



# Student/Parent Handbook

This handbook is provided for the benefit of Forest Lake Academy students and their parents. It should be read carefully and completely because by enrolling in Forest Lake Academy, parents and students have agreed to abide by policies as specified herein.

The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student, or employee and the Florida Conference of Seventh-day Adventist and/or Forest Lake Academy. The Florida Conference and/or Forest Lake Academy reserves the right to modify and/or amend this Handbook at any time, with or without notice, including, but not limited to, the right to change any of the rules and policies relating to admission, instruction, discipline, and graduation. In addition, the right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees is similarly reserved. Such changes become binding and enforceable upon communication, in a timely manner, to parents and students. Such communication may occur via email, regular mail, and/or posting to the school's website.

Approved 5/24/2017 and revised 8/10/2018, revised 8/12/2019, revised 6/5/2020

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## Mission Statement

The Mission of Forest Lake Academy is to **show** students Christ, **nurture** their love for Him and others, **teach** them to think critically, and **empower** them as scholars to live the gospel.

## Vision

Forest Lake Academy is an educational institution that uses innovative and engaging academic practices that are founded on Biblical principles to prepare students every day to pioneer the work of taking the gospel to the global community.

## Core Values

- Biblical Truth
- Creativity
- Critical Thinking
- Integrity
- Mutual Respect
- Service
- Personal Responsibility

## Institutional Goals

### Goal One: Spirituality

To facilitate meaningful and personal spiritual growth in our students through our classroom experience, school culture, programming, and relationships.

### Goal Two: Positive Environment

To maintain a physical plant and social culture that is attractive and positive, and that promotes the development of each of our core values.

### Goal Three: Academic Quality

To provide the very best possible rigor in a comprehensive academic program that is respectful of and attentive to the unique learning needs to each of our students.

### Goal Four: Community

To demonstrate true collegiality, mutual respect and Christian love for all members of our school family and the larger community within which we operate.

### Goal Five: Financial Stewardship

To operate the school in a financially-sound manner that is cognizant of the limited resources of parents and the conference and provides for the programs of the school in the most efficient manner possible.

## Admissions

Forest Lake Academy (the “Academy”) does not discriminate on the basis of race, ethnicity, national origin, religion, sex, disability, or academic/artistic/athletic ability in its admissions policies, educational programs or activities afforded students within the Academy. However, students, parents and/or legal guardians (hereinafter referred to as “parents”) are advised that because Forest Lake Academy is owned and operated by the Florida Conference of Seventh-day Adventists, entrance preference may be given to its members should limitation of facilities, class space, or work opportunities make it necessary.

### Accreditation

Forest Lake Academy is accredited by:

- The Adventist Accrediting Association, The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities
- Middle States Commission on Elementary and Secondary Schools
- The National Council for Private School Accreditation (NCPA)
- The Florida Conference of Seventh-day Adventist School System, which is an official accrediting body of the Florida Association of Academic Non-public Schools

### 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 as outlined in our admission’s agreement. The Admissions Committee reserves the right to refuse admittance to any student who does not exhibit behavior in harmony with the school’s principles.

### Qualifications for Admission

Forest Lake Academy is open to students in grades 9-12 who desire a Seventh-day Adventist Christian education.

- All students, domestic or international, may not reach the age of 20 years of age prior to the day of graduation.
- All 12<sup>th</sup> grade students must be full-time and must attend both 1<sup>st</sup> and 2<sup>nd</sup> semesters at FLA. Seniors will not be accepted for second semester only.
- **Physical Examinations:** Current Physical examinations are required for all new students. Any student desiring to try out for a sports team will need to have the Sports physical completed on the appropriate form prior to trying out.
- **Immunization:** in compliance with the Florida Health and Safety Codes, FLA requires all students to **provide** proof of immunization or a signed immunization waiver before entrance to school.

### Non-Discrimination Policy

Forest Lake Academy does not discriminate on the basis of race, ethnicity, national origin, religion, sex, disability, or academic/artistic/athletic ability in its admissions policies, educational programs or activities afforded students within the Academy. However, students, parents and/or legal guardians (hereinafter referred to as “parents”) are advised that because Forest Lake Academy is owned and operated by the Florida Conference of Seventh-day Adventists, entrance preference may be given to its members should limitation of facilities, class space, or work opportunities make it necessary.

## **Enrollment Process**

All admissions documents must be fully processed prior to the student's acceptance and attendance in classes. The Admissions Committee will review the completed application and the Registrar will communicate regarding the student's acceptance.

## **New Students**

- Complete the online application and pay the application fee
  - Upload required documents
  - Submit two recommendation forms
  - If applicable, upload:
    - Diagnostic Assessments
    - Court Documents
- Notification of admission and invitation to enter the Enrollment Process
- Competency Testing – once a student has been enrolled to FLA, the school counselor will send an email with testing dates
- Class schedule will be prepared for the student based on the following criteria:
  - Recommendations
  - Transcript/test scores
  - Competency test
- Finances: Once enrolled, parents will complete a financial agreement for the upcoming school year and register for an automatic payment plan through FACTS (see financial section).
  - Parents may also prepay by semester or by year to receive a discount on tuition.
  - Students having an unpaid account with another Adventist school can apply but are not permitted to be placed in classes until clearance has been obtained.

All new students to Forest Lake Academy 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.

## **Special Enrollment**

### **Part-Time Students Policy**

To maintain the integrity of its academic program and fully incorporate a student into the total FLA school experience, FLA does not encourage students on a part-time basis.

Exceptions might include:

- If a regular student experiences a unique and short-term medical issue that makes it necessary for them to temporarily move to a part time status.
- A home school situation where a student simply wants to participate in a class or two. This may be allowed providing there is adequate space in the class and that the student is not wanting to receive a diploma from FLA.
- If a family demonstrates a financial hardship (based on results from completing the FACTS tuition assistance form) and desires to have a student go part time (take only one to three classes).
- It is important for part time students to understand that they will not be eligible for many of the privileges afforded full time students including:
  - Holding class office
  - Membership in the National Honor Society
  - Academic recognition lists
  - Multiple study halls

Participation in school trips is subject to meeting trip eligibility requirements, and participation in varsity sports is conditional upon being enrolled at FLA in at least three core classes.

Although part time students can earn academic credit that can be transferred to other diploma awarding institutions, they will not be eligible for an FLA diploma unless they transition to full-time student status for their senior year. (It is highly recommended they become full time students their junior year also for strength of academic program.). All seniors must be full time students.

Part time students and their parents also must recognize that they must take responsibility for making sure they are on track for completing all their requirements towards earning their high school diploma. FLA does not have the ability to access, monitor, and oversee the credits being earned towards meeting diploma requirements outside of FLA.

Full time students may not change to part time status mid school year (unless approval has been given due to a special circumstance).

### **Home School Applicants - Transfer of Credit**

Students who have been homeschooled for any part of their education will be considered for enrollment upon completing the Academy application process.

- Home school credits are evaluated according to the home school program used.
- Scores from standardized achievement tests may also be needed.
- Credits from accredited home school entities are accepted as letter grades and are figured into students' GPAs.
- Credits from an unaccredited program may or may not be accepted. If accepted, the credit will be on a pass/fail basis only and will not be figured into the GPA.
- We reserve the right to limit the maximum number of credits per academic year that may be transferred into Forest Lake Academy. Some credits may not be eligible for transfer.

### **International Student Applicants**

To ensure the most appropriate grade level and course selection, international students:

- Will be required to submit an official evaluation of the student's academic transcripts as part of their admissions steps. This process must be done through one of the professional agencies listed below. Please keep in mind that there is a processing fee involved that you will be responsible for.

Josef Silny & Associates, International Educational Consultants  
Phone (305) 273-1616  
[www.jsilny.com](http://www.jsilny.com)

World Education Service (WES)  
[http://www.wes.org/application/apply\\_now.asp](http://www.wes.org/application/apply_now.asp)

- Complete a video conference interview with the ELL coordinator or FLA administrator.
- Secure a home stay/host family. The Home Stay family must be verified by the school before FLA can send the I-20 form. There are four agencies that FLA recommends that can help you with the Home Stay family process, however you can use any agency you choose:
  - American Academic Placement  
1-352-978-6324  
[Ameriacademicplacement@gmail.com](mailto:Ameriacademicplacement@gmail.com)  
Floyd Fincher – Director

- California Education Corporation  
321-946-8534  
Teri.CEC.Florida@gmail.com
- JDX Education  
Cathy Wang  
510-415-1701  
cathy.wang@usajdx.org
- NorthShore Exchange Organization  
Audrey Chu (Chinese / 中文)  
+1-224-425-2792  
audrey@ns-exchange.org  
Joann Seralde (English)  
+1-630-384-9304  
www.ns-exchange.org
- Before the I-20 form is issued, one year of tuition must be paid in advance.
- All documents including school and physician records must be submitted in English.
- All applicants need an adequate level of English language proficiency before admission, regardless of their citizenship status or country of origin. Minimum internet based TOEFL proficiency:
  - 9<sup>th</sup> grade; 50
  - 10<sup>th</sup> grade; 60
  - 11<sup>th</sup> grade 70
  - 12<sup>th</sup> grade 80

Students who are unable to reach the recommended minimum score may still apply to be a student at Forest Lake Academy, however, it is important to understand that reduced English proficiency may make it difficult to be academically successful in all classes.

### **Late Enrollment**

Students who are not already enrolled in and attending another school may not be accepted after the first two weeks of the Fall or Winter terms. Should there be a situation where a student needs to apply past this deadline, the FLA admissions committee will review the student's extenuating circumstances and transferable grades to determine if an exception will be granted and the student admitted.

**Please contact the Registrar/School Counselor  
for more information about the admissions process.  
Call 407/862-8411 or [info@forestlake.org](mailto:info@forestlake.org)**

Prospective parents are welcome to visit our campus. Please call Forest Lake Academy 407/862-8411 to set up your appointment.

### **Parent Organization**

Forest Lake Academy is pleased with the positive leadership brought to the school community by the Parent Organization. Parents/Guardians of Forest Lake Academy students are automatic members of the Parent Organization and are encouraged to become an active part of this organization.

## Academic Program

Forest Lake Academy philosophy for their academic program is to help students develop minds that can think critically in a world that is becoming progressively more complex. Our goal is that our students will go far beyond the acquisition of knowledge to:

- Understand the various issues and conflicts they will face in life.
- Experiment with and implement various problem-solving strategies.
- Recognize patterns and trends in their life and culture.
- Create new ideas and approaches to address longstanding personal and cultural challenges.
- Critically examine and evaluate philosophies and ideas for merit and truth.

### Academic Policy

Graduation requirements, curriculum, and descriptions of course offerings are explained in the Curriculum Guide found on the Academy website ([www.forestlakeacademy.org](http://www.forestlakeacademy.org)). Copies are also available in the offices of the Vice Principals and Registrar.

### Graduation Requirements

To receive a diploma and have a final transcript sent to a college or university, a senior must fulfill the following:

- Successfully complete all course requirements. **(See table below)**
- Be in full-time attendance (at least four classes/courses) for the entire senior year.
- Complete 25 hours of community service for each year enrolled at Forest Lake Academy. Hours must be reported within one year of service in order to be counted.
- Have settled all financial obligations with the Academy.

Graduation Requirements	
Course	Total Credits Required
Electives	Depending on Diploma Type
English	4
Fine Arts	1
Foreign Language	2 – College Preparatory, Honors
Health	0.5
Health Science <sup>1</sup>	3 – Health Careers <sup>1</sup>
Mathematics	4
Physical Education	1.5
Religion (or Elective transfer credit)	4
Science	3
Social Studies	3
Vocational	1



## Diploma Types

Diploma Types		
Type	Cumulative GPA Required	Total Credits Required
General	None required	24
College Preparatory	3.0	24
Nursing Allied Health	3.0	27
Honors	3.75	29.5

Details of each diploma type are available on the website ([www.forestlakeacademy.org](http://www.forestlakeacademy.org)).

The following are required for diplomas from Forest Lake Academy:

- Students must successfully complete two consecutive years of the same foreign language to receive a College Preparatory Diploma or higher.
- Students must complete a credit of Bible, obtained through an accredited secondary SDA program, for every year enrolled in an SDA school.
- All required science credits taken while enrolled full time at the Academy (including any secondary program offered through an elementary school or junior academy) must be completed through an accredited secondary SDA program.
- All students are required to take a mathematics course every year (Even if student took Algebra I in 8th grade). Seniors wishing to use College Calculus or College Statistics (semester courses) as the senior mathematics credit must have already completed 4 mathematics credits.
- For the nursing allied health diploma, students must complete at least one of the following: Pre-Calculus, Statistics, College Calculus, or College Statistics.
- Seniors not completing the graduation requirements by graduation must complete the required course(s) with a passing grade by July 31 to be considered a member of their graduating class. The transcript and diploma date will reflect the course(s) completion date as the graduation date.

## Course Enrollment and Course Load

To graduate on schedule, students must enroll in a minimum of four classes each semester.

- Enrollment in courses, such as electives and honors courses, may have limited space due to the type of course, for example a computer course would be limited to the number of computers available, therefore, the following will apply as to priority:
  - Students in grades 12 and 11 have priority.
  - Students in grades 10 and 9 may register on a space-availability basis.
  - Only courses with sufficient enrollment, eight or more students enrolled, will be offered.
- Students with an unweighted GPA of 3.67 and above are eligible to apply for honors courses.
- Students enrolled in a dual credit course will receive one academy course credit which is part of a student's minimum load for each semester.

## Honors Courses

Students who wish to take an honors course must have a minimum unweighted subject GPA of 3.67 to qualify them to complete the Honors Course Request Application. The application is emailed to qualifying students and is also available to be picked up from subject area teachers and at the Welcome Center. As part of the application process a student is required to submit a written essay outlining their reasons why they want to challenge themselves with an honors class. A student's grades and test scores are also taken into consideration. All applications are carefully evaluated by a team of subject area teachers, department heads, and school administration. If accepted into an honors course, a student's grades will be reviewed every nine

weeks. Students whose quarter grade falls below a B (83%) may be asked to transfer to a non-honors section of the course.

### **Dual Credit Courses**

Forest Lake Academy offers seniors who have a minimum cumulative unweighted GPA of 3.50 the opportunity to take college courses for which dual credit is given. Dual credit allows students to receive both high school/Academy and college credit for the same class. Dual credit will be offered only via our partnering SDA colleges/universities and classes must be taken on the FLA campus.

Students who wish to enroll in dual credit courses must meet all eligibility requirements of both the Academy and the partnering SDA colleges/universities and have approval from the Administration Committee.

All dual-credit courses are administered and overseen by the partnering SDA colleges/universities and their policies and procedures governing parental involvement and communication govern the relationship between those institutions and its students. Students in dual credit courses are treated as college students, and all communication regarding school work and performance is handled between the colleges/universities and the students rather than with the parents.

### **Class Membership**

Class membership is determined by the number of high school/academy credits earned prior to the start of the academic year. The deadline for submitting credits earned is July 31st. To be eligible to join and continue in the respective class, students must meet the following criteria:

- Seniors:                      Must have earned eighteen credit hours
- Juniors:                      Must have earned twelve credit hours
- Sophomores:      Must have earned six credit hours
- Freshmen:                      Must have a diploma or certificate of completion from 8th grade

Students must meet class membership eligibility requirements to participate in that class's activities (such as parties, events, trips, etc.)

## Grading Scale

The grading system and grade point average (GPA) are as follows:

Percent	Letter	GPA	Weighted GPA (For Honors or Dual Credit Courses)
100 – 93	A	4.00	5.00
92 – 90	A-	3.67	4.67
89 – 87	B+	3.33	4.33
86 – 83	B	3.00	4.00
82 – 80	B-	2.67	3.67
79 – 77	C+	2.33	2.33
76 – 73	C	2.00	2.00
72 – 70	C-	1.67	1.67
69 – 67	D+	1.33	1.33
66 – 63	D	1.00	1.00
62 – 60	D-	0.67	0.67
59 – 0	F	0.00	0.00

## Academic Recognition

Forest Lake Academy announces the Honor Roll in the spring. Grades for classes taken at Forest Lake Academy are considered for Honor Roll. The standards for this achievement, listed below, are calculated based on unweighted grade point averages from the first semester.

Type of Recognition	1st Semester GPA
Honor Roll	3.00 – 3.49
High Honor Roll	3.50 – 3.89
Principal's List	3.90 – 4.00+

Honor Roll: Students who have earned a **Semester 1 GPA between 3.00 – 3.49** and do not have any D or F Semester grades, will be acknowledged in the FLA weekly newsletter and in our announcement displays.

High Honor Roll: Students who have earned a **Semester 1 GPA between 3.50 – 3.89** and do not have any D or F Semester grades are recognized during a special chapel program and acknowledged in the FLA weekly newsletter and in our announcement displays.

Principal's List: Students who have earned a **Semester 1 GPA of 3.90 and above** are recognized at the annual Recognition of Academic Achievements program and acknowledged in the FLA weekly newsletter and in our announcement displays.

## Graduation Academic Recognition

Forest Lake Academy values excellence and effort in pursuing meaningful academic goals. Rather than focusing on one or two students to recognize each year, we choose to honor all students who have demonstrated consistently high standards in their personal effort and their decision to pursue the most demanding academic program we offer. At graduation, students who meet the requirements will be recognized with either an honors, high honors, or highest honors designation. Forest Lake Academy does not designate a valedictorian or salutatorian.

