



**Forest Lake**  
EDUCATION CENTER

**2020-21**

**Student Handbook**



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## FOREST LAKE EDUCATION CENTER HANDBOOK

Forest Lake Education Center (FLEC), founded in 1927, is a private, nonprofit pre-kindergarten through eighth grade Christian school. It is sponsored and supported by the Florida Conference of Seventh-day Adventists as well as by six local Seventh-day Adventist constituent churches. FLEC supports the beliefs, standards, and ideals of its church. A board of directors elected from the constituent churches supervises its operations.

This handbook outlines FLEC's policies, programs, regulations, and requirements. The information included is, at the time of publication, an accurate presentation of the existing policies. However, the school board and administration reserve the right to update policies and/or requirements during the course of the school year without prior notice.

### ACCREDITATION

Forest Lake Education Center (FLEC) is jointly accredited by the General Conference Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA), and the Middle States Association of Colleges and Schools (MSA), in affiliation with the National Council for Private School Accreditation (NCPSA). In addition, FLEC is accredited by the Florida Conference of Seventh-day Adventists, an approved accrediting association of the Florida Association of Academic Non-public Schools (FAANS). FAANS is an affiliate member of the Council for American Private Education (CAPE) and is recognized by the state of Florida. FLEC is a school that is comprised of Educators Delivering GREAT Education. The school provides an education that is:

- ❖ God Centered
- ❖ Result Oriented
- ❖ Environment that Nurtures
- ❖ Aligned with SDA and National Standards
- ❖ Team Effort

### MISSION

FLEC aims to be a Christ-centered school with a focus on an Adventist education that brings together our school's strengths to serve our community. We will provide our students opportunities to reach their own personal level of excellence within our highly regarded educational program that focuses on academics, physical education, fine arts, religious studies, and service. As an integral part of the strategic planning process, we have refocused FLEC's mission statement to reflect the renewed purpose and direction of our school while keeping us grounded.

The Mission of FLEC is to provide an Adventist education that promotes academic excellence and nurtures a love of God and service to others.

We will fulfill our mission by focusing on:

- Presenting the teachings of the Bible in a manner that nurtures the development of a relationship with Jesus Christ as a personal Savior and Friend.



- Promoting Adventist Christian values in a well-rounded education program of excellence that encourages community service and citizenship.
- Continually seeking to implement best and innovative education practices and technology to maximize each student's learning experience.
- Teaching students to be thinkers and not mere reflectors of others' thoughts.
- Promoting a healthy lifestyle of mind, body, and spirit in accordance with the Adventist Creation Health Model.

## **VISION**

It is our belief that each child is an incredible blessing from God, and FLEC has the privilege and responsibility to develop in our students the knowledge and skills needed to realize their full potential. Our vision seeks to create responsible citizens and life-long learners who love God, respect others, and are stewards of their environment. The vision we hold for FLEC clearly defines where we are headed and what we aspire to become and follows God's plan for education. The realization of our vision will be demonstrated through generations of servant leaders who aspire to Christian discipleship, building community, and inspiring others to:

- Serve Today
- Succeed and Lead Tomorrow
- Aspire to live for Christ for Eternity

## **GENERAL INFORMATION (PRE-K TO GRADE 8)**

### **ADMISSION AGREEMENT**

Parents and students seeking admission agree to support the school's principles, programs and personnel and to act in harmony with the standards, requirements, and philosophy of the school. The Admissions Committee reserves the right to refuse admittance to any student who does not exhibit behavior in harmony with the school's principles.

All new students to Forest Lake Education Center are admitted under probationary status for the first nine weeks of the school year. Any disciplinary issues or unforeseen academic issues in the first nine weeks may be cause for dismissal from school.

### **NON-DISCRIMINATION POLICY**

FLEC admits students of any race, color, ethnic background, country of origin, or gender with all the rights, privileges, programs and activities generally made available to students and makes no discrimination on the basis of race, color, ethnic background, country of origin, or gender in administration of education policies, application for admission, scholarship or loan programs, and athletic or extracurricular programs.



## CONSTITUENT STUDENTS

FLEC was established primarily to provide Adventist Christian education for the children of the members of the six constituent churches.

## NON-CONSTITUENT STUDENTS

Non-constituent students may apply and will be considered for admission to FLEC.

## NON-ADVENTIST STUDENTS

Adventist Christian education has as its primary role to educate and to spiritually strengthen Seventh-day Adventist youth. Students of other religious backgrounds are welcomed and accepted as space allows.

## APPLICATION PROCEDURES

New and returning students must complete and return all documents as required by the application process. Student applications can be found on the FLEC website (<http://myflec.com>).

## ADMISSIONS COMMITTEE

The Admissions Committee will determine acceptance and reserves the right to refuse admission based upon:

- Failure of parents and/or students to support FLEC's Mission, Philosophy, Goals, and Student Conduct Agreement.
- Behavioral record.
- Academic record.
- Attendance record.
- Special needs exceeding FLEC's services and staffing.
- Outstanding school account with FLEC for any length of time or previous school. Financial clearance and approval is necessary.
- Request to transfer from another school any time during the first or second semester of the school year.

## NEW STUDENT REGISTRATION

All new students must submit a copy of their birth certificate, current report card, two recommendation forms, an updated Florida physical form (DH3040), and a Florida immunization form (DH680). Immunizations must be in accordance with the state of Florida laws and on a Florida form (DH680). New students will need a school physical completed in the state of Florida. All forms and information must be submitted before the Admissions Committee can act upon a new student's application. Testing is also required for all new



students. A local physical address must be provided within the first two weeks of the school year. **If applicable, parents must provide or update any Divorce/ Custodial Agreements. These should include any information that the school should have about visitation, pick-up days, etc.**

## IMMUNIZATIONS

Each student at FLEC must be in compliance with Florida state immunization requirements of schools. Students must have a compliant Florida state immunization form (DH 680) with a physician's signature (may include temporary or permanent medical exemption) or have a Florida state exemption form (DH 681) in their health record.

Updated immunization records must be provided for all new students as well as Kindergarten and 7<sup>th</sup> grade students. Before a new student is accepted at FLEC a complete DH 680 or DH 681 form must be submitted. For returning students who have not kept an up-to-date form DH 680 or DH 681, the student will have a three-week grace period from the audit to come into compliance.

## ADMISSIONS PROCEDURES FOR STUDENTS WITH SPECIAL NEEDS

The following is FLEC's admission procedure for identifying and helping students with special needs:

- New students must complete an admissions test. Registration is not complete for students in grades K-8 until a general assessment of the student's knowledge in reading, language, and individual age appropriate assessments. This assessment applies to all new students.
- Returning Students – All students are reviewed at the end of the school year for reacceptance based on behavior, attendance, bill payment, and academics.

## PRE-KINDERGARTEN AND KINDERGARTEN SCHOOL READINESS

School readiness, a term used frequently in the pre-school and kindergarten setting, means that a child is ready to enter a formal, social educational environment. The child is ready to start the process of learning how to do things independently. To do this, a child should have the ability to:

- Work independently.
- Get along with other children of the same age.
- Learn and participate in structured situations such as play and story reading.
- Focus or key in and listen to one central person in the classroom.
- Learn (have the necessary social skills/ability) in a co-operative learning environment where children learn from teachers and from one another.
- Play with other children (wait their turn in line, etc.).



## ENTRANCE AGE REQUIREMENTS

PRE-KINDERGARTEN – Four (4) years of age before September 1 of the current school year.

KINDERGARTEN – Five (5) years of age before September 1 of the current school year.

FIRST GRADE – Six (6) years of age before September 1 of the current school year.

Exceptions to this policy (for kindergarten and first grade) may only be granted by the Florida Conference Office of Education. The Office of Education may waive the entrance age policy for a student transferring from a state with different entrance age requirements and admit them to first grade upon proof of successful completion of kindergarten and a high score on a reading readiness test. In order to be considered for an exception, parents must contact the Florida Conference Office of Education at 407-644-5000 ext. 2416.

