



Forest Lake

EDUCATION CENTER

2023-24

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 churches. FLEC supports the beliefs, standards, and ideals of the Seventh-day Adventist Church.

This handbook outlines FLEC's policies, programs, regulations, and requirements. The school board and administration reserve the right to update policies and/or requirements during the school year without 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 (Middle States Association)), 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.

VISION

Our vision seeks to create responsible citizens and life-long learners who love God, respect others, and are stewards of their environment.

MISSION

Our mission 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 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.
- Implementing 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.
- Encouraging a healthy lifestyle of mind, body, and spirit.
- Nurturing learning in an environment that is safe, supportive, and collaborative.



GENERAL INFORMATION (PRE-K TO GRADE 8)

SCHOOL HOURS

School hours are:

Monday-Thursday 8:00 am-3:20 pm

Friday 8:00 am-12:00 pm

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 am – 4:00 pm Monday through Thursday, and 7:50 am – 2:00 pm on Friday.

HOLIDAY AND SUMMER OFFICE HOURS

Holiday and summer office hours will be posted on the FLEC website.

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 LUNCH

Vegetarian lunches are available for purchase Monday through Thursday. Orders must be placed each day by 8:00 am by visiting myflec.com

SCHOOL DELAYS OR CLOSING

For instructions about school delays and closings, staff, parents, and students should check email, text alerts, and official school social media pages.

CONTACTING A STUDENT

If an emergency occurs that requires immediate contact with a student, please contact the front office and a message will be delivered to the student. Cell phone usage by students is prohibited during school hours.



ADMISSIONS

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 accepted 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 to members of the six constituent churches.

NON-CONSTITUENT STUDENTS

Members of non-constituent churches 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>). Registration forms must be completed, and an application fee paid to be considered for admission. Please note that returning student's previous accounts must be paid in full or appropriate arrangements completed before acceptance is finalized.



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 or previous school. Financial clearance and approval are necessary.

The Admissions Committee is comprised of school administration, the ESS (EDUCATIONAL SUPPORT SERVICES) Department, Guidance Department, and the Registrar.

NEW STUDENT REGISTRATION

All new applicants must submit the following:

- A birth certificate.
- A copy of their latest report card.
- Two recommendation forms.
- An updated Florida physical form (DH3040).
- A Florida immunization form (DH680).
- If applicable, an updated Divorce/Custodial Agreement.

Applications will be processed only when all items have been submitted.

ASSESSMENTS

New students will be given an admissions test that will assess general knowledge in reading, language, math, and individual age-appropriate assessments. Assessments are a required part of the registration process and must be completed to be considered for acceptance.

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. To do this, a child should have the ability to:

- Work independently.
- Have a good relationship with other children of the same age.
- Learn and participate in structured situations such as play and story reading.
- Focus 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.).



- Manage personal needs (Children must be completely toilet trained before admittance to the program.)

FLEC reserves the right to request a student withdraw if they are unable to meet developmentally appropriate behaviors.

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.

WITHDRAWAL

Should a student wish to withdraw from FLEC during a school year, a parent or legal guardian must fill out a withdrawal form to be processed through the school office. For a student's records to be released, all textbooks/iPad must be returned, and outstanding balances paid.

CLASS PLACEMENT FOR RETURNING STUDENTS

Class placement decisions are a collaborative effort between teachers and the Admissions Committee. Decisions are made carefully and with the best interest of each child in mind. Because of this, parent requests for class placement will not be accepted. Should a parent have a specific request for their child to be separated from another child, or a request for siblings or relatives to be placed together, a written request can be submitted for consideration.

PARENT INFORMATION

NEW PARENT AND STUDENT 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 schedule a meeting during regular school business hours. In the interest of collaboration, we ask that parents meet with teachers first regarding any concerns before contacting the 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 in writing. Parents of students in grades 3 – 8 can access student's grades through FACTS SIS and Canvas. Contact the school registrar for assistance in creating a parent account.