Type of Recognition at Graduation	Cumulative GPA
Honors (Red cord)	3.00 – 3.49
High Honors (Silver cord)	3.50 – 3.74
Highest Honors (Gold cord)	3.75 – 4.00+

### Health Careers Program

Forest Lake Academy and AdventHealth University of Health Sciences have created a partnership to offer a Health Careers Program, which has been designed to prepare students who have a desire to pursue a medical career. Further information on course offerings, etc., is available on the Academy website ([www.forestlakeacademy.org](http://www.forestlakeacademy.org)).

### Part-Time

In order to maintain the integrity of its academic program and fully incorporate a student into the total FLA school experience, FLA does not encourage students on a part-time basis. Exceptions might include:

- If a regular student experiences a unique and short-term medical issue that makes it necessary for them to temporarily move to a part-time status.
- A home school situation where a student simply wants to participate in a class or two. This may be allowed providing there is adequate space in the class and that the student is not wanting to receive a diploma from FLA.
- If a family demonstrates a financial hardship (based on results from completing the FACTS tuition assistance form) and desires to have a student go part time (one to three classes).
- It is important to note that part time students will not be eligible for many of the privileges afforded full-time students including:
  - Holding class office
  - Membership in National Honor society
  - Academic recognition lists
  - Multiple study Halls

Part-time students must meet appointments and deadlines as given by the teacher, even if they fall outside of the student's regularly scheduled class days.

Part-time students are eligible to participate in tutoring for courses taken on campus, recreation, Student Association events and weekend programs.

Participation in school trips is subject to meeting trip eligibility requirements, and participation in varsity sports is conditional upon being enrolled at FLA in at least three core classes.

Although part time students can earn academic credit that can be transferred to other diploma awarding institutions, they will not be eligible for an FLA diploma unless they transition to full-time student status for their senior year. (It is highly recommended they become full time students their junior year also for strength of academic program.). All seniors must be full time students.

Part time students and their parents also must recognize that they must take responsibility for making sure they are on track for completing all their requirements towards earning their high school diploma. FLA does not have the ability to access, monitor, and oversee the credits being earned towards meeting diploma requirements outside of FLA.

Full time students may not change to part time status mid school year (unless approval has been given due to a special circumstance).

### **Outside Credits**

A maximum of one outside credit may be earned per academic year/summer. Forest Lake Academy reserves the right to determine if any student will be allowed to take any given class/course at another verified institution during the regular school year or over the summer for makeup or advancement. Outside credits earned in the senior year should be completed, and transcript submitted, by May 1.

Transcripts for outside credits should be sent directly from the granting institution to Forest Lake Academy.

Any tuition or fees for summer/online courses are the sole responsibility of the student and parents/guardians.

Online Courses:

- FLA requires all full-time students to take any classes that are offered on our campus with our own teachers. FLVS and Griggs are the only approved alternative online programs (unless special approval is given for another program), and these are for credit recovery only or if it is necessary to take a class that is not offered on the FLA campus. Prior written approval from the school administration and registrar is required to enroll in an online course.
- FLVS is recommended to ensure that FLA can monitor student progress towards class completion. Students taking remedial classes for credit recovery are required to submit regular reports to the school registrar so progress can be monitored.
- Completion of any on-line course is the responsibility of the students and not of Forest Lake Academy.

Summer School:

- Credits from other summer courses at other institutions (such as public schools or Adventist Colleges Abroad) are accepted on a case-by-case basis in situations where the student cannot take the class from Forest Lake Academy or when there is a need for credit recovery which Forest Lake Academy cannot meet.

### **School Work**

School Work is designed to re-enforce class concepts and to help develop students' abilities to work independently. Because study habits and course loads differ, the time required for satisfactory completion of assignments may vary. Each teacher publishes a course syllabus outlining the necessary out-of-class work to be done for students' success.

### **Late Work Policy**

Late work due to excused absences will be based on the guidelines outlined in the course syllabus. Anything that is turned in after the deadline given by the teacher is considered late work.

- Late work will be graded at 50%.
- If the late work is not turned in at the beginning of the next class period, it receives a zero (0%) percent. The student should be encouraged to complete the work nonetheless for the learning experience. It will, however, not receive a letter grade.
- Students with 504 plans will be accommodated accordingly.

- The late work policy can be adjusted to meet specific grading needs in a department. Once that policy is determined, the head of the department should submit the policy to the vice principal for approval.

### **Make-up Work Policy**

Students with excused absences are allowed the same number of days absent to make up the work they have missed.

Students are required to make arrangements with each of their teachers to sit for tests and quizzes within the allotted make-up days and to determine the specific deadline for any missed assignment within the time allotted by the policy.

Students may not make up work missed due to unexcused absences.

### **Incomplete Work Policy**

Incompletes are only assigned when students have outstanding work due to extenuating circumstances (e.g. a death in the family or prolonged illness). Otherwise, if students have outstanding work or incompletes, they are to receive a zero (0%) percent in the gradebook unless they are making up work, within the allotted time, due to school-sponsored events. A designation of P for pending work can be put in the gradebook. This will help keep students and parents notified of incomplete work that has to be made up.

### **Student Records**

All student records are the property of Forest Lake Academy. Copies of any student records may be released to parents/guardians of students at the sole discretion of Forest Lake Academy. However, release of any records shall be contingent on full payment of all financial obligations. Unless otherwise directed in writing, Forest Lake Academy will share student academic data and contact information with Adventist universities and colleges to aid them in recruiting and making scholarship determinations.

### **Semester Exams/Projects**

Semester exams/projects will be given in all courses at the end of each semester. Exam/project permits are issued to students only after they are financially cleared through the business office. Students are expected to take or complete their exams/projects during the assigned exam period. Following approval, the administration, students who miss an exam/project due to illness or other valid reason are responsible to arrange for making up missed tests directly with the teacher. If a student skips a semester exam/project, he/she will not be allowed to make it up later. Semester exam dates are published in the school calendar at the beginning of the year. Pre-arranged absences during these days may not be excused.

### **Tutoring**

Tutoring services are available for students needing assistance with their academic program. Peer tutoring is arranged by the School Counselor on recommendation by the teacher. Teachers are also available to assist all students in their content areas during specified times.

### **Standardized Testing**

Testing is an important component of Forest Lake Academy's program. Students and their parents receive specific information through the Guidance Department regarding which tests are available, deadlines for application, dates of administration, and detailed explanations of the results. The following tests are administered on campus:

- Freshmen: Measures of Academic Progress Test (MAP)
- Sophomores: Measure of Academic Process Test (MAP) and PSAT
- Juniors: Preliminary Scholastic Assessment Test (PSAT/NMSQT), the qualifying test for the National Merit Scholarship program – The PSAT counts in the Junior year for the NMSQT. More information is available at [www.nationalmerit.org/nmsp.php](http://www.nationalmerit.org/nmsp.php). Juniors are also advised to take the SAT and ACT during second semester.
- Seniors: SAT and/or ACT, depending on the college/university requirements.

### College Counseling

Each year Forest Lake Academy provides substantial assistance to students and their parents in the college selection process in the form of informational programs regarding college selection, admission, and financial planning,

Each year the Academy sponsors an SDA College Fair that is mandatory for all juniors and seniors to attend.

All seniors must participate in at least one of the following college preview experiences that are sponsored by Forest Lake Academy for seniors:

- Southern Adventist University's View Southern
- AdventHealth University's Open House
- Oakwood University's Oakwood Live

**Note:** A transportation fee is charged for both the Southern and Oakwood experiences.

College preview experiences for other colleges/universities that are not a Forest Lake Academy sponsored activity are the sole responsibility of seniors and their parents/guardians, and any school absences related to these experiences must be pre-approved.

### Dropping/Adding Courses

Any changes made to a student's course schedule after classes begin must follow these guidelines:

- Students considering a course change should discuss it with the school Registrar and complete a schedule-change form.
- Schedule changes cannot be made in the second semester of a two-semester course.
- Students who wish to drop a course within the first two weeks of the semester may do so without a grade being recorded for that course. Students **must obtain approval from their parents, the teacher, and the Registrar.**
- Students who withdraw from a class after the first two weeks will have a WP or WF (withdrawn/passing or withdrawn/failing) recorded on their transcript and **must obtain approval from their parents, the teacher, school and the Registrar.**
- Students who wish to add a course must do so within the first two weeks and are responsible for making up all work missed.

### Failures

The Registrar and/or School Administration will determine the appropriate credit recovery steps for a student should a class be failed.

### Incompletes

An incomplete is allowed only in cases of extreme hardship (i.e. illness, death in the family) and must be completed within two weeks after the grade report is issued.

**Academic Risk**

Students whose GPA drops below a 2.0 and/or have a F grade in one or more courses at a marking period (mid-term, quarter, and/or semester) will be placed on academic risk status. An intervention plan will be instituted which will include conferences with teachers, students, and parents, along with the Vice Principal, Registrar, and the School Counselor. Academic risk status may result in the loss of privileges. Students who remain on academic risk status and who fail to respond to intervention strategies over two or more semesters may be asked to consider transferring to a school better equipped to meet their needs.

Students who fail a course may, at the discretion of the Academy, be required to successfully complete that course prior to reacceptance the following year.

**Auditing Classes**

Forest Lake Academy does not offer the opportunity to audit classes.



## **Attendance**

The faculty and administration of Forest Lake Academy believe that optimum learning is a result of maximum class attendance and that the classroom experience cannot be duplicated. Therefore, excellent attendance is expected of all students since being present and on time are important life skills. We further believe that repeated tardiness diminishes the importance of punctuality in the mind of the student. Every student is expected to be at school every day, on time, and prepared for class, except in the case of illness, family emergency, religious holiday, or a school-sponsored event. Parents should attempt to schedule appointments after school. Recurring medical appointments should be rotated so the student does not always miss the same class.

Students on campus **MUST** attend class unless they have obtained an excuse from the nurse, a teacher or staff member. Once a student has arrived on campus, he or she may not leave campus (other than if approved for Senior lunch privilege) without the specific permission of Academy Administration. All students must be in class, at work, or in a study hall during every period of the school day. Students who drive may receive special permission to leave campus after their last class or work appointment. If such permission is requested and granted, the student must leave campus after their last scheduled appointment.

### **Absence Limit**

The maximum number of excused or unexcused total absences is (5) per quarter per class. After 4 absences a student will receive a warning. After five absences, the student will be asked to meet with Administration to discuss their current enrollment status. If a student reaches 11 absences in a nine week/quarter, he or she may be dropped a letter grade in that class. At 15 absences, the student will be subject to losing credit in that class according to the Florida Law (Section 1003.436) Florida Statute. This may be appealed for extenuating health/medical circumstances. School Sponsored Trips (SST) will not count against your allotted absent totals for the nine weeks/quarter or semester.

To participate in Varsity or JV games or events, students must have attended all scheduled classes on the day of the game and/or event.

### **Excused Absences**

Any legitimate absence accompanied by a Prearranged Absence Form or faculty explanation will be taken under consideration by the administration. Extended illnesses will require a letter from a doctor. All absences will be counted towards the ten-absence limit.

Acceptable Reasons for Absences or Tardiness:

- Injury or illness
- Death in the family
- Mandatory court appearance
- Unavoidable medical or dental appointments
- School-sponsored activities
- Pre-arranged absences (at least one week in advance) at the discretion of school Administration.

### **Tardy**

Because punctuality is important, students are held strictly accountable for prompt attendance at all classes, Chapel/ITAG and scheduled meetings.

- Students are considered tardy when they are up to 10 minutes late, after 10 minutes the student is considered absent. Their attendance will be marked AT, absent due to tardy.

- The only time a tardy will be excused is if the student was delayed by another staff member or if he or she had a prearranged medical appointment. A note from the staff member or medical office will be required for the tardy to be cleared.
- If a student is tardy after first period, they will receive a \$5 fine per tardy. Students are to pay the fine at the Media Center by the Friday of the same week. Emails will be sent daily to notify students, parents/guardians, and staff of acquired tardies.
- In addition, a student who has accumulated five (5) tardies in a nine weeks/quarter will be required to serve a Detention. Every five additional tardies each nine weeks/quarter will result in an additional Detention, however, if a student receives a third detention, he or she will be asked to meet with Administration see ***Student Conduct and Disciplinary Response Code***).
- Tardy count starts over every nine weeks.
- Please note that when a student accumulates two Detentions for whichever type of misconduct, he or she may be suspended and/or placed on probation. Please refer to ***Student Conduct and Disciplinary Response Code***.
- Work missed due to unexcused tardy (such as quizzes, bell work, etc.) may not be made up.

Students must contact the attendance officer via email to be excused from Detention and must make contact before the Detention is supposed to be served.

Detentions will be held in the Media Center on Thursday afternoon only from 3:45-5:30 pm. On time attendance is required and no excuses will be accepted (work, class, appointments, practice/games, etc.) other than serious illness or incapacitating injury or accident (upon receipt of confirming note from a parent, dean, nurse or doctor). Please refer to ***Student Conduct and Disciplinary Response Code***.

A missed Detention that is not excused will result in a meeting with Administration before returning to class Friday morning. Serving a Detention takes priority over activities that would conflict with that time period.

### **Chapels, ITAG (I Think About God) discipleship groups, Daily Worship Attendance**

Attendance will be taken at all scheduled Chapels, ITAGs and daily worships scheduled. Chapels, ITAGs and daily worship attendance is tallied separately from classroom attendance. Only absences, as opposed to tardies, will be recorded. After every 3rd unexcused absence to Chapel or ITAGs a Detention will be assigned. Please refer to ***Student Conduct and Disciplinary Response Code***.

#### **Chapel**

- Chapel, which is held each Friday, and special chapels which are scheduled throughout the year, are an integral part of life at Forest Lake Academy. Attendance is required.
- If there is a conflict with meeting chapel appointments, students must make arrangements with the Vice Principal to be excused.

#### **ITAG (I Think About God) Discipleship Groups / Daily Worship**

- Each day a time for worship is scheduled, either through a corporate worship and/or small groups, where students and faculty/staff can come together to reflect on the love of the Creator and Savior, Jesus Christ. Attendance is required at an ITAG or daily worship.
- If there is a conflict with meeting an ITAG or daily worship appointment, students must make arrangements with the Vice Principal to be excused.

#### **School-sponsored Trips Eligibility**

Students wishing to participate in school sponsored trips where classes are being missed, including but not limited to athletic tournaments and music tours, must maintain a 2.0 cumulative grade point average on a 4.0

scale with no more than one D or F from the previous nine weeks/quarter of the school year. Students with an Incomplete or who do not meet the guidelines will be prohibited from participating in all school-sponsored trips until they meet the requirements with the exception of class trips such as senior class trip, college days, or junior history trip. Should a teacher believe that there are unique extenuating circumstances contributing to a student's lack of eligibility, an appeal may be made to school administration.

**Note:** Because music organizations depend on student participation in performances and on tours, and because all music tours take place third quarter (after 1<sup>st</sup> semester grades are known), students involved in music from the beginning of the year will not be permitted to continue second semester if their first semester grades are such that they will not meet the qualifications for participating in the off campus tours. Students who are in music organizations and who are failing a core class at the midterm third or fourth quarter may not be allowed to participate in a performance that requires them to miss that class.

Students involved in a school-sponsored activity will be allowed to make up all class work. Students are encouraged to make arrangements to make up their class work before leaving.

**Note:** Students actively involved in athletics, music ensembles and other school-related activities must understand that long practice hours and possible late-night activities do not relieve responsibility for being at school, attending classes, turning in assignments on time, or taking tests when scheduled. Students should not miss class(es) on the day they plan to participate in these types of school-related activities. Members of the varsity and JV sports programs will forfeit their privilege to play in any game held on a day that they have missed class(es).

### **Parent / School Communication / RenWeb**

The staff and faculty of Forest Lake Academy believes the quality of education a young person receives is dependent upon the school as well as home environment. If the expectations are consistent in and out of school, the student will develop more rapidly and with more self-confidence. With this in mind, Forest Lake Academy invites, and expects, parental involvement in the school community. The best interest of students should always be the primary concern of parents and educators. In order to avoid conflicts and misunderstandings that result in confused messages to students, we have structured the school community to help ensure open lines of communication between faculty, students, and parents.

The following methods are available to enhance communication between parents, students, and the Academy community:

- Parent Orientation is held within the first month of school and provides parents an opportunity to meet the teachers, visit classrooms, and hear plans and expectations for the school year.
- Individual parent conferences may be arranged by contacting the teacher. Parents who wish to meet with more than one teacher should contact the administrative office for assistance. Regular parent-teacher conferences are scheduled at the end of the first and third grading periods.
- Report cards with interim, nine weeks/quarter and semester grades are mailed to students' homes. Comment forms from each teacher accompany the interim reports.

### **RenWeb (link at [www.forestlakeacademy.org](http://www.forestlakeacademy.org)).**

- Forest Lake Academy encourages parents to track their student's attendance history via RenWeb (accessible through the Academy's website and at [www.renweb.com](http://www.renweb.com)). An Attendance R report is sent daily to students and parents' email and will be automatically generated and forwarded by email to parents every time a student is tardy for or absent from a class, even when that tardy or absence is prearranged or part of a school-sponsored trip. This is part of our commitment to keep parents informed about how their student is performing in class.

- RenWeb may be used to communicate class assignments, projects, and tests. Please refer to teachers' individual syllabi for an explanation of how each teacher will use RenWeb.
- Schoology is the learning portal used by teachers to distribute and receive assignments and quizzes/tests.
- A weekly newsletter containing items of interest related to students, staff, and parents, along with upcoming events and important dates, is published regularly.