## PRE-KINDERGARTEN ENTRANCE REQUIREMENTS

Prior to accepting any four-year-olds into the pre-kindergarten program, the following must be taken into consideration:

- Age – Entrance age requirement must be followed.
- Maturity – The child must have completed the toilet-training process before admittance to the program.
- Birth Certificate – A copy must be presented before a child can be admitted to class.
- Physical Exam – A record of the child's current physical exam is required to be on file according to state guidelines.
- FLEC reserves the right to request that a child leaves the program if the child is not prepared to respond appropriately for his/her age level and if that behavior impacts the classroom in such a way that it becomes necessary for the child to find another placement.

## WITHDRAWAL

Students who are enrolled in the regular school program (PK – 8) shall not be withdrawn from school without prior notification from their parent(s) or legal guardian. Withdrawal of all students must be processed through the school office. The school's withdrawal form must be properly completed for any student who withdraws. To withdraw, prior written notification is needed to give time to secure progress or final grades from the teacher(s), turn in textbooks, and receive financial clearance from the Business Office. Records will not be released until these steps are completed, and there is no outstanding balance on the student's account.

## YEARLY RE-ENROLLMENT

Re-enrollment dates are established annually. Included in the registration process are forms that must be completed, printed, signed, and notarized. After completion of the registration form and payment of the application and registration fees, the Admissions Committee will meet



to process the application. Previous accounts must be paid in full or appropriate arrangements completed before acceptance is finalized. If applicable, parents must provide or update any Divorce/Custodial Agreements. These should include any information that the school should have about visitation, pick-up days, etc.

#### CLASS PLACEMENT FOR RETURNING STUDENTS

Placement requests are not accepted. The Admissions Committee may elect to accept a written request in the event of **perceived** teasing, bullying or if students need to be separated or kept together in terms of siblings or relatives. The Admissions Committee may also look at a request from Kindergarten parents only with a recent history with FLEC through an older child. The acceptance of a written request in no way means that the request is automatically granted.

Decisions made by the Admissions Committee are final. All information is confidential. The Admissions Committee is comprised of school administration, the ESS Department, Guidance Department, and the Registrar. This group carefully considers placement and has the best interest of each child and the over-all program in mind.

#### STUDENT SERVICES

##### SCHOOL GUIDANCE AND COUNSELING

This program aims to impact students through intervention and prevention services. The school counselor is available for students, parents, teachers, and administrators. Guidance Department services include counseling, consulting, testing, evaluating, and as a liaison between FLEC and the public school system. The School Counselor may be reached through the school office.

##### EDUCATIONAL SUPPORT SERVICES (ESS)

FLEC assists students whose academic needs require additional strategies in the classroom or in a small group setting to be successful. The ESS program works in cooperation with the classroom teacher to strengthen the students' academic skills. Instruction will vary according to needs in areas such as reading and math. A recommendation for assessment will be initiated by the classroom teacher if an academic need is suspected. Admittance to the ESS program is based upon need as indicated by the assessment results.

#### STUDENT HEALTH AND SAFETY

##### SAFETY DRILLS

Fire drills are conducted monthly. Teachers escort students 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. Other safety drills, such as, school lock down, tornado



and other emergencies are conducted throughout the year as well. During these times, all individuals on campus must participate.

#### SCHOOL DELAYS OR CLOSING

For instructions about school delay and closing, staff, parents and students should tune in to a 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 (Magic 107.7). Television Station: WKMG Channel 6. You will also be contacted through voicemail and by text messaging.

#### BICYCLE RIDERS AND WALKERS

Students are discouraged from riding bicycles to and from school because of traffic and safety factors. Infraction of the rules may result in forfeiture of bike privileges. Students must:

- Inform the office that you are a bicycle rider or walker.
- Leave the school promptly at the end of each school day (if not in intramurals).
- Ride your bike only.
- Park and lock your bike in the bike rack.
- Ride only to and from school.
- Carry no riders on a bike.
- Obey all safety rules and regulations.
- Wear a helmet (Florida state law).
- Use the bike path (do not ride on the school driveway).
- Walk the bike across crosswalks.

#### ROLLER BLADES/SKATEBOARDS/SKATES

Roller blades, skateboards, or in-line skates are not permitted on campus at any time.

#### DISTRACTIONS AT SCHOOL

FLEC Administration reserves the right to inform students and parents of any other items or fads that may be deemed a distraction to the classroom and school environment.

#### SCHOOL LUNCH

The Seventh-day Adventist Church recommends a healthful, vegetarian diet. Parents are requested not to send caffeinated beverages or meat in sack lunches from home. Vegetarian lunches may be purchased at school. Instructions for ordering lunches are on the FLEC website.



## STUDENT ILLNESS

Parents should not send their child to school if the student is sick. This includes but is not limited to vomiting, a temperature above 99.5F, suspected of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, flu, etc.) or has not sufficiently recovered from an illness. If your children have been sick, do not send them to school until they have been vomit free and/or fever-free for 24 hours without using fever-reducing agents such as Tylenol, Advil, etc., and/or other symptoms are resolved. If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and well-being. The student's parents may be asked to take them home depending on the illness or accident. If we are unable to reach a parent, the individual's listed as the emergency contact on the registration form will be notified as soon as possible.

## MEDICATION POLICIES

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 prescription and nonprescription medication:

- A form, available in the clinic, 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. Parent/students insurance is primary and FLEC's is secondary.

## PARENT INFORMATION

The School Board recognizes that education of children is a process that involves a partnership between the child's parents, teacher, school administrators, school staff, and school board personnel. The School Board recognizes that parental participation in their child's educational process through parent/teacher conferences, serving as a school volunteer, serving as a field trip chaperone, special program volunteer participant, and other such services is critical to a child's educational progress. For that reason, the School Board welcomes and encourages parental participation in the life of their child's school.



## VOLUNTEERING

There are many opportunities to get involved in the education of the students at FLEC. Studies show that children do better at school when parents are involved. Of course, the whole student body benefits greatly from the time donated by those who are available to volunteer. Some of the ways to get involved are playground supervisor, library helper, classroom aide, class mom/dad, etc. Please notify the school office if you would be able to fill a need at school. We appreciate our volunteers. All volunteers who have ongoing student contact must be fingerprinted before volunteering at FLEC. This is done at the expense of the volunteer. All event volunteers and fieldtrip volunteers must be signed in and screened at the front desk.

## OFFICE HOURS

Individuals who wish to make an appointment with the Principal, Vice-Principals, or Business Manager are urged to call during regular office hours, 7:50 a.m. – 4:00 p.m. Monday through Thursday, and 7:50 a.m. – 2:00 p.m. on Friday.

## HOLIDAY AND SUMMER OFFICE HOURS

Holiday and summer office hours will be announced in the FLEC Flyer. Please call for hours.

## CLASS INTERACTION

Parents, please allow your students to travel to and from their classrooms independently. This shows trust to your child and fosters confidence for the child to take on increasing and appropriate challenges.

## STUDENTS

Any person wanting to speak to a student during school hours must make arrangements with the front office.

## PERSONAL CALLS

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

## CELL PHONES AND SMART WATCHES

Students in grades PreK – 5 may bring their cell phones and smart watches to school but they must be powered off during school hours: 7:50 a.m. – 3:20 p.m. Monday – Thursday, and 7:50



a.m. – 12:00 p.m. on Friday. Phones must not be visible during class, in the halls, or anywhere on campus during school hours.

Students in grades 6 – 8 may also bring their cell phones and smart watches to school providing they adhere to the following requirements:

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

If the rules are broken:

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

## VISITORS

All visitors are required to sign in at the front office before going anywhere on campus. To sign in, visitors need their Driver's License. A visitor's pass will be issued. Students MAY NOT bring to school a relative or friend without prior approval from school administration. Requests must be made at least one day in advance. Student visitors who have been approved must follow all school regulations including proper dress.