Volunteering

FLEC believes strongly that the positive power of parent, school, and community collaboration will best support students. Opportunities to meet with teachers include Open House and fall and spring parent/teacher conferences. Volunteer opportunities will be available throughout the year and will be communicated by the teacher or through myflec.com. All event volunteers, including field trip chaperones, must be signed in and screened at the front desk. All volunteers who have ongoing student contact will be asked to complete a background check including fingerprints.

VISITORS

Visitors are required to show a government issued ID and receive a visitor's pass before going anywhere on campus. Students may not bring friends or school-aged relatives on campus to attend classes or activities held during school hours.

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 working 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 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. When assessments indicate that a student's needs exceed the resources available at FLEC, the ESS department and the Admissions Committee will inform the parents.

ACADEMIC COURSE ENRICHMENT (ACE)

As part of the ESS program, FLEC gives students in grades 2-5 (occasionally 1st) the chance to be part of the school's Academic Course Enrichment program. The ACE (ACADEMIC COURSE ENRICHMENT) 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.

TESTING

ENTRANCE TEST

New students are given an entrance test except PreK. This provides information about the child's current level of functioning, strengths, weaknesses, and appropriate placement. Entrance testing may be waived if a student is scoring in the 41st percentile or above on the NWEA MAP Mathematics and Reading Assessment.

WRAP

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

NWEA MAP TESTING

FLEC students in grades K-8 take the NWEA MAP tests. NWEA MAP is a short assessment test given three times a year. The test helps identify each student's relative strengths and weaknesses 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 published in the FLEC calendar, and the Flyer.



MISCELLANEOUS

LOST AND FOUND

At the end of every nine-week period, unclaimed items are taken to a local charity. Check frequently for lost items. Please label all 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 AND SPECIAL EVENTS

Field trips are approved by the administration and educational. Parent participation is encouraged. Siblings in other grades are not to attend field trips.

School transportation is used for most trips. Any vehicle 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 dismissals. 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 a text or email from the parent if the phone number or email address matches the information in FLEC's SIS.

If students are not picked up from field trips or special events within 20 minutes of the event end, or arrival of the bus at school, late fees for additional supervision will be charged to the student's bill. See Financial Information Sheet.

Unless otherwise stated, students should wear appropriate school attire. School policies remain in effect.

Cell phone use is not permitted on buses or during field trip/class trips. See Cell Phone and Smart Watch Policy.



PREK FIELD TRIP POLICY

Pre-Kindergarten plans several field trips throughout the year. Families are encouraged to attend. All adults who attend field trips must complete a background check at the FLEC front office at least one day before and within a week of the event. North American Division states that PreK field trips have one adult for every 6 Pre-K children. FLEC strives for a lower ratio and at times requires a 1-to-1 ratio for student safety.

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.

ACADEMIC INFORMATION

CURRICULUM

The curriculum at FLEC reflects the philosophy and objectives of Seventh-day Adventist education. The textbooks and course materials follow 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, technology/innovation, 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 lectures, 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 responsibly. 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 online products.



FINE ARTS/ELECTIVES

To provide a well-rounded learning environment for our students, FLEC offers a variety of elective and fine art classes. These classes vary by grade level, but may include music, a world language, art, peer tutoring, drama, innovation, and other options as instructors are available. Electives are a requirement for graduation for students in grades 6-8.

WITHDRAWAL POLICY FROM MIDDLE SCHOOL ELECTIVES

If a student must withdraw, they must drop within the first 4 ½ weeks of each semester. The student must obtain an Add/Drop form from the registrar. Exceptions to this must be made in writing to the appropriate teacher who, in consultation with administration, will determine if an exception should be made.

MUSIC PROGRAM

Grades 1-8	Suzuki Strings
Grades K-3	Classroom Music
Grade 4	Beginning Choir and Strings
Grade 4	Beginning Band, Choir, and Orchestra
Grades 6-8	Advanced Band, Choir, Orchestra, Hand Bells, Una Voce, Jazz Band, Wind Ensemble, private lessons.

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.

