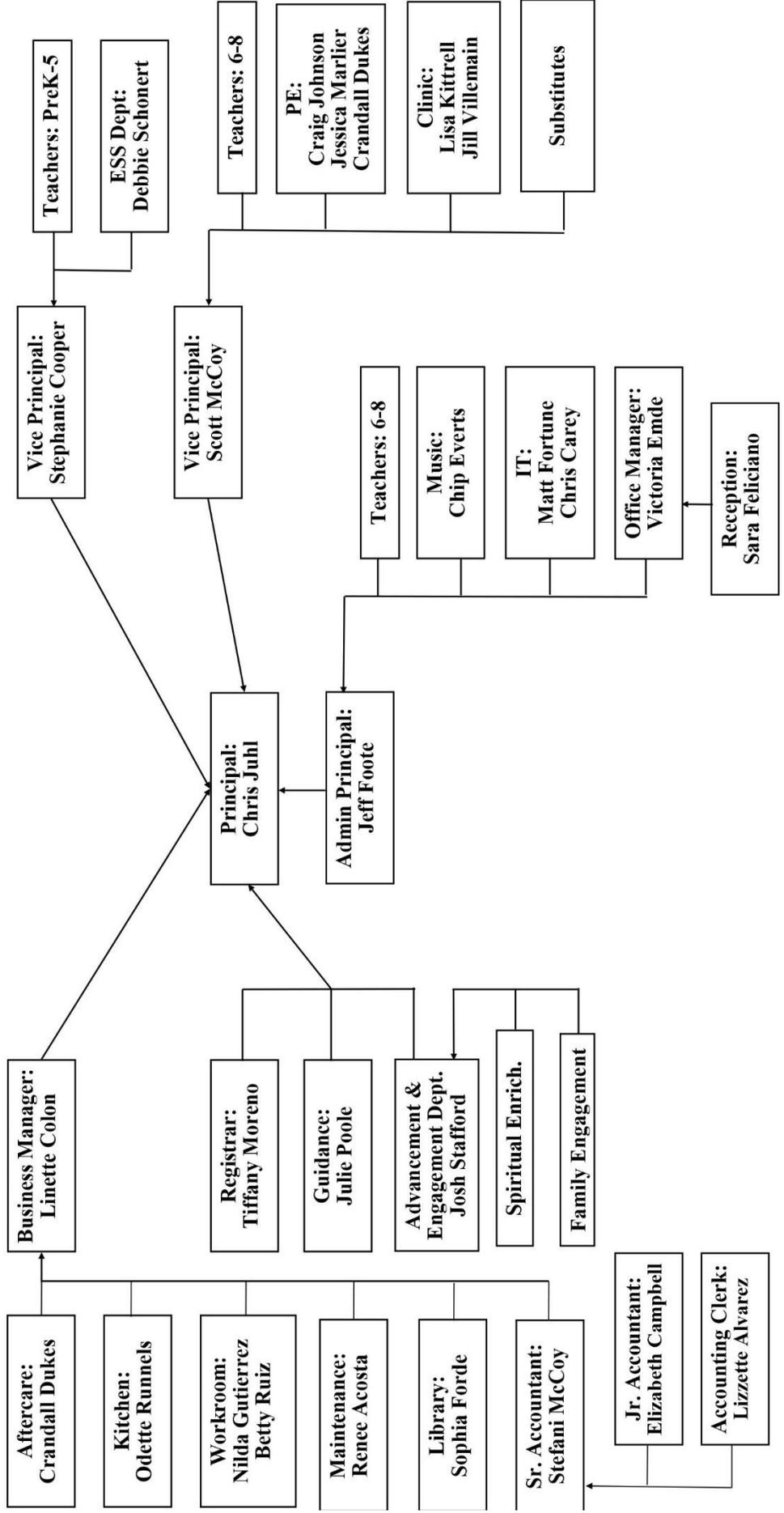
Wanda Ruiz



Forest Lake

EDUCATION CENTER

Flow Chart 2020-21



Arrival Temp Check Map

HOURS FOR DROP OFF:

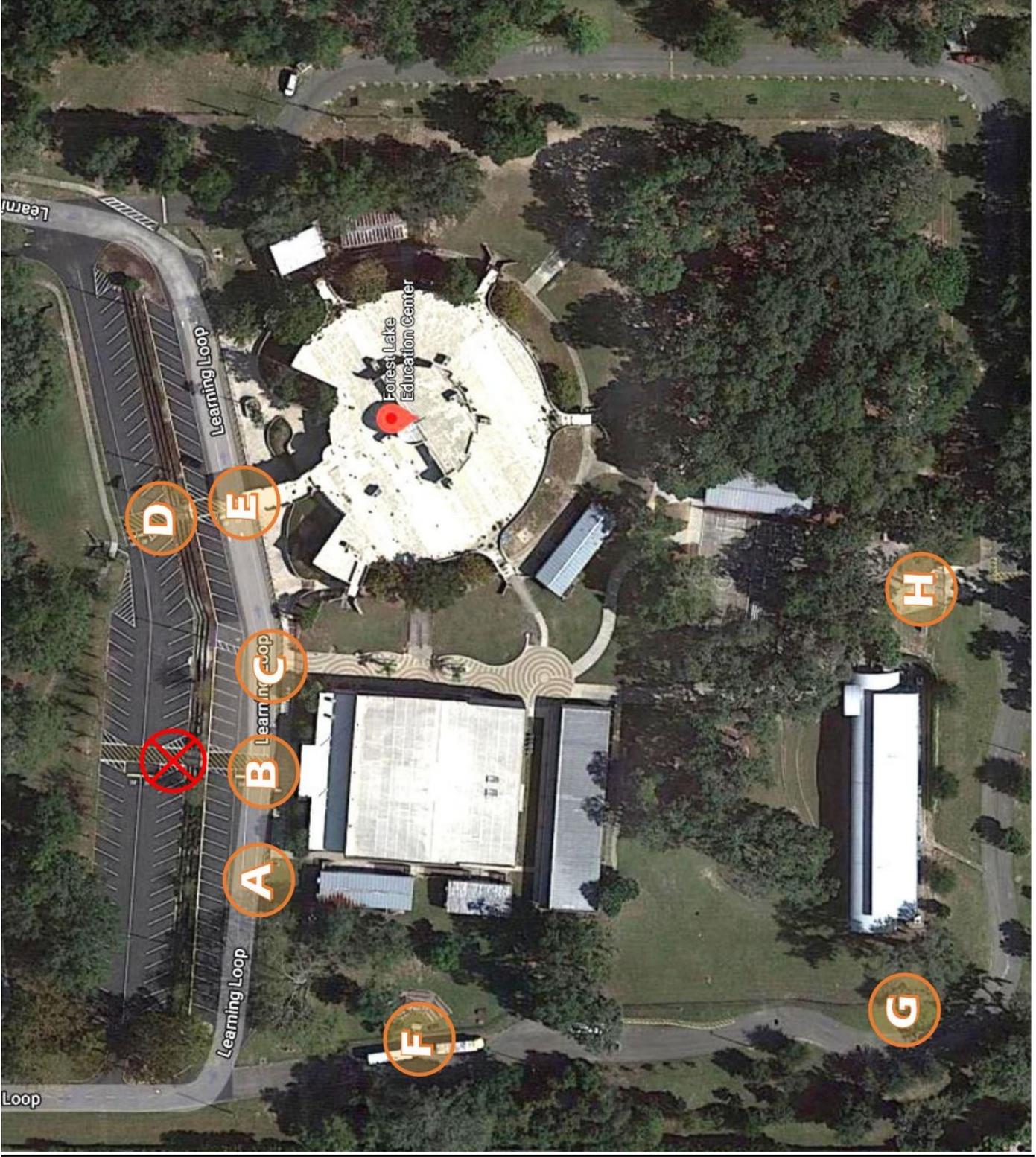
- A: 7:30-8:05
- B: 6:30-8:05*
- C: 7:30-8:45
- D: 7:30-8:05
- E: OPEN**
- F: 7:30-8:00
- G: 7:30-8:00
- H: 7:30-8:15
- X: NO DROP OFF