## NEW PARENT AND STUDENT ORIENTATION

It is essential that all new parents and their students attend this orientation. This meeting provides an opportunity for the administration, staff, and parents to get acquainted and review school policies and procedures. New students are strongly encouraged to attend this orientation with their parents.



## OPEN HOUSE

Open House is held on a prearranged evening at the beginning of the school year. This event is for new and current parents to become acquainted with their child's teacher and classroom. All parents and students are encouraged to attend.

## PARENT/TEACHER CONFERENCE

Formal parent/teacher conferences are scheduled at the end of the first and third nine-week grading periods. Parents are invited to meet with the classroom teacher(s) at both conferences.

## PARENT REQUESTED TEACHER MEETINGS

School administration encourages parents to contact their child's teacher to discuss any concerns about the student. Please contact your child's teacher to arrange these meetings. In the interest of collaboration, we ask, as far as possible, that parents meet with teachers first regarding any concerns before contacting administration.

## STUDENT GRADES FOR PARENTS/GUARDIANS

A copy of the student's grades will be provided to the parents/guardians. When the custody of a child rests with one parent, grades will be provided to the custodial parent only, unless otherwise directed by the custodial parent.

Notification restrictions imposed by the custodial parent on the noncustodial parent should be registered with the school administration upon the registration of the student. Such notification is the responsibility of the custodial parent.

## GRADES

Parents of students in grades 3 – 8 can access student's grades through our Learning Management System (LMS) or Student Information System (SIS). Currently Schoology and ParentWeb. Please contact the school registrar at 407-862-7688 ext. 285 to create parent and student accounts.

## PROGRESS REPORTS

Parents receive continual updates through the school's LMS and SIS (FACTS/RenWeb).

## FLEC FLYER

The FLEC Flyer is emailed at the end of each week. This newsletter includes announcements of upcoming activities and events. Parents are urged to read the Flyer weekly. This is one way in which we update our school calendar and share important school information.



## SCHOOL HOURS

School hours are 8:00 a.m. – 3:20 p.m. Monday through Thursday, and 8:00 a.m. – 12:00 p.m. on Friday.

## PROPER SUPERVISION

Students must be in supervised locations when on campus. Students will be taken to PreCare or AfterCare if the student is not picked up at the designated time or found in an unsupervised location.

### PRECARE (from Page 20)

From 6:30 a.m. to 7:30 a.m. all students not supervised must be in the gym lobby. This is a supervised area. There will be a small charge.

### AFTERCARE Statement

#### ARRIVAL AND DISMISSAL POLICIES

- Morning supervision is available from 6:30 – 7:30 a.m. for a fee.
- General supervision begins at 7:30 a.m. Parents must check children into morning supervision if they arrive before 7:30 a.m.
- Students are not allowed in the school before 7:50 a.m. without permission.
- Dismissal begins at 3:20 p.m. Monday through Thursday and at 12:00 p.m. on Friday.
- Cell phones may be used prior to 7:50 a.m. or at dismissal times unless in Before Care or AfterCare.
- Any student on campus after dismissal who is not in intramurals, in a supervised study hall, or an approved school activity is required to go to the AfterCare program for supervision. There is a charge for this service (see Financial Information sheet).
- The speed limit on campus is 5 miles per hour.
- Family identification number: each family will be assigned two, numbered hang tags. Hang tags should be prominently displayed in the front windshield. Additional hang tags can be purchased in the main office.
- Rainy Day Dismissal: When a rainy-day dismissal is called a parent alert will be sent via text. Pick-up in the lobby will be available from 3:15pm-3:20pm. At 3:20pm the lobby will be closed and students' hang tag numbers will be called over the intercom. Students will be escorted to their cars by a FLEC faculty member. In the event of severe weather, students and staff will shelter in place until it is deemed safe to continue escorting students to their vehicles. Parents picking up a student who is not their immediate family will need the hang tag number of that student.
- Students may be dropped off in designated areas on both the upper and lower levels.
- Park in designated areas only. There is no parking in the fire lane.
- Parent and visitor parking is on the lower level.



- Parents who smoke, may not smoke in your car while on campus. This is a smoke-free environment, and there should be no lit cigarettes on campus.
- Do not leave your car unattended unless properly parked in a designated parking space.
- Follow the signals and directions of the Crossing Guards.
- Small children should be escorted by an adult/older student and always cross the street at the crosswalk.
- Use designated crosswalks and stairs only. Please do not walk through the planters.
- Please be careful and courteous. Load or unload quickly and safely by opening doors away from traffic.

FLEC assumes no responsibility for students who hide during drop off or dismissal to avoid being in Morning Care or AfterCare. If students are found, they will be placed in Morning Care or AfterCare and be charged. If this continues to be a problem, the parents will be required to meet with Administration.

#### RELEASING A STUDENT FROM SCHOOL

Administration shall establish the identity and authority of any individual who requests the release of a student from school (i.e. transportation). A student shall be released only to the parent(s) or legal guardian who has custody of the child, or an individual who was placed by the parent/legal guardian on the official “pick-up list” for the child. If an individual other than the student’s parent(s) or legal guardian requests release of a student, the principal or designee shall obtain the parent(s) or legal guardian’s consent through a text or email from a phone number or email listed in our SIS prior to releasing the student.

#### EARLY PICK-UP

It is important that students not be picked up early to allow them the full benefit of a day's learning. Early pick-ups are disruptive to the educational process. If an early pick-up cannot be avoided (doctor's appointment, etc.), please send a note with the early dismissal time and the reason to your child's teacher.

Students who need to be picked up before the regular end of the school day should use the following procedure:

- 1) Students should bring a note from their parents to be given to the teacher.
- 2) Students will report to the front office at the appropriate time. The student must be signed out by a person authorized to pick up the student. For safety and security and to lessen classroom disruptions, students must be picked up only at the front office and must be signed out.

A courtesy email from the Registrar will be sent to parents/guardians after 7 early pick-ups have been accumulated per nine weeks. When 10 early pick-ups have been accumulated per nine weeks, a fine will be added to the student's school account (see Financial Information sheet),



and the parents will receive a letter from the Admissions Committee and be asked to meet with administration to discuss their student.

## **ATTENDANCE**

Punctual and consistent attendance is essential for the optimal academic and social progress of our students. Administration encourages parents/guardians not to take their children out of school for vacations, medical appointments, or other reasons. Administration also encourages parents/guardians to schedule medical appointments after school or during school breaks, if possible.

Accurate and prompt reports of irregular attendance and truancy are required by law. Florida law defines “habitual truant” as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student’s parent or guardian, and who is subject to compulsory school attendance. Additional period attendance applies to middle school students. (See Middle School Handbook)

## **TARDIES**

Tardy students unfairly disrupt the classroom routine for teachers and classmates. Students are expected to be in their classroom at 8:00am. Students who are not in their classroom at 8:00am will be considered tardy. Students arriving after 8:05am must sign in at the front office. A courtesy email from the Registrar will be sent to parents/guardians after 7 unexcused tardies have been accumulated. When 10 unexcused tardies have been accumulated per nine weeks, a fine will be added to the student’s school account (see Financial Information sheet). When 20 unexcused tardies have been accumulated per nine weeks, a letter from the Admissions Committee will be sent to the parents/guardians regarding possible dismissal or not being accepted for the following year. Excused tardies include medical appointments and illness. We understand that unexpected situations may occur, and certain situations can be excused by the Attendance Office. However, continuous problems (including traffic, car problems, etc.) will not be excused.

## **ABSENCES**

Absences fall in to two categories- excused and unexcused. An excused absence is an absence due to personal illness, serious illness in the family, death in the family, school-sponsored trips, and medical appointments. Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children before or after school hours, or during school holidays. All other absences are unexcused. Final authority for judging the legitimacy of an absence rests with the appropriate administrator.