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 to students in grades PK-2. Rubber soled athletic shoes are required for PE.

MIDDLE SCHOOL ATHLETICS

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, a PE uniform shirt, and modest, dark shorts.



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 Fs in core classes.
- Participate in the tryouts.
- Pay the Athletics Fee.
- Be supervised by a parent, adult sponsor, or coach.

If a student does not maintain passing grades at the midterm progress report or the quarter report card, they will be unable to participate until the next progress report or report card. Discipline, citizenship, and attendance may affect participation as well. There are no eligibility requirements for FLEC Intramurals or Florida Christian Soccer League unless the student is on Discipline or Academic Probation.

INTRAMURALS

Students in grades K through 8 may participate in the FLEC intramural program for a fee. (See the financial information sheet.)

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 –1st graders will play after school on Tuesdays and Thursdays.
- 2nd– 5th graders will play after school on Mondays and Wednesdays.

Grades 6 through 8 intramurals are 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. 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 the Administration or Athletic Director to watch intramural games. 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 After Care. Non-participating siblings/riders must be supervised by a parent/guardian or be checked into After Care.

INTRAMURALS WITHDRAWAL POLICY

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



RAINY DAY INTRAMURALS POLICY

On days when outside intramural activities are canceled due to weather, the following procedures will take place:

- Students in the indoor intramural sport will still go to the gym unless there is a Code Black.
- Once regular dismissal is complete, outdoor intramural sports will be supervised under the awnings or in front of the gym for “Intramural After Care” until 4:20. There will be no After Care fee during this time.
- At 4:25pm, all remaining intramural students will be taken to school After Care. Parents will need to then check their student out from the school’s After Care program. FLEC After Care fees apply.
- Outside games or activity may resume when the conditions allow.
- Parents will be notified via text or email when rainy day intramurals are called.

FLORIDA CHRISTIAN SOCCER LEAGUE

Students in grades 2-8, 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.
- League fees apply (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 always require supervision.

STUDENT HEALTH

STUDENT ILLNESS AND ACCIDENTS

Parents should not send their child to school if the student is sick. This includes vomiting, a temperature above 100.4F, suspected of a contagious condition (COVID-19, 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, in the case of an accident.

IMMUNIZATIONS

Each student at FLEC must follow 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, Kindergarten, and 7th grade students. For returning students who have not kept an up-to-date form DH 680 or DH 681, class placement will not be issued until current forms are submitted.

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, in the case of an accident.

STUDENT SAFETY AND SUPERVISION

SAFETY DRILLS

Fire drills are conducted monthly. 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.

PROPER SUPERVISION

Student safety is a top priority at FLEC; therefore, students must be supervised while on campus. If a student is dropped off before 7:30 or is not picked up by 3:40, they will be taken to Morning Care or After Care.

MORNINGCARE

Morning supervision is available in the gym lobby from 6:30 am to 7:30 am. All students not supervised by a parent or guardian must check in to Morning Care. See financial information sheet for associated fee.

AFTERCARE PROGRAM

Aftercare is available from 3:40 until 6:00 Monday through Thursdays and 12:20-5:00 on Fridays. All students not picked up at the end of dismissal will be taken to After Care.

- The After Care program provides study time, play, instructional centers, and a snack.
- Students must check in when entering and be checked out by an authorized adult when leaving.
- Any change to the authorized pickup card must be made with the After Care Director.
- After Care phone number is 407-862-7688 ext. 278.
- Students may use a cell phone or smart watch to contact their parents with permission of After Care staff. All other use is prohibited.
- Late pick-up fees apply. See Financial Information Sheet.