Phone calls and email inquiries ([Jeanette.brown@forestlake.org](mailto:Jeanette.brown@forestlake.org)) are encouraged.

## Discipline

Every effort is made to help the student see the importance of cooperating with school rules as a means of character development and good citizenship. Disciplinary actions are intended to be redemptive, remedial and corrective rather than punitive. Discipline at Forest Lake Academy is carried out fairly and carefully and with consideration given to the child's temperament, disposition, and ability to comprehend the difficulty that a particular behavior is creating. Discipline is administered with careful regard given to the protection of the student's personal integrity and sense of self-worth. Parent-teacher communication and support is vital in letting the child know that there is a team effort to help him or her achieve the best behavior possible.

The goal of all rules and regulations at Forest Lake Academy is to create a safe, effective learning environment for students and faculty. Anything that contributes to positive development of students will be encouraged. Anything that interferes with that growth will be discouraged and the student will be disciplined.

Because Forest Lake Academy is a school based on cooperation and commitment to Jesus Christ, we expect every student to abide by the following code:

- I will be respectful, responsible, and prepared.
- I will act in a safe manner.
- I will do all I can to foster an atmosphere of cooperation and trust.
- I will respect myself, others, and the environment.
- I will do nothing to keep the teacher from teaching, and anyone, myself included, from learning.
- I will do all I can to treat others the way I would like to be treated.

### Lifestyle Commitment Agreement

All of our students sign a Lifestyle Commitment Agreement when submitting an application to Forest Lake Academy. By attending Forest Lake Academy, you have chosen to adopt a Christian lifestyle. Each student agrees to accept the moral responsibility associated with the education in a Christ-centered school, whether on or off campus. Forest Lake Academy knowingly accepts and retains only students who are willing to make this commitment. It is hoped that adherence to this commitment while you are at Forest Lake Academy will extend beyond the years spent here to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

The Academy is committed to providing an education that addresses the four goals of Christian education: Spirituality, Scholarship, Sportsmanship, and Service.

### Disciplinary Consequences

When a student is not making a positive contribution at school, every effort is made to allow a student the opportunity to self-correct a particular issues or concern. Should this be unsuccessful, in correcting the matter, a student's parents will be notified (by the appropriate staff member, classroom teacher, or school administrator) of the concern so they can have an opportunity to help their child correct the matter. The longer a problem remains unresolved, disciplinary consequences become more significant. Parents will be immediately notified of any disciplinary situation that is considered significant or which remains unresolved. Disciplinary consequences may include any or all of the following:

- Spoken to by a teacher or staff members
- Spoken to by the principal or vice-principal
- Involvement of the parents (i.e. discipline notice or phone call home)

- Meeting with the disciplinary committee
- Loss of privileges (involvement in extra-curricular activities, trips, etc.)
- Probation
- Suspension
- Expulsion

When dealing with disciplinary situations, school administration makes every effort to treat each student with dignity and respect while also giving consideration to the unique situation/circumstance of the incident in question as well as the student's behavioral history so a fair and reasonable resolution can be reached.

All members of the school staff share in the responsibility for supervision of student conduct. Minor disciplinary matters are dealt with by individual staff members or teachers. Repeated offenses or significant infractions of school rules will be handled by school administration in consultation with the school's Discipline Committee.

The purpose of disciplinary intervention is to make every effort to help further a student's sense of responsibility for themselves and the entire Forest Lake Academy family, while also affording them redemptive opportunities to correct their behavior and conduct.

When a student enrolls at Forest Lake Academy, they automatically become a representative of the Academy. Therefore, students should behave at all times in ways that will honor the Academy. This is especially true on campus or at all Academy sponsored activities when all Academy rules of conduct and responsibilities will apply. In addition, student conduct off campus or during vacation periods which reflects a disregard for the norms of social behavior expected of Forest Lake Academy students (including, but not limited to, violations of rules stated in this Handbook) may, at the Academy's discretion, subject students to suspension or expulsion.

In the investigation of any suspected student conduct, Forest Lake Academy reserves the right to question students without parental consent, search students and/or their belongings, involve law enforcement, and confiscate all prohibited items. Forest Lake Academy shall have the sole discretion to interpret, administer, and implement all student behavior expectations and policies.

### **Honor Code**

I will maintain my self-respect and respect for others.

I will not lie, cheat, plagiarize, steal, sexually harass, bully, or fight, nor condone anyone who does.

The purpose of the Honor Code is to strengthen the basic values and beliefs that our students come to us with. We feel very strongly that one of the greatest services we can provide our student is to send them on from Forest Lake Academy with a system of values that will put them in good stead for the rest of their lives.

### **Code of Student Conduct**

The Code of Student Conduct has four levels of infractions and with each level, there are available disciplinary responses all of which have the intent of redemptive discipline. Students will receive one or more of the following consequences based on the severity of the infraction and instances of previous infractions.

**Detention**

- Required attendance to an afterschool study hall held from 3:45-5:30 pm on Thursdays only.
- Students receiving five or more detentions may lead to suspension or expulsions
- After receiving the third detention, students must meet with the Discipline Committee before returning to his/her regular school activities. The meeting must take place within two days following the third detention.
- Five or more tardies will lead to an in-house suspension or an out-of-school suspension at the discretion of the Discipline Committee.

**Suspension**

The temporary removal of a student from a class or from the school and school sponsored activities for a prescribed period of time, not to exceed ten (10) school days at any one time.

**Expulsion**

A response to a Level IV infraction and the severest penalty The Board of Trustees may impose for a violation of the Student Conduct and Disciplinary Response Code which includes the removal of the right and obligation of a student to attend the Academy for a specific period of time, not to exceed the current school year as well as exclusion from campus and school sponsored activities.

**Withdrawal**

Voluntarily removing the student from the school program.

**Referral**

A student who does not reflect and/or align their behavior to meet good citizenship may be referred to an Intervention Program or other recommendations by Administration.

**Probation**

A designated period of time in which the student is to reflect and align their behavior to meet good citizenship standing while adhering to any recommended restrictions.

**Social Restrictions (a.k.a. "Social")**

A designated period of time in which the students who have committed the infraction are limited in their social contact and are not allowed any displays of affection.

## Detention/Suspension Policy

### Code of Student Conduct Summary

Level I	Level II	Level III	Level IV
Cell/Smart Phone Misuse – 2 <sup>nd</sup>	Aggression – 1 <sup>st</sup>	Aggression – 2 <sup>nd</sup>	Aggression – 3 <sup>rd</sup>
Cheating – 1 <sup>st</sup>	Cell/Smart Phone Misuse – 3 <sup>rd</sup>	Alcohol Use/Possession – 1 <sup>st</sup>	Alcohol Sale/Distribution – 1 <sup>st</sup>
Disrespect – 1 <sup>st</sup>	Cheating – 2 <sup>nd</sup>	Assault/Battery – 1 <sup>st</sup>	Arson – 1 <sup>st</sup>
Disruption of School Program – 1 <sup>st</sup>	Detention – 3 <sup>rd</sup>	Breaking & Entering – 1 <sup>st</sup>	Assault/Battery – 1 <sup>st</sup>
Dress Code Violation – 2 <sup>nd</sup>	(Cyber)Bullying/ (Cyber)Harassment – 1 <sup>st</sup>	Cell/Smart Phone Misuse – 4 <sup>th</sup>	Bomb/Biochemical Threat – 1 <sup>st</sup>
Driving/Parking Violations – 1 <sup>st</sup>	Discharging Fire Extinguisher – 1 <sup>st</sup>	Discharging Fire Extinguisher – 2 <sup>nd</sup>	Breaking & Entering – 2 <sup>nd</sup>
Failure to Report for Detention – warning	Disrespect – 2 <sup>nd</sup>	Disrespect – 3 <sup>rd</sup>	Cheating – 3 <sup>rd</sup>
False/Misleading Information – 1 <sup>st</sup>	Dress Code Violation – 3 <sup>rd</sup>	Dress Code Violation – 4 <sup>th</sup>	(Cyber)Bullying/ (Cyber)Harassment – 2 <sup>nd</sup>
Firecrackers/Fireworks Use – 1 <sup>st</sup>	Failure to Report for Detention – 2 <sup>nd</sup>	Drug Use/Possession – 1 <sup>st</sup>	Disrespect – 4 <sup>th</sup>
Gambling – 1 <sup>st</sup>	False Alarms – 1 <sup>st</sup>	Fighting – 2 <sup>nd</sup>	Drug Sale/Distribution – 1 <sup>st</sup>
Horseplay – 1 <sup>st</sup>	False/Misleading Information – 2 <sup>nd</sup>	Forgery – 2 <sup>nd</sup>	Drug Use/Possession – 2 <sup>nd</sup>
ID Badge Nonuse & Misuse – 2 <sup>nd</sup>	Fighting – 1 <sup>st</sup>	Gambling – 2 <sup>nd</sup>	Explosives Use – 1 <sup>st</sup>
Inappropriate Language, Behavior, and Materials – 1 <sup>st</sup>	Forgery – 1 <sup>st</sup>	Gang Related – 2 <sup>nd</sup>	Extortion – 1 <sup>st</sup>
Insubordination – 1 <sup>st</sup>	Gang Related – 1 <sup>st</sup>	Gross Insubordination – 1 <sup>st</sup>	False/Misleading Information – 3 <sup>rd</sup>
Leaving Campus without Permission – 1 <sup>st</sup>	Hazing – 1 <sup>st</sup>	Illegal Organizations – 1 <sup>st</sup>	Fighting – 3 <sup>rd</sup>
Lighting a Fire Without Permission – 1 <sup>st</sup>	Inappropriate Language, Behavior and Materials – 2 <sup>nd</sup>	Leaving Campus without Permission – 2 <sup>nd</sup>	Firearm Violation – 1 <sup>st</sup>
Medical Policy Violation – 2 <sup>nd</sup>	Insubordination – 2 <sup>nd</sup>	Network/IT Violation – 4 <sup>th</sup>	Forgery – 3 <sup>rd</sup>
Misconduct on School or Approved Transportation – 1 <sup>st</sup>	Medical Policy Violation – 3 <sup>rd</sup>	Other Misconduct	Gambling – 3 <sup>rd</sup>
Network/IT Violation – 2 <sup>nd</sup>	Misconduct on School or Approved Transportation – 2 <sup>nd</sup>	Physical Aggression on Employee / Contracted Person – 1 <sup>st</sup>	Gang Related – 3 <sup>rd</sup>
Other Misconduct	Network/IT Violation – 3 <sup>rd</sup>	Possession of Contraband Materials – 1 <sup>st</sup>	Gross Insubordination – 2 <sup>nd</sup>
Public Display of Affection (PDA) – 2 <sup>nd</sup>	Other Misconduct	Sexual Offenses – 1 <sup>st</sup>	Hazing – 2 <sup>nd</sup>



Social Media Misuse – 1 <sup>st</sup>	Public Display of Affection (PDA) – 3 <sup>rd</sup>	Smoking & Other Uses of Tobacco Products – 1 <sup>st</sup>	Illegal Organizations – 2 <sup>nd</sup>
Threat/Intimidation – 1 <sup>st</sup>	Multiple Level 1 Offenses	Social Media Misuse – 3 <sup>rd</sup>	Lighting a Fire Without Permission – 2 <sup>nd</sup>
Unauthorized Absence from Class, Chapel, ITAG, Worships or Required School Sponsored Event – 2 <sup>nd</sup>	Sexual Harassment – 1 <sup>st</sup>	Stalking – 1 <sup>st</sup>	Other Misconduct – 3 <sup>rd</sup>
Unauthorized/Unsupervised Areas – 1 <sup>st</sup>	Threat/ Intimidation – 2 <sup>nd</sup>	Stealing – 1 <sup>st</sup>	Public Display of Affection (PDA) – 3 <sup>rd</sup>
Unsubstantiated (Cyber)Bullying/ (Cyber)Harassment – 1 <sup>st</sup>	Trespassing – 1 <sup>st</sup>	Threat/ Intimidation – 3 <sup>rd</sup>	Physical Aggression on Employee / Contracted Person – 2 <sup>nd</sup>
Vandalism (under \$100) – 1 <sup>st</sup>	Unauthorized Absence from Class, Chapel, ITAG, Worships or Required School Sponsored Event – 3 <sup>rd</sup>	Unauthorized/ Unsupervised Areas – 2 <sup>nd</sup>	Possession of Contraband Materials – 2 <sup>nd</sup>
	Unauthorized/ Unsupervised Areas – 3 <sup>rd</sup>		Robbery – 1 <sup>st</sup>
	Vandalism (\$100-1000) – 2 <sup>nd</sup>		Sexual Battery – 1 <sup>st</sup>
			Sexual Harassment – 2 <sup>nd</sup>
			Stalking – 2 <sup>nd</sup>
			Stealing – 2 <sup>nd</sup>
			Trespassing – 2 <sup>nd</sup>
			Unauthorized Absences from Class, Chapel, ITAG, Worships or Required School Sponsored Event – 4 <sup>th</sup>
			Unauthorized/Unsupervised Areas – 3 <sup>rd</sup>
			Vandalism – 3 <sup>rd</sup>
			Weapons Possession – 1 <sup>st</sup>

## Discipline Response Code

Level I	Level II	Level III	Level IV
Behavior Contract/Plan	Behavior Contract/Plan	Behavior Contract/Plan	Assignment/Referral to another school
Counseling & Direction	Counseling & Direction	Counseling & Direction	Immediate removal from school/campus
Detention	Mandatory Parental Contact (either call or email, and conference)	Loss of Off-Campus Lunch Privileges (a minimum of one semester)	Mandatory Parental Contact (either call or email, and conference)
Loss of Off-Campus Lunch Privileges (a minimum of one semester)	Probation	Mandatory Parental Contact (either call or email, and conference)	Probable law enforcement involvement
Mandatory Parental Contact (either call, email, or conference)	Referral to Intervention Program	Probation	Prohibited from returning to campus without permission
Referral to Intervention Program	Removal of any elected or appointed offices and NHS	Referral to Intervention Program	Restitution
Restitution	Restitution	Removal from any performing groups including, but not limited to, Band, Cantabile, FLA Ambassadors, Handbells, Servant Leadership, Strings, Theatre, Unveiled, Varsity Sports	Up to 10 day suspension with a recommendation for withdrawal or expulsion
Social Restrictions	Special Work Assignment	Removal of any elected or appointed offices and NHS	
Special Work Assignment	Suspension 1-3 Days	Restitution	
Temporary or permanent withdrawal of extracurricular and co-curricular activities	Temporary or permanent withdrawal of extracurricular and co-curricular activities	Special Work Assignment	
Verbal & Written Correction	Verbal & Written Correction	Suspension 4-10 Days	
Warning of Referral to Level II or III	Warning of Referral to Level III or IV	Temporary or permanent withdrawal of extracurricular and co-curricular activities	
		Verbal & Written Correction	
		Warning of Referral to Level IV	

## Infraction Definitions and Disciplinary Code - Level I

<b>Cell/Smartphone Misuse</b>	Using cell/smartphones during class time, classrooms, or during school assemblies.
<b>Cheating</b>	The inappropriate and deliberate distribution or use of information, including, but not limited to, computer files or folders, oral or written notes, material, or work of another person (plagiarism) in the completion of any academic assignment, test/quiz, or project.
<b>Disrespect</b>	The use of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons.
<b>Disruption of School Programs</b>	Disruption of campus activities, school-sponsored events, a class, or other school programs, which undermine the learning environment or endanger the health, safety, or welfare of others.
<b>Dress Code Violation</b>	Failure to comply with the school's established dress code policy.
<b>Driving/Parking Violations</b>	Failure to comply with the school's driving and parking policy.
<b>Failure to Report for Detention</b>	Failure to report for detention at the designated time and place.
<b>False/Misleading Information</b>	Intentionally providing false or misleading information to, or withholding valid information from a school staff member or any other adult in authority at school.
<b>Firecrackers/Fireworks Use</b>	Unauthorized possession and/or igniting of fireworks or firecrackers on school property, at a school event, co-curricular activity, or extracurricular activity.
<b>Gambling</b>	Any unlawful participation in games or activities of chance for money and/or other things of value.
<b>Horseplay</b>	Repeatedly engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity, or that causes harm to an individual or damage to property.
<b>ID Badge Nonuse and Misuse</b>	Failure to visibly wear a current id badge on the waist or above at all times while on campus, or using an id badge other than your own or allowing others to use your id badge.
<b>Inappropriate Language, Behavior, and Materials</b>	The use of oral or written language including profanity, sexting, electronic messages, pictures, objects, gestures, or engaging in unwelcome or inappropriate touching, or any other physical act that is considered to be offensive, socially unacceptable, or not suitable for an educational setting.
<b>Insubordination</b>	The refusal or failure to follow an appropriate direction or order from a school staff member or any other adult in authority at school or a school-sponsored event, or the continual violation of any school or classroom policy, regardless of how minor it is.
<b>Leaving Campus without Permission</b>	Leaving campus, whether at lunch, after school, or any other time, without the appropriate permission from the school and from parents. Transporting students in one's car or being transported by another student in their car without the

	appropriate permission from the parents of all students involved.
<b>Lighting a Fire without Permission</b>	Lighting or use of fire without the specific permission and supervision of a staff member.
<b>Medical Policy Violation</b>	Failure to comply with the guidelines for possessing or administering prescription medications and over-the counter medications.
<b>Misconduct on School or Approved Transportation</b>	Conduct or behavior that interferes with the orderly, safe, and expeditious transportation of other school students or other authorized transportation.
<b>Network/ IT Violations</b>	Violating the IT use policy with regards to the school network, computers, iPads, etc., including the viewing of pornographic sites, or sites advocating hate or violence, illegal downloads of music and videos, etc., and creating or using unauthorized "hotspots" to bypass the school's network restrictions.
<b>Other Misconduct</b>	Any other act of misconduct which disrupts the orderly operation of the school program, or any school activity which threatens the health, safety, or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school event, co-curricular activity, or extracurricular activity.
<b>Public Display of Affection (PDA)</b>	Public display of affection that is not in compliance with the school's policy on displays of affection.
<b>Social Media Misuse</b>	Using social networks to make derogatory, defaming, threatening or profane comments about fellow students, faculty/staff, or the school.
<b>Threat/Intimidation</b>	Threatening, or causing a person to feel threatened, through words or actions, including through oral, written, electronic or any symbolic methods of communication.
<b>Unauthorized Absence</b>	Staying away from class, Chapel, ITAG, Worship or required school sponsored event without the permission of a parent or an administrator.
<b>Unauthorized/Unsupervised Area</b>	Being present in buildings, rooms, or other areas on the campus restricted, unsupervised, or not open to student access during all or portions of a day, or being in an otherwise permitted location without appropriate adult supervision.
<b>Unsubstantiated (Cyber) Bullying/ (Cyber) Harassment</b>	After a complete investigation and follow-up of a reported harassment incident,, the investigator determines that there is not enough evidence to substantiate that the incident meets criteria of a prohibited act under the definition of harassment as listed in the Jeffrey Johnston Stand Up for All Students Act (section 1006.147, Florida Statute).
<b>Vandalism</b>	Willfully defacing, damaging or destroying by any means school or personal property including graffiti as well as the malicious attempt to harm or destroy electronic data.