Unless missed assignments are satisfactorily made up, a student who is absent (excused or unexcused) more than 20 percent of the school days in any nine-week grading period will receive an “F” for that period. Students will be given at least one day (from their return) for each day of absence to complete work.



When 8 unexcused absences are accumulated per nine weeks, parents/guardians will receive an email from the Registrar. When 10 unexcused absences are accumulated per nine weeks, parents/guardians will receive a probation letter from the Admissions Committee for the purpose of improving attendance. If unexcused absences exceed 5 after the probation letter is sent, the parents must meet immediately with administration and the student may be asked to withdraw.

### REPORTING ABSENCES/TARDIES

All absences and scheduled tardies must be reported to the Attendance office no later than 8:00am. Tardies and Absences will only be excused by the Attendance office, not the teacher. You may notify the office by either:

- 1) Sending emails to [attendance@myflec.com](mailto:attendance@myflec.com). The Attendance office will inform the teacher.
- 2) Calling the Receptionist at 407-862-7688 ext. 0
- 3) Bringing a written excuse to the Attendance office the previous day.
- 4) School webpage, myflec.com, under Parent tab.

### PRE-ARRANGED ABSENCES

To request an excused absence, parents/guardians may request a Pre-Arranged Absence form from the receptionist or registrar. Parents/guardians must complete the form and return to the registrar at least two days prior to the scheduled absence. The registrar will give the request to the Vice Principal for final approval. All absences will be considered excused or unexcused at the discretion of the Administration. For an excused absence, work may be made up with no grade penalty. Students will be given at least one day (from their return) for each day of absence to complete work.

### UNIFORM

#### 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 4<sup>TH</sup> 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 5<sup>TH</sup> 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 6<sup>TH</sup> TO 8<sup>TH</sup> 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.
- All masks must meet appropriate Christian standards and contain no wording or lettering.
- 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 AND MASKS

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.

## MAKE UP

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.

## CODE OF CONDUCT

Each student is expected to maintain respect for teachers and staff, his/her classmates, and property. Students should treat each person as a valued and worthy member of our community and care for property in a way that does not degrade it.

Proper conduct requires moral commitment and social skill. Rather than imposing a long list of rigid rules, we at FLEC strive to develop moral commitment and social skills through example, counsel, encouragement, and discipline. Wherever they go, our students, teachers and parents represent Jesus Christ and FLEC. The same expectations apply regardless of the time and place. Violations of specific school/classroom rules or disregard for common courtesy are unacceptable and will be dealt with through correction and/or discipline. Please see page 9 and 32 for middle school procedures.

## PROPERTY RIGHTS

Areas used by students to store their books and belongings are school property and may be searched by the faculty at any time. When there exists reasonable suspicion that students possess prohibited material, their belongings may be searched.

## CIVIL AUTHORITY

It is important to know that should a student choose to participate in any act which is in violation of civil or criminal law that act will be reported to the proper authorities in addition to being handled internally by the school administration.

The following actions are disruptive to the FLEC school culture:

## ACADEMIC CHEATING

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

## DISRESPECT

Students are expected to respect the authority of all teachers, staff, and administrators. Parent volunteers, visitors, or guests of FLEC shall be afforded the same respect. Each student is



expected to maintain respect for teachers and staff, classmates, and property. Classroom teachers will teach their students respect for people and property.

#### **INAPPROPRIATE LANGUAGE**

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

#### **SKIPPING CLASS**

Students must properly report for all classes and may not be absent from a class without specific and written approval.

#### **MAJOR DISRUPTIONS**

Students are expected to not disrupt the teacher or instruction in the classroom. Such actions take away the learning opportunities of other students and will not be tolerated.

#### **ROUGHHOUSING**

Students are expected to follow fair rules of play and contact with each other. Roughhousing could result in injury and must be avoided.

#### **FIGHTING/PHYSICAL AGGRESSION/PHYSICAL CONTACT**

Fighting or striking another student is not an acceptable means of settling disputes. Physical aggression towards another student and the aggressive confrontation of a student are also included under this offense. Even if there is not physical contact, the student will be referred to administration immediately.

#### **INAPPROPRIATE INTERNET USE**

Students may use school computers only for legitimate academic purposes. Students are prohibited from accessing or down-loading information inappropriate or offensive to the school setting. Internet use at any location that results in disruption to the school setting will not be tolerated. See Technology Policy page 45.

#### **DEFACING & THEFT OF PROPERTY**

Students must respect the FLEC campus and the property of others. Any student who defaces, destroys, or steals the property of others will be held financially responsible for reparations in addition to the established consequences.



## POSSESSION OF CONTROLLED SUBSTANCES

Possession or use of alcohol, or the possession or use of illegal or unauthorized drugs and medications, on campus or at school functions, is considered an extremely serious violation. This included the sharing of medications with others. These cases will be taken immediately to the Administration for review.

## WEAPONS AND INCENDEARY DEVICES

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

## OTHER ITEMS

Skateboards, scooters, in-line skates, televisions, radios, MP3 devices, electronic games, personal handheld devices, pagers, pornographic or inappropriate magazines or material are not permitted on campus.

## BULLYING AND HARASSMENT

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, a school employee or a volunteer: unwanted and repeated written, verbal or physical behavior, including any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical contact directed against a student, school employee or volunteer.

Bullying and harassment includes cyber stalking which means to engage in a course of conduct to communicate or to cause to be communicated, words, images or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose, as defined by Florida Statute 784.048 (1)(d).

There are 4 elements that must be present in bullying and harassment:

- The action of the bully is to hurt or humiliate the victim.
- There is a difference in power between the bully and the victim, whether that power difference is height, weight, athletic ability, socioeconomic status, etc.
- The act of hurting and humiliation, on the part of the bully, is repeated.
- The victim has told the individual(s) to stop the specific behavior and the behavior is continued by the person(s).



## SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when such conduct substantially interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal, graphic and written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Unwelcome or inappropriate touching.

## RACIAL HARASSMENT

Racial harassment is verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student based upon race when such conduct substantially interferes with a student's academic performance or creates an intimidating, hostile or offensive school environment. Racial harassment, as defined above, may include but is not limited to the following conduct which is based upon race:

- Epithets (name calling) and slurs.
- Negative stereotyping.
- Threatening, intimidating or hostile acts.
- Written or graphic material that shows hostility or aversion toward an individual or group.

## REPORTING PROCEDURES

Students must clearly understand that conduct believed or perceived to constitute harassment must be reported to the administration. Staff must clearly understand that if a student complains to them regarding alleged harassment, they must immediately refer that student to administration to investigate the complaint. Students must clearly understand that they and others supporting them will not suffer any retaliation or recrimination on account of their reporting of any alleged harassment or on account of participating in an investigation of any alleged harassment.

## 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:

1<sup>st</sup> major incident—The teacher deals with the incident according to the classroom rules. Parents are informed via behavioral sheets, email, or note. The school administration and school 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. The teacher may choose to create a behavioral plan with guidance from school administration and the school counselor.

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

3<sup>rd</sup> incident—The student is sent to the office. Parents are contacted and must meet with administration. A behavioral contract 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.

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.

For Grades 6-8 please see the Middle School section pages 6-13 or the Middle School Supplement.

## **ACADEMIC INFORMATION**

### **CURRICULUM**

The curriculum at FLEC reflects the philosophy and objectives of Seventh-day Adventist education. The textbooks and course materials are in compliance with the recommendations of the Office of Education for the North American Division of Seventh-day Adventists.

### **INSTRUCTION**

The instruction offered at FLEC in the academic areas includes Bible/religion, math, reading, language arts, science, and social studies. Other areas of study include: communication skills, computers, health and safety, physical education, and fine arts. Instruction is delivered through cooperation and integration of the subjects. Learning and assessing are differentiated to meet the students' needs. Instruction may include lecture, hands on, experiential learning, collaboration, etc.