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



ARRIVAL AND DISMISSAL POLICIES

- Students will wait in their designated outdoor area if they arrive between 7:30-7:50. After 7:50, students may proceed to their classrooms.
- Each family is issued two (2) window cards that may be displayed from your rearview mirror. This card displays your families dismissal identification number for the 2023-2024 school year and assist the school during dismissal. Please have your card displayed for all dismissals.
- Dismissal begins at 3:20 pm Monday through Thursday and at 12:00 pm on Friday.
- Rainy Days:
 - During rainy days, FLEC will attempt to use the awnings and continue to have regular dismissal. Again, please be sure to have your families number displayed in your front window.
 - In the event of inclement or severe weather parents will be notified, when possible, at least 15 minutes prior to the published dismissal time for that day. If weather deteriorates during dismissal time, all classes will return to their classrooms or designated areas. Students may be picked up in the main lobby for all students who are picked up normally from the front.
 - When lightning is within 2 miles, FLEC will initiate a Code Black for Severe Weather and a Parent Alert will be sent as a text message to the parents. Students and staff will shelter in place until it is deemed safe to continue escorting students to their vehicles. This may also occur with driven rain or high winds.
- Students not picked up at the end of dismissal or school sponsored activity will be sent to After Care. (See financial information sheet.)
- Small children should be escorted by an adult/older student and always cross the street at the crosswalk.
- Park in designated areas only. There is no parking in the fire lane.
- Do not leave your car unattended unless properly parked in a designated parking space.
- This is a smoke-free environment, and there should be no lit cigarettes on campus.
- Follow the signals and directions of the Crossing Guards.
- Load or unload quickly and safely by opening doors away from traffic.

FLEC assumes no responsibility for students who do not go to the assigned area during drop off or dismissal to avoid being in Morning Care or After Care. If students are found, they will be placed in Morning Care or After Care and be charged. If this continues to be a problem, the parents must meet with the Administration.

BICYCLE AND WALKING DISMISSAL OPTIONS

Parents are required to provide written permission for students to bike or walk off campus at dismissal. Any student biking is required to wear a helmet while riding on campus.



ROLLER BLADES/SKATEBOARDS

Skateboards or in-line skates are not permitted on campus at any time.

RELEASING A STUDENT FROM SCHOOL

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

Students should not be picked up early to allow them the full benefit of a day’s learning. 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.

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’s excessive early dismissals.

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.

TARDIES

Tardy students 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

An excused absence is an absence due to personal illness, serious illness in the family, death in the family, and medical appointments. Students on school-sponsored trips are considered present. Parents are strongly encouraged 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.

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 to improve attendance. If unexcused absences exceed 5 after the probation letter is sent, the parents must meet with administration and the student may be asked to withdraw.

PRE-ARRANGED ABSENCES

To request an excused absence, parents/guardians may request a Pre-arranged Absence Form online or 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 an Administrator 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.

REPORTING ABSENCES/TARDIES

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



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

UNIFORM

GENERAL EXPECTATIONS

All FLEC students are required to wear school approved uniforms. **All clothing and accessories must meet our Christian standard.** Uniforms must be neat, clean, appropriately sized, and worn as they were designed. 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.

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.)

FIELD TRIP UNIFORM REQUIREMENT

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

TOPS FOR PRE-K TO 4TH GRADE

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

TOPS FOR 5TH TO 8TH GRADE

- Short-sleeved or long-sleeved polo shirts with FLEC logo from Lands' End are required in grades 5 through 8.
- Approved colors are evergreen, white, light blue, and cobalt blue.
- Any shirt worn under the approved school uniform must be a solid color, tucked in and follow the guidelines for cold weather wear.
- Approved grey athletic t-shirts must be worn for PE. PE shirts are to be purchased through the front office.

BOTTOMS FOR GIRLS – ALL GRADES

- **Must** be purchased in the uniform section of any retail store and meet requirements as stated below. Example: Target, Walmart, Kohls, Lands’ End, etc.
- The approved colors are khaki and navy blue.
- Pants and shorts should be loose-fitting and conform to the build and stature of the student.
- Jumpers, skirts, and shorts must be mid-thigh or below in length.
- Approved styles include:
 - Chino-style pants and shorts
 - Skorts/skirt
 - (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 cargo shorts/pants**
- Shorts are not to be hemmed up or rolled.
- Tights/leggings must meet appropriate Christian standards.