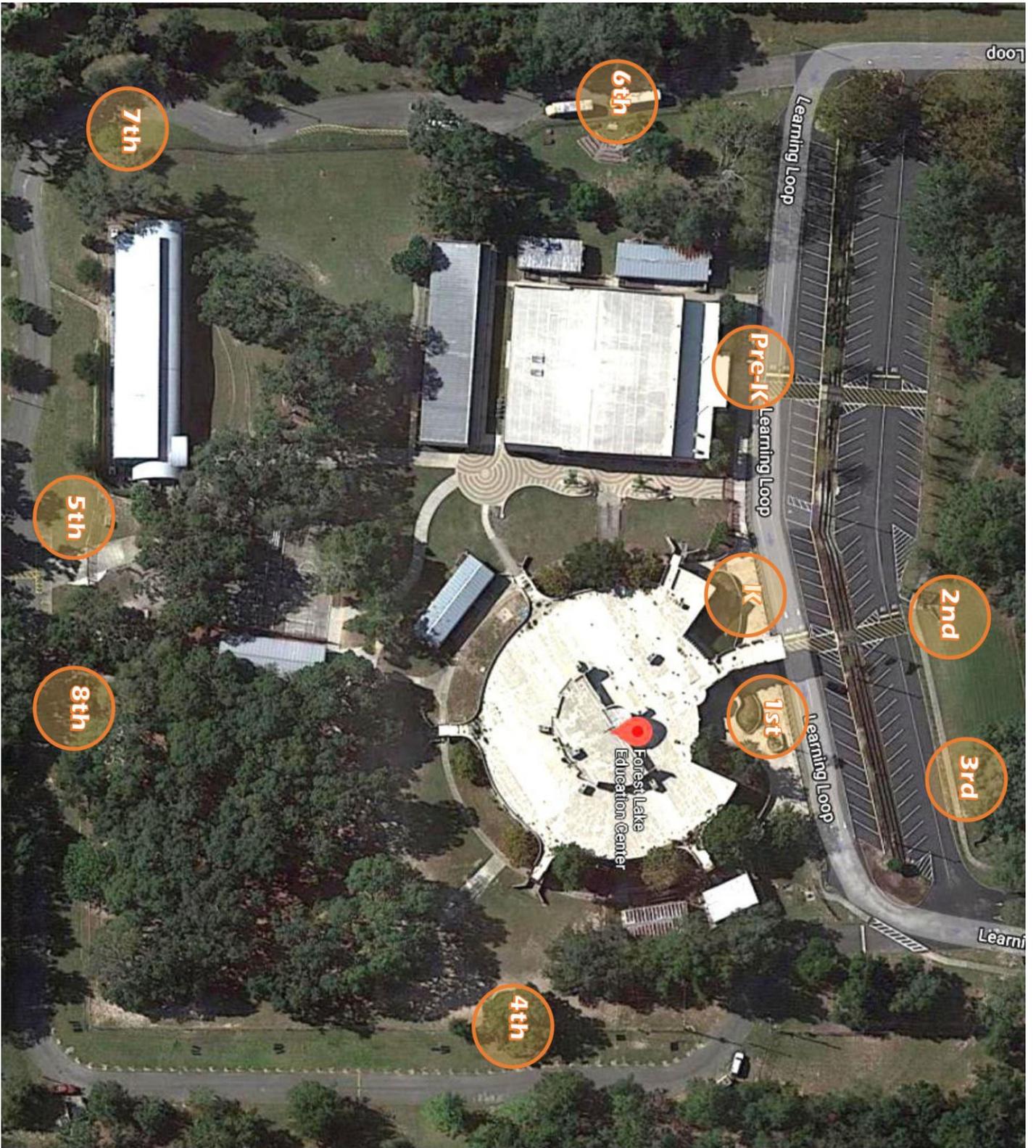
*Morning Care
Entrance

**Main Entrance/
Reception

This map is sub-
ject to change

Updated: 7/28/20





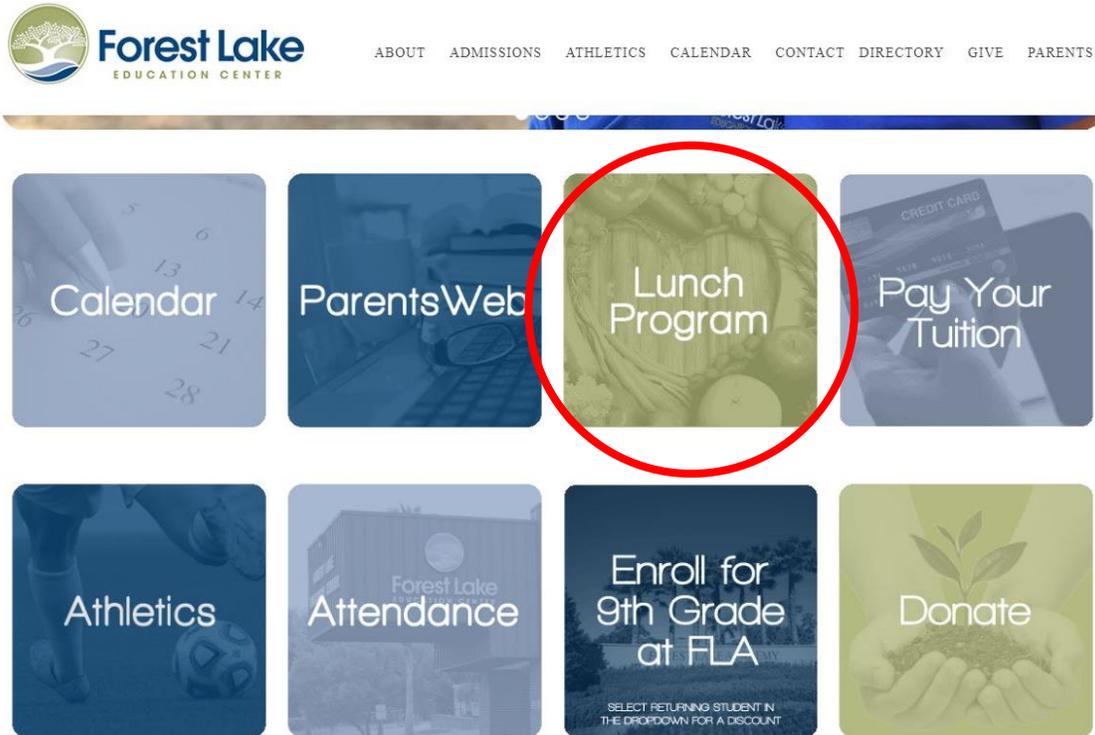
Dismissal Map 2020-21

*This map is subject to change

Updated: 07/28/20

Lunch Menu

Is located on the school's website, www.myflec.com.





EZ School Apps

Staff

Guide

Your account can do the following:

- Order for yourself
- Put money onto your lunch account

Please note: Online ordering closes at 8 am each morning

If an order needs to be placed after 8 am, please call the kitchen at ext. 230

A **\$1 Administrative Fee** will be added to all orders placed after 8 am

To put money on your lunch account: **Money for your lunch account can only be added ONLINE if paying by credit/debit card**

- **Staff only:** check/cash payments can be made in the office

How to Log-In to Your Account

To log-in: Go to ezschoolapps.com

- Click **"Employee login"**

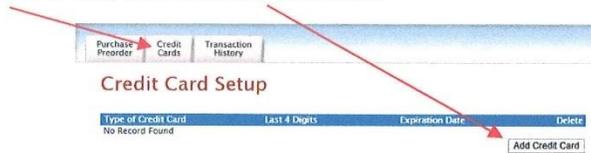


- **Username:** Your FLEC email address
- **Returning Employee Password:** Same password as last year. If password was forgotten, click on "Forgot Password?" and follow the steps to set up a new password
- **New Employee Password:** Select "Forgot password?" link and follow the steps to set up a password

How to Add a Credit Card

The credit card information that you will be submitting here will be stored and processed by Paypal. You do not need to create an account with PayPal to use.

1. Click on the Credit Cards tab, then click Add Credit Card.



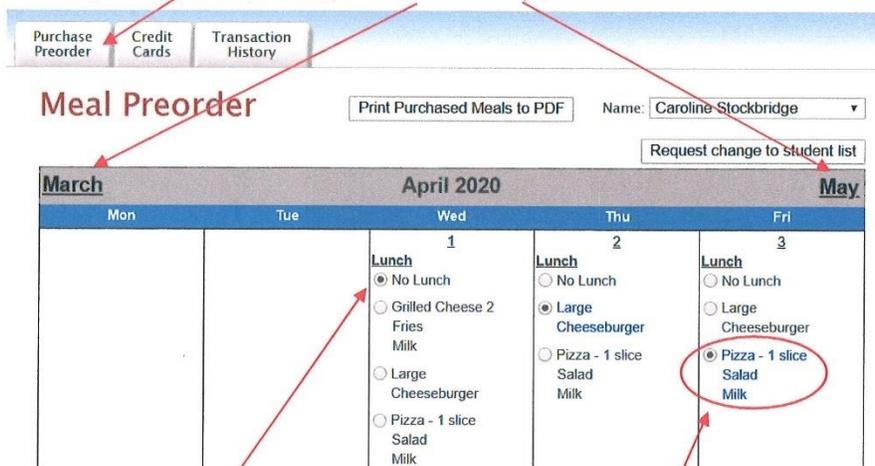
2. Add the above information about your credit card and click on Save Credit Card.



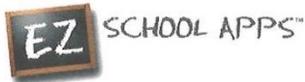
3. For safety and security, the only numbers saved on our site are the last four digits of the credit card.

How to Pre-Order Meals

1. Click on the Purchase Preorder tab.
2. You can change the month by clicking on the month before or after.



3. Select lunches by clicking on the button in front of your food item of choice. You must select a lunch and a drink. Your order is not submitted yet.
4. **IMPORTANT:** When you pre-order meals, you will be required to pay the balance before submitting your order. Once your payment is completed, all **paid items will turn blue** and be sent to the school. If you can't make a payment at this time, your selections will **not** be submitted. If the lunch items aren't **blue**, your lunch order has **not** been submitted.



How to Make a Payment or Save Your Order

5. If you scroll down, at the bottom of the calendar/menu, you should see the following:
 - a. **Current Student Balance:** How much money you currently have available
 - b. **Pre-order Amount:** total amount of money on pre-ordered meals.
 - c. **Owed Amount:** Current Student Balance minus the Pre-order Amount

Current Student Balance :	<input type="text" value="\$ 35.00"/>	<input type="button" value="Save/Pay"/>
Preorder Amount :	<input type="text" value="\$ -9.00"/>	
Owed Amount :	<input type="text" value="\$ 0.00"/>	

The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required. When successfully purchased the items in the calendar will turn blue.

6. Once you are done choosing your meals, click on **"Save/Pay"** to save and submit your selections. If the Current Balance doesn't cover the Owed Amount, you will get a popup to add money before submitting your order.
7. All the fields will be pre-populated for you, all you need to do is review the details and click **"Add Amount"**
8. If you also wanted to add additional funds, click the check box before **"Choose specific amount"**. This will let you edit the **"Amount to Add"**

Add Money

Payment Option:

Amount to Add: Choose specific amount

Convenience Charge :

Total Amount :

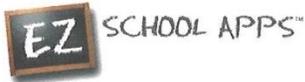
The credit card charge for this transaction will show as "EZ School Apps" on the credit card statement. If you dispute this credit card transaction the "charge back" fee of \$15 imposed by the bank will be billed to the school. The payment may show as recurring on your bill but you can ignore this.

9. You will get the following popup box if the transaction is successful.

The credit card transaction was successful.

Money has been successfully moved to your child's account. To see the meals that were ordered please click on the "Print Ordered Meals to PDF" button at the top of this screen.

Thank you.



How to Print Your Final Order

You can print your order by clicking on **Print Calendar as PDF** right above the calendar.

Purchase Preorder | Credit Cards | Transaction History

Meal Preorder Name:

March	April 2020					May
Mon	Tue	Wed	Thu	Fri		
		1	2	3		
		Lunch <input checked="" type="radio"/> No Lunch <input type="radio"/> Grilled Cheese 2 Fries Milk <input type="radio"/> Large Cheeseburger <input type="radio"/> Pizza - 1 slice Salad Milk	Lunch <input type="radio"/> No Lunch <input checked="" type="radio"/> Large Cheeseburger <input type="radio"/> Pizza - 1 slice Salad Milk	Lunch <input type="radio"/> No Lunch <input type="radio"/> Large Cheeseburger <input checked="" type="radio"/> Pizza - 1 slice Salad Milk		

How to Cancel/Delete Orders

If you need to cancel a pre-ordered lunch, please cancel it before 8:00 AM on the day of the order.

1. On the day that you are canceling/deleting the pre-ordered lunch for, simply select **"No Lunch"** for the Lunch option, and **"No Lunch Drink"** option for the Lunch Drink option.

26	27	28	29	30
Lunch <input type="radio"/> No Lunch <input type="radio"/> Subs-Cheese and Meat Lettuce, Tomatoes, Potato Chips Cookie <input checked="" type="radio"/> Subs-Meat Only Same sides as above <input type="radio"/> Subs-Cheese Only Same sides as above Lunch Drink <input type="radio"/> No Lunch Drink <input checked="" type="radio"/> Water <input type="radio"/> Milk <input type="radio"/> Chocolate Milk <input type="radio"/> Apple Juice	Lunch <input checked="" type="radio"/> No Lunch <input type="radio"/> Mac'n Cheese Chik'n Nuggets Broccoli Fruit Snack <input type="radio"/> Pasta-No Cheese Same sides as above Lunch Drink <input checked="" type="radio"/> No Lunch Drink <input type="radio"/> Water <input type="radio"/> Milk <input type="radio"/> Chocolate Milk <input type="radio"/> Apple Juice	Lunch <input type="radio"/> No Lunch <input type="radio"/> Cheese Pizza-1 Slice Cookie <input checked="" type="radio"/> Cheese Pizza-2 Slices Cookie <input type="radio"/> Cheese Pizza-3 Slices Cookie Lunch Snack <input type="radio"/> No Lunch Snack <input checked="" type="radio"/> Baby Carrots-Yes Lunch Drink <input type="radio"/> No Lunch Drink <input checked="" type="radio"/> Water <input type="radio"/> Milk <input type="radio"/> Chocolate Milk <input type="radio"/> Apple Juice	Lunch <input type="radio"/> No Lunch <input type="radio"/> Hot Dog-1 Linkett Chips Pineapple Chunks <input checked="" type="radio"/> Hot Dogs-2 Linketts Same sides as above Lunch Drink <input type="radio"/> No Lunch Drink <input checked="" type="radio"/> Water <input type="radio"/> Milk <input type="radio"/> Chocolate Milk <input type="radio"/> Apple Juice	

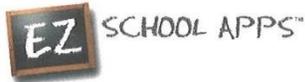
Current Student Balance:

Preorder Amount:

Owed Amount:

The foods in the calendar will not be preordered until you click the Save/Pay button and pay with a credit card if required. When successfully purchased the items in the calendar will turn blue.

2. The **Pre-order Amount** and the **Owed Amount** have been credited and the lunch has been canceled/deleted.



Transaction History

You can check your history of current transactions in the **Transaction History** tab.