## LIBRARY

All students have access to the library to check out books and do research. Damaged or lost books are the responsibility of the student and his/her family.

## TEXTBOOKS

Students are expected to use their textbooks in a responsible manner. Therefore, the student must make restitution for any damage to a textbook. Some textbooks are available electronically through the internet. Students must safeguard their passwords and seek help when there is a problem with accessing the online products.

## OUTDOOR EDUCATION

The sixth grade class goes to Camp Kulaqua each spring for Outdoor Education. During this week they study, work, worship, play, and pray in God's great outdoors. A fee is charged (see financial sheet). Students may be denied attendance based on behavior and/or academic issues.

## FINE ARTS/ELECTIVES

All students in Grades K – 8 have the following fine arts opportunities:

### GRADE MUSIC OFFERINGS

- 1-8     Suzuki strings
- K-3     Classroom music instruction.
- 4       Beginning choir and strings.
- 5       Beginning band, choir, and orchestra.
- 6-8     Advanced band, choir, orchestra, hand bells, Una Voce, jazz band, wind ensemble, private lessons. Electives are a requirement for graduation.

### CLASSROOM MUSIC

Kindergarten through third graders will develop musical skills and an appreciation for many different styles of music.

### BEGINNING BAND

This organization is for fifth graders. Students learn techniques and music reading fundamentals with the goal of moving into Advanced Band. Students taking Beginner Band must take small group or private lessons. See the Financial Information Sheet for fee.



## BEGINNING CHOIR

This organization is for fourth and fifth graders. Students learn singing techniques and basic music reading fundamentals. Beginning Choir is considered the student's classroom music and shows on the student's report card.

## CONCERT BAND

This organization is for sixth through eighth graders. Membership in this organization is by audition and director invitation. Student must have completed the Standard of Excellence Book 1 or be able to show an equivalent skill proficiency. Uniform required. Some items may be necessary to purchase. Prerequisite: Students must take private lessons.

## CHOIR

This organization is for sixth through eighth graders. Uniforms required. Some items may be necessary to purchase.

## UNA VOCE

This organization is for sixth through eighth graders. Membership in this organization is by audition and director invitation. Uniforms required. Some items may be necessary to purchase. See Financial Information Sheet for additional fee.

## JAZZ BAND

This organization is for sixth through eighth graders. Membership in this organization is by audition and director invitation. Uniforms required. Some items may be necessary to purchase. See Financial Information Sheet for additional fee.

## WIND ENSEMBLE

This organization is for sixth through eighth graders. Membership in this organization is by audition and director invitation. Uniforms required. Some items may be necessary to purchase. See Financial Information Sheet for additional fee.

## HAND BELLS

This ensemble is for sixth through eighth graders. Students must be able to show basic music reading skills. Auditions and uniform required. See Financial Information Sheet for additional fee.



## STRING ORCHESTRA

This ensemble is for advanced string players in grades 5 through 8 with music reading ability. Students need to have completed Suzuki Book 2 or 3 or be able to show equivalent skill proficiency.

## SUZUKI STRING GROUP CLASSES

In conjunction with private lessons, group classes are required for beginning string students and those in grades kindergarten through 4. See Financial Information Sheet for additional fee.

## PRIVATE PIANO AND VOICE LESSONS

Approved contract instructors as well as FLEC music staff provide private lessons on campus. Music charges for contract lessons are handled directly with that individual.

## MAKE UP OF PRIVATE LESSONS

Students who are taking private lessons will have 27 lessons per year. The teachers have nine extra days to make up those lessons cancelled due to illness, Teacher In-services, Weeks of Prayer, Festival of the Arts, or other school approved events.

## FESTIVAL OF THE ARTS

The Florida Conference sponsors a music and art festival each year at Forest Lake Academy. Auditioned students in the FLEC music and art organizations are eligible to participate. Students must be in good and regular standing the whole year prior to the festival in order to attend.

## WITHDRAWL POLICY FROM A MUSICAL ORGANIZATION

If a student must withdraw from a musical organization such as: band, choir, hand bells, strings or orchestra, they must drop within the first 4 ½ weeks of Quarter 1 and Quarter 3. Exceptions to this must be made in writing to the appropriate teacher who, in consultation with administration, will determine if the exception should be made. The student must obtain an Add/Drop form from the registrar.

## ART

Students in grades sixth through eighth may choose an elective art class for fine arts. The emphasis is on drawing and painting. See Financial Information Sheet for additional fee.



## SPANISH

FLEC offers weekly classroom Spanish to all students in grades PreK-5. Students in grades 6-8 may choose Spanish as an elective. This is an introduction to Spanish that is designed to prepare the student for high school level Spanish. The class will be project based and graded.

## PHYSICAL EDUCATION

All students in grades pre-kindergarten through eighth grades have regularly scheduled physical education classes. For more information, see the elementary or middle school information sections.

### Middle School Athletics

FLEC offers a boys and girls Athletics Program for students in grades 6-8. There is an Athletics Fee (see financial information sheet). Team schedules are posted in the gym and on our website. Our teams play other Adventist and non-Adventist schools in our area. Student Athletes must meet the following criteria:

- Must have a C average with no F's in core classes.
- Participate in the tryouts in order to be eligible to make the team.
- Pay the Athletics Fee. (See Financial Information Sheet for additional fee)
- Be supervised at all times by a parent or adult sponsor.

If a student does not maintain passing grades at the midterm progress report or the quarter report card, they will be removed from participation until the next progress report or report card. Discipline, citizenship, and attendance may affect participation as well. See page 5 of the Middle School Supplement

FLEC offers a boys and girls junior varsity program for students. There is a fee (see financial information sheet). A schedule is posted in the gym and on our school website. Our teams play other Adventist and non-Adventist schools in our area. Junior Varsity and Varsity students must meet the following criteria:

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

If a student does not maintain passing grades at the midterm progress report or the quarter report card, they will be removed from participation until the next progress report or report card. Discipline, citizenship, and attendance may affect participation as well. See page 5 of the Middle School Supplement

## INTRAMURALS

Students in grades K through 8 may participate in the FLEC intramural program.



The kindergarten through fifth grade intramural sports program is an optional activity designed to develop physical, social, and sportsmanship skills. This program is designed for recreational purposes.

- Each sport lasts six weeks with participants playing ten to twelve games.
- Teams will be organized both by age grouping and skill ability.
- K–1<sup>st</sup> graders will play after school on Tuesdays and Thursdays.
- 2<sup>nd</sup>– 5<sup>th</sup> graders will play after school on Mondays and Wednesdays.

Grades 6 through 8 intramurals is designed for students to use the skills they have learned in their physical education classes. Emphasis is placed upon the development of leadership, social, and motor skills.

Students must pay the intramural sports fee to participate and are the only ones allowed at the activity. Non-FLEC students must pay the one-time insurance fee before participating in their first intramural sport. Siblings of intramural participants must receive permission from Administration or Athletic Director to watch intramural games. Each intramural session lasts 50 minutes. Each participant will average two games per week for the six-week activity. Following each game, students must be picked up, or they will be escorted to AfterCare.

#### INTRAMURAL FEE

See the financial information sheet.

#### INTRAMURALS WITHDRAWL POLICY

To withdraw your student from intramurals, please contact the intramural director.

#### RAINY DAY INTRAMURALS POLICY

On days when outside intramural activities have to be canceled due to weather, the following takes place:

- Outside sports teams will be taken by the coach to a classroom for “Intramural AfterCare.”
- This AfterCare is part of the intramural fee, so there is no added AfterCare fee.
- Parents who come to pick up students from intramural AfterCare, either early or at regular pick-up time (4:15-4:20), should report to the front reception desk to have the student called.
- At 4:25pm, all remaining intramural students will be taken to school AfterCare. Parents will need to then check their student out from the school’s AfterCare program. FLEC AfterCare fees apply.
- Outside games or activity may resume when the conditions allow.
- Parents will be notified via text or email when rainy day intramurals is called.