BOTTOMS FOR BOYS – ALL GRADES

- **Must** be purchased in the uniform section of any retail store and meet requirements as stated below. Example: Target, Walmart, Kohls, Lands’ End, etc.
- The approved colors are khaki and navy blue.
- Pants and shorts should be loose-fitting and conform to the build and stature of the student.
- Shorts must be mid-thigh or below in length.
- Approved styles include:
 - Chino-style pants and shorts
- **No cargo shorts/pants**
- Belts must be of appropriate length.
- Shorts are not to be hemmed up or rolled.

SHOES AND SOCKS

- Closed toe, strapped, or closed heel shoes. (No Crocs or similar style footwear.)
- Rubber soled athletic shoes are required for PE.
- Shoe heels or soles should not be over two inches high or have wheels.
- Socks must meet appropriate Christian standards.

PK-8 COLD WEATHER OR IN-CLASSROOM JACKETS

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

- All Lands’ End jackets with a FLEC logo are acceptable wear for school.

- All other jackets, including organization jackets, must be approved by FLEC administration.
- A plain, long-sleeved, shirt may be worn underneath the approved short-sleeved uniform in the following colors: Cobalt Blue, Navy, White, Hunter Green, Gray.
- FLEC logo shirts must always be worn under approved outerwear.
- Blankets and hoodie sweatshirts/jackets are not an acceptable form of outerwear.
- Non-Lands' End coats or winter jackets, with or without hoods, may be worn outside when temperatures are below 60 degrees. Hoods will be allowed for outdoor wear when temperatures are below 60 degrees.

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, hairband, fitness tracker, or an appropriate silicone wristband. All attire, including wristbands, must be in line with FLEC standards. A teacher will collect out-of-compliance wrist wear, and the student may retrieve it at the end of the day.

HEAD COVERING

Head coverings including hats, caps, or bandanas are not to be worn in the classroom.

MAKE-UP

Make-up must be natural shades.

HAIR

Hair should be clean, well-managed, natural color, and not an extreme cut or style (i.e. Mohawk, shaved, etc.). Hair should not be in the eyes.

BLUE JEAN FRIDAYS/DRESS-DOWN DAYS

- Clothing must be modest and appropriately fitting
- No tears or holes
- 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 and for Middle School banquet, over-night field trips, and graduation.



NON-COMPLIANCE

Non-compliance of the Uniform Policy will result in disciplinary actions. If a student is not in uniform, the teacher will make the initial contact with parents. Continued non-compliance will result in action from Administration.

ELEMENTARY INFORMATION (PreK – 5)

PREKINDERGARTEN PROGRAM

Pre-Kindergarten partners with families and communities to develop followers of Jesus who are productive, empathetic, and collaborative while advancing learning potential in a nurturing, play-based and developmentally appropriate setting. The program creates Seventh-day Adventist Christian environments where children feel loved, valued, and can thrive in their own unique way as they learn to love Jesus.

GRADING SCALE

PreK	Skills Checklist, Observations, Portfolios, and VPK Standardized Assessments	
K-2	I	Independent
	P	Progressing
	NT	Needs Time
3-5	A, B, C, D, F	
	(Grading scale percentages are set by the Florida Conference and is in FACTS SIS and Canvas.)	

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 announced before the absence are 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 will have 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. If 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 a retention.

If a student exceeds grade level expectations, FLEC may choose to provide enriched curriculum to promote student growth.

K-5 BEHAVIORAL LEVEL INTERVENTIONS

Students in grades K-5 are becoming good classroom citizens; the behavioral interventions for these students are different from those in Middle School. Because students are learning to meet expectations, parents will be kept informed of any behavior concerns, both big and small. 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 the administration. Administration will determine what behavioral intervention needs to be implemented.

For students in grades K-5:

1st 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.

2nd major incident—The student is sent to the office. Parents are contacted. Students will be referred to the school guidance counselor.

3rd major 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.

4th or more major 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 withdraw 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.

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.