Transaction History

Person Name:

Current Balance

\$ 21.75

Payment Date	Description	Change Amount	Previous Amount
7/31/2017	Waffles - PrePay	\$ -0.50	22.25
7/31/2017	Ham Sandwich - PrePay	\$ -0.50	22.75
7/29/2017	Starting Balance	\$ 4.15	18.60
7/29/2017	Cheeseburger - PrePay	\$ -0.40	19.00
7/29/2017	Cereal - PrePay	\$ -1.00	20.00
7/29/2017	Cash	\$ 20.00	0.00

Other Important Notes

The credit card charge for these transactions will show as "EZ School Apps", "EZ School Lunch" or "EZ School Payment" on your credit card statement. If you dispute this transaction a "chargeback" fee of \$15 may be imposed by the bank to your school since they are the recipient of the funds.

If your credit card is declined, we recommend trying a different card or calling your credit card company to find out more.

If you find yourself in need of support, you can use the 'Contact Support' link at the top-right corner or the "Contact Support" link on the login page. This will send a support request to the school since we only provide the software and are not authorized to make any changes without the direct request from one of the administrators. They should be able to provide you with anything you may need.

Employee Procedures

School Gate

The school gate opens automatically at 6:30 a.m. and closes at 6:30 p.m. on school days. All other times, it can be opened with a personal code that will be programmed by the Business Manager. Please do not share your ID fob/swipe with anyone outside the school.

School Alarm

The main building alarm is situated by the front door (as you enter to your right), and is activated by the cleaning crew on weeknights or by the last person to leave the building. Please, be aware when you are the first person entering or the last person leaving the school. A log sheet is situated by the alarm for the purpose of keeping track of persons entering and leaving the building after hours. It is also necessary that you park your car at the front after school hours (top parking level) to alert those who are leaving so that the alarm is not activated. A personal alarm tutorial will be given by the Business Manager or Maintenance Manager upon hire or during pre-school week.

Keys/Cards

School keys, annex bathroom keys, classroom keys and access cards are signed off and obtained at the Business Manager's office. You must wear your access card and Identification Card at all times while on campus for proper identification and safety.

Classroom Telephones

Each classroom has a telephone with a pre-assigned extension number: FLEC's phone number is 407-862-7688; you will be assigned an extension number from the business manager when hired or during pre-school week. A tutorial to set up your voicemail and password and acquaint you with your telephone will be given by the Business Manager. You are responsible for setting up a greeting message, which must be activated during pre-school week or when hired.

Computer set-up/login/password

Your personal, teacher computer (as well as your student computers) have a log-in and passwords. The login will be assigned to you by our IT director, and your password will be programmed according to your preference. If you have any questions with your computer system, see technology director, ext. 263 and/or IT director, ext. 243.

Supplies for your computers (cables, programs, connections, etc) will also be provided by the computer personnel. Printer paper and printer ink are located at the supply room and must be signed off with Nilda Gutierrez (Resource Manager and clinician).

FACTS SIS (Renweb): FACTS SIS (Renweb) is the communication software that FLEC utilizes. FACTS SIS (Renweb) is an adopted school management program required by the Florida Conference. It is expected that all teachers use FACTS SIS (Renweb)'s grading program. Grades should be updated before the start of each school week. FACTS SIS (Renweb) training is available for all FLEC teachers and will be provided before the start of each school year as needed.

Staff Meetings - TBD

Unless otherwise announced, staff meetings occur on the second Wednesday of every month, from 3:45 – 5:30 p.m. (This does not include pre-session and post-session meetings.) Staff meeting is a time for business to be conducted. Please do not bring "working material" to these meetings.

Staff Worship

Coming together to worship is a vital part of a healthy working environment. Staff worship will occur every Monday morning at 7:15 a.m. in the library.

Lost and Found

Inquire about Lost and Found items at the front desk. At the end of every month, unclaimed items are taken to the Forest Lake Thrift Store. Please check frequently for lost items. Please ask parents to label all of students' belongings to prevent loss.

Newsletters

A school newsletter (FLEC Flyer) is distributed to parents every Friday via email. Announcements placed in the FLEC Flyer need to be turned into the office (receptionist) before end of day Wednesday of that week.

Every Friday, you will be emailed the Weekly Update that will include announcements for the next week's events, and other important items.

All classroom teachers must communicate with parents on a weekly or bi-monthly basis via a *classroom newsletter or updates*. These communications must include information pertaining to what is "going on" in your classroom.

Parent/Teacher Conferences

Formal parent/teacher conferences are scheduled at the end of the first and third nine-week grading periods. All parents are required to meet with the classroom teacher at both parent/teacher conferences. School will dismiss at noon on these days so that you may have opportunities to meet with all parents.

Attendance

All teachers should be here on campus by 7:30 a.m. each morning. Students are expected to be in their seats and ready to begin class at 8:00 a.m. Students who are not in class at 8:00 a.m. will be considered tardy. Students arriving after 8:05 a.m. must go to the receptionist's office and sign in. For students who participate in organizations that require them to be absent from Home Room, please enter them as present and the organization's sponsor will turn the attendance into the office to be adjusted.

Substitutes

If you are in need of a substitute, please let the administration (vice-principal) know as soon as possible. You may call or text between 6:00 a.m. and 9:00 p.m. (You will be given the cell phone numbers of all administrators.) To pre-arrange a substitute, go to the school webpage and fill out the form titled Substitutes. The school also provides substitutes with a handbook, but it is the teacher's responsibility to provide lesson plans in a visible place. Employees are allowed to be absent ten (10) days during a contract year due to their illness or the illness of an immediate family member without reduction in pay. Three of these days may be used as Personal Days.

Library

Each classroom has a library schedule. When it is your classroom's library time (PK-5th), please arrive with your students and stay in the library the entire class time unless it is story time. Also, please help oversee the students as they look for a book, so that they do not destroy the bookshelves. Help keep them quiet. If it is not the day your class attends the library, and a student wants to check out a book, they may come to the library as long as it is not story time or another classroom's library time. Please, do not send more than two students at a time. We have a video closet with a large selection of videos that teachers may check out.

Discipline

Having a good relationship with your students is the key to not having discipline issues within your classroom. By using CHAMPS and the Responsive Classroom/Developmental Design model, establishing relationships will occur with ease. Sending a child to the office should be the last alternative. If a student's behavior merits a trip to the office (please see handbook for infractions that need administrative assistance), that student must have a note out by the teacher sending him/her stating the purpose of the visit. Please note that if a child gets sent to the office, his/her parent will be notified. It is up to the classroom teacher to touch base with the parent and fill out the FACTS SIS (Renweb) Behavior Referral form.

PK students will follow the PK classroom Behavioral Management Plan. PK students are reviewed throughout the year, and parents will be contacted with any concerns.

K-5 BEHAVIORAL LEVEL INTERVENTIONS

Because students in grades K-5 are still in the process of becoming good classroom citizens, the behavioral interventions for these students are different from the ones for Middle School. The goal is not for the student to

be sent to the office for every small classroom rule violation, but for parents to be kept informed of major and minor incidents. For minor incidents, the teacher will abide by the teacher's classroom expectations. For major incidents (hitting, lying, cheating, continued disruptive behavior, continually breaking classroom rules, etc.) the student will be sent to meet with administration. Administration will determine if an In-School-Suspension (ISS) or other behavioral modification plans need to be implemented immediately. For students in grades K-5:

1st major incident—The teacher deals with the incident according to the classroom rules. Parents are informed via FACTS SIS (Renweb), behavioral sheets, email, or note. The school administration and guidance counselor are informed. NOTE: In the case of a severe incident, the teacher and administration reserve the right to treat the incident as the second or third and contact parents for a meeting.

2nd incident—The student is sent to the office. Parents are contacted. Guidance counselor is involved in the conversation.

3rd incident—The student is sent to the office. Parents are contacted and must meet with administration. A behavioral plan will be written, and the student will be referred to the school guidance counselor for help in dealing with classroom issues.

4 or more incidences—After the fourth repeated violation of a major classroom/school expectation, the parents will again meet with administration. At this meeting, the student may be asked to be withdrawn from school.

For Grades 6-8 please see the Student Handbook Middle School section pages 34 – 39 or the Middle School Supplement pages 8 – 11.

Forms

Refer to the FORMS tab and the FL CONF tab for a sample of forms that are available. Please note that not all forms are included in this handbook. Some forms are available in the school office, school work room or available on-line at the FLEC webpage or FL Conference Office of Education webpage.

Supervision

Students should be under “direct supervision” of a teacher at all times.

Outdoors

Students should be under “direct supervision” of a teacher at all times. Teachers are expected to directly supervise his/her class while outdoors. Teachers are encouraged to mingle amongst the children as they play and interact (playground, lunch time, and a.m. supervision). Students are encouraged to use the restroom before they go outside to reduce unsupervised visits inside the school building.

Indoors

Students should be under the direct supervision of a teacher at all times. No student should be left alone unsupervised. Please arrange your classroom in such a way that students are clearly within sight at all times.

Music/PE/Computer

All students must be escorted to and from the gymnasium and/or annex at all times. Students departing from Music/PE/Computer and going to Music/PE/Computer must be accompanied by a teacher. Some of these classes may happen in the teacher's classroom.

Music Pullouts

Any teacher “pulling out” a student from class for special music practice must accompany the student to the practice room and back to the classroom.

Hall Passes

Anytime a student leaves a classroom (bathroom, nurse, kitchen, etc.), he/she must carry with them a hall pass. Each teacher should keep these hall passes in their classrooms. Administration will supply hall passes to all classrooms.

Morning Supervision – *Morning Supervision Has Been Suspended at This Time*

Each faculty member is assigned a specific week (you will be on a.m. supervision more than twice per school year) to be on morning supervision. Each week two teachers will be assigned for the supervision areas. Two in the front and two between the Gym and Middle School Building. Morning supervision will be from 7:25 a.m. to 7:50 a.m. each morning (please be on time) and will take place in three areas: Students in grades PK-3 will meet under the awning by the front door of the main building. Students in grades 4-6 will meet between the gym and main building (on rainy/cold days these students will gather in the lobby of the gym). Students in grades 7-8 will meet at the picnic tables by the 7-8 grade building. Please be sure that all students are within eyesight of your direct supervision. For more details, look in the “Important” tab.

Non-Classroom teachers when not supervising one of the above areas will assist with the front drop-off areas beginning at 7:45 until 8:05. If assigned to supervision of a grade level, when that is completed at 7:50 please move to the front drop-off area to assist. For PE and Guidance, when not assisting with the cross-walk areas on your schedule, please assist at the front drop-off areas from 7:45-8:05.

Dismissal

Dismissal is from 3:20-3:40 (M-Th) and 12:00-12:20 (Fr). Students should be in their assigned areas with their attention focused on identifying their rides. No games or activities should take place during this time.

All students who have not been picked up should be escorted to after-school care. Students should be kept at a safe distance from the flow of traffic. Teachers should help make sure that the departing child has permission to leave with that person. Teachers should help students “look for their ride” as the cars pull up.

See Supervision Guidelines in the Important section of the Employee Manual.

Student Illness

If a student is not feeling well, please send him or her to our school nurse/clinician. The nurse/clinician will investigate the problem and communicate the results to the parent. Teachers will be notified if the child will be sent home or not. If needed, the nurse/clinician or classroom teacher will call for the child to be picked up. Please refrain from diagnosing your student. All students with concerns should be sent to the nurse/clinician. All medical information should be shared between the nurse/clinician and parent only.

Security Doors

All doors leading to the outside must be kept locked at all times. Students are not allowed to open doors for guests. There should be no propping open of doors.

Visitors All visitors must check-in with the front desk receptionist and receive a visitor’s badge.