## FLORIDA CHRISTIAN SOCCER LEAGUE

Students in grades 2 through 8, from FLEC and the community, may participate in the Florida Christian Soccer League.

This program is an optional activity designed to develop physical, social, and sportsmanship skills. This program is designed for recreational purposes.

- This league is played in the Spring
- Teams will be organized by grade.
- Games are primarily played on Tuesdays and Thursdays.
- Pay the League Fee. (See Financial Information Sheet for additional fee.)

At the conclusion of each game, students must be picked up. FLEC students who are not picked up will be taken to after-care. Non-FLEC students require supervision at all times.

## TESTING

### ENTRANCE TEST

New students are given an entrance test with the exception of PreK. This provides information about the child's current level of functioning, strengths, weaknesses, and appropriate placement.

### WRAP

The Writing Assessment Program is administered to students in grades 3 through 8, yearly. It examines the student's progress in writing content and traits.

### NWEA MAP TESTING

FLEC students in grades 3-8 take the NWEA MAP tests. NWEA MAP is a short assessment test given three times a year. The test is used to help identify each student's relative strengths and weaknesses in order to meet individual student's needs. Testing results provide information that teachers and administrators can use to help evaluate students and develop future lesson plans. Test results will be shared with parents. All students should be in school during scheduled testing. Testing dates will be announced, printed in the FLEC calendar, and the Flyer.

### DIBELS

The Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of procedures and measures for assessing the acquisition of early literacy skills from kindergarten through second grade. These tests are administered three times a year and are used to determine benchmarks, progress, and remediation.



## EDUCATIONAL SUPPORT SERVICES (ESS)

The Educational Support Services team consists of the ESS director, curriculum specialist, guidance director, and an array of resource teachers. This committee works closely with the classroom teachers and parents to design a student improvement plan for students demonstrating need. Screening tests, which evaluate a student's academic standing, are administered upon the teacher's request and parental approval. Remedial classes are offered in individual and group settings. The educational support program does not function as a self-contained special education classroom. If a student has a documented learning deficiency in a subject matter, modifications can be made to meet the needs of that child. Grades for the child may derive from what they are able to do at the moment and not necessarily what is required of his/her grade level. ESS helps with students who are performing below level as well as those who are identified as advanced (ACE)

## Academic Course Enrichment (ACE)

As part of the ESS program, FLEC provides for students in grades 2-5 (occasionally 1st) the opportunity to be a part of the school's Academic Course Enrichment program. The ACE program provides services for students who perform high academically in a traditional classroom. Students receive instruction one day a week that enhances the work in the classroom. Please check with school administration and the ESS Director for eligibility guidelines to see if the ACE program would be a good fit for your student.

## MISCELLANEOUS

### PREKINDERGARTEN & KINDERGARTEN PREVIEW DAY

This program is a preview of our prekindergarten and kindergarten programs for prospective new students and their parents. It is held early third quarter each year. Information on curriculum, finances and other school programs is included. An assessment is scheduled for each student.

### PRECARE

From 6:30 a.m. to 7:30 a.m. all students not supervised must be in the gym lobby. This is a supervised area. There will be a small charge.

### AFTERCARE PROGRAM

- Students must participate in this supervised program when parents are unable to be at school by the end of dismissal. The AfterCare program provides study time, play, instructional centers, and a snack.
- AfterCare hours are from dismissal until 6:00 p.m. Monday through Thursday.
- Friday hours are from dismissal until 5:00 p.m.
- Student cell phone and technology use are by permission from the AfterCare staff.
- Students must check in when entering and check out when leaving.



- Parents must go inside the AfterCare facility to pick up their children.
- Parents must sign their children out.
- Students will not be released under any circumstances unless the parent or an authorized person picks them up inside.
- Any change to the authorized pickup card must be made with the AfterCare Director.
- AfterCare phone number is 407-862-7688 ext. 278.

There will be AfterCare provided on early dismissal days for vacations. AfterCare is not available on days when school is not in session.

#### LOST AND FOUND

Lost and found items are located at the end of the main entrance hallway. At the end of every nine-week period, unclaimed items are taken to a local charity. Check frequently for lost items. Please label all of your child's belongings to prevent loss.

#### SPIRITUAL ENRICHMENT ACTIVITIES

All Spiritual Enrichment programs and guests are selected for the spiritual value they provide our students. Unless otherwise announced, students participate in chapel every Friday, Weeks of Prayer, and other spiritual enrichment events. Weeks of Prayer are held in the fall and in the spring. All students are expected to attend all events during the school day.

#### FIELD TRIPS

Field trips are approved by the administration and are educational in nature. Parent participation is encouraged; parents are not to bring siblings. Siblings in other grades are not to attend field trips with older or younger siblings.

School transportation is used for most trips. Any vehicle that is used for a field trip that is not school owned must have the insurance card checked and approved through the school's business office. The vehicle and driver's insurance must meet the requirements of the Florida Conference of SDA guidelines. Please see FLEC's Business Manager for approval. Any student riding in a vehicle not provided by the school must have written parent permission to ride in that vehicle if it is not the parent of that student.

Field trip dismissals will be treated like regular school dismissal. Generally, students will be picked up from the school after the field trip. However, students may leave directly from the field trip with someone other than their parent if the sponsor has received written communication. This may be in the form of a text or email from the parent as long as the phone number or email address matches the information in FLEC's SIS.

Unless otherwise stated, students should wear appropriate school attire. Policies regarding electronics/cell phone remain in force.



## SCHOOL SPONSORED PARTIES

Such activities must be initiated, planned, and chaperoned by school staff. Upon Administrative approval of the event, parents will be notified through regular campus channels (i.e. notices, newsletters, etc.). At these events, the students will be expected to adhere to the Standards of Conduct outlined in the student handbook.

## ELEMENTARY INFORMATION (PreK – 5)

### PREKINDERGARTEN PROGRAM

Prekindergarten is an educational program designed to stimulate the growth and development of four-year-old children. The program is designed to enhance the learning experience of children with emphasis on spiritual, physical, social, and emotional growth prior to the kindergarten year.

### GRADING SCALE

The grade groupings use the following grading scales:

PREK – K	Skills Checklist			
<b>GRADES 1 – 2</b>	<b>I</b>	Achieves objectives and performs skills independently		
	<b>P</b>	Progressing towards achieving objectives and skills		
	<b>NT</b>	Needs more time to develop		
<b>GRADES 3 – 5</b>				
	<b>A+</b>	99.5-100	<b>C</b>	73.5-76.4
	<b>A</b>	93.5-99.4	<b>C-</b>	69.5-73.4
	<b>A-</b>	89.5-93.4	<b>D+</b>	66.5-69.4
	<b>B+</b>	86.5-89.4	<b>D</b>	63.5-66.4
	<b>B</b>	83.5-86.4	<b>D-</b>	59.5-63.4
	<b>B-</b>	79.5-83.4	<b>F</b>	59.4 – Below
	<b>C+</b>	76.5-79.4		

### REPORT CARDS

The school year is divided into four nine-week periods. Report cards are given at the conclusion of the first, second, and third period. Fourth quarter grades are mailed when finances are cleared.



## CLASS ASSIGNMENTS

Assignments are due at the beginning of the next day's class period unless otherwise stated by the teacher. Late assignments may receive less than full credit unless it is due to an excused absence. Long-term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date.

## MAKE-UP WORK (GRADES 3 – 5)

It is the student's responsibility to obtain all missed assignments and to make arrangements with the teacher(s) for makeup work and/or tests. Students should have at least one day for each school day missed to make up work and to take makeup tests unless other arrangements are made with the teacher.