## **First Disciplinary Responses**

### **Level I**

- Behavior Contract/Plan
- Counseling & Direction
- Detention
- Loss of Off-Campus Lunch Privileges (a minimum of one semester)
- Mandatory Parental Contact (either call, email, or conference)
- Referral to Intervention Program

### **Additional Disciplinary Responses**

- Restitution
- Social Restrictions
- Special Work Assignment
- Temporary Withdrawal of Extracurricular & Co-Curricular Activities
- Verbal & Written Correction
- Warning of Referral to Level II or III

## Infraction Definitions and Disciplinary Code - Level II

<b>Aggression</b>	engaging in any behavior (by word or act) as an individual or as a member of a group or crowd that encourages, incites, or instigates threatening, aggressive, or unsafe acts
<b>Cell/Smartphone Misuse</b>	Using cell/smartphones during class time, classrooms, or during school assemblies
<b>Cheating</b>	the inappropriate and deliberate distribution or use of information, including, but not limited to, computer files or folders, oral or written notes, material, or work of another person (plagiarism) in the completion of any academic assignment, test/quiz, or project
<b>(Cyber) Bullying/ (Cyber) Harassment</b>	in person and online intimidating or hostile behavior(s) unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or interfere with the individual's school performance or participation
<b>Discharging Fire Extinguisher</b>	the unlawful discharging of a fire extinguisher
<b>Disrespect</b>	the use of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons
<b>Failure to Report for Detention</b>	failure to report for detention at the designated time and place
<b>False Alarms</b>	the intentional activation of an alarm system without valid cause, such as a fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report
<b>False/Misleading Information</b>	intentionally providing false or misleading information to, or withholding valid information from a school staff member or any other adult in authority at school
<b>Fighting</b>	mutual combat, mutual altercation, two or more persons mutually participating in use of force or physical violence whether in retaliation or self-initiated
<b>Forgery</b>	the making of a false or misleading written communication to a school employee with or without the intent to deceive
<b>Gang Related</b>	the possession, use, or displaying of items associated with gang activity that includes, but is not limited to, clothing and accessories, gang related insignias, writings, signs, or symbols that promote gang affiliation and/or involvement
<b>Hazing</b>	participating in any act that humiliates, demeans, or endangers a person in order for an individual to join, be initiated into, or become affiliated with an organization, group, team, club, or a school sponsored program or activity
<b>Inappropriate Language, Behavior, and Materials</b>	The use of oral or written language including profanity, sexting, electronic messages, pictures, objects, gestures, or engaging in unwelcome or inappropriate touching, or any

	other physical act that is considered to be offensive, socially unacceptable, or not suitable for an educational setting.
<b>Insubordination</b>	The refusal or failure to follow an appropriate direction or order from a school staff member or any other adult in authority at school or a school-sponsored event, or the continual violation of any school or classroom policy, regardless of how minor it is.
<b>Medical Policy Violation</b>	Failure to comply with the guidelines for possessing or administering prescription medications and over-the-counter medications.
<b>Misconduct on School or Approved Transportation</b>	Conduct or behavior that interferes with the orderly, safe, and expeditious transportation of other school students or other authorized transportation.
<b>Network/IT Violations</b>	Violating the technology use policy with regards to the school network, computers, iPads, etc., including the viewing of pornographic sites, or sites advocating hate or violence, illegal downloads of music and videos, etc., and creating or using unauthorized “hotspots” to bypass the school’s network restrictions.
<b>Other Misconduct</b>	Any other act of misconduct which disrupts the orderly operation of the school program, or any school activity which threatens the health, safety, or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school event, co-curricular activity, or extracurricular activity.
<b>Public Display of Affection (PDA)</b>	Public display of affection that is not in compliance with the school’s policy on Displays of Affection.
<b>Multiple Level I Offenses</b>	Self-explanatory.
<b>Sexual Harassment</b>	Undesired sexual advances towards another person, unwanted and repeated verbal or physical behavior with sexual connotations that cause discomfort or humiliation or interfere with the individual’s school performance or participation [F.A.C. Rule, 6A-10.008(1)].
<b>Stalking</b>	The willful and repeated following of another person, or engaging in a pattern of conduct composed of a series of acts over time, however short, that causes substantial emotional distress to the person who is the target of such conduct.
<b>Stealing</b>	Taking or borrowing something without permission.
<b>Threat/Intimidation</b>	Threatening, or causing a person to feel threatened, through words or actions, including through oral, written, electronic or any symbolic methods of communication.
<b>Trespassing</b>	The unauthorized entry onto school owned property, into a school event, co-curricular activity, or extracurricular activity, or remaining on school property after being directed to leave that location by a school staff member or law enforcement official, or while subject to suspension or expulsion, or breaking and entering into school owned property without ill intent.

<b>Unauthorized Absence</b>	Staying away from class, Chapel, ITAG, Worships or required school sponsored event without the permission of a parent or an administrator.
<b>Unauthorized/Unsupervised Area</b>	Being present in buildings, rooms, or other areas on the campus restricted, unsupervised, or not open to student access during all or portions of a day, or being in an otherwise permitted location without appropriate adult supervision.
<b>Vandalism</b>	Willfully defacing, damaging or destroying by any means school or personal property including graffiti as well as the malicious attempt to harm or destroy electronic data.

## **First Disciplinary Responses**

### **Level II**

- Behavior Contract/Plan
- Counseling & Direction
- Mandatory Parental Contact (either call or email, and conference)
- Probation
- Referral to Intervention Program
- Suspension 1-3 days

### **Additional Disciplinary Responses**

- Removal of any elected or appointed offices & NHS
- Restitution (\$100-1000)
- Special Work Assignment
- Temporary Withdrawal of Extracurricular & Co-Curricular Activities
- Verbal & Written Correction
- Warning of Referral to Level III or IV



## Infraction Definitions and Disciplinary Code - Level III

<b>Aggression</b>	Engaging in any behavior (by word or act) as an individual or as a member of a group or crowd that encourages, incites, or instigates threatening, aggressive, or unsafe acts.
<b>Alcohol Use/Possession</b>	Possession, purchase, being under the influence or use of alcoholic beverages whether on or off school campus at a school-sponsored function.
<b>Assault/Battery</b>	The physical use of force or violence by an individual against another that either causes or has the potential to cause physical injury. Fighting may be treated as assault/battery and dealt with under this category.
<b>Breaking and Entering</b>	The illegal entry into a school building, the unlawful entry with force, or unauthorized presence in a building or structure, or vehicle, with evidence of the intent to damage or remove property or harm a person(s). Also, entering without permission any room within a building where one would not normally have reason to be, including dorm rooms (other than one's own).
<b>Cell/Smartphone Misuse</b>	Using cell/smartphones during class time, classrooms, or during school assemblies.
<b>Disrespect</b>	The use of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons.
<b>Drug Use/Possession</b>	The use or possession of any illegal drug, narcotic, controlled and over the counter substance, or any drug paraphernalia, or being under the influence of any illegal drug.
<b>Fighting</b>	Mutual combat, mutual altercation, two or more persons mutually participating in use of force or physical violence whether in retaliation or self-initiated.
<b>Forgery</b>	The making of a false or misleading written communication to a school employee with or without the intent to deceive.
<b>Gambling</b>	Any unlawful participation in games or activities of chance for money and/or other things of value.
<b>Gang Related</b>	The possession, use, or displaying of items associated with gang activity that includes, but is not limited to, clothing and accessories, gang related insignias, writings, signs, or symbols that promote gang affiliation and/or involvement.
<b>Gross Insubordination</b>	Willful refusal to submit to or comply with authority, or exhibiting contempt or open resistance to a direct order.
<b>Illegal Organizations</b>	Establishing or participating in a secret society on school property, at a school event, co-curricular activity, or extracurricular activity.
<b>Leaving Campus without Permission</b>	Leaving campus, whether at lunch, after school, or any other time, without the appropriate permission from the school and from parents. Transporting students in one's car or being transported by another student in their car. without the appropriate permission from the parents of all students involved.

<b>Network/IT Violations</b>	Violating the IT use policy with regards to the school network, computers, iPad, etc., including the viewing of pornographic sites, or sites advocating hate or violence, illegal downloads of music and videos, etc., and creating or using unauthorized “hotspots” to bypass the school’s network restrictions.
<b>Other Misconduct</b>	Any other act of misconduct which disrupts the orderly operation of the school program, or any school activity which threatens the health, safety, or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school event, co-curricular activity, or extracurricular activity.
<b>Physical Aggression on Employee/Contracted Person</b>	The willful use of force upon an employee or any contracted personnel that results in bodily injury.
<b>Sexual Offenses</b>	Engaging in a consensual sex act or physical conduct of a sexual nature, included but not limited to sexting, on or off campus; subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts to another person.
<b>Smoking and Other Uses of Tobacco Products</b>	Possessing, using, selling, storing, or distributing cigarettes, e-cigarettes, cigars, snuff, dip, pipe, e-pipes, vapor pipes, tobacco, chewing tobacco, or any other tobacco or non-cigarette products (e.g. cigarillos which are small, flavored cigars), dissolvables (e.g. orbs, strips, sticks).
<b>Stalking</b>	The willful and repeated following of another person, or engaging in a pattern of conduct composed of a series of acts over time, however short, that causes substantial emotional distress to the person who is the target of such conduct.
<b>Stealing</b>	Taking or borrowing something without permission.
<b>Threat/Intimidation</b>	Threatening, or causing a person to feel threatened, through words or actions, including through oral, written, electronic or any symbolic methods of communication.
<b>Unauthorized/Unsupervised Area</b>	Being present in buildings, rooms, or other areas on the campus restricted, unsupervised, or not open to student access during all or portions of a day, or being in an otherwise permitted location without appropriate adult supervision.

## First Disciplinary Responses

### Level III

- Behavior Contract/Plan
- Counseling & Direction
- Loss of Off-Campus Lunch Privileges (a minimum of one semester)
- Mandatory Parental contact (either call or email, and conference)
- Probation
- Temporary or permanent withdrawal of extracurricular and co-curricular activities
- Suspension 4-10 Days
- Referral to Intervention Program
- Removal from any Performing Groups, including, but not limited to: Band, Cantabile, FLA Ambassadors, Handbells, Servant Leadership, Strings, Theatre, Unveiled, Varsity Sports
- Removal of any elected or appointed offices & NHS

**Additional Disciplinary Responses**

- Restitution
- Special Work Assignment
- Verbal & Written Correction
- Warning of Referral to Level IV

## Infraction Definitions and Disciplinary Code - Level IV

<b>Aggression</b>	Engaging in any behavior (by word or act) as an individual or as a member of a group or crowd that encourages, incites, or instigates threatening, aggressive, or unsafe acts.
<b>Alcohol Sale/Distribution</b>	Sale or distribution of alcohol whether on or off school campus at a school-sponsored function.
<b>Arson</b>	Intentionally setting a fire on/with school property to damage or cause to be damaged, by fire or explosion, any dwelling, structure, or conveyance, whether occupied or not, or any contents therein.
<b>Assault/Battery</b>	The physical use of force or violence by an individual against another that either causes or has the potential to cause physical injury. fighting may be treated as assault/battery and dealt with under this category.
<b>Bomb/Biochemical Threat</b>	Intentionally making a false report to any person, including school personnel, concerning the placement of any bomb, dynamite, explosive, chemical compounds, or arson causing devices.
<b>Breaking and Entering</b>	The illegal entry into a school building, the unlawful entry with force, or unauthorized presence in a building or structure, or vehicle, with evidence of the intent to damage or remove property or harm a person(s). also, entering without permission any room within a building where one would not normally have reason to be, including dorm rooms (other than one's own).
<b>Cheating</b>	The inappropriate and deliberate distribution or use of information, including, but not limited to, computer files or folders, oral or written notes, material, or work of another person (plagiarism) in the completion of any academic assignment, test/quiz, or project.
<b>(Cyber) Bullying/(Cyber) Harassment</b>	In person and online intimidating or hostile behavior(s) unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or interfere with the individual's school performance or participation.
<b>Disrespect</b>	The use of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons.
<b>Drug Sale/Distribution</b>	The manufacture, cultivation, sale, distribution, or transmission of any illegal drug, narcotic, and controlled and over the counter substance or substance represented to be a drug.
<b>Drug Use/Possession</b>	The use or possession of any illegal drug, narcotic, controlled and over the counter substance, or any drug paraphernalia, or being under the influence of any illegal drug.
<b>Explosives Use</b>	Possessing, using, selling, storing, distributing, constructing, or detonating of any combustible substance, or a destructive device, such as a bomb, letter bomb, pie bomb, smoke bomb, firecracker, grenade, rocket, or similar device that is designed to explode.

<b>Extortion</b>	The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth, or to cause fear.
<b>False/Misleading information</b>	Intentionally providing false or misleading information to, or withholding valid information from a school staff member or any other adult in authority at school.
<b>Fighting</b>	Mutual combat, mutual altercation, two or more persons mutually participating in use of force or physical violence whether in retaliation or self-initiated.
<b>Firearm Violation</b>	Possessing, using, selling, storing, distributing, or detonating firearms of any kind (operable or inoperable; loaded or unloaded) including, but not limited to, hand guns, zip guns, pistols, rifles, shot guns, flare guns, etc.
<b>Forgery</b>	The making of a false or misleading written communication to a school employee with or without the intent to deceive.
<b>Gambling</b>	Any unlawful participation in games or activities of chance for money and/or other things of value.
<b>Gang Related</b>	The possession, use, or displaying of items associated with gang activity that includes, but is not limited to, clothing and accessories, gang related insignias, writings, signs, or symbols that promote gang affiliation and/or involvement.
<b>Gross Insubordination</b>	Willful refusal to submit to or comply with authority, or exhibiting contempt or open resistance to a direct order.
<b>Hazing</b>	Participating in any act that humiliates, demeans, or endangers a person in order for an individual to join, be initiated into, or become affiliated with an organization, group, team, club, or a school sponsored program or activity.
<b>Illegal Organizations</b>	Establishing or participating in a secret society on school property, at a school event, co-curricular activity, or extracurricular activity.
<b>Lighting a Fire without Permission</b>	Lighting or use of fire without the specific permission and supervision of a staff member.
<b>Other Misconduct</b>	Any other act of misconduct which disrupts the orderly operation of the school program, or any school activity which threatens the health, safety, or property of self or of others or behavior not specifically described above which substantially disrupts the orderly conduct of a school, school event, or an extracurricular activity.
<b>Public Display of Affection (PDA)</b>	Public display of affection that is not in compliance with the school's policy on displays of affection.
<b>Physical Aggression on Employee/Contracted Person</b>	The willful use of force upon an employee or any contracted personnel that results in bodily injury.
<b>Possession of Contraband Materials</b>	Possession, use, and/or distribution of materials or items, other than weapons or firearms, which are forbidden
<b>Robbery</b>	The taking or attempted taking of anything of value that is owned by another person or organization, under the confrontational circumstances of force or threat of force or violence and/or putting the victim in fear.