Visitors/parents will not be permitted to go to classrooms, unless arrangements have been made ahead of time.

Fire Drills

Fire drills should be treated in a serious manner. There should be no talking or inappropriate behavior during this time. Fire drills will be “called” once a month and are conducted monthly. Students are asked to walk quietly to designated positions at the perimeter of the school campus to allow for emergency vehicles to have a clear path to the buildings and to ensure student safety. Please look review the Emergency Management Plan to understand where you need to take your class.

School Delays or Closing

If there is a question as to whether school is to be delayed or closed, FLEC administration will communicate as quickly as possible. Staff, parents and students should tune in to the local radio or TV station for instructions on delays or closings of Seminole County schools. FLEC will follow the Seminole County Advisory. Radio Stations: WPOZ 88.3 FM (Z88.3), WDBO 580 AM, and WMGF 107.7 FM (MAGIC 107.7), Television Station: WKMG Channel 6. FACTS SIS (Renweb) and our phone tree will also be utilized.

Finances

Each teacher operates on a classroom budget. Please be sure that you operate within those budgeted guidelines. Each teacher is provided with a credit card with a limit matching their classroom budget. It is critical that you turn receipts in to the business office in a timely manner. Your card may be frozen if this does not happen. Please refer to Credit Card Policy #4003 in the School Policies tab. If the teacher invests personal funds that must be reimbursed, please keep receipts. See financial Forms A, B and O in the Forms section of packet.

Each teacher will receive a base budget amount of \$450.00 based on the current school year's budget. In addition to that, there will be an amount of \$30 per child for parties and fieldtrips. Grades Pk-5th has a \$45 per child for classroom supplies.

At the beginning of school, each teacher will receive a yearly budget letter outlining the yearly budget. Each month the teacher will receive a report that will show the classroom's balance to-date.

New (New to FLEC) teachers and those changing grade assignments receive an extra \$500.00 to assist with outfitting their new classroom with needed supplies and materials.

Professional Appearance

All faculty and staff members at FLEC are expected to dress in a professional manner. With our students dressed in uniform, it is expected that faculty and staff dress to a higher standard than our students. Clothing should be neat, clean, in good repair, and appropriate for on-the-job appearances at all times.

Hair should be clean, combed, a natural hair color and neatly trimmed or arranged; extreme hair styling is not permitted. It should not be in the eyes when in normal wearing position. Bracelets (except medical alert), earrings, rings, necklaces, chains or studs for initial stage of ear piercing are not to be worn at school or at any school functions. Teachers who pierce their ears while school is in session, will not be allowed to wear their earrings under their hair or bandages. All attire, including wristbands, must be in line with FLEC, Christian standards.

Men are encouraged, but not required, to wear ties. Shirts for males should have collars. Banded collars on button shirts, collared sport shirts, three-button golf shirts, suits, sport coats and dress shirts are permissible. Slacks and casual dress pants are acceptable. Mustaches, sideburns and beards must be neatly trimmed and maintained.

For women, professional attire includes business suits (including pant suits), dresses with or without jackets, slacks, coordinated skirts/blouses/jackets, hosiery and professional footwear. Makeup should be natural shades and not draw attention.

No jeans of any color will be acceptable except on Dress Down days such as Fridays. Flip-flops are not approved footwear. ***Administration deserves the right to interpret policy and to rule on conflicts or disagreement relative to the application of these standards.***

Programs

Music

Forest Lake Education Center offers a variety of musical choices: Classroom music, hand bells, 4th/5th grade choir, advanced choir, beginner's band, advanced band, Suzuki strings, advanced orchestra and piano. There are also individual music lessons offered to the students.

Times for band, choir and hand bells will be noted in your yearly school schedule.

Individual Music Lessons:

Times for individual lessons will be correlated by the music teacher with the classroom teacher to better accommodate all involved. Depending on the nature of the lesson, locations will vary.

Physical Education

All physical education classes will begin in the gymnasium. Students in grades PreK-6th grade must be walked to the gymnasium to meet with the P E teachers. The teacher must pick up the students at the assigned time. Students 7th-8th use the bathroom/locker room to change into their PE clothes. Students will meet the P.E. coaches in the gym lobby to await further instructions. The upper-grade students may change into their school uniform and return to class on their own. The following are the procedures for students entering and exiting the Gym for P.E. classes:

1. Upon entering the gym, quietly walk down the blue or black line to your number.
2. Quietly sit on your number and wait for instructions.
3. Two whistles blown the students are expected to stop, look, and listen.
4. Three whistles blown the students are expected to go back to their numbers and remain quiet.
5. When it is time to leave, the students will line up quietly by class at the left gym door and wait for their teacher.

Art/Spanish Grades 6-8

Please find the location of where Art and Spanish will meet on the facilities map. The Art and Spanish teacher will supervise students entering and leaving.

After School Program

The AfterCare program is located in the Library and Playground. AfterCare hours begin at 3:40 p.m. (12:15 on Friday) and end at 6:00 p.m. M-F (5:15 p.m. on Friday during Daylight Savings Time). Students are to be escorted by the teacher to AfterCare. (Please note that an AfterCare employee may come and get your students as well at 3:15 p.m.). During Rainy Day Dismissals the students will remain in the classrooms until the end of dismissal is called.

All AfterCare students must be checked in at the Library.

Student Services

Curriculum

FLEC, in harmony with the Florida Conference and the Southern Union has adopted a curriculum that is balanced, integrated, and Christ-centered. Our curriculum is also driven by assessment and results. As a teacher at FLEC, you are expected to take a holistic approach to teaching or to work towards that end. In a holistic classroom, you will find the following in various forms:

1. Balanced Literacy which consists of:
 - Whole Class Reading Instruction or Pathways Unit
 - Guided Reading
 - Reader's Workshop
 - Literacy Rotations
 - Phonics/Word Work (lower grades Foundations)
 - Writer's Workshop

2. Science and Social Studies are integrated into the Pathways Unit as possible. Single units are taught alone if they cannot be integrated.
3. Spiritual connections are made during ALL teaching and learning regardless of whether the class is a Bible class
4. FLEC uses the following assessments:
 - DIBELS (K-2)
 - Running Records
 - MAP (Grade 3-8)
 - WrAP testing
 - Unit tests
 - Formal and informal observations
 - Oral Examination
 - Other
5. FLEC takes a Responsive/CHAMPS approach to discipline and new teachers are expected to become acquainted with the Responsive Classroom and CHAMPS philosophy.
6. FLEC utilizes the Learning Community approach to professional growth. All teachers participate in Study Groups as learners or leaders.
7. FLEC's teachers are expected to use the available technology and to add from their repertoire to benefit their classroom and their colleagues.
8. As a teacher in a School of Excellence, you should thrive to grow in Christ and in your profession. You should aim to be and/or to have the following traits in your classroom:
 - Your lesson plans should be current and relevant
 - You should have long term planning and plan for one to two weeks ahead
 - Your plan should reflect a 4-Mat organization, or you should plan to learn the 4-Mat way
 - Plans should be based on the Southern Union Standards for the grade that you are teaching
 - You should aim to use various Cooperative Strategies in your classroom
 - Your reading and writing folders should be current
 - Assessments must be done on time
 - You should be familiar with the results of your class's assessments and make decisions based on the results and your class' needs
 - You should seek to create a positive, warm, and friendly environment
 - All students bring something unique to the classroom. The gifted, the struggling, and the average students deserve recognition for what they contribute to the classroom family
 - Your students should be free to express their point-of-view
 - Teachers should guide students in a loving manner while avoiding unnecessary scolding, shaming, or preaching
 - Your classroom should belong to the learners and having their work posted is a good example of that. The students should also know the classroom rules, schedules, routines, and assessment data
 - Your classroom should be attractive, neat, and uncluttered
 - Your classroom library should be organized and neat
 - You are expected to be firm yet respectful with your students
 - You are responsible to have interventions in place for your students
 - based on test results and classroom performance
 - You are responsible to modify assignments and homework for students who are at the high or low end of the learning spectrum

 - You have to assess and evaluate the struggling students often in order to monitor their progress
 - It is your duty to seek academic, social, spiritual, or behavioral help for your students when it's appropriate
 - Always aim to respect your students, their families, and their privacy – discuss your students only with the individuals who are helping them directly regarding students. The Educational Support Services will be happy to give you a department handbook with detailed information.

Counseling and ESS

The Educational Support Services team will support and service students, teachers, and parents to effectively maximize the students' academic and Christian experiences at Forest Lake Education Center.

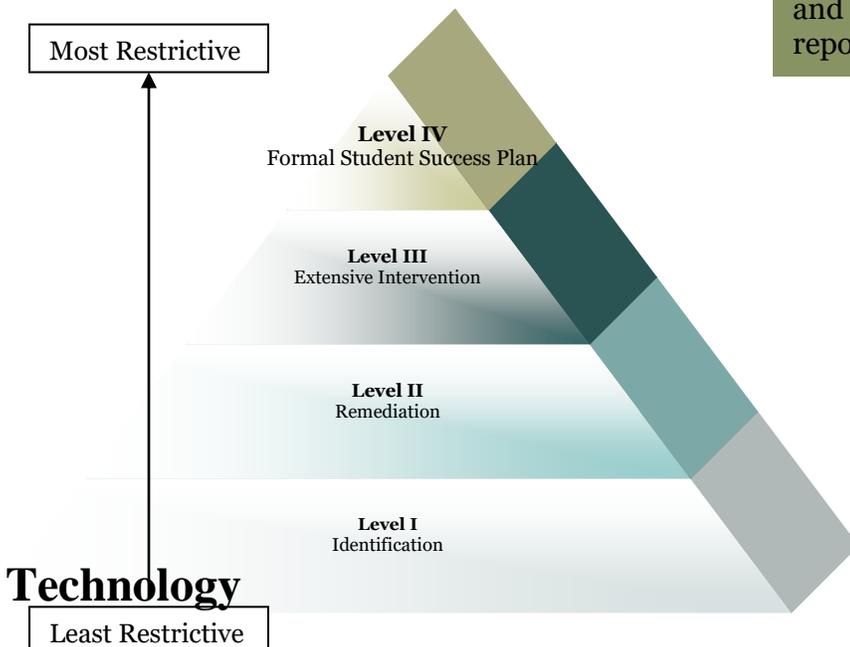
The Educational Support Services offices are located to the left of the receptionist's desk. The counselor's office is located at the lobby of the gymnasium.

The ESS team will contact you regarding students with an IEP and will work with you to agree upon a schedule that will benefit the student and the class. Feel free to contact the ESS team with concerns or for any advice

Every Child Can...

Forest Lake Education Center provides a comprehensive support system for struggling students grades K – 8. Our vision is to support and service students, teachers, and parents to effectively maximize the student's academic and Christian experience at Forest Lake Education Center.

Our program is designed to provide increasing levels of support to students.



Level 4 Teacher will evaluate the response to intervention plan. If progress is adequate, continue level 3 plan. If student's progress indicates that they may not meet benchmark by the end of the year, the ESS teacher will develop an intervention plan for the student and schedule any necessary testing and all meetings.

Level 3 Evaluate the remediation plan. If progress is adequate, continue level 2 plan. If students' progress indicates that they may not meet benchmark by the end of the year, teacher must meet with ESS teacher and discuss concerns, review previous plan, and develop tier III interventions. Teacher updates parents on plan effectiveness and modifications. Complete and sign parent summary notes. Document this plan for 4 – 6 weeks.

Level 2 Teacher develops and implements remediation plan based on concerns. Teacher chooses appropriate tier II intervention(s) from Response to Intervention Plan. Meet and share the plan with parents and involve parents by soliciting suggestions and agreeing on strategies to use at home. Complete and sign parent summary notes. Document this plan for 4 – 6 weeks.