## PROMOTION AND REMEDIATION (GRADES 3 – 5)

All student progress is reviewed yearly by the Admissions Committee and Administration. In the event that a student is not meeting the minimum expectations for a grade, a plan will be created to promote success. This plan may include retention in the current grade for grades K-3. A double year in Pre-K is not considered retention.

In the event that a student greatly exceeds grade level expectations, FLEC generally chooses to provide enriched curriculum to promote student growth. In rare cases, a student may participate in an accelerated curriculum.

## PHYSICAL EDUCATION

Physical Education is offered to students in grades PreK-8. Flexibility, cardiovascular fitness and limited strength exercises are stressed. A letter grade is not given for students in grades PreK-4. Rubber soled athletic shoes are required for PE.

## INTRAMURALS

Please refer to page 28.

## MIDDLE SCHOOL INFORMATION (GRADES 6 – 8)

### ATTENDANCE

Attendance will be taken at the beginning of the Home Room period. Attendance will also be taken at the beginning of each period. Students are expected to be in their seats at the beginning of each period. If a student is tardy 3 times to classes in one week, that student will serve a lunch time detention.



This policy applies to all classes. A student who is more than five minutes late to a class without a teacher note will receive a demerit.

- Students will be given full credit for excused absences. Please remember to send a signed note regarding your child's absence.
- Each student is responsible for obtaining make-up work from teachers and completing it within three days after returning to school.
- After more than a three-day absence, additional time may be allotted by the teacher.
- Long term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date unless prior arrangements have been made with the teacher.

#### GRADING SCALE

Grading is according to the following scale:

#### GRADES 6 – 8

A+	99.5-100	A	93.5-99.4	A-	89.5-93.4
B+	86.5-89.4	B	83.5-86.4	B-	79.5-83.4
C+	76.5-79.4	C	73.5-76.4	C-	69.5-73.4
D+	66.5-69.4	D	63.5-66.4	D-	59.5-63.4
F      59.4 or Below					

#### CLASS ASSIGNMENTS

Assignments are due at the beginning of the next day's class period unless otherwise stated by the teacher. Late assignments may receive less than full credit unless it is due to an excused absence. Long term projects and regularly scheduled assignments that were announced before the absence are still due on the assigned date. Most assignments are made available by the teachers on the LMS Schoology. Assignments may be received and submitted through this program.

GRADES 6 – 8: Arrangements may be made with the teacher to receive up to 70% for completed late work for all quarters. Work may be accepted until the completion of the current unit of study or as announced by the teacher.

#### ABSENCES/ASSIGNMENTS AND TESTS

When your child is absent, contact the homeroom teacher to make arrangements for getting the assignments.



## MAKE-UP WORK

Students should have at least two days for each school day missed to make up work and to take makeup tests unless other arrangements are made with the teacher. Our goal is for our students to be dependable and trustworthy. During absences, student's may access and submit work through the LMS. Parents may arrange with a friend to bring the work or allow the student to make up the work when he/she comes back to school.

## HONORS RECOGNITION

Honor rolls may be attained each quarter and are posted. Quarterly and yearly honor rolls are determined for each grade.

Grades sixth through eighth have an honor recognition program consisting of the following criteria. The averages are calculated from the six core classes; which are: Bible, History, Literature, Math, Science, and Writing.

## HONORS RECOGNITION GRADE SCALE

<b>High Honors</b>	95 - 100
<b>Honors</b>	90 – 94
<b>Honorable Mention</b>	87 - 89

## EIGHTH GRADE GRADUATION REQUIREMENTS

Students meeting the eighth grade and Florida Conference academic requirements will receive certification of graduation. A diploma is granted to a student who has successfully passed each required core class with an average of 60% and has completed the fine arts requirement. A Certificate of Attendance will be given to those students who have not met the diploma requirements. Students may be denied the privilege of participating in graduation based on behavioral and/or academic issues.

## ACADEMIC RESPONSE TO INTERVENTION (RTI)

Forest Lake Education Center continues to develop programs for students who need academic assistance. This includes students who are on the D/F list.

## ACADEMIC PROBATION (GRADES 6 – 8)

Students are placed on academic probation if, after evaluating their midterm or quarter grades, they have a failing grade in one or more core subjects. 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 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.

#### PROMOTION AND REMEDIATION

Students in grades 6 and 7 not meeting a minimum level of performance during the school year will be reviewed by the Admissions Committee and Administration. A plan will be developed for the student that may include their non-acceptance or readmission to the following school year

#### PHYSICAL EDUCATION

Fitness training is continued in middle school, with major sports and their more complicated skills being introduced. Letter grades are given and are based on participation, attitude, attendance, and dress, as well as, demonstrated progress and testing in fitness and skills. Seventh and eighth graders will have some written testing based on handouts ranging from health materials to sports rules. Dress requirements are quality, non-marking sneakers, and an approved grey athletic shirt with modest, dark shorts.

#### INTRAMURALS

Please refer to page 28.

#### SPORTS PARTICIPATION

Please refer to page 28 for eligibility.

#### LOCKERS

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

When students are issued a locker, they may not switch with others. Any student found not adhering to the following guidelines may lose his/her locker privileges for the duration of the school year. Proper care and usage of school lockers is the responsibility of the student.

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



- Keep locked at all times!
- Use of lockers should reflect the philosophy and beliefs of the school. There should be no pictures, inappropriate notes, etc. in the locker.

Students who cause damage to their locker will be assessed a \$25.00 or more fine for the damage. Periodic locker checks will take place to insure the proper care of the locker assigned to the student.

As school property, Forest Lake Education Center reserves the right to inspect lockers at any time. FLEC assumes no responsibility for damage to or loss of personal property left on the school grounds, including lockers.

### **BEHAVIOR/DISCIPLINE POLICY**

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

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

In addition to the guidelines on pages 19-24, the following apply to middle school students.

### **GENERAL GUIDELINES**

#### **SCHOOL WIDE GOALS**

**F**ollow Jesus  
**L**ive Responsibly  
**E**xplore Possibilities  
**C**reate Community

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

#### **Consequences of Actions**

Accumulation of 1 – 2 Demerit Points  
1 lunch detention.



RenWeb report sent home.  
Conference with student and warning.

#### Accumulation of 3 Demerit Points

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

#### Accumulation of 4 Demerit Points

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

#### Accumulation of 5 Demerit Points

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

#### Accumulation of 6 Demerit Points

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

#### Accumulation of 7 Demerit Points

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

#### Accumulation of 8 Demerit Points

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

#### Accumulation of 9 – 12 Demerit Points of More

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



10 Demerit Points: Loss of the privilege to participate in Graduation services.

10 Demerit Points: Review for possible denial of acceptance for the next school year.

12 Demerit Points: Review for possible immediate withdrawal from FLEC or expulsion.

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

#### LUNCH DETENTION

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

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

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

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

#### AFTER SCHOOL DETENTION

After School Detention may be assigned prior to a student receiving an In-School Suspension (ISS). This may happen due to the total number of demerits earned or at the discretions of administration.

#### IN SCHOOL SUSPENSION (ISS)

In School Suspension is assigned to students who have not changed behaviors that have resulted in their serving Lunch Detentions or have received a Behavioral Referral for more significant behaviors. Parents or guardians will be informed by a Behavioral Referral and by phone requesting a meeting with Administration. The number of days in ISS will be determined



by Administration. Students will complete a Reflection Sheet and turn it in at the end of the ISS.

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

#### OUT OF SCHOOL SUSPENSION (OSS)

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

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

#### EXPULSION

Chronic or serious misbehavior may result in expulsion. When the student records indicate that there is no significant progress in the behavior or attitude of a student, the last resort will be expulsion. The final authority to expel is the responsibility of the school board.

#### BEHAVIORAL REFERRALS AND DEMERIT POINTS

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

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



**Possession of or involvement with weapons**

May be asked to withdraw or expulsion.