<b>Sexual Battery</b>	Any sexual act directed against another person forcibly or against that person's will, or not forcibly against that person's will where the victim is not capable of giving consent.
<b>Sexual Harassment</b>	Undesired sexual advances towards another person, unwanted and repeated verbal or physical behavior with sexual connotations that cause discomfort or humiliation or interfere with the individual's school performance or participation [F.A.C. Rule, 6a-10.008(1)].
<b>Stalking</b>	The willful and repeated following of another person, or engaging in a pattern of conduct composed of a series of acts over time, however short, that causes substantial emotional distress to the person who is the target of such conduct.
<b>Stealing</b>	Taking or borrowing something without permission.
<b>Trespassing</b>	The unauthorized entry onto school owned property, into a school event, co-curricular activity, or extracurricular activity, or remaining on school property after being directed to leave that location by a school staff member or law enforcement official, or while subject to suspension or expulsion, or breaking and entering into school owned property without ill intent.
<b>Unauthorized Absence</b>	Staying away from class, Chapel, ITAG, Worships or required school sponsored event without the permission of a parent or an administrator.
<b>Unauthorized/Unsupervised Area</b>	Being present in buildings, rooms, or other areas on the campus restricted, unsupervised, or not open to student access during all or portions of a day, or being in an otherwise permitted location without appropriate adult supervision.
<b>Vandalism</b>	Willfully defacing, damaging, or destroying by any means school or personal property including graffiti as well as the malicious attempt to harm or destroy electronic data.
<b>Weapons Possession</b>	Possessing, storing, distributing, selling, or purchasing while on campus nor any school-sponsored activity any weapon, mock weapon, or any item used or intended to be used as a weapon.

## First Disciplinary Responses

### Level IV

- Assignment/referral to another school
- Immediate removal from school/campus
- Mandatory Parental contact (either call or email, and conference)

### Additional Disciplinary Responses

- Probable law enforcement involvement
- Prohibited from returning to campus without permission
- Restitution
- Up to 10-day suspension with a recommendation for withdrawal or expulsion

**CITIZENSHIP REFERRAL**

Student \_\_\_\_\_

- \_\_\_\_\_ Classroom conduct
- \_\_\_\_\_ Dishonesty/Cheating/Stealing
- \_\_\_\_\_ Dress Code violation
- \_\_\_\_\_ Vandalism
- \_\_\_\_\_ Social Conduct
- \_\_\_\_\_ Irreverence
- \_\_\_\_\_ Unsafe Behavior
- \_\_\_\_\_ (Cyber)Bullying, Hazing, Intimidation, Fighting
- \_\_\_\_\_ Inappropriate Language/Behavior
- \_\_\_\_\_ Sexual Harassment
- \_\_\_\_\_ Leaving Campus w/o permission
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Insubordination/Lack of cooperation

Comments \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

\* A Level will be assigned after the referral has been reviewed by Administration.  
The results will be noted in RenWeb.

White copy -Student                      Yellow /Pink copy - Vice Principal

F.Y.I. For Your Information

Student Name \_\_\_\_\_

Date/Time \_\_\_\_\_

Concerns/Comments \_\_\_\_\_

\_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**GOOD CITIZENSHIP REFERRAL**

Student Name \_\_\_\_\_

Thank you for: \_\_\_\_\_

\_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Disciplinary Issues**

Forest Lake Academy's Administration Committee serves as the decision-making body for major student disciplinary issues.

Decisions of the Administration Committee relative to disciplinary matters will be communicated to students and parents by the Principal or his representative.

## **Consequences for Violations of Honor Code**

- Lying (False / Misleading Information)  
First Offense: Referral, Detention  
Second offense: Referral, parent conference, Suspension  
Third Offense: Withdrawal from school
- Cheating  
First Offense: Zero for the work, referral, and Detention  
Second Offense: Zero for the work, referral, Suspension, parent conference  
Third Offense: Withdrawal from school
- Stealing  
First Offense: Restitution, Suspension, referral  
Second Offense: Restitution, withdrawal from school
- Sexual Harassment/(Cyber)Bullying/Fighting  
First Offense: Suspension, parent conference, referral  
Second Offense: Withdrawal from school

## **Campus Visitors**

Forest Lake Academy is a closed campus. Parents must request approval from Administration at least 24 hours before bringing visitors on campus. Visitors are to register at the Welcome Center and must wear a visitor sicker while on campus for easy identification. Unregistered or unapproved guests will be asked to leave campus.

## **Care for School Environment**

Vandalism, damage of property through irresponsible behavior, littering, etc., are all prohibited at Forest Lake Academy. Students should treat the Academy school facilities, grounds, and materials with respect and care. Trash should be placed in the appropriate containers. Violations of this policy will be dealt with according to the school's ***Student Conduct and Disciplinary Response Code***.

## **Displays of Affection**

Forest Lake Academy allows students of the opposite sex to hold hands and share short side hugs. Other public displays of affection are inappropriate at school or during school-sponsored events on- or off-campus, during or outside of regular school hours. Examples of such displays would include backrubs, extended hugging, kissing, reclining the head on each other's lap, sitting on another person's lap, stroking or petting each other, wrapping arms around each other, etc. When sitting on the lawn with a student of the opposite sex, one of the two individuals should always be sitting rather than reclining or lying down. If a staff member asks a student to cease any behavior construed as inappropriate, it is expected that the student(s) would immediately comply.

God has clearly communicated His standard of reserving sex for the institution of marriage and refraining from promiscuity. At Creation, God declared that man should "leave his father and mother and be united



with his wife, and the two will become one flesh." (Genesis 2:24). This practice was upheld at Sinai and in the teachings of Christ. Accordingly, students violating Forest Lake Academy's ***Student Conduct and Disciplinary Response Code*** by engaging in any sexual conduct contrary to God's plan for humanity as defined in the Bible will be appropriately disciplined, which may include but not be limited to Suspension or Expulsion. Each decision will be made on the basis of Christian concern for the holistic welfare of each student and family involved and for the welfare of the student body.

Forest Lake Academy is not equipped to support or meet the needs of students who become pregnant or who choose to marry while still of school age. It is possible that students in such a situation may be candidates to continue their schooling through alternative educational programs.

### **Harassment Policy**

Students are expected to treat each other with dignity and respect and are entitled to freedom from any kind of personal harassment. No form of harassment will be tolerated whether it is related to race, religion, nationality, language, physical appearance, gender, physical/and or mental capacity, or any other distinguishing characteristic. Harassment is defined as unwelcome, harmful behavior towards another person. Harassment can take the form of, but is not limited to, verbal, written, and/or computer-generated remarks, gestures, innuendoes, gossip, symbols, sexual or physical contact, whether on- or off-campus, during or outside of regular school hours.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to touching, pinching, patting, verbal comments of a sexual nature, sexting, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and body contact. All concerns relating to harassment should be reported to an administrator or a faculty/staff member immediately as outlined below. (Faculty or staff who receive such reports or required to pass them along to Administration). Students who harass are subject to serious disciplinary action, up to and including Expulsion.

### **Reporting Incidents**

If individuals encounter sexual harassment or harassment on account of age, race, ethnicity or disability from faculty/staff, students, or others on the Academy campus or during off-campus school-sponsored functions or related trips, the following steps should be taken immediately:

- Make it clear that such behavior is offensive and must be stopped immediately.
- Report all incidents to the Principal or Vice Principal. A written report of the complaint will be made. The school's Administration will conduct all discussions in an objective and thorough manner and will advise the person making the complaint not to discuss the matter with anyone else, other than parents or guardians, due to the sensitivity of the complaint. The person to whom the complaint is made will keep any information received strictly confidential, except as necessary to investigate or rectify the matter

### **Third Party Reports**

Faculty/staff members or students who are aware of incidents of apparent sexual harassment or harassment on account of age, race, ethnicity or disability at school or at school sponsored functions that are on campus or off-campus are responsible for reporting such incidents to the school Administration for investigation.

### **Response/Investigation**

All complaints will be taken seriously by the Academy Administration, Faculty and Staff. Each incident will be investigated privately and documented. Complaints of sexual harassment and/or harassment on account of age, race, ethnicity, or disability will be investigated promptly. The determination of whether a particular action constitutes sexual harassment or harassment on account of age, race, ethnicity or disability will be

made from the facts on a case-by-case basis. The investigation will include, at a minimum, confidential interviews with all involved persons and written statements regarding the incident(s). The investigation and results will be documented in writing and the results reviewed, separately, with the person making the complaint and the person being accused. This review will include an explanation of any corrective action to be taken. All individuals involved in the investigation and results will be cautioned to maintain strict confidence.

### **Corrective Action**

If the investigation indicates that harassment has not occurred, the person making the complaint and person being accused will be notified of the results and cautioned regarding future compliance with Forest Lake Academy's Harassment Policy. All persons, entities, or organizations, which were notified of the indication of these proceedings, will also be notified of the results, to the satisfaction of the administrator conducting the investigation in consultation with the person being accused.

If harassment is found to exist, Forest Lake Academy Administration will take prompt corrective action. A Citizenship Referral will be given according to the type of behavior and the age of the offender. Progressive Citizenship Referrals will be given unless the first offense is of a serious nature. Depending upon the severity of the act, the Citizenship Referral may range from a written warning (copy of which will be placed in the offending person's file) to immediate Expulsion.

### **Inspection/Search Policy**

Forest Lake Academy reserves the right to inspect and search of students' persons or of personal property that has been brought onto Forest Lake Academy property. Searches may include, and are not limited to students' clothing, purses, lockers, backpacks, parcels or bags, lunchboxes, desks, work areas, personal vehicles, smartphones, phones, laptops, tablets, iPods, iPads, social media, and other personal property while in the possession of students or while located on Forest Lake Academy property, including all parking areas.

Students may be asked to remove their jacket or outerwear so that their garments can be searched, and they may be asked to turn out their pockets. If necessary, law enforcement may be contacted to conduct a more thorough search. For security purposes, a second school official will be present during any search or inspection. By attending Forest Lake Academy, students (and their parents or guardians) consent to inspections and searches. Students who refuse to cooperate with a search or inspection are subject to disciplinary action, up to and including Expulsion from Forest Lake Academy. The Inspect and Search Policy applies to any Forest Lake Academy sponsored event, whether on- or off- campus, during or outside of regular school hours. On occasion, Forest Lake Academy will conduct sweeps for drugs, alcohol, tobacco, or other illegal or prohibited items. Such sweeps may involve law enforcement and specially trained K-9 units.

### **Insubordination**

Students shall comply with the directions of teachers, substitute teachers, Administration, and all other school personnel during any period of time when students are under the authority of the Academy. Insubordination includes, but is not limited to, disrespectful behavior toward Academy personnel, interference with a teacher's ability to conduct class, failure to obey a reasonable request, failure to wear required ID tag or to identify themselves to Academy personnel when requested. The repeated violation of any rule, directive, or disciplinary procedure will also constitute insubordination. Instructions from a staff member, teacher, or other authorized adult, should be followed immediately as long as such instructions are not illegal, immoral, unethical, or dangerous.

### **Lockers**

Lockers are assigned upon request to students for securely storing books, school supplies and personal articles. Students must use only the locker assigned to them and are responsible for keeping the lock provided on the locker at all times. The locker must remain locked when not in use. Locks are provided for all

lockers in the classroom building. Missing locks must be replaced through the business office at students' expense.

Students are to write their names on all their possessions and to take responsibility for their safekeeping. Forest Lake Academy does not assume any liability for items that may be taken from lockers or other areas of the Academy.

All lockers are Academy property; therefore, the Academy reserves the right to open lockers when necessary. Students may not put stickers or marks on their lockers. Students will be billed for repair of damages on the inside or outside of the locker and may be subject to disciplinary action.

### **Lost and Found**

Lost and Found is located in the Welcome Center. Students and parents should be sure that all personal articles, including clothing, book bags and other valuable items, have name labels. Any items not claimed in a timely fashion will be donated to charity.

### **Valuables**

**Please do not bring valuables or large sums of money to school.** The Academy is not responsible for the loss or theft of personal items on campus. Valuables or money must be brought to school, they should be locked in the locker or brought to the office or the dean, in the case of a dorm student, for safekeeping.

### **Out of Bounds**

During the school day, students are to stay where they can be supervised. No one is allowed outside the general campus area ("Out of Bounds") except when accompanied by a faculty/staff member. Students may not walk or ride their bikes/skateboard, etc. off campus, except to and from home before and after school. This includes, but is not limited to, walking to Walgreen's or other places of business that are off campus. **All students who violate this policy will be subject to Suspension or Expulsion from Forest Lake Academy.** Out of Bounds areas are all areas outside of Campus Loop Road except the Arts Building and athletic fields and courts during supervised classes or events.

### **Rollerblades**

Rollerblades are not permitted for use on campus.

### **Skateboards/Longboards**

Skateboards/longboards may be used for transportation to and from school, but not ridden on the Academy's property. They need to be checked in at the Welcome Center upon arrival on campus.

### **Threats**

Credible threats that endanger life and/or property will be handled in the following ways:

- Students making a threatening statement will be suspended immediately, pending a full investigation, and their parents notified.
- Parents of students being threatened will be informed.
- Students who are determined to have made threats against another person may be required to undergo an independent psychological evaluation to assess their stability prior to being readmitted to Forest Lake Academy.
- Students will return to Forest Lake Academy only when the psychological evaluation assures that the health and safety of Forest Lake Academy students and faculty are not at risk.

### **Problem Resolution**

The success of a student's experience at school depends in a large measure upon the fullest level of cooperation between parents and teachers. Communication between home and school is very important. Without proper communication, misunderstandings can develop into serious problems. Just because a student may complain regarding a teacher or something that has allegedly happened at school does not mean that there is not another perspective or explanation. Parents are encouraged to resolve concerns in an appropriate manner according to the following procedure established in harmony with the counsel of Jesus in Matthew 18:

If you have a question or complaint about a specific classroom or school situation, speak directly to the teacher involved.

If still unresolved, speak with the overseeing Vice-Principal.

If still unresolved, speak with the principal. A parent-teacher-principal conference may be arranged to discuss the issue more fully to help arrive at feasible and fair resolution to the problem.

If still unresolved, a parent or guardian may contact the Head of school to discuss further avenues of inquiry.

If still unresolved, the school board chair can be brought into the discussion to evaluate possible alternatives.

Please resist the urge to solve the problem in the court of public opinion. The goal of the problem resolution procedure is to solve problems at the lowest possible level.

### **Uncooperative Parents**

FLA is committed to student success and recognizes the importance of giving students an opportunity to succeed. Student success is impacted by the supportive involvement of a student's parents. Should the point be reached where, in the sole discretion of the school, it is determined that a student's parent(s) have engaged in inappropriate conduct or demonstrated an uncooperative, antagonistic or hostile attitude towards a student, teacher, administrator, or any staff member, the school reserves the right to remove services from the student by asking the student to withdraw or by formal expulsion. Such expulsion is only be action of the school board. Should such action become necessary, the expulsion will not be noted on the student's permanent transcript so as to avoid negatively affecting the student for a parent's conduct.

### **Reporting of Disciplinary Records**

The Academy does not generally report most disciplinary actions to colleges and universities to which a student may apply. The exception to this policy is with Expulsions, which are reported. Because of the potential negative impact of this action, parents of students facing Expulsion may, at the school's discretion, be given the opportunity to withdraw the student. If offered, this choice must be made prior to the consideration of the case by the Administration Committee. Once the Administration Committee has met and decided, the ability to withdraw in lieu of Expulsion is no longer available.

## Technology Use Policy

All students, and all electronic devices (computers, personal laptop computers, tablets, smart/cell phones, cameras, iPods and other music playing devices, etc.) whether student-owned or Academy owned (“Electronic Devices”), are subject to the following technology use policies and procedures. These policies and procedures govern student use of electronic devices while at school and while on school-sponsored trips and events. Academy owned Electronic Devices, telephone system, Internet, WiFi network and/or other electronic equipment or technology that is used in the operation of the Academy are covered by this policy at all times and in all places (herein referred to as the “Computer System”). The “Computer System” also includes any off-campus storage device or company which Forest Lake Academy uses for storage of electronic data.

### Use of Computer System Resources

The technology, network, and Internet resources provided by the Academy for the use by its students are expressly for the purpose of advancing the educational mission of the Academy. Students should refrain from downloading or accessing videos, music, games, etc. Technology resources should not be used for personal, non-academic purposes. The Academy reserves the right to access, intercept, retrieve, and/or read the entire content of any electronic message, document, telephonic, telefax (FAX) or voice mail communication transmitted to/from or stored in any Forest Lake Academy Computer System to the maximum extent permitted by law, including communications and data that have been deleted by users.

### Use of Personal Electronic Devices

Students’ use of personal Electronic Devices, including smart/cell phones, tablets, iPods or other music playing devices, cameras, personal laptop computers, on campus or school-sponsored activities off campus is governed by this the Technology Use Policy. Students have a responsibility to have read this Technology Use Policy and know and follow the school guidelines regarding what is appropriate and permissible under this policy. The Academy reserves the right to confiscate and examine the contents of a student’s’ personal Electronic Devices, if they have reason to believe there is evidence of (cyber) bullying, harassment, illegal activity, violent games, sexting, pornography, the transmission of sexual material or other inappropriate pictures or videos, etc. Students who refuse to surrender their personal Electronic Devices or refuse to make the information accessible to the Academy may be subject to further discipline, up to and including expulsion, as set forth in the ***Student Conduct and Disciplinary Response Code***.

### Electronic Communication

Correspondence via electronic communication on the Academy’s Computer System (both on campus and off) or on personal Electronic Devices (while on campus) are to be used primarily for educational and administrative purposes. The following guidelines should be followed:

- The content of electronic messages, documents, and/or images must conform to the Academy’s ethical and educational standards.
- The use of profanity, vulgarity, ethnic or racial slurs, and/or other inflammatory language in any communication is prohibited.
- Electronic messages must not misrepresent the identity of the sender and should not be sent as chain letters or broadcast indiscriminately.
- Electronic messages by students while on campus are not private and may be monitored to ensure appropriate use.
- If students receive any inappropriate or offensive electronic communications, students shall refrain from forwarding the communications to others and notify a faculty/staff member immediately.