CLASS ASSIGNMENTS

Assignments are an extension of classroom learning and are designed to reinforce the standards students are learning. 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 announced before the absence are due on the assigned date. Most assignments are made available by the teachers through Canvas. Assignments may be received and submitted through this program.

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 current unit of study is completed or announced by the teacher.

ACADEMIC EXPECTATIONS

All student progress is reviewed by the Admissions Committee and Administration. FLEC sets standards of performance and achievement for each subject and grade. Students who do not meet minimum expectations may be required to do credit recovery during the summer before re-admission or may be denied acceptance the following school year.

ABSENCES/ASSIGNMENTS AND TESTS

When your child is absent, contact the homeroom teacher to arrange for the assignments.

This policy applies to all classes.

- 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.

MAKE-UP WORK

Students will have one day for each school day missed to make-up work and to take makeup tests unless other arrangements are made with the teacher. During absences, students 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.

GRADING SCALE

Grading scale percentages are set by the Florida Conference and may be changed by them without notice. 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				

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 grade are recognized based on their averages from Bible, History, Literature, Math, Science, and Writing.

HONORS RECOGNITION GRADE SCALE

High Honors	95 - 100
Honors	90 – 94
Honorable Mention	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

The FLEC admissions committee reviews all enrolled students at both the mid-quarter and end-of-quarter checkpoints. This committee categorizes students into three categories to provide the best academic support for our students: Good Standing, Warning, and Probation. The goal is for students to remain or move to Good Standing.

Forest Lake Education Center provides multiple opportunities for students to show proficiency in content area standards. This proficiency is then reflected in a student's grades. Student progress during a quarter is monitored through Canvas.

Quarter grades and the final cumulative yearly grade are available in FACTS SIS.

LOCKERS

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 not adhering to the following guidelines may lose their locker privileges for the school year. Proper care and usage of school lockers is the responsibility of the student.

- Lockers are for students to store items necessary for school activities.
- 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.

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 ensure proper care of the student's locker.

As school property, FLEC 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.

CODE OF CONDUCT

Each student is expected to maintain respect for teachers and staff, 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. FLEC strives 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.

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 and/or confiscated.

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.

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 show respect to all teachers, staff, administrators, and their fellow classmates. Parent volunteers, visitors, or guests of FLEC shall be afforded the same respect.

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.

PUBLIC DISPLAY OF AFFECTION

All students at FLEC are encouraged to develop strong friendships with others. Being a good friend means supporting the learning environment for all. For this reason, school is not the appropriate place for any form of public display of affection (PDA).

ROUGHHOUSING

Students are expected to follow fair rules of play 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 aggressive confrontation of a student are also included under this offense. Even if there is no physical contact, the student will be referred to administration immediately.

INAPPROPRIATE TECHNOLOGY USE

Students may use school electronic devices for legitimate academic purposes. Students are prohibited from accessing or downloading inappropriate or offensive information. Internet use at any location that results in disruption to the school setting will not be tolerated. See Technology Acceptable Use Policy.

CELL PHONES AND SMART WATCHES

Students in grades PreK – 8 may bring their cell phone and smart watch to school but they must be powered off during school hours: 7:30 am - 3:40 pm Monday - Thursday, and 7:30 am - 12:20 pm on Friday. Phones must not be visible during class, in the halls, or anywhere on campus during school hours. A teacher may require students to remove their smart watch during testing.

Students bring their cell phone and smart watch to school providing they adhere to the following requirements:

- Students may use a cell phone and smart watch under the direction of the teacher.
- All cell phones must be placed in a locked locker during school hours.
- Cellular/internet capabilities must be disabled on smart watch during the school day.
- With a teacher's permission, students may use a cell phone or smart watch for personal reasons (text, call) during lunch and after school only.
- Students in Aftercare must request permission to use their cell phone or smart watch.



- All phone calls and texts must be in accordance with school rules.
- Students must not use a cell phone or smart watch to contact parents to pick them up without permission.
- Students must not use a cell phone or smart watch to alert parents of a disciplinary action. All alerts must come from school personnel.
- Cell phone use is not permitted on buses or during field trip/class trips.