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

May be asked to withdraw, Drug Intervention program or expulsion.

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

4-9 points/Asked to withdraw or expulsion.

**Sexual Harassment/Obscene Behavior**

3-9 points/Asked to withdraw or expulsion.

**Stealing or receiving stolen property**

3– 9 points.

**Instigating or participating in physical altercations**

2-9 points.

**Defacing or destroying school/private property**

2– 9 points, may require restitution.

**Truancy/Off school property**

2 – 9 points.

**Disrespectful and/or Defiant to adults**

2-4 points.

**Unsafe/Disruptive classroom or campus behavior**

1-4 points.

**Vulgar Language/Profanity**

2-4 points.

**Cheating/Plagiarism**

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

**Public display of affection (PDA)**

1-2 points, lunch detention

**Other inappropriate school behavior**

Lunch detention-6 points

**Possession of banned electronics**

Lunch detention.

**School uniform dress code violation**

Lunch detention.

**Violating in-class rules**

Lunch detention.

**Chewing gum**

Lunch detention.

**GRIEVANCE PROCEDURE**

The common goal for Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. When, on occasion, problems arise between parents and teachers, the following conciliatory procedures based on Matthew 18 and 1 Corinthians 6 should be used for resolving the problem.

**STEP ONE.** The parent should first talk with the teacher involved and attempt to resolve the problem.

**STEP TWO.** If the problem is not resolved, the parent should ask the principal or vice-principal to help resolve the problem. If other administrators are not available, the Head of School may assist in resolving the problem.

**STEP THREE.** If the problem is not resolved by administration, the parent should ask for the Head of School to help resolve the concern.

**STEP FOUR.** If the problem is not resolved at the school level, the parent then contacts the school board chairman who will attempt to resolve the problem.

**STEP FIVE.** If the problem is still not resolved, the school board chairman will convene a meeting of either the school board's Executive Committee or the school board. The Conference Superintendent of Education will be present.

**STEP SIX.** If the problem is not resolved by the Executive Committee or school board, the parent then contacts the Conference Office of Education and provides a written explanation of the problem. The Superintendent of Education attempts to resolve the problem by meeting with the parent, teacher, principal, and the school board chairman.

**STEP SEVEN.** If the parent is not satisfied with the preceding steps, the matter shall be referred to the Conference K – 12 administrative body. The decision of the K – 12 body shall be considered final.



## TUITION

***Please review your statements carefully every month to make sure all charges including music, sports and any other miscellaneous charges are correct. If there are incorrect charges for music or sports, please discuss them with the appropriate teacher before requesting an adjustment from the Business Office. These adjustments must be made within the same month. Failure to pay miscellaneous charges, will result in being charged a late fee if your balance exceeds \$100 on the last day of the month.***

## STATEMENTS

Statements are sent out in the beginning of each month. Payment is due by the last day of each month. If the account is not paid in full by the last day of the month a \$20 late payment fee will be charged. Failure to keep an account current could result in dismissal.

## CHECKS

Checks being applied to a student's account should be made payable to Forest Lake Education Center (FLEC). The student's name should be written on the check to insure credit to the proper account. The school makes a charge of \$20.00 if the bank does not honor a check.

## PREVIOUS BALANCE

The account for the previous year's expenses at FLEC or other Seventh-day Adventist educational institutions must be settled before a student is permitted to enroll for the current school year. Any delinquent accounts remaining from a brother or sister who attended FLEC must also be settled before another family member is admitted.

## ACCOUNT STATUS

The financial sponsor is expected to keep the account current at all times. The student must obtain financial clearance at the following points:

- at the beginning of each nine-week period
- in advance of graduation

## PAST DUE ACTION

30 Days – a letter is sent to the financial sponsor(s) requesting payment and the account will be included in an aging list sent to the Finance Committee and Board chairperson.

45 Days – a second letter is sent to the financial sponsor(s) requesting prompt action on the account. The account will be reviewed at the next Finance Committee meeting. Any decision to remove a student from school due to financial difficulties must have final approval from the Finance Committee.



## REFUNDS

If a student withdraws within the first two weeks of the opening day of school, 75% of the registration fee is refunded; students withdrawing within four weeks will receive a 50% refund. After four weeks, no refund will be given.

When a student withdraws from school, an adjustment will be made to the account so that only tuition actually used is charged. A full accounting is available. The date effective for the refund calculation is the date the student officially withdraws. Registration and application fees are not refundable. All withdrawal requests must be submitted in writing and returned to the Registrar.

## STATEMENT OF RESPONSIBILITY

Each student is accepted at FLEC with the understanding that his/her parents or legal guardian is/are responsible for the legal aspects of his/her attendance, regardless of age. These include, but are not limited to, the following:

- Payment of the account
- Damage to property
- Liability through altercation

## TRANSCRIPT OR DIPLOMA

Transcripts, cumulative records, or diplomas cannot be issued unless the account for the student has been paid in full. If full payment is not received for exited students within a year, a 1099C will be issued for collection of debt.

## STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

The purpose of the FLEC technology program is to provide educational services, opportunities and learning for today and the future. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. With this educational opportunity also comes responsibility. By accepting FLEC's Student Handbook in the Application the parent and student are accepting the Student Technology Acceptable Use Policy. Access and use of the internet, local area networks, computers, and related equipment is a privilege. When an individual vandalizes or misuses this privilege, the entire program is negatively impacted. The following policies are intended to ensure the proper maintenance and use of equipment:

- I will use my authorized network account (code) only for appropriate purposes. I will not intentionally seek or share information on, obtain copies of or modify files, other data or passwords belonging to other users, or misrepresent other users on the internet. Therefore, I will protect the privacy of others' areas by not trying to learn their password.



- I will use the FLEC internet access, Learning Management System (LMS), and any other on-line platform provided by FLEC, as well as my Florida Conference issued accounts for education purposes only.
- I will not disrupt the learning environment of any class whether it is in a physical or virtual (on-line) setting.
- I will not bring any software or other unauthorized computer related materials into the school setting.
- I recognize that software is protected by copyright laws; therefore, I will not make any copies of software, either by copying them onto my own diskettes or onto other computers through electronic mail or bulletin boards; and I will not give, lend or sell copies of software to others.
- I will follow copyright laws and give appropriate credit to sources and internet sites as needed for content. If in doubt I will ask the supervising teacher or adult for specific guidance in these matters
- I will not vandalize equipment or data. Vandalism includes any attempt to take, harm or destroy hardware or data, either willfully or as a result of inappropriate behavior. This includes, but is not limited to, the uploading or creation of computer viruses, taking food or drink near computers, and not following all boot and shutdown procedures carefully so as not to harm the equipment.
- I will not waste or take supplies, such as paper, printer ink, cartridges, or flashdrives.
- I recognize that any activity not directly related to teacher-directed classroom activities are considered inappropriate use unless I have received direct permission at a particular time. I recognize that I will be expected to request permission each time.
- I will not take photos, videos, or audio record another student, teacher, coach, or FLEC staff member without their expressed permission to do so.
- I will not access any inappropriate or unauthorized material on the internet.
- I recognize that an authorized staff member must monitor all use of technology.
- For Grades 6-8: I will abide by the FLEC iPad Agreements for the one-to-one iPad program. These documents are provided at the Parent/Student iPad meetings conducted each year.

For each major offense the student will be sent to the office and any damages resulting from the offense are the responsibility of the student and/or parent. The school will follow disciplinary guidelines for these offenses:

- Written warning.
- Parent conference.
- Suspension.
- Suspension with possible expulsion.
- Loss of technology use for one or more weeks.

Upon entering FLEC for grades 6 through 8 parents and students must complete the iPad Initiative packet. This includes:

- Parent Guidelines and Agreement
- Student Expectations and Responsible iPad Use Policy



- Student iPad Use Agreement