Level 1 Teacher identifies students who are not meeting grade level standards based on test results, documented class performance, and teacher observation. Parents may also report concerns directly to classroom teacher.

The computer curriculum will reflect the learning activities of the regular classroom. Teachers are encouraged to approach the computer teacher with interdisciplinary requests.

FLEC Outlook Email and Office 365: Every staff member will be given an email account. This is managed by the Florida Conference. It is important that you use this email account in a professional manner. You will be able to check your FLEC email, O365, grading system, and other on-line platforms the school uses at school and at home. Please see the technology department for details on how to access your account from your home.

Spiritual Emphasis

Chapel – **Virtual Chapels scheduled for the 20-21 school year – ALL MUST ATTEND**

Forest Lake Education Center is committed to growing our students spiritually in every avenue possible. This spiritual school chapel meets every Friday at the gymnasium in two sessions. Chapel includes: song service, announcements, speaker guests, musical guests, local special music, and more.

The teacher will walk with the students to the gym a few minutes before the appointed time to be in their seats on time. The seating arrangement will follow a format of younger students sitting towards the front while the older students sit towards the rear.

Assembly A: 8:15-8:45 a.m. 5th through 8th grade
Assembly B: 8:00-9:30 a.m. PreK through 4nd grade

Week of Prayer

There are two (2) week of prayer sessions during the school year: Fall and Spring Weeks of Prayer. The services take place in the Korean Church next door. The classes walk together with their teachers along the sidewalk and return to FLEC through the short-cut between the two properties.

Any students arriving late must report to the front office where a determination will be made to escort the student to the WOP service or to have him/her wait until service the is over.

Lunch Program

Lunches are delivered to **ALL** grades. This is a change from previous years.

All lunches should be purchased online by the parent or student prior to coming to school. If a student has not ordered lunch and has no food, the teacher can place the order from their classroom using the EZSchoolApps. **IT IS CRITICAL THAT ALL LUNCHESES ARE ORDERED BY 8:45 a.m.** Students are no longer allowed to go to the kitchen to order a lunch at lunchtime or to retrieve lunches. **Missing lunches are avoided by checking the lunch list each morning with your students.** If a student arrives late to school, the office will take care of lunch ordering.

Lunch times and locations are as follows:

PreK	11:00-11:30	Inside classroom
Kinder	11:00-11:30	Inside classroom
1 st -2 nd	11:00-11:30	Inside classroom
3 rd -4 th	11:30 -12:00	Inside classroom
5 th	12:00-12:30	Pavilion
6 th	12:00 – 12:30	Picnic tables west side of main building
7 th	12:30 – 1:00	Picnic tables west side of main building
8 th	12:30 – 1:00	Pavilion

On rainy days, all classes eat indoor. Monthly meal schedule will be given to each classroom before the month begins.

Handbook Policies

Medication Policy

Florida law does not allow school personnel to administer medication without explicit written instructions. This includes prescription as well as nonprescription medication. The following medication procedure will allow school personnel to administer nonprescription and prescription medication:

- A form, available in the office, providing the child's name, medication, dosage, instructions, parent and physician's signature must be filled out.
- The medication must be brought to school in the current prescription bottle or original manufacturer's package. The student's name and written instructions must be on the label. Medication must not be expired.
- The medication must be brought directly to the clinic or office by the parent. Medication may not be kept in the student's lunch box, locker or on his/her person. This is a violation of Florida State law. Exceptions may be considered with EPI pens and inhalers pending proper authorization and notification.
- FLEC purchases school accident insurance coverage for each student. The cost of this insurance is included in the registration fee. The school is responsible for only the amount covered by its insurance up to \$500. Parents are urged to carry additional insurance to supplement the amount covered by the school. Parents/students insurance is primary and FLEC's is secondary.

Head Lice Policy

Forest Lake Education Center, in compliance with the Florida Department of Health, has the following protocol in regard to head lice: If a student is found with lice or nits, the student will take an information letter home. Any student with lice or nits must be effectively treated before returning to school. "Effectively treated" refers to having been shampooed with an over-the-counter or prescription shampoo made specifically for the treatment of head lice and the removal of nits. Upon return, the parent will provide the school with a note stating the shampoo used and procedures completed regarding lice/nit removal. The student's head lice must be screened by school staff prior to reentry into the classroom. If the child returns to school and the clinician, principal or designee determines that the child has not received proper treatment and the head lice or nits are still present, then the child will be sent home. If, after repeated determinations have been made concerning the continued existence of the head lice or nits and it is apparent that the parents are not properly treating the problem, the principal will determine that it is necessary to excuse the student from attending school for two or three days to allow time for parent to properly treat the problem. If the child returns to school before the end of the two or three days of excused absence and it is determined that the child has been effectively treated, then the child will no longer be isolated. Classroom or school-wide head screenings will be done on a need basis, as determined by the school principal and/or administration team. School principals are authorized to work cooperatively with parents when there is evidence that the parent is making every effort to eradicate the problem.

Prevention of Germs

Forest Lake Education Center complies with the Seminole County health departments. FLEC will use the following protocol to be proactive in preventing the spread of germs, while maintaining a clean, healthy environment. This protocol complies with the recommendations given from Seminole County, the State Department of Health, and the CDC to decrease the potential for flu and virus outbreaks in our school setting. The protocol includes:

- Work closely with all employees from Housekeeping to have areas cleaned with germicide daily/weekly. These areas include handrails, doorknobs, faucets, door jams, computer keyboards, mouse, telephones, desks, chairs, etc. – anything that is frequently touched.
- Keep hand sanitizer in classrooms, bathrooms, on staff desks, library, gym, etc. Regularly check hand sanitizer and soap dispensers and refill as needed throughout entire campus.
- Place signs in all bathrooms reminding everyone the use of soap and good hand washing practices.
- Provide continued education to staff and students about "germ prevention," including the latest information received from CDC, Health Department, and Weekly updates from Florida Hospital CentraCare.
- Communicate via FLEC website with parent information received concerning outbreaks or epidemics in the area. The focus will continue to be on infectious situations like the H1N1 virus, MRSA, flu, lice, and any other medical situations that could potentially affect our students and staff as well as their families.
- Continue a working communication with the area schools to ensure a partnered effort to promote optimal wellness for families during the school year while maintaining the utmost in confidentiality.
- Work with business office to create a plan to sanitize the school vehicles periodically as well as when incidents of illness occur.

- Evaluate students that complain of illness, during school clinician’s office hours, to determine their level of contagion and make recommendations accordingly.
- Keep supplies available in the clinician’s office for potential situations: facemasks, tissues, hand sanitizers, etc.
- Inform staff of high-risk situations or diagnosed situations to take preventive measures.
- Provide FLU shots to staff, students, and their families through Florida Hospital CentraCare to staff and their families on the FLEC campus for a reduced fee when available.

In the case of a confirmed diagnosis of virus pandemic at FLEC:

- If a student is diagnosed with the flu and is deemed contagious, they will be sent home and not be allowed to return to school until they are symptom-free for 24 hours – usually a course of seven (7) days.

Student Dismissal

Student dismissal procedures are as follows: *Dismissal altered for 2020 – See Map*

There are three loading zones: Red Zone, Blue Zone, and Green Zone. The younger children will always remain with their corresponding teachers. The older student must meet the younger sibling at the younger student’s corresponding zone.

Students will board vehicles in the zone of the youngest rider. Mixed Riders may include siblings and/or car poolers. Single Riders are students in grades fifth through eighth grade who ride alone. Grades 6-8 will each have responsibilities to help guide students to their proper after school location or dismissal.

- | | | | |
|---|-------------------|------------------------------------|--|
| • | <i>Red Zone</i> | <i>Top Parking Lot by Building</i> | <i>Pre-K thru 1st grade and Mixed Riders</i> |
| • | <i>Blue Zone</i> | <i>Bottom Parking Lot</i> | <i>2nd thru 4th grade and Mixed Riders</i> |
| • | <i>Green Zone</i> | <i>Back Area by 7/8 Building</i> | <i>5th thru 8th grade Back of Jr. High</i> |

Rainy Day Dismissal

1. The administration will make the determination on whether or not to have a rain dismissal. Once the determination has been made to have a rain dismissal, we may revert back to a normal dismissal. This determination will be made by reviewing local weather reports and viewing local weather radar. Administration will make the decision.
2. Once the determination has been made, an all call announcement will be made notifying the teachers and staff of a rain dismissal.
3. A parent alert will be sent via text message, announcing rain dismissal.
4. All Annex, 7/8 Grade, and ACE Portable carpool riders will go directly to the gymnasium.
5. Pre-K students will move to the overhang outside of the main entrance.
6. Assigned personnel will be stationed at following areas with walkie talkies:
 - a. Front Overhang Entrance –VP, After-Care Director and Facility Director .
 - b. Gymnasium - PE Department supervising carpool riders.
 - c. School Principal and Technology Director dismissal in back .
 - d. Office Area – Reception and Registrar.
7. At 3:15 pm (or soon after) the 2 facility members will start at the front entrance and move down the car line relaying to the Office and/or Gym dismissal area the student hang tag numbers. The Registrar will announce the student hang tag numbers over the all call intercom for grades Pre-k through 4. The School Principal and Computer teacher will notify the 5th to 8th grade teachers to ready these students for pickup.

8. Dismissal will start at 3:20 p.m. or earlier if needed. It is the school's goal to complete the dismissal by 3:45 p.m.
9. Once dismissal has started, both Facility Personnel will continually update the student's hang tag numbers as the parents continue to pull through the upper and lower parking lots.
10. The School Principal and Technology Director will announce student rides for the 5th to 8th grade.
11. The VP, After-Care director and Facility director will assist in escorting the Pre-K through 4 graders to their appropriate vehicle once they reach the overhang entrance.

Academic Probation (Grade 3-8)

Students may be placed on academic probation if, after evaluating their midterm or quarter grades, they have a failing grade or two or more grades below 70 percent. Students on the probation list will not be allowed to participate in extracurricular, nonacademic, school-sponsored activities for a minimum of a 4 ½ week grading period. After this 4 ½ period, participation will be determined by the weekly progress reports. Once the student is placed on probation, he/she must continue the process throughout the entire quarter.

Grading Scale

See tab Grades/FACTS SIS (Renweb) for FL Conference Grading Scale

Student School Attire

General Expectations

All FLEC students are required to wear school approved uniforms. *All clothing and accessories must meet our Christian standard.* Modesty in dress is the goal of our uniform. Modesty is a matter of length, tightness and appearance.

Uniforms must be neat and clean, appropriately sized, and worn as they were designed. The uniform should reflect a positive attitude of pride in one's self and school. Parents are expected to support the school's efforts by not allowing exceptions to the uniform policy. Administration has the final word on questions of appropriate uniforms.

The cobalt FLEC polo shirt, or the t-shirt for fourth grade and under, is the required uniform for field trips unless otherwise specified by the teacher.

Tops For Pre-K To 4th Grade

- Short or long sleeved T-shirts or polo shirts with FLEC logo.
- Approved colors are evergreen, white, light blue, and cobalt blue.
- Logo uniform tops are to be purchased through Lands' End.
- Any shirt worn under the approved school uniform must be tucked in and follow the guidelines for cold weather wear.