In addition, any electronic communication sent by or to Forest Lake Academy students, parents of students, and/or faculty/staff members which is contrary to the Academy’s ethical and educational standards, as

provided for in this Handbook, is strictly prohibited, regardless of whether the communication is sent on an Academy-owned or privately-owned device.

If inappropriate electronic communication is sent or received by Academy students, parents of students, or faculty/staff members which is contrary to the Academy's ethical and educational standards, including, but not limited to, any communication which includes the use of sexual, threatening or abusive language, profanity, vulgarity, ethnic or racial slurs, derogatory epithets, innuendos, or other inflammatory language, Forest Lake Academy shall have the right to inspect any Electronic Device and all information and/or data stored on the Electronic Device, no matter if the Electronic Device is on or off school property.

### **Security and Confidentiality**

Forest Lake Academy shall implement, monitor, and evaluate networked and non-networked devices including personal Electronic Devices, electronic media resources for instructional and administrative purposes, including ensuring the appropriate and proper use of those resources. The Academy does not guarantee the security, accuracy, quality, or confidentiality of data accessed, prepared, stored, transmitted, or otherwise developed by or through the Academy. The Academy will not be responsible for any damages suffered as a result of an individual's use of the Academy's Computer System, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the Academy's negligence, errors, or omissions.

Information prepared, stored, transmitted, or otherwise developed by or through Forest Lake Academy, including but not limited to, email transmissions, shall not be considered private. The Academy may access individual files or activity logs at any time. All computer files that students save or works on while using the Computer System may not be kept confidential from students' parents/guardians.

### **User Responsibilities**

- At the beginning of each school year each student will be given their own "Network User Account". Each student assumes personal responsibility for the use of their Network User Account and is responsible for maintaining the security of their Network User Account.
- Students are prohibited from disclosing their Network User Account password and from making the Academy's Computer System resources available to unauthorized individuals and/or users, including family and friends.
- Students' use of another user's account or possession or collection of passwords, personal identification numbers, private digital certificates, or other secure identification information belonging to other students or users of the Computer System is strictly prohibited.
- Students shall not deliberately use the Computer System to annoy or harass others with unacceptable language, images, or threats.
- Students shall not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language, or images. If such information is accessed (intentionally or unintentionally), students must notify a faculty/staff member immediately. The Academy cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for students accessing any inappropriate, offensive, illegal, or obscene materials.
- Use of the Internet on the Computer System should be primarily for academic purposes as directed by faculty/staff members. Students shall not reveal personal information about themselves. Students shall not arrange meetings with anyone they have met online. Students shall not enter any Internet "chat rooms" unless authorized and monitored by faculty/staff. Any inappropriate use of the Internet should be reported to a faculty/staff member.
- Transmission of any material in violation of federal or state regulation is prohibited. Students shall not violate copyright laws or plagiarize the work of another. Forest Lake Academy shall not be liable

for students' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, students' mistakes or negligence, or costs incurred by students.

- Use of the Academy Computer System for commercial or political purposes, is a violation of these terms and conditions of use and strictly prohibited.
- Students are prohibited from installing, storing, or using unlicensed or illegal copies of software on the Forest Lake Academy Computer System. Transmission of such software over the Academy's Computer System is strictly prohibited. Only the IT Department is authorized to install or uninstall software on the Academy's Computer System.
- Students may use only the Computer System for which they are authorized and only for the purposes specified.
- The introduction of data or programs which in some way endangers the Computer System resources or the information of other users, (e.g. a computer worm, virus, or other destructive code), or which infringes upon the rights of other Academy Computer System users, (e.g. inappropriate, obscene, pornographic, bigoted, or abusive materials) is strictly prohibited.
- Students may not attempt to circumvent security systems or to exploit or probe for security holes in any of Forest Lake Academy's Computer System or system, nor may students attempt any such activity against other systems accessed through the Academy's Computer System. Execution or compilation of programs designed to breach system security is strictly prohibited.
- If a student's personal Electronic Device is encrypted and the Academy deems it necessary to inspect that Electronic Device, the students must make all data available in an unencrypted format.
- The printing facilities of Forest Lake Academy should be used sparingly. Unnecessary printing may result in the loss of printing privileges.
- Vandalism if any Computer System will result in the cancellation of the user's Computer System privileges and other disciplinary measures in compliance with this Technology Use Policy and the ***Student Conduct and Disciplinary Response Code***. Vandalism of the Computer System includes any malicious attempt to gain access, copy, use, harm, or destroy data of another user, or of any of the agencies or other networks that are connected to the Computer System's Internet, and as the intentional damaging or destruction of the Academy-owned Computer System hardware or software.
- All hardware, software, peripheral equipment, data files, cabling, and programs are the property of the Academy.
- Access to the Computer System is a privilege, not a right, and students shall be required to acknowledge receipt of these policies.
- Students will be required to comply with this Technology Use Policy.
- This Technology Use Policy may be modified at any time.

### **Cell Phones and Smart Watches**

FLA students must have their phones and smart watches powered off during the day when classes are in session and while they are in study hall, the media center, programs, or school sponsored events.

- In certain circumstances, students may be permitted to use a cell phone or smart watch (and ear buds) for a class activity under the direction of a teacher.
- Taking or misusing another student's cell phone, smart watch or other peripheral components without permission will be considered misconduct and will be dealt with and assigned an appropriate consequence.
- Any cell phone or smart watch that goes off or is being used during class will automatically be confiscated.
- Charging cell phones is not permitted on campus.

**NOTE: The school assumes no liability for lost, stolen or damaged phones/smart watches confiscated due to a student not following the school policy.**

## **Consequences**

Failure to comply with the cell phone/smart watch policy will result in disciplinary consequences. The frequency of non-compliance will impact the level of the consequence. All incidents will be documented in Renweb. Consequences will include one or more of the following:

- The student is issued a warning by the teacher/staff member.
- The student has the phone/smart watch confiscated and turned into the office where it can be picked up after school by the student.
- The student has the phone/smart watch confiscated and is assessed a fine of \$25.00 that must be paid when the phone is picked up at the office by the student. (If the student does not have the money to pay the fine, a parent may call in a credit card number to pay the fee.) The student will be required to serve a detention.
- The student has the phone/smart watch confiscated and is assessed a fine of \$50.00 that must be paid when the phone is picked up at the office **by the student's parent**. The student will be required to serve a detention.
- Ongoing repeated violations will be treated as insubordination since the student is intentionally choosing to not abide by the school's policy. A conference will be held with the student, his/her parents and Administration. The student may not be permitted to bring a cellphone to school.
- Should the problem persist and a student refuses to cooperate with the clearly stated expectations, suspension or expulsion may be the consequence.

## **RenWeb**

Forest Lake Academy maintains a service called FACTS/RenWeb for use by students and parents to access faculty-maintained course content information (i.e. grades, assignments, project due dates, calendars, notes, etc.), securely over the Internet with their personalized FACTS/RenWeb account. FACTS/RenWeb login information is distributed at the beginning of each school year. Parents' login information is emailed to the address provided during the admissions process. All questions regarding FACTS/RenWeb (password reset, etc.), should be addressed to the Registrar at 407.772.3743 or registrar@forestlake.org.

## **Canvas**

Forest Lake Academy purchased a subscription to a leading online classroom product, Canvas. Canvas makes it easier to move files between the Academy and home and also lets students turn in their homework electronically to their teachers. The teachers can review and grade the work and send it back to the student. Canvas is completely web-based, which allows students to access, Canvas, free of charge, from any computer or anywhere that Internet access is available with a connection to a standard web browser. Inside Canvas, students can only communicate with teachers and administrators. Each student has their own, private "My Files" storage area. Canvas has site-wide security features in place to provide peace of mind, and all the activities that are performed inside of Canvas can be reviewed by the Academy.

At the beginning of the school year, parents will receive instructions on how to create a parent's account and access Canvas.

## **Social Networks**

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of Forest Lake Academy, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Posts on students' social media should be in accordance with the tenets of the Lifestyle Commitment Agreement that all students sign at the time of admissions. In keeping with the mission of Forest Lake Academy, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Students should refrain



from making derogatory, defaming, threatening or profane comments against fellow students, faculty/staff, and the Academy.

Forest Lake Academy reserves the right to look at students' social media accounts. Social networking sites provide many positive opportunities for communication and connectivity. Students posting prohibited content are subject to disciplinary action as outlined in the ***Student Conduct and Disciplinary Response Code***.

### **Consequences of Violations**

Any use of Forest Lake Academy's Computer System resources which violates the Academy's policies and procedures involving the use of computers and networks may result in disciplinary actions, including, but not limited to, the Academy removing data and programs that are found to be inappropriate, terminating the Computer System privileges of the violating user, Suspension, or Expulsion. The Discipline Committee will determine when a policy or procedure has been violated and the appropriate consequences.

If Forest Lake Academy's filtering and firewall systems encounter a student using inappropriate language, topics, or content in emails, texts, social media posts, chat rooms, etc., the student will be disciplined as follows:

- 1<sup>st</sup> offense: automatic Detention
- 2<sup>nd</sup> offense: disciplinary action determined by the Discipline Committee
- 3<sup>rd</sup> offense: Expulsion

In addition to violating this Technology Use Policy, certain Computer System misconduct may be prohibited under state and/or federal law and may, therefore, be subject to criminal penalties and/or prosecution. Such misconduct includes knowingly gaining unauthorized access to a Computer System, illegally gaining access to data, causing the Computer System to malfunction, or interrupting the operation of the a Computer System without the effective consent of the owner/operator. Violators of such misconduct may be reported to appropriate law enforcement.

### **iPad Use Policy and Digital Citizenship Agreement**

At the beginning of each school year, students and parents will receive copies of the Digital Citizenship Agreement. They are required to read, complete, sign and return the Digital Citizenship Agreements to the IT department. This is a pre-requisite for students to receive the iPad provided by Forest Lake Academy. An example of the document is shown on the next page.

## IPAD USE POLICY AND DIGITAL CITIZENSHIP AGREEMENT

Your Name: \_\_\_\_\_

Your Grade Level: \_\_\_\_\_

Please place your initials on the line provided by each statement. By placing your initials beside the statement, you signify that you have read, understand, and agree to comply with this Digital Citizenship Agreement:

- \_\_\_ 1. I understand that the Academy iPad is my sole responsibility. The iPad will only be used by me and will not be loaned to anyone else.
- \_\_\_ 2. I will not download any non-standard app and understand that if I do it carries a fine of \$100 per incident.
- \_\_\_ 3. I will not in any way change the configuration, including the background image of the iPad, the passcode for another student, or jail-break this Academy owned Electronic Device.
- \_\_\_ 4. I will take great care in handling the iPad and will make sure it is not thrown down, stepped on, hit by, sat on, dropped on, or do any action that will result in breaking the iPad screen and case. I understand that there is a break incident fee of \$60 per incident.
- \_\_\_ 5. I will not take or have the iPad repaired by any other company but will report the break immediately to the Academy IT Department. I understand that third party repair will break the Apple Care Agreement the Academy has signed with Apple.
- \_\_\_ 6. I am responsible for the replacement of the charger set (lightning cable and power cube) in the case of loss or damage. If the charger set is not turned in at the end of the school year, a \$40 replacement fee will be assessed.
- \_\_\_ 7. I will not use this Academy iPad or the Academy Computer System to download inappropriate, pornographic, or derogatory content that is harmful to any other human being or myself.
- \_\_\_ 8. I will use my Academy email to communicate with teachers, staff, and other students. I will only use appropriate language in my emails and will not swear, bully, threaten or intimidate another person.
- \_\_\_ 9. I am responsible for backing up any content saved on the iPad.
- \_\_\_ 10. I understand that nothing is private on this iPad nor on the Academy Computer System.
- \_\_\_ 11. I will keep the iPad charged and ready for school every day.
- \_\_\_ 12. If lost, broken, or stolen I will report it immediately to the IT Department, a teacher, or staff member. Stolen iPads will require a copy of the police report within 36 hours of the theft. Your insurance should cover the theft. A lost iPad incurs a student fee of \$500.

## **Frequently Asked Questions (FAQ's)**

### **Who do I see when I have questions related to the Academy's Computer System or my Network User Account?**

Students or parents with questions related to the Academy's Computer System, technology or network resources should contact the Network Administrator by email at [itdirector@forestlake.org](mailto:itdirector@forestlake.org) or by phone at 407.862.8411 x726.

### **What word processing software should I use?**

Forest Lake Academy supports all Microsoft Office Products (Word, Excel, PowerPoint,).

### **How do I save to the network?**

Due to the Computer System network security, students are not allowed to save files to the network. How do I share work with other students on the network? Attach a file to an email and send it to another student.

### **What kind of Internet access do we have?**

Forest Lake Academy provides FILTERED Internet access to all students. Internet content is filtered, and you may receive a disallowed message on some websites. Absolutely NO downloading of ANY programs and/or, executable files either from the Internet or a peripheral device is permitted on Forest Lake Academy's Computer System network.

### **May I bring a laptop, electronic readers, and e-books to school?**

All students are allowed to bring one personal smart-phone and other mobile device (iPad, e-reader, or mobile watches to school; however, these devices can only be used in accordance with the guidelines of this Technology Use Policy.

### **What do I do if there is a website that is blocked and is needed for an assignment?**

While Forest Lake Academy makes every effort to allow appropriate Internet content, there are websites with benign content that are inadvertently blocked due to filtering rules. If you experience this, please notify the IT Director. After appropriate review of the website, the IT Director will either add the website on a filter bypass list or continue to filter it.

## **Substance Abuse and Testing Policy (the “Drug Policy”)**

The Seventh-day Adventist Church has, since its inception, promoted a philosophy of health and healing. This philosophy applies to Church Schools and Academies, which strive to provide students with a safe, positive, and Christian learning environment. The Florida Conference of Seventh-day Adventists (the “Conference”) and Forest Lake Academy (the “Academy”) strictly prohibit the use of illegal drugs, and the use of alcohol, tobacco, e-cigarette or vaping products, whether on or off campus. The Conference and the Academy also strictly prohibit the presence of illegal drugs, alcohol, tobacco, and e-cigarette or vaping products on campus at any time and for any reason.

### **Prohibitions**

The Conference/Academy prohibit the use, possession, transfer, sale, purchase, or offer of illegal drugs, or alcohol or tobacco products, including electronic cigarettes and vaping products or paraphernalia of any kind on Conference/Academy property or while participating in Conference/Academy-sponsored activities. For the purpose of this Policy, Conference/Academy property includes all properties and buildings, including parking areas, grounds, Conference/Academy vehicles, and all on- and off-campus locations where students are participating in Conference/Academy-sponsored activities. Students who fail to comply with these requirements are subject to disciplinary action, up to and including expulsion from the Academy.

Illegal drugs include all controlled substances prohibited by state or federal law, synthetic compounds designed to mimic the effect of controlled substances, prescription drugs used inconsistently with the prescription, and any substance used in a manner inconsistent with its labeling to “get high” or create a similar physiological or emotional response.

### **Use of Non-Prescription Medication and Prescription Drugs**

The normal use of non-prescription medications and the legal use of prescription drugs, as ordered by a licensed physician, are not prohibited by the Conference/Academy. However, students who are bringing non-prescription medications or prescription drugs onto Academy property must inform the Academy nurse or principal prior to or at the beginning of the first day on which the non-prescription medication or prescription drug is brought onto Academy property. Students who fail to provide the Academy with such notice prior to or at the beginning of this first day will be subject to discipline under this policy as having brought a prohibited substance on to the Academy campus.

Students are required to leave their non-prescription medications or prescription drugs in the Nurse’s Office and return to take the medication or prescription drug at the Nurse’s office.

The Conference/Academy may require students and their parents or guardians to provide proof of a current drug prescription. Students and their parent(s)/guardian(s) may verify a current drug prescription by:

- Producing a copy of the prescription.
- Producing a written statement from the prescribing physician that the student has a current prescription for the drug; or  
Producing the prescription drug in the original container that identifies the student, the drug, dosage, prescription date, and the prescribing physician.

## **TESTING PROGRAM**

### **Random Testing**

To assist in identifying students who need assistance overcoming substance use or addiction, and to give students an opportunity to “save face” and just say “no” when tempted to use drugs by their peers, the Academy will also conduct random testing throughout the academic year. Approximately 5 percent of the

student body will randomly be selected for testing each month. The random selection process will be conducted by the laboratory performing the tests. Any student selected for random testing will remain in the student random “pool” for the remainder of the academic year. There is no maximum number of times a student may be randomly tested.

### **Reasonable Suspicion Testing**

Testing of students for the current illegal use of drugs, alcoholic beverages or tobacco (nicotine) may be conducted if there is reasonable suspicion that a student is using or has a reportable level of alcoholic beverages, drugs or tobacco in his or her body or is impaired by drugs or under the influence of alcohol.

“Reasonable Suspicion” means a belief that a student is using or has used drugs, alcohol or tobacco in violation of this Policy. Reasonable suspicion may be based upon, among other things, (1) observations while at the Academy, such as drug, alcohol or tobacco use or the physical symptoms or manifestations of being under the influence of alcohol and/or impaired by drugs; (2) abnormal conduct or erratic behavior on Conference/Academy property or a significant deterioration in performance and/or conduct that is not otherwise explainable; (3) a report regarding the use of drugs, alcoholic beverages or tobacco that is provided by a (i) teacher, staff member, or administrator of the Conference/Academy, or (ii) a reliable and credible source that has been corroborated by other sources or information or (4) information that a student has used, possessed, sold, solicited, or transferred illegal drugs, alcoholic beverages or tobacco while on Conference/Academy property, or while participating in on- and off-campus Conference/Academy-sponsored activities.