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 parent and student must come to the office to pick up the phone or smart watch.
- 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.

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 includes 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 items, such as firecrackers, lighters, matches, knives, firearms, or any other weapons, will be dealt with immediately by the Administration.

BULLYING AND HARASSMENT

FLEC promotes an emotionally safe learning environment for our students. The use of language or actions that are culturally insensitive, derogatory, obscene, or suggestive whether spoken, written, or gestured is unacceptable. The possession of materials containing such language or displays actions representing inappropriate acts is also unacceptable and will be addressed.



Bullying is an intentional, ongoing behavior that hurts, harms, or humiliates a student, either physically or emotionally, and can happen while at school or online.

Harassment means any threatening, insulting or dehumanizing gesture against a student, school employee, or volunteer.

Bullying and harassment includes cyber stalking by use of 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. Sexual harassment 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 toward any student based upon race. Racial harassment may include but is not limited to the following:

- 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



All conduct believed or perceived to constitute harassment or bullying must be reported to the administration. Administrators, teachers, and staff will do everything possible to make sure those reporting such behavior will not suffer any retaliation or recrimination.

BEHAVIOR/DISCIPLINE POLICY

By registering at FLEC, 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.

FLEC supports a discipline policy that reflects Biblical principles. Emphasis is placed upon encouraging 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 in the General Code of Conduct, the following apply to middle school students.

GENERAL GUIDELINES

Consequences of Actions

Accumulation of 1 – 2 Demerit Points

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

Accumulation of 3 Demerit Points

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

Accumulation of 4 Demerit Points

- Possible ISS or after school detention
- FACTS SIS 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.
- FACTS SIS 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.

FACTS SIS 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.

FACTS SIS 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.

FACTS SIS 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.

11 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 serious event. Students may lose school club membership, sports team participation, and/or traveling school group participation over a serious event. Students suspended for disciplinary action must 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. 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.

These are quiet times for reflection, no talking or schoolwork is permitted. Each student will complete a Reflection Sheet and turn it in at the end of the Lunch Detention. The student must report immediately to the designated room for this appointment, and his/her lunch will be delivered if it has been ordered or brought with them if it is a sack lunch.

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

School work will be provided for the student to complete during the ISS time. If the schoolwork is not completed, the student is to complete the work as additional homework. Prior to returning to class, a student must discuss the reflection sheet and be signed off by an Administrator.

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 the Administration. The number of days in OSS will be determined by the Administration.



The student can obtain assignments at the front desk or through CANVAS. All work will be due upon return to school. Prior to returning to class, a student must discuss the reflection sheet and be signed off by an Administrator.

EXPULSION

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

BEHAVIORAL REFERRALS AND DEMERIT POINTS

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—ongoing 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 supervising vice principal to help resolve the problem.

STEP THREE. If the problem is not resolved by the supervising vice principal, the parent should ask for the school principal to help resolve the problem.

STEP FOUR. If the problem is not resolved at the school level, the parent contacts the school board chairperson who will try to resolve it.

STEP FIVE. If the problem is still not resolved, the school board chairperson 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 parents, teacher, principal, and the school board chairperson.

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.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY (AUP)

The FLEC technology program provides educational services, opportunities and learning for today and the future. 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 online platform provided by FLEC, and 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 because of inappropriate behavior. This

includes uploading or creating 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 printer ink, cartridges, or flash drives.
- I recognize that any activity not 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 it are the student's and/or parent's responsibility. 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

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 at the beginning of each month. Payment is due by the last day of each month. Payment needs to be made through Smart Tuition. If the account is not paid for in



full by the last day of the month a \$40 late fee will be charged. Failure to keep an account current could result in dismissal.

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 sibling 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.

60 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, the account will be adjusted so only tuition is charged. A full accounting is available. The effective date 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 parents or legal guardian are responsible for the legal aspects of 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 student's account is paid. If full payment is not received for exited students within a year, a 1099C will be issued for collection of debt.