Tops For 5th Grade

- Short or long sleeved T-shirts or polo shirts with FLEC logo *from start of school until Christmas Break.*
- *Polos only from Christmas break until end of school year.*
- Approved colors are evergreen, white, light blue, and cobalt blue.
- Any shirt worn under the approved school uniform must be tucked in and follow the guidelines for cold weather wear

Tops For 6th To 8th Grade

- Short-sleeved polo or long-sleeved polo shirts with FLEC logo are required in grades 6 through 8.
- Approved colors are evergreen, white, light blue, and cobalt blue.
- Any shirt worn under the approved school uniform must be tucked in and follow the guidelines for cold weather wear.
- All undershirts must be tucked in.
- No t-shirts are allowed for middle school classroom wear.
- Approved grey athletic t-shirts must be worn for PE. PE shirts are to be purchased through the front office.
- Logo uniform tops are to be purchased through Lands' End.

Bottoms for Girls – All Grades

- **Must** be purchased in the uniform section of any retail store. Example: Target, Walmart, Kohls, Lands' End, etc.
- Approved colors are khaki and navy blue.
- Modest length and loose fitting.
- Approved styles include:
 - Shorts
 - Capris
 - Skorts
 - Pants
 - (Forest Lake Academy Blue Plaid – see Lands' End) Plaid jumper: Grades PreK-2
 - (Forest Lake Academy Blue Plaid – See Lands' End) Plaid skirt: Grades 3-8
- No jeans, skinny jeans or any jean material
- **No cargo shorts/pants or elastic cuffed pants**
- Shorts are not to be hemmed up or rolled

Bottoms for Boys – All Grades

- **Must** be purchased in the uniform section of any retail store. Example: Target, Walmart, Kohls, Lands' End, etc.
- Approved colors are khaki and navy blue
- Appropriate fit, no oversized wear, no underwear showing
- Approved styles include:
 - Shorts
 - Pants
- **No cargo shorts/pants or elastic cuffed pants**
- Belts must be of appropriate length
- Shorts are not to be hemmed up or rolled

Uniform Standards Apply to All Grades

- Tights/leggings must meet appropriate Christian standards.
- Undershirts or anything worn under the uniform as outlined in this dress code, must be a solid color and tucked in.

Shoes

- Closed-toe, strapped or closed heel shoes.
- Tennis shoes for all physical education classes.
- Shoe heels or soles should not be over two inches high or have wheels.
- Socks must meet appropriate Christian standards.

Cold Weather or In-Classroom Jackets

Any outerwear that is worn at FLEC must conform to the following standards:

- For cold weather, a plain shirt may be worn underneath the approved short-sleeved uniform in the following colors: Cobalt Blue, Navy, White, Hunter Green, Gray(s).
- Solid, plain navy or cobalt blue jackets may be worn in the classroom. Any brand logo must be small.
- Any FLEC jackets or approved FLEC club/team outerwear may be worn in the classroom
- FLEC logo shirts must be worn at all times under approved outerwear
- Non-approved uniform sweaters, jackets, or sweatshirts are only for outdoor wear and may not be worn in the classroom

Accessories

Must be appropriate for school and meeting the goals and standards of FLEC.

Purchasing Your Uniforms

Logo uniform tops are to be purchased through Lands' End. PE Shirts may be purchased through the front office.

Uniform bottoms **must** be purchased in the uniform section of any retail store. (Example: Target, Walmart, Kohls, etc. or can be purchased through Lands' End FLA Uniforms)

Jewelry

Bracelets (except medical alert), earrings, rings, necklaces, chains or studs for initial stage of ear piercing are not to be worn at school or at any school functions. Students, who pierce their ears while school is in session will not be allowed to wear their earrings under their hair or bandages. Clear plastic studs are allowed. Students may wear up to one item on their wrist. These items include a watch (not a Smart Watch), hairband, fitness tracker, or an appropriate silicone wristband. All attire, including wristbands, must be in line with FLEC, Christian standards. Out of compliance wrist wear will be collected by a teacher and the student may retrieve it at the end of the day.

Hats

Head coverings of any kind including hats, caps, bandanas or forehead bands are not to be worn-in the classroom.

Makeup

Make up must be natural shades.

Hair

Boys' and girl's hair should be clean, well-managed, natural color, and not an extreme cut or style (i.e. Mohawk, shaved, etc.). It should not be in the eyes when in normal wear position.

Blue Jean Fridays/Dress-Down Days: No Friday Charges

- Clothing must be modest and appropriately fitting— length, tightness and appearance
- No tears or holes
- All directions given to students regarding clothing must be followed as given
- FLEC organizational shirts, Adventist church organizational shirts, etc. are allowed on Friday

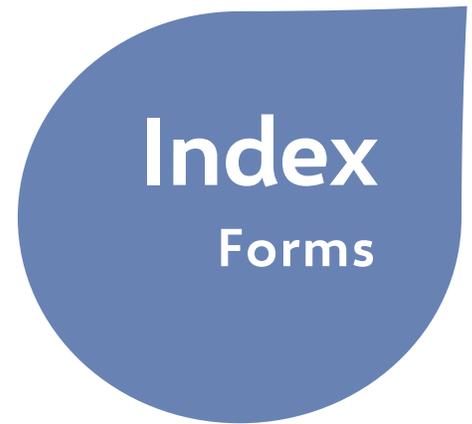
Special Events

Please refer to dress code information provided by teachers for special events. For Middle School banquet, over-night field trips, and graduation, please see the Middle School Supplemental Handbook (pg 6).

Non-Compliance

Non-compliance of the Uniform Policy will result in disciplinary actions. The teacher will determine if a student is not in uniform and make the initial contact with parents. In addition, the student will receive a lunch detention/behavioral referral. Continued non-compliance will result in action from Administration.

You will find the following items in order as listed below.
Please acquaint yourself with where to access each one.
You will find the actual forms in the locations provided.



School Website: Staff Corner

- Funding Request
- FACTS SIS (RenWeb) Link
- Substitute Request
- Technology Request
- Maintenance Request
- Field Trip Permission Form (PDF)
- Field Trip Request Form (PDF)
- On-campus Event Request Form (PDF)
- Classroom Donations/Gifts-in-Kind
- Standards of Ethical Conduct Document (PDF)

Administrative Offices: Wall-mounted boxes or with Admin Asst.

- Off-Campus Event/Field Trip Request (also in Staff Corner on website & in binder)
- Field Trip Permission Slip Template (also in Staff Corner on website & in binder)
- Field Trip Permission Slip (Alternate Driver) Template
- On-Campus Event Request (also in Staff Corner on website & in binder)
- Check Request
- Deposit Slip
- Professional Development Request Form

Other:

- Overnight Off-Campus Activity ▶ FL Conference Website or with Admin Asst.
- Copy Request ▶ Work Room
- Employment Forms ▶ Employee Self-Serve (ESS)
- Hall Pass ▶ Work Room
- Laminating Request ▶ Work Room
- Retention Request Form ▶ FL Conference Website
- School Lunch Menu ▶ School Website
- Supply Order ▶ Work Room
- Teacher Check Out List ▶ Handed out each year in May

Staff Corner

Is located at the bottom of the school's website, www.myflec.com.



Forest Lake
EDUCATION CENTER

[ABOUT](#) [ADMISSIONS](#) [ATHLETICS](#) [CALENDAR](#) [CONTACT](#) [DIRECTORY](#) [GIVE](#) [PARENTS](#)



Staff Corner

[Funding Request Form](#)

[FACTS/RenWeb](#)

[Substitute Request](#)

[Technology Request](#)

[Maintenance Request](#)

[Field Trip Permission Form](#)

[Field Trip Request Form](#)

[On-Campus Event Request Form](#)

[Classroom Donations/Gifts-In-Kind](#)

[Standards of Ethical Conduct](#)

Lunch Menu

Is located on the school's website, www.myflec.com.



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Forest Lake
EDUCATION CENTER

Field Trip/Off-Campus Activity Request

Must be submitted at least one week in advance for approval

Activity Information:

Date of Activity: _____ Grade/Classroom/Group: _____

Contact Teacher: _____

NOTE: If a field trip requires multiple stop, please note ALL destinations below (i.e. museum and park for lunch):

Activity: _____

Activity Address: _____

Will you require a sub : No Yes (*Prior* to approval, a sub request must be submitted)

NOTE: PLEASE ATTACH CLASS LIST OR LIST OF STUDENTS ATTENDING

Permission slips must be collected and Consent to Treat Forms must be taken on trip for each student.

Transportation Information:

Load Time: _____ am / pm

Departure Time from School: _____ am / pm

Return Arrival Time at School: _____ am / pm

Please avoid returning to campus between 3:15-3:30 due to heavy congestion in parking lot

Private Cars (*Please bring proof of insurance and driver's license to business office*)

Buses

Number of Buses Requested: (1) One Bus

(*Bus holds 44 if 2/seat or 65 if 3/seat*) (2) Two Buses

Teacher Signature: _____ **Date:** _____

Office Use Only:

Sub Request Rcvd: _____ Date: _____

Approved: _____ Date: _____

Denied _____ Date: _____

Notes: _____

Copies to:

- Contact Teacher
- Bus Driver
- Business Manager
- Kitchen
- School Nurse
- Office Manager



Forest Lake
EDUCATION CENTER

Field Trip Permission Form

Student Name: _____

Trip to: _____

Trip Date: _____

Departure: _____ Return: _____

Transportation: _____

Sponsor: _____

My child has permission to go on the aforementioned trip. I understand the arrangements and give permission for my child to attend.

Signature of Parent/Guardian

Date

In the event of sudden illness or accident requiring attention, I give permission for FLEC personnel to obtain emergency medical services for my child. During the trip, I can be reached at the following number(s):

Home: _____ Work: _____

Cell: _____ Other: _____

Please indicate any medical problems, allergies, or medications:

Signature of Parent/Guardian

Date



Forest Lake
EDUCATION CENTER

Field Trip Permission Form

Student Name: _____

Trip to: _____

Trip Date: _____

Departure Time: _____ Return Time: _____

Transportation: _____

Sponsor: _____

___ I will pick up my child at FLEC after the event.

___ When leaving the event my child is authorized to ride with _____.
(Drivers Name)

___ I will drive my child home from the event

My child has permission to go on the aforementioned trip. I understand the arrangements and give permission for my child to attend.

Signature of Parent/Guardian

Date

In the event of sudden illness or accident requiring attention, I give permission for FLEC personnel to obtain emergency medical services for my child. During the trip, I can be reached at the following number(s):

Home: _____ Work: _____

Cell: _____ Other: _____

Please indicate any medical problems, allergies, or medications:

Signature of Parent/Guardian

Date



On-Campus Event Request Form

Organization Name: _____

Contact Person: _____ Phone: _____

Event Information

Event: _____

Event Description: _____

Date of Activity: _____

Set Up Time: _____
Event Start Time: _____

Event End Time: _____
End of Clean Up: _____

Person Responsible for Clean-up (if different from contact person): _____

Area(s) of Campus Requested:

- Gym
- Gym Stage
- Kitchen
- Music Classrooms
- Pavilion/Playground
- Front Field
- Classroom: _____
- Other: _____

Special Equipment Requested:

- Tables: # _____
- Chairs: # _____
- Projector
- Sound System
- Gym Equipment (please specify):

- Other: _____
- _____

For Office Use Only

Copies to:

- | | |
|--|--|
| <input type="checkbox"/> Aftercare | <input type="checkbox"/> Technology (Comp) |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Library |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Business Manager |
| <input type="checkbox"/> Music Dept | <input type="checkbox"/> Office Manager |
| <input type="checkbox"/> PE Dept | |
| <input type="checkbox"/> Technology (IT) | |

Administrative Approval:

Approved by: _____

Denied by: _____

Date: _____

Notes: _____



Index

School Policies

Policies

- Purchase Authorization Policy
- Travel and Business Expense Reimbursement Guidelines
- Expense Report
- Employee Discount Policy
- School Credit Card Policy
- Outdoor Education Non-Chaperone Parent Attendees Policy
- Non-FLEC Participation in Music
- Microsoft Home Use Program
- Tax Exempt Form (Valid 2017-2022)

SUBJECT: PURCHASE AUTHORIZATION	REFERENCE #4001
	PAGE: 107 OF: 125
DEPARTMENT: ADMINISTRATION	EFFECTIVE: 9/1/2012
	REVISED: 4/12/2019
APPROVED BY: CHRIS JUHL	

POLICY:

- All purchases of supplies, equipment and services for the facility will be monitored by the approval process.
- Purchasing of supplies, equipment and service for the facility is the responsibility of Business Office.
- Only a signed purchase order by the Business Manager is considered binding.
- An invoice will be paid only after it is matched with its corresponding authorized purchase order and packing slip that has been checked, signed, dated and processed.
- The purchase of supplies and equipment is authorized in advance as part of the budgetary process. Non-budgeted or emergency items will be evaluated by the Business Manager and Principal and presented to the Finance Committee for approval.
- The Business Manager is authorized by the Principal to commit facility funds for items and services purchased.
- The purchasing functions involve all research, negotiations, contract review, contract completion, etc., and will be coordinated or conducted by the Business Manager. Exceptions are as follows:
 - Contracts for outside services negotiated by the Finance Committee, Facilities Committee and the Florida SDA Conference.
- Members of the Administrative team may research and investigate on a purchase, but the Business Manager will complete all negotiations and the closing of the purchase.
- FLEC staff will fill out a purchase order request form ensuring to obtain the appropriate approval signatures of the Business Manager and/or Principal for the following:
 - Routine school supplies;
 - Routine, service/repairs equipment, parts and items in the budget up to \$1,000.00.