### **Follow-Up Testing**

Students who resume normal school attendance following a positive test for drugs, alcohol or tobacco will be required to submit to follow-up testing, conducted at the discretion of the Academy for a period of one year, in addition to other testing required by this policy. There is no maximum number of times a student may be tested. Such testing will be performed at the expense of the student or his/her parent(s) or guardian.

## **TESTING METHODS**

### **Summary of Testing Procedures**

To ensure the accuracy and fairness of the Conference’s testing program, all testing will be conducted utilizing recognized methodologies by a qualified laboratory and will include review by a Medical Review Officer (including the opportunity for students who test positive to provide a legitimate medical explanation, such as a physician’s prescription, for the positive result) and a documented chain of custody.

The substances that will be tested are cocaine, marijuana, opiates (including heroin, codeine, morphine, oxycodone, hydrocodone, and hydromorphone), methamphetamine, Ecstasy (MDMA), Eve (MDEA), phencyclidine (PCP), alcohol and tobacco.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of hair follicles or urine. Testing for the presence of alcohol will be conducted by analysis of breath and/or blood. Testing for nicotine (tobacco) will be conducted by the analysis of urine.

### **Confidentiality and Dissemination of Results**

All students will be assigned a confidential number. All sample collections and results will be identified by the unique identification number of the student. No names will be recorded on the collection bag or the test results.

Test results will be confidentially provided by the laboratory to the Medical Review Officer. Test results will then be delivered by the Medical Review Officer to the Academy Principal and the Conference

superintendent of Education. The Academy Principal (or Vice Principal) and the Superintendent of Education (or his representative) will confer regarding the results, as needed. Following the completion of a test, the parent(s)/legal guardian(s) and student will be notified regarding the test results via email or telephone.

### **Written Consent**

Prior to the beginning of the academic year, each student and his/her parent(s) or guardian must sign a consent form authorizing the taking and testing of samples for random, reasonable suspicion and follow up testing outlined in this policy during the academic year. Failure or refusal to sign the academic year consent form or submit to testing upon the request of the Academy will result in the withdrawal or dismissal of the student. The written consent of the parent(s)/guardian(s) will be required for minor students.

### **Consequences of Policy Violation**

Students who fail to comply with the requirements of this Policy are subject to corrective action, up to and including expulsion from the Academy. The procedures set forth below generally will apply in the event of a positive test result.

The Academy will require a conference between the parent(s)/legal guardian(s), student, and Administration (Principal, Vice Principal, and School Counselor) within three business days of receiving a positive test result. At that meeting, the Academy will discuss the results of the positive test and the community resources available to provide treatment and assistance and the actions to be implemented by the Academy. A student who tests positive but refuses to attend the Academy meeting is subject to expulsion from the Academy.

The Academy will require that the student immediately obtain a substance abuse evaluation through a qualified counselor or rehabilitation agency and provide a copy of the evaluation report to the Academy. If the evaluation report recommends treatment and/or counseling, the student will be required to undergo counseling as a condition of resuming normal school attendance. The Academy requires the student and parent(s) or guardian(s) to authorize regular reports from the qualified counselor or rehabilitation agency on the progress of the student. All costs for the evaluation and any subsequent counseling are the responsibility of the parent(s) or guardian(s). A student who tests positive and refuses to obtain an evaluation or attend substance abuse treatment or counseling, as recommended by the evaluation, will be subject to expulsion from the Academy.

Any student who tests positive will be re-tested under this policy within approximately 90 days after the student resumes normal school attendance and tested periodically thereafter for one year (follow-up testing), at times selected in the discretion of the Academy. Such testing will be performed at the expense of the student or his/her parent(s) or guardian(s).

A second positive test at any time during the student's enrollment at the Academy (during the same academic year or a subsequent academic year) will result in the student being asked to withdraw from the Academy. If the parent(s), legal guardian(s), or student refuses to withdraw, a recommendation to the Academy Board of Trustees will be made to expel the student. The student may reapply at a later date when proof of successful treatment and a negative drug test is provided.

Any student who tests positive will be removed from all extracurricular activities where the student represents the Academy for the remainder of the current academic year. In extenuating circumstances (such as a positive test result toward the end of the academic year), the Academy may extend this restriction into the next academic year. Such extracurricular activities include, but are not limited to, the Assist Program, class office, Academy Ambassadors, NHS, SA office, performing arts groups (Band, Cantabile, Drama, Solid Bronze, String Ensemble), Servant Leadership, and all varsity sports.

Participation on any Conference or Academy-sponsored trips will be reviewed on an individual basis by the Academy.

### **No Liability**

Although all students at the Academy are subject to testing under this Policy, the Academy expressly disclaims any legal duty to test any student. By signing the "Student Drug, Alcohol and Tobacco Testing Authorization and Release" form, each student and his/her parent(s)/legal guardian(s) expressly waives any claims they may have against the Conference/Academy related to the drug testing of the student, or the failure to provide such testing. The student and his/her parent(s)/legal guardian(s) further waive any claims they may have against the Conference/Academy that may result from the student's nonparticipation in extracurricular activities following a violation of this Policy.

### **Parental/Guardian and Guest Responsibility**

For the welfare of our students and the staff, as well as to promote a drug-free environment, the entire Academy community, including parents and guests, should not be in possession or under the influence of alcohol, tobacco or illicit drugs during any activity on the Academy campus or at any Conference/Academy sponsored event held at another location. The cooperation of parents and guests is needed to send a strong message to our students that the use of these substances is not appropriate or tolerated at our Academy.

If a parent/guardian or guest is found in violation of this Policy, that parent or guest will be asked to leave and not return until he/she has obtained Academy Administration approval.

### **HAIR TESTING**

#### **Testing Method**

The Conference has updated its Substance Use/Abuse Policy, to take effect at the Academy beginning with the 2020-21 school year. The primary method for testing will be hair analysis performed by a certified SAMHSA clinical laboratory (the "Laboratory"), such as Altamonte Springs based ARCpoint Labs. Other forms of testing for banned substances such as alcohol and tobacco may be used such as urine testing, breathalyzer, or blood testing, in the sole discretion of the Academy.

#### **Hair Collection Procedures**

Each student will be assigned a unique identification number. The Academy will contract with the Laboratory to perform hair collections using chain of custody procedures.

ARCpoint Labs will retrieve a sample of hair (approximately 60 strands) cut cosmetically from the crown of the student's head. Lab personnel will be of the same gender as student giving the hair sample. Students with insufficient head hair will have hair collected from the arm, leg or underarm. A useable sample is required to maintain enrollment at FLA. ARCpoint Lab will utilize Psychemedics Corporation's laboratory for analysis.

All sample collections and results will be identified by the unique identification number of the student. No names will be recorded on the collection bag or the test results.

#### **Student Hair Drug Testing by ARCpoint Labs of Altamonte Springs**

ARCpoint Labs of Altamonte Springs has been performing hair drug testing for employers and schools for over 6 years. ARCpoint uses several Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratories for drug testing dependent on the need and individual situation. For its school testing programs, ARCpoint relies on Psychemedics Corporation to provide accurate, reliable, and confidential hair drug testing services. Psychemedics has been leading the way in school drug testing for over ten years.

A brochure outlining some general hair drug testing facts prepared by Psychemedics Corporation has been produced and is available from the Academy upon the request of any student or their parent or guardian.



## Dress Code

Forest Lake Academy seeks to educate the whole person; body, mind, and spirit. To create an environment where minimal distractions exist, such as fashion competitiveness and statements, Forest Lake Academy has adopted a uniform policy to:

- Maintain a proper academic tone within the school community
- Support the dignity of the individual based on character rather than appearances
- Encourage a sense of school identity and school spirit for the student body
- Provide financial relief to parents

### Uniform Guidelines

All required school uniform attire must be purchased through the official uniform company, Lands' End. Previous clothing items from other companies are no longer considered part of the school uniform. All students are required to dress appropriately and in conformity with the dress expectations outlined in this Dress Code for all school activities, on or off campus.

- All items are to be purchased through Lands' End, the school's official uniform supplier. If a uniform item is not listed on the Lands' End website for Forest Lake Academy, it is not acceptable to wear to school, as it is not considered a part of the Dress Code.
- All uniform items must have the FLA logo.
- All uniform items should be of appropriate size and fit, being neither too tight or baggy
- Uniforms must be clean, neat and in good repair at all times
- Repeated violations of the Dress Code will result in disciplinary action

**The Administration of Forest Lake Academy reserves the right to make any and all judgments on matters not explicitly outlined in this Dress Code, to judge the acceptability of a student's appearance, and reserves the right to amend this Dress Code, after giving notice to students and parents/guardians, at any time.**

### Dress Code Policy

- Any violation of the Dress Code that cannot be corrected on campus will require students to have parents bring the necessary uniform item to school, or the student to go home and make the correction. Parents/guardians will be contacted, and students waiting for their parents for the correct uniform items will need to wait in the Welcome Center.
- Once the uniform correction has been made, students may return to class.
- Repeated Dress Code violations become an insubordination issue which may result in additional disciplinary action. All class tardies and absences due to Dress Code violation will be unexcused.

### School Wear

The following guidelines indicate appropriate dress during the school day:

#### Ladies

Shirts – Light Blue & White, Navy (Polos only)

- Polos, Regular and Feminine Fit
- $\frac{3}{4}$  Sleeve Stretch Blouse
- Short & Long Sleeve Oxford Shirts
- Long Sleeve Pinpoint Blouse

*All shirts for girls may be worn untucked*

Skirts (Below the Knee) – Khaki, Navy, Plaid

- A-line

*Skirts only may be hemmed up to the Logo*

Skorts (Top of Knee) – Khaki, Navy

- Flat Front Chino

*Skorts are not to be hemmed up or rolled*

Shorts (Top of Knee) – Khaki, Navy

- Flat Front Chino

*Shorts are not to be hemmed up or rolled*

Pants – Khaki, Navy, Gray

- Flat Front Chino
- Dress Slacks (Gray only)

Shoes – Closed Toe & Closed Back or Heal Strap

- Flip-flops, Slides, Bedroom Shoes, etc., are not to be worn

Belt – Belts should be worn on all items with belt loops

Additional items – Sweaters, Jackets/Coats, and Accessories are available from Lands' End

### **Guys**

Shirts – Light Blue & White, Navy (Polos only). Light Blue Stripe (Pattern Oxford only).

- Polos (Worn Untucked)
- Short & Long Sleeve Oxford Shirts
- Short & Long Sleeve Perfect Shirts
- Long Sleeve Pinpoint
- Long Sleeve Pattern Oxford (*Worn Tucked In*)

Shorts – Khaki, Navy

- Flat Front Chino

Pants – Khaki, Navy, Gray

- Flat Front Chino
- Dress Slacks (Gray only)

Shoes – Closed Toe & Closed Back or Heal Strap

- Flip-flops, Slides, Bedroom Shoes, etc., are not to be worn

Belt – Belts should be worn on all items with belt loops

Additional items – Sweaters, Jackets/Coats, and Accessories are available from Lands' End

### **ID Badge**

All students must visibly wear a current ID Badge above the waist at all times while on campus.

- 1st offense: FYI , write up in Renweb
- 2nd offense: Detention
- 3rd offense: Suspension

### **Dress Code for Thursdays and Game Days**

The Dress Code is expected to be followed even on Thursdays and/or Game Days, except in the following circumstances:

Thursdays – students may wear jeans on Thursday, as follows:

- Jeans – Blue or Black Only. No tears, no holes, no shorts. No sweats, stretch pants, joggers, skinny jeans or other skin-tight pants. No spandex jeans.
- Students must purchase a jean bead from the Senior-class representative at the beginning of each quarter.

FLA Game Days –

- Team members must wear the JV/Varsity team game day attire.
- Sweat suits are not allowed.
- If a JV/Varsity student is not wearing game day uniform, the student will not be allowed to participate in the game.

**School uniforms may be purchased from Lands' End Company**

**[www.landsend.com/school](http://www.landsend.com/school) (1-800-469-2222).**

## **PERSONAL APPEARANCE**

### **Layering**

Long sleeved shirts should not be worn under short sleeved polos. Shirts worn under a collared shirt must be a solid color, should not have a collar, and should not extend below the bottom of the uniform shirt. Tights and leggings may be worn by female students during colder weather. The top layer must always be an approved school uniform item.

### **Outerwear**

- All Lands' End jackets with an FLA logo are acceptable wear for school. All other jackets, including organization jackets, are not to be worn during the school day.
- **Regular school uniform must be worn underneath the uniform jacket.**
- Blankets are not an acceptable form of outerwear. Non-uniform outerwear will be taken and returned at a later time and may be subject to a charge.
- It is recommended that all students, male and female, purchase at least one long sleeve shirt and long pants to be worn during colder weather. If the provided school jacket is not warm enough for the student, additional options of heavier coats/jackets are available from Lands' End for purchase.

### **Head coverings**

Head coverings of any kind including hats, caps, bandanas, or forehead bands are not to be worn in the classroom or inside buildings during the school day or at non-athletic school programs.

### **Recreational Wear**

Recreational wear may be worn only when engaged in recreational activities or after the end of the school day (3:40). Students that continue in class after 3:40 will need to stay in Dress Code until their classes are completed. This includes school-sponsored trips.

Recreation wear includes:

- FLA organization shirts and hooded jackets/sweaters
- FLA logo T-shirts and other types of T-shirts, jeans, and modest shorts - no shorter than three inches from the top of the knee-cap (one ID card's length)

Students are not to wear the following while on campus or any other school sponsored activity: camouflage clothing, off the-shoulder tops, baggies, overalls, tight pants/shorts, pajamas, combat-style boots, visible underwear, or clothing that is offensive (i.e. drug, alcohol, sexual references), immodest, torn, cut, or inappropriate. Body piercing, tattoos, beads, link chains, extreme hairstyles, and all other symbols of a

counterculture are never permitted. Any visible tattoos must be covered. Drawings on arms and legs will not be permitted.

### **Jewelry**

Forest Lake Academy values and promotes the ideal of modesty, both in behavior and in dress. This ideal applies to the issue of jewelry and personal adornment, as well.

- Jewelry of any kind (including earrings, studs, bracelets, and necklaces, or any kind of spacers, etc.) is not a part of the approved school Dress Code and should not be worn on campus or at school functions at any time during the normal school day. The school day is defined as any time during the day during which classes, including college classes, are being held, beginning with the student's arrival on campus and ending when the student leaves campus.
- No bracelets, wristbands, hair ties, etc., are to be worn on the wrists with the exception of those specifically authorized by the school for a specific purpose for a particular period of time. Likewise, no anklets or other jewelry should be worn where it is visible on the ankle or any other part of the body.
- Jewelry is not to be worn during any event where the student is representing the school in a performance or athletic activity (choir, band, varsity or JV sports, etc.). This includes travel to and from these events.
- Individual organizations and events, such as prayer conference, leadership conference, etc., may have additional or stricter restrictions which must be honored by the student.

### **Hair**

The Administration reserves the right to judge the acceptability of a hair style/color. Outlandish or fad styles will not be accepted for either boys or girls. If appearance is judged unacceptable, the student may be sent home immediately and may not be allowed on campus until the problem is corrected to the satisfaction of the Administration. All time out of class will be unexcused.

### **Banquet Attire**

On certain occasion, Forest Lake Academy students have the opportunity to wear more formal attire. Although formal wear is appropriate, church attire is also appropriate, and students should not feel pressured to buy expensive formal wear. Whether formal wear or church wear, all clothing should be modest and follow these guidelines.

#### **Ladies dresses:**

- May be strapless
- Should cover the back from the waist up to the shoulder blades
- Should not have cutouts or sheer panels
- Should not reveal cleavage
- Should have hems that approach the knee (No more than the width of the Student ID Card, 3 ½", from the top of the kneecap)
- All dresses must be approved by the Girl's Dean

#### **Gentlemen's attire:**

- Dress pants
- Dress shirt
- Dress shoes

### **Other Formal School Programs**

During other formal programs at school, such as National Honor Society Induction, Senior Dedication, or Recognition of Academic Achievements, all clothing should be modest and follow these guidelines:

Ladies:

- Church-style dresses or skirts (not party-style dresses/skirts) which are no more than the width of the Student ID Card, 3½" above the top of the kneecap
- Dresses and/or tops must have sleeves and should be modest with no cleavage showing
- Slits in dresses may not be more than four (4) inches long
- Dress slacks or dress pant suits are allowed (no jeans)
- Dress shoes/sandals are to be worn

Gentlemen:

- Dress slacks/suits (no jeans)
- Dress shirt
- Tie
- Dress shoes
- Dress socks

### **Religious Services**

Forest Lake Academy encourages students to help set a sacred and special atmosphere for religious services by wearing clothes which are appropriate for the program.

### **Swimwear**

Girls - Only modest, one-piece swimwear is to be worn in the pool area and at any school-sponsored event where swimwear is appropriate. (One piece or tankinis that cover the midriff – even when active - are considered appropriate swimwear) Two-piece swimsuits that have a bare midriff are not allowed, even when covered by a t-shirt.

Guys - Board-shorts type swim-trunks are to be worn in the pool area and at any school-sponsored event where swimming is an activity. Spandex/Lycra briefs and shorts are not considered appropriate swimwear.

### **Classroom Conduct**

All students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. Towards this end FLA has developed the following Code of Classroom Conduct.

Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class. Classroom misconduct is any behavior which disrupts or interferes with the learning environment.

### **Examples of Classroom Misconduct**

Includes, but is not limited to, the following:

- Engaging in behavior that disrupts or interferes with the learning environment. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.

- Using cell phones or other electronic devices that disrupt the learning process or teaching environment. Faculty members have the right to restrict the use of electronic devices in their classrooms.
- Entering the classroom late or leaving the classroom prior to the end of class may be considered a disruption to the learning environment.
- Students shall comply with the directions of teachers, substitute teachers, Administration, and all other school personnel during any period of time when students are under the authority of the Academy
- All student should wear full FLA uniform
- Students are expected to be adequately provisioned for each class with pencil, pen, notebook, textbook and any other items required by the teacher
- Students are to remain in their seats during class unless instructed otherwise by the teacher. Students are dismissed by the teacher, not the bell: they are to be courteous and attentive until the teacher dis- misses them.
- Students are only allowed to use gadgets are devices that are in accordance with school policy. Students should not be seen using or displaying Cellphones, Smart watches, earbuds and any other related devices permitted.
- Any cell phone or smart watch that goes off or is being used during class will automatically be confiscated.

Students with approved accommodations through Disability Support Services (DSS) have the right to receive and utilize appropriate accommodations, which may include behavior or the use of technology otherwise restricted.

## Driving and Parking

### Students who drive on campus are expected to have:

- A copy of a valid driver's license on file in the office
- A copy of a current insurance card on the vehicle they are driving
- A completed motor vehicle registration form
- A parking sticker **for the current school** year that must be displayed on the **LEFT FRONT** windshield of the vehicle. Students must register each car that they will be driving to school and they will be issued a separate sticker for each one.

### Students who drive on campus at any time are expected to:

- Properly park only in the designated areas for students and their assigned parking space (including after school and on weekends).
- Drive in a responsible manner so as not to endanger lives or draw undue attention to themselves or their vehicles by noise or reckless driving, speeding, etc.
- Not to sit in or on vehicles or loiter in the parking lot during school hours (including lunch time).
- To wear a helmet while operating any motorized bike on campus.
- Adhere to the posted speed limit (15 mph) on all Academy property and obey the driving laws (for car or motorcycle) of the state of Florida.
- Keep the music volume down so that the music is not heard outside the vehicle.
- Refrain from leaving campus during school hours or transporting any other students during or outside of school hours (to or from school or school-sponsored events) without receiving the necessary approval from all involved students' parents and from school Administration.
- Be responsible for all materials and all activities in his or her vehicle.
- Contact the appropriate law enforcement agency in the event of an accident involving the student's vehicle anywhere on school property.

Note: By bringing a vehicle onto the school property students consent to and affirm they understand that school administration has the right to search the car at any time.

All students must sign an acknowledgement form agreeing to the expectations listed above. Parents of students requesting permission to drive on campus must also acknowledge by their signature the receipt and acceptance of the conditions listed here.

### Off-Campus School Events

All students are encouraged to use school transportation for all off-campus school events. Forest Lake Academy assumes no responsibility for students transporting themselves and/or others to and from school events. The school assumes responsibility for student supervision during a scheduled school activity providing students are following established guidelines and policies

### Consequences for Campus Driving Violations

Students who violate any of the driving regulations may be subject to the following consequences:

- Written warning
- Loss of on-campus driving privileges for a minimum of two weeks and a meeting with parents, student, and school Administration prior to reinstatement of privileges.
- Loss of on-campus driving privileges for 90 days or until the end of the current semester, whichever is longer, with a review prior to reinstatement of driving privileges.
- Loss of on-campus driving privileges for the remainder of the year.

## Parent Driving and Parking on Campus

Parents' cooperation with campus driving policies will assist in traffic efficiency and safety:

- Park in non-numbered visitor spots with a white curb and not in student parking spots (student parking spots are numbered and have a blue parking curb).
- Wait for your riders in the carpool lanes always pulling forward as space becomes available. Do not park or wait in ~~at~~ the front visitor's parking area by the Welcome Center. If you come earlier than dismissal time, please park in the non-numbered visitor spots that have a white parking curb. Once dismissal begins, you can then line up by alongside the Schmidt Auditorium so that you can proceed to pick up your child.
- Do not exceed the maximum posted 15 mph speed limit on campus.
- Enter and exit the campus with care.
- Remember that all campus is a no-pass zone.
- Instruct your students or other riders to go promptly to your vehicle at the close of school.
- Do not leave vehicles unattended when not parked in an approved parking place.
- Report campus driving violations to the Administration office, identifying license tag, car model, and color

When dropping off or picking up in the student parking lot, enter only by the southernmost lane (closest to the dorm and music building) and exit **only** via Education Loop (at the stop sign next to the cafeteria). **Do not** drive through the parking lanes to enter or exit campus. Do not block or use student or faculty parking spaces while dropping off or picking up students.

## Bicycles

Bicycles are considered transportation to and from school and are not for use on campus by students. Bicycles are to be parked in the racks provided and should be locked. According to Florida State law, individuals under the age of 16 must wear a bicycle helmet while operating a bicycle.



## **Spiritual Focus / Campus Ministries**

The mission of FLA is to cultivate a Christ-centered environment where students are encouraged to embrace a lifestyle committed to Christ. Students are provided numerous opportunities where growing spiritually, developing a personal relationship with Jesus, serving others, and becoming strong Christian leaders is nourished.

FLA's commitment to fostering a spiritual environment, faith development and personal growth is accomplished through:

- Use of the Encounters Biblical curriculum that fosters Biblical understanding and invites students into a lifelong relationship with our Creator.
- Regular corporate worship and special weeks of spiritual emphasis that provide students, teachers, and staff opportunities to worship, pray and be challenged by God's word in making eternal decisions to serve Him.
- Community and mission outreach opportunities where students connect their journey with Christ to what it means to live out the gospel in everyday life in service to others.
- Servant Leadership training that provides students both the training and opportunity to serve their peers, school, families, church, and community.

The goal of FLA's Campus Ministries program is to help students learn how to:

- Reflect Christ
- Nurture Our Love for Him.
- Disciple Others.
- Think Critically.
- Live the Gospel.

## Student Life/Extracurricular Activities

Participation in extra-curricular activities, including campus ministries and athletics/recreation, is a valuable part of the Forest Lake Academy experience. Students are encouraged to participate in these activities while maintaining a successful academic program.

### Lunch League/Classics/Recreation

Forest Lake Academy's recreational program provides growth in skill development, personal fitness, leadership skills, sportsmanship, and team play through organized activities. More information about the recreational program can be obtained from the athletic department.

### Varsity Sports

Students at Forest Lake Academy participate in a variety of varsity sports, generally including:

- Boys' & Girls' Basketball (JV/Varsity)
- Golf
- Boys' & Girls' Volleyball (JV/Varsity)
- Boys' & Girls' Soccer (JV/Varsity)

### Athletics Eligibility & Early dismissal for Games

At the start of each school year, all full-time students (provided they have an unweighted cumulative GPA of 2.0) are deemed academically eligible to try out for varsity and junior varsity athletic programs. Student athletes must maintain a 2.0 unweighted cumulative grade point average on a 4.0 scale. During the school year the school registrar will run a weekly D, F, and I grade list to determine current athletic eligibility. Any student with an F (failing) or I (incomplete) grade in any class will be deemed ineligible to play or practice. Any student with more than one D will also be deemed ineligible to play or practice. If academically ineligible students improve their grades by the next week's grading list time so as to not have more than one D (while having no F or I grades), they will then regain their eligibility to rejoin the team to practice and play. A student's behavioral/disciplinary record may also make him/her ineligible. **NOTE: For a comprehensive summary of FLA's athletic policies please refer to the FLA Athletic Program Handbook.**

In order to participate in Varsity or JV games or events, students must have attended all scheduled classes on the day of the game and/or event. On game days athletes cannot leave class earlier than 15 minutes before the school transportation leaves. Any student leaving early or skipping class will not be allowed to play. Every effort is made to minimize game conflicts with other school activities however, it is important to note that should there be a conflict, students in Cantabile, strings, handbells, band or drama must stay for those performances.

### Sportsmanship

All students and parents are expected to adhere to the following guidelines for sportsmanlike conduct:

- Show respect for opponents, players, coaches, and officials at all times
- Refrain from using inappropriate language
- Know, understand, and respect the rules of the contest
- Recognize and appreciate skill in performance, regardless of team
- Avoid coaching or offering players advice from the stands

### Consequences

Should the point be reached where, in the discretion of school administration in consultation with the athletic director, it is determined that a student, parent, or coach has engaged in inappropriate conduct contrary to school policy, or demonstrated an uncooperative, antagonistic or hostile attitude towards a

fellow student, teacher, administrator, or staff member, the school reserves the right to remove such individual from involvement in the school's athletic program.

### **Inappropriate Use of Social Media**

FLA holds its coaches, parents, students, and staff members to the high standard of reflecting Jesus in all that they do. Therefore, it must be understood that the use of social media to criticize, find fault, or foster discontent is inappropriate. Any coach or student team member who engages in such conduct will immediately forfeit their position. Any parent who engages in such conduct will forfeit the privilege of being welcome on campus for school games. The expectation of FLA school administration and the athletic director is that concerns be communicated in a confidential and proper manner following the appropriate chain of command. Engaging in behavior or conduct that causes issues to be aired publicly is unacceptable and will be dealt with accordingly.

### **Leadership Qualifications**

The acceptance of leadership to either an elected or an appointed office carries with it a responsibility. Students who assume these positions should realize that their character, behavior and lifestyle must reflect basic Christian values and the values of Forest Lake Academy as outlined in this Handbook.

“Major offices” that a student may be elected or appointed to are defined as Student Association President and Vice President, NHS President, The Mirror Editor, and Class Presidents and Vice Presidents. “Minor offices” are defined as any other office to which a student may be elected or appointed.

**Students' academic performance, conduct, attitude, and attendance, for the current and the previous semester, will be considered by the appropriate committee or the Administration Committee in determining eligibility for and maintaining any elected or appointed office or position of leadership.** In determining eligibility for a student to be elected or appointed to an office or position of leadership and for a student to maintain an elected or appointed office, the following will be considered:

- Students on Academic Risk Status or Suspension may not be eligible for office.
- Students who come under Suspension may forfeit the right to continue serving in any elected or appointed office or forfeit the right to run for office.
- Students' inappropriate use of social media may jeopardize their position.
- A poor attendance record may also jeopardize student positions of responsibility or office.
- Students may hold only one major office at a time.
- Each officer must have been a student at Forest Lake Academy for one full semester preceding election, with the exception of Freshmen.
- Students must be enrolled as full time hold any office

### **Minimum unweighted GPA requirements to hold an office:**

- Cumulative 3.75 GPA and no F grades for the previous semester: NHS President
- Cumulative 3.0 GPA and no F grades for the previous semester: S.A. President
- Cumulative 2.5 GPA and no F grades for the previous semester: Other S.A. officers and Student Senators, Class Presidents and Vice Presidents, and Yearbook editor
- Cumulative 2.0 GPA and no F grades for the previous semester. Minor offices

### **National Honor Society (NHS)**

Membership in the National Honor Society is open to qualified, full-time, students in grades 10-12 who have attended Forest Lake Academy for a minimum of one full year. To be eligible, students must have earned and

maintained a 3.75 unweighted cumulative GPA and have no F grades. Requirements are reviewed every year to maintain membership. Membership is also based on service, leadership, and character. A Faculty Council, appointed by the Principal, approves nominees. NHS selection is held in the fall. Suspension may result in the student's removal from the National Honors Society.

### **Food Service**

Food service is provided for the convenience of Forest Lake Academy students. Students may eat in the Café or on the grounds as long as they dispose of trash properly. No food or drink is allowed in any building other than the café, except with the express permission of a staff member and the Administration Committee approval. Students are not allowed to order food for delivery after 12:30 p.m.

### **School-Sponsored Social Activities**

Forest Lake Academy encourages the Student Association and class organizations to sponsor social activities. These should be scheduled with Administration at least one month in advance. Parents are reminded to pick up their students at the scheduled time.

Students attending school-sponsored events whether on campus or at another location, are subject at all times to the policies and guidelines spelled out in the Student Handbook and/or announced by the event coordinators. Students may not loiter in or around cars, parking areas, or areas other than where the activity is taking place. Students leaving an activity must leave campus (or the event) and will not be readmitted.

Students may not bring non-FLA students or guests to class or SA activities with the exception of school banquets, and then, only if prior arrangements have been made with and approval given by the faculty sponsors.

Students who violate any portion of the ***Student Handbook (including the Dress Code)*** may be asked to leave the event, their parents notified, and disciplinary action taken.

## **Student Safety and Health**

Forest Lake Academy is committed to the safety and security of its students. Every effort is made to help prepare for unforeseen emergencies, including fire, tornados or other inclement weather, and the immediate need to lock-down the campus.

### **Fire**

Students will be trained in proper fire evacuation procedures through drills during the school year. All personnel should remain in the area designated until the all clear signal is given. Record will be taken.

### **Inclement Weather**

In case of severe weather, Forest Lake Academy families are requested to listen to local radio and television stations for announcements relative to school closings or delayed openings, or look for a Parent Alert (email, text, and/or phone call) for such announcements. Regardless of the Academy being officially open or closed due to inclement weather, if a parent feels conditions are unsafe for their students to travel to school, they are encouraged to keep them at home. Students will not be penalized if a parent keeps a student at home for safety reasons. Parents should notify the Welcome Center should a student be kept at home for safety reasons.

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**Forest Lake Academy generally follows the closing decisions of the Seminole County School District.**

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Forest Lake Academy has instituted parent alert system to contact families in the event of an emergency. The Parent Alert system will attempt to reach you through the email address or smart/cell phone number (phone calls and/or texts) you provided at registration. Therefore, it is crucial for parents to keep your information current with the school.

### **Accidents**

All accidents should be reported immediately to a faculty/staff member. Accidents occurring while at work must be reported to the work supervisor immediately. Administration will be informed, the parents will be notified, and a student insurance report and an accident report will be filed.

### **Cardiac Emergency**

Forest Lake Academy facilities are equipped with Automated External Defibrillators (AEDs) and staff members have been trained in the proper use of this equipment.

### **Immunization Forms**

As required by Florida State law, all Forest Lake Academy students must have on file at the beginning of each school year a current record of immunizations signed by a physician or the Florida State exemption certificate.

### **Physical Evaluation**

All new students must have a school physical evaluation prior to enrollment that is dated no more than one year previously.

All students trying out for the Interscholastic Sports Program must have a physical evaluation prior to each school year. This evaluation must be submitted on a Florida High School Athletic Association Participation Physical Evaluation form.

## **Health Insurance**

Forest Lake Academy encourages all students to have health insurance.

## **School Accident Insurance**

Forest Lake Academy students are covered by an accident insurance policy which supplements a family's personal coverage in the event of a student accident on campus or at school events. Parents should contact the Academy office for the necessary claim forms in the event of an accident at school.

## **Illness at School**

Students who become ill during the school day should request permission from the teacher to report to the school nurse. If the nurse is not available, students should report to the Welcome Center. Students will be excused from school **only** after a parent/guardian has been notified. The parent/guardian must give verbal consent to the nurse, the receptionist, or a member of the Administration, for students who drive themselves to leave campus due to illness. Students who become ill will remain in the nurse's office or in the Welcome Center until the parent arrives and signs them out at the front desk.

In case of a medical emergency, the school will notify parents, and will make every effort to do so before students are taken to the nearest emergency room in accordance with the medical release form on file. In all cases, parents are responsible for all expenses incurred.

Please keep your child at home if any of the following situations apply:

- **Fever:** If the student has a temperature greater than 99.5, seems pale, excessively tired or irritable, keep them home.
- **Strep Throat:** Students should be kept home for strep throat, until 24 hours after they have started antibiotics.
- **Stomach Flu:** If the student has the stomach flu, he/she should be home as long as diarrhea or fever persist, and for 24 hours after vomiting.
- **Colds:** If a student generally doesn't feel good, has a persistent cough, or is very congested, they should be kept home.

## **Student Health Services**

The Academy employs a registered nurse to supervise basic health and emergency care for all students. The nurse assists in preventing and controlling disease, provides-emergency services for injury or student illness, and communicates with parents when illness and injury occur, and keeps all medical records updated as required by Florida State law.

## **Activity restrictions**

If at any time there are any activity restrictions or modifications in your child's care, it is your responsibility to notify the school nurse. Please provide the school with a copy of the physician's recommendations. Any varsity or junior varsity student who is injured to a degree that restricts normal participation in physical activity or sports will be required to have a signed doctor's release prior to resuming any practice or game activities or resuming any physical athletic activity.

## **Dental, Doctor visits**

Parents are encouraged to set routine medical appointments at times that do not require students to miss class time or other important school-related appointments.

**Medication**

A Consent for Treatment and Medication form is signed at the beginning of the enrollment process providing authorization for the school to dispense nonprescription over-the-counter medicine such as acetaminophen, ibuprofen, etc.

Students are expressly forbidden from providing any medication of any kind whatsoever to another student. If a student has reason to regularly bring non-prescription medication to the school, parents must complete an Over-the Counter Medication form listing those medications.

The only medications that are allowed in a student's backpack, and/or locker are those that may be necessary for the student to self-administer in an emergency, including inhalers and epi-pens. The only non-emergency medications are face and skin creams. Because of the dangers associated with unwise use of both prescribed and over-the-counter medications students who violate these policies may face disciplinary action.

## Financial Information