SUBJECT: PURCHASE AUTHORIZATION	REFERENCE #4001
DEPARTMENT: ADMINISTRATION	PAGE: 108 OF: 125
APPROVED BY: CHRIS JUHL	EFFECTIVE: 9/1/2012 REVISED: 4/12/2019

- The Business Manager and Principal's approval is required for:
 - Approved supplies and capital expenditures greater than \$1,000.00 that are in the budget.
 - Emergency expenditures.
 - Any purchases made by non-authorized personnel will be considered non-binding.

Approved By: _____ Date: _____
 Business Manager

Approved By: _____ Date: _____
 Principal

Approved By: _____ Date: _____
 Chairman of the Board

SUBJECT: TRAVEL & EXPENSE POLICY	REFERENCE #4002
DEPARTMENT: ADMINISTRATION	PAGE: 109
	OF: 125
APPROVED BY: CHRIS JUHL	EFFECTIVE: 5/1/2012
	REVISED: 4/12/2019

Travel and Business Expense Reimbursement Guidelines

The purpose of these guidelines is to establish standards and procedures in order to comply with the Florida Conference of SDA procedures regarding reimbursement for business expense. The guidelines are designed to ensure consistency and fair treatment for all employees whose travel will be reimbursed or paid for by FLEC. This policy applies to all travel regardless of the source of the funds.

This policy will assist in the following:

- Identifying reimbursable versus non-reimbursable expenditures.
- Clarifying responsibility for controlling and reporting travel costs.
- Identifying required documentation.

I. Introduction:

Travel expenses incurred while on FLEC business will be paid for by FLEC if the expenses are reasonable, properly approved and documented. This statement covers reimbursement for transportation, auto mileage, auto rentals, hotel lodging, meals, gratuities, tolls and parking, telephone calls, and other miscellaneous expenses.

Note: If travel expenses are to be charged to a grant or contract sponsored by an outside agency, the requirements of the outside agency prevails. In general, travelers should make necessary travel arrangements (air travel, ground travel, accommodations) through FLEC Administrative Assistant.

II. Reimbursable Expenses:

Actual reasonable expenses will be reimbursed subject to the limits set forth in these guidelines

A. Personal automobiles

Personal vehicle travel shall be reimbursed at a stated NAD rate in effect at the time of travel. NAD mileage reimbursement rate is 42 cents per mile. Parking and tolls should be itemized separately and receipts should be included. For two or more persons traveling together in the same vehicle, only one person will be reimbursed for mileage.

Note: An employee involved in an auto accident while on FLEC business and driving his/her own car is covered by his/her own automobile policy for damage to the vehicle and property.

B. Rental Cars

Automobile rentals should be limited to situations where other means of transportation are not practical, economical or available. Travelers are encouraged to choose compact or mid-sized cars whenever possible. Reimbursable costs include the daily rental fee, gasoline charges, parking and tolls.

SUBJECT: TRAVEL & EXPENSE POLICY	REFERENCE #4002
	PAGE: 110 OF: 125
DEPARTMENT: ADMINISTRATION	EFFECTIVE: 5/1/2012
	REVISED: 4/12/2019
APPROVED BY: CHRIS JUHL	

Note: Travelers should refill gas tanks before returning the vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the vehicle to the renting location. Compare the cost of air travel versus driving and drop charge.

C. Bus, Train, Taxi and Limousine Service

A receipt should be requested to document these expenses. Indicate on the receipt the starting and ending point for the trip and a brief description of the purpose of the trip. Limousine service to and from airports should only be used when other means of transportation are not practical or available.

D. Commercial Air Travel

Commercial air travel expense is reimbursed on the basis of the actual cost. All FLEC approved travel should be arranged through the Administrative Assistant and will be at the most economical rates, not first or business class. In the event an employee discovers a low fare "special" on-line, the individual should contact the Administrative Assistant for final booking. Travelers are expected to take the least costly fare offered that realistically meets scheduling needs. The lowest cost air travel should take precedence over frequent flyer programs. The last page of an original airline ticket, called the "passenger receipt", is required for reimbursement, or in the case of E-tickets, the receipt provided or the ticket itinerary from the travel agent.

When planning your airline itinerary, consider the following cost saving strategies:

- Stay over one Saturday night - Many discounted airfares require staying over a Saturday night. Compare the cost of hotel and meal expenses of staying Saturday night to the savings in airfare.
- Make reservations in advance, most discounted fares are available when purchased several days prior to departure.
- Be flexible in selection of airlines and flight time.

E. Lodging

Travelers are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels. Requests should be made for educational discounts or business traveler's rates. Original itemized hotel receipts are required for reimbursement. FLEC does not approve accommodations at up market or luxury hotels (Ritz, Four Seasons, etc.) However, an exception is made when a conference, workshop, or other college business is scheduled at a luxury or upscale hotel.

F. Miscellaneous Expenses

Miscellaneous reimbursable expenses include business telephone calls, and charges for baggage handling, storage and tips (maximum of \$20 per day).

SUBJECT: TRAVEL & EXPENSE POLICY	REFERENCE #4002
DEPARTMENT: ADMINISTRATION	PAGE: 111 OF: 125
	EFFECTIVE: 5/1/2012
APPROVED BY: CHRIS JUHL	REVISED: 4/12/2019

G. Conference Registration

Original receipts or proof of payment are required and must be accompanied by a reimbursement request form. Prepayment registration can be arranged through the business office.

H. Expenses of authorized Visitors

Departments may authorize reimbursement to official visitors for expenses incurred in connection with their travel to FLEC. FLEC reimbursement policy and procedures, as authorized in this document, should be followed.

III. Meals and Incidentals:

FLEC will reimburse a traveler for allowable meal and incidental expenses incurred during business-related travel. FLEC provides one method for reimbursement: meal and incidentals per diem rate.

Incidental expenses include fees and tips for persons providing services, such as food servers, hotel housekeeping and luggage handlers. Incidental expenses do not include ground transportation, telephone calls or laundry.

Per-diem Reimbursement

Receipts and detailed documentation are required when requesting reimbursement of meals and incidentals using the per-diem method. The following apply using the meal and incidentals per-diem method of reimbursement:

Domestic Per-diem Rates

FLEC expects to reimburse meal and incidental expenses based on the \$43 per-diem rate. Please refer to the Florida Conference Working Policy per-diem rate guidelines.

Total meal expense for the day should generally be in line with per-diem levels.

Individual meals over \$43 per day should include justification.

FLEC will not reimburse for gratuities that are greater than the accepted standards. (Currently, the domestic standard is 15-20% of the total bill)

In cases of reimbursement requests for business meals for others (e.g. additional guests) reimbursement will be made on the actual cost basis. Indicate on the receipt the name(s) of those at the meal and the purpose of the meal.

Note: If reimbursement is requested from grant funds, additional restrictions and limitation may apply as stipulated by the grant. In such cases, refer to the terms and conditions of the grant.

SUBJECT: TRAVEL & EXPENSE POLICY	REFERENCE #4002
DEPARTMENT: ADMINISTRATION	PAGE: 112
	OF: 125
APPROVED BY: CHRIS JUHL	EFFECTIVE: 5/1/2012
	REVISED: 4/12/2019

IV. Non-Reimbursable:

- Personal entertainment expenses (movies, games, health club, golf outings, and other optional conference activities not included in the general conference fee)
- Valet parking, unless the hotel or venue prohibits guests from parking their own vehicles
- Travel accident insurance premiums
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Repairs to personal vehicles used for FLEC travel
- Spouse or other family member expenses
- Commuting costs between home and FLEC
- Laundry service (unless the trip is longer than 5 days)

Reimbursement Procedure

All requests for reimbursements of travel related expenses must be submitted on a properly completed Special Travel Report/Reimbursement Requisition Form. These forms are available in the Administrative office. The Reimbursement Requisition Form must be signed by the employee on the account out of which the reimbursement is being requested. All requests for reimbursements of travel related expenses must be submitted to the business office. In the event of discrepancies in a reimbursement request (e.g. absence of original receipts, non-matching receipted and requested amounts, etc.) the request for reimbursement will be reviewed by the Business Manager. If a request for reimbursement is denied in full or in part, an appeal may be made to the Business Manager, who will review the business rationale for the exception.

Note: Any reimbursement requests made to oneself must be approved by the "next-in-line" supervisor through requisitions. For example, the Business Manager must have the Principal's approval; Staff and Administration must have the approval from the Business Manager.

Approved By: _____ Date: _____
Business Manager

Approved By: _____ Date: _____
Principal

SUBJECT: FLEC Employee Policy	REFERENCE #5001
	PAGE: 113 OF: 125
DEPARTMENT: ADMINISTRATION	EFFECTIVE: 10/2/2013
	REVISED: 05/17/2019
APPROVED BY: CHRIS JUHL	

POLICY:

Below are listed services provide to FLEC faculty and staff members at a discounted rate.

- Free aftercare services are provided to all staff who are required to work after their scheduled hours, are attending a staff meeting, or are a classroom teacher.
- School lunches are provided to all staff and their children at a reduced rate of \$3.00 per meal.
- Lifetouch Picture Days – 1 basic package is free per staff per picture day. The package can be used for the staff member or one of their children.
- Only Intramural for all grades are available at a 50% discounted rate.
- FLEC student tuition receives a 35% discount for full-time local hire employees who work 38 hours per week. The same 35% discount is offered through the Florida Conference for conference employees.
- Every fob or swipe replaced after the 2nd one will be a cost to the employee. \$10 will be charged for each additional fob or swipe.
- Full-time local hire employees

Approved By: _____ Date: _____
Business Manager

Approved By: _____ Date: _____
Principal

Approved By: _____ Date: _____
Chairman of the Board

SUBJECT: CREDIT CARD POLICY	REFERENCE #4003
DEPARTMENT: ADMINISTRATION	PAGE: 114 OF: 125
	EFFECTIVE: 9/1/2011
APPROVED BY: Chris Juhl	REVISED: 4/15/2019

Introduction:

FLEC has at hand credit cards issued by American Express, VISA, BB&T, Office Depot, Home Depot, and Lowes.

The overall control of the card usage is to be monitored and maintained by the Business Manager.

No changes to arrangements listed below will take place without further consultation of the Administration.

Eligibility:

The Business Manager, Administration, Aftercare Director, Purchasing Agent, teachers, and Departments have cards issued in their name on behalf of the school.

Limits of credit for each card are to be set individually according to need.

Procedures: Card Issue

Original Receipts or electronic copies are to be turned into the Business Manager within 5 days of purchase.

Each card issued is in the name of the individual on behalf of FLEC and each card will have a different code number for ease of identification.

Each staff member who has a card issued in their name has been made aware that the cards is to be use by the Purchasing Agent (name on card). They must sign an agreement which states they understand the conditions of issue.

Any staff member who has been issued a card and subsequently terminates their employment, FLEC will destroyed and cancel the card.

Any staff member who is found to be mis-using the card in any way will have the card removed from them and appropriate action taken, i.e. a report will be made to the governing body for them to act on.

No cash withdrawals are allowed from the credit card.

No personal purchases are to be made on the card.

Lost or stolen cards must be reported immediately to the Finance Office.

SUBJECT: CREDIT CARD POLICY	REFERENCE #4003
DEPARTMENT: ADMINISTRATION	PAGE: 115 OF: 125
APPROVED BY: Chris Juhl	EFFECTIVE: 9/1/2011
	REVISED: 4/15/2019

Procedures: Card Repayments

All credit cards will be paid off in full on a monthly basis.

Statements will be issued by the bank which must be reconciled with receipts and signed off by the Business Manager.

Any discrepancy in the account will be investigated by the Business Manager in the first instance and then referred to the user if necessary. Because the Business Manager is a primary card holder, initial reconciliations should be carried out by the Accountant.

Approved By: _____ Date: _____
Principal

Approved By: _____ Date: _____
Business Manager

SUBJECT: CREDIT CARD POLICY	REFERENCE #4003
DEPARTMENT: ADMINISTRATION	PAGE: 116 OF: 125
APPROVED BY: Chris Juhl	EFFECTIVE: 9/1/2011 REVISED: 4/15/2019

CREDIT CARD

USE OF CARD

You have been issued a school credit card.

Payments will be made through the school's account monthly.

Only purchases relating to school activities may be processed through the card payment method, with the prior knowledge of the Business Manager or Principal.

Receipts should be submitted for reconciliation with the statements.

No cash reimbursements should take place through the card facility.

The school had the right to withdraw this facility at any time.

Please acknowledge receipt of the card and acceptance of the above terms and conditions by returning the tear off section below to the Business Manager.

To: Business Manager

Print Name: _____

I acknowledge receipt of the Credit Card issued in my name and will adhere to the terms and conditions agreed.

Signed: _____

Dated: _____



6th Grade Outdoor Education Non-Chaperone Parent Attendees

Often, FLEC receives request from parents wishing to attend the Outdoor Education trip. The number of requests exceeds the number of chaperones needed. Due to the number of requests, FLEC is not able to accommodate all requests. For these parents, the following may be an option:

- Camp Kulaqua has hotel accommodations that may be available or are hotels. The parent will make their own arrangements for these accommodations.
- Meals may be taken with the FLEC group, but the parent must pay for this directly with the camp prior to the trip.
- Although a student is allowed to stay with the parent, we strongly discourage this. If the student does stay with the parent, the student must be present for all Outdoor Education activities, including meals, worship times, and recreation times.
- Students are not to be taken off the camp grounds. This includes to Kulaqua's hotel, area hotel, or for any other reason except when returning to the hotel at night if the student is staying with the parent.
- Parents who are not official FLEC chaperones may observe the activities their student is participating in, but the student must be independent.
- Parents are not allowed to bring food to their child or to other students during camp activities or meals.
- Siblings are not allowed to attend. If a sibling is accompanying a parent, they are not to participate in the Outdoor Education activities

FLEC Administration request that you bring any other questions, thoughts, or concerns to the 6th grade teachers and Administration before the trip begins. Thank you.



Forest Lake

EDUCATION CENTER

Records of Participation in Music Children not Enrolled at FLEC

Dear Parents,

Welcome to our campus!

A limited number of spaces are allowed for children who are not enrolled at FLEC to participate in music classes. Below is the fees schedule for music classes. All fees must be paid at the time of application and before children begin to participate in music classes.

Band: 2 times a week: \$500.00/School Year

Suzuki: 2 times a week: \$500.00/School Year

Prelude Orchestra: 2 times a week: \$500.00/School Year

Choir: 2 times a week: \$500.00/School Year

Regular Orchestra: 4 times a week: \$750.00/School Year

Handbells: 2times a week: \$500/School Year

Private Lessons with Instrument Rental: \$500/School Year

Private Lessons with no Instrument Rental: \$400/School Year



Forest Lake

EDUCATION CENTER

Record of Participation in Music Class Children Not Enrolled at FLEC

Please fill out this form and sign/return it to the Business Office at the time of payment.

Child Information

Name: _____

Grade: _____

Age: _____ Date of Birth: _____

Enrolled in: _____

Name of Music Class: _____

Parent Information:

Name: _____

Address: _____

Phone Number: _____ Email: _____

Does your child have any illness or any disability that the music teacher should know?

Parent Signature: _____ Date: _____

By signing this form, you agree to hold FLEC and its governing Conference harmless in case of accidents or injury. This constitutes a waiver for insurance coverage.

FOR OFFICE ONLY:

Date of Application & Payment: _____

Payment made for: (amount/class) _____

Payment and Application submitted by: _____

Received by (FLEC Personnel): _____



Microsoft for Home Use

There is a new way for staff to get Office and it's free!

1. Go to <https://office.com> and login with your Conference email and password
2. At the top right of the screen there should be a box that says, "Install Office" and a drop-down menu.
3. Choose Office 365 apps, and you can install them from there.
4. This works on Windows PCs and Macs.
5. Students are able to install Office at home, too.

See the IT Department for any questions or problems.



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8012670295C-1	03/31/2017	03/31/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

FOREST LAKE EDUCATION CENTER
1275 LEARNING LOOP
LONGWOOD FL 32779-5840

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Index Conference Union

You will find the following items in order as listed below. Please note that more information is available at floridaconference.com. Click on Education (center/top), then Resources. You will find additional forms, etc. on this page.

- How to Access FL Conference and SU Policies
- Employee Self Service and FL Conference Working Policy Information

Florida Conference

Employee Self Service Portal & FL Conference Working Policy

To access the Florida Conference Employee Self Service Portal (ESS), go to:

<https://ess.floridaconference.com/selfservice/>

Log in using what Florida Conference has provided for you. You can view your payroll information as well as FLC Working Policy and Employee Handbook. You will find the main body of the Florida Conference Education Policies in the 4000 section.

The screenshot shows the login page for the Florida Conference of SDA Employee Self Service Portal. It features a logo at the top left, a header with the organization name, and a login form with fields for Username and Password, a Login button, and links for Username and Password Help, and First-Time User Register Here. A welcome message and instructions for 2019 W-2's are also present, along with contact information for HR assistance. The Sage logo is at the bottom right.

The screenshot shows the navigation menu of the Florida Conference Employee Self Service Portal. The menu is organized into several sections: Personal, Benefits, Employment, and My Menus. The Employment section is highlighted with a green arrow, and the Working Policy link is highlighted with a yellow arrow. The Personal section includes links for Personal Profile, Address, Phone, Dependents/Beneficiaries, Emergency Contacts, Time Off, Change Logon, Time Off (Detail View), and Attachments. The Benefits section includes Current Benefits, GuidanceResources, Retirement Plan Notice, Ascend to Wholeness, and Empower Retirement. The Employment section includes Compensation, Pay History, Job, Employee Handbook, Working Policy, Constitution and Bylaws, Federal Labor Posters, COVID-19 Temp Policies, COVID-19 Procedure Chart, Organization Chart, Reimbursement Calendar, Payroll Calendar, Office Holiday Schedule, and Performance. The My Menus section includes HRActions and My Actions.



Employee Self Service (ESS) Accounts

Florida Conference Employee Self Service (ESS) allows employees to access secure HR and Payroll information. It is a one-stop portal for all employment related tasks.

Getting Started

1. Go to ess.floridaconference.com
2. Click on “First Time User Register Here” under the logon button
3. You will have to enter some personal information to verify your account
 - a. Social Security Number - you must include the dashes (###-##-####)
 - b. Date of Birth – use the calendar icon or enter in this format (mm/dd/yyyy)
 - c. Security Question – select from the list and type your answer
4. Create a login name and password (12–24 characters with at least 1 uppercase and lowercase letter)
5. Once you have submitted this information, you will return to the site and use your newly established credentials to login.

Getting Around

Employee	
Personal	
Personal Profile	Personal Information Using the “Personal” menu, you can view information that the conference has on file for you. You can use this  button in the upper right corner of the page where available to enable editing of that page.
Address	
Phone	
Dependents/ Beneficiaries	
Emergency Contacts	
Medical	
Time Off ←	
Change Logon	Time Off View your available vacation/sick time using these links.
Time Off (Detail View) ←	
Benefits	
Current Benefits	Pay Stub To view/print your pay stubs click on “Pay History.” Click on  under “View Stub” to download that pay stub.
Employment	
Compensation	Working Policy and Handbook Click on these links to view the Working Policy and Handbook.
Pay History ←	
Job	
FLC Working Policy ←	
Employee Handbook ←	My Actions Use this link to access onboarding paperwork and take actions related to Human Resources and Payroll.
Payroll Calendar	
My Menus	
HRActions	
My Actions ←	

*This menu may change as new features and information are added. Click on the links to familiarize yourself with what your ESS account can do.



Onboarding Instructions for New/Returning Employees

Welcome to Florida Conference and congratulations on your new position. We are glad to have you on our ministry team. Please follow these steps to complete your onboarding process.

1. Create/Login to your ESS Account - ess.floridaconference.com
2. Click on “My Actions” in the menu on the left side.
3. Click on “Create “next to each form to begin filling out that form.

My Actions		
Onboarding/New Hire		
Form Name	Status	Action
I-9 Form	Draft	Edit
Tax Form W-4 For HR Actions - Federal	Not Started	Create
Direct Deposit Enrollment	Draft	Edit
Healthcare Enrollment	Not Started	Create
New Employee Acknowledgements	Complete	View
Supplemental Insurance Enrollment	Not Started	Create
Healthcare Benefit Acknowledgement	Complete	View
Employee Data Confirmation	Not Started	Create
New Hire Final Checklist	Not Started	Create

*Forms are dynamically changed on this checklist based on your hours and job title. You may see more or less than what is shown here.

4. Complete the forms as per the instructions on each form
 - a. The I-9 must be completed no later than the start date on your offer letter.
 - b. After completing the I-9, you must bring your original documentation to your supervisor/HR representative within 3 days.
 - c. Complete the New Hire Final Checklist last.
 - d. Click on “Initiate” when you are finished with the form.

Please complete these forms as soon as possible. Some have short deadlines and will disappear once those deadlines are past. Your payroll will not be active until all required forms are completed.

Form Status Symbols

- ⓘ Not Started – You have not begun filling out this form.
- ✍ Draft – You have started, but are not finished filling out this form.
- ➔ Routing – This form is going through the approval channels.
- ✔ Complete – This form is completed and approved.

Correcting Mistakes

Watch your email, if a mistake is found on any of the forms, it will be sent back to you.

1. To correct any errors, return to “My Actions” in ESS
2. The status of that form will either be Not Started or Draft.
 - a. If it is Draft, click “Edit”, then correct and re-submit the form.
 - b. If it is Not Started, click “Create” to begin with a blank form.

Some errors cannot be corrected (either legally or technologically) and require a new form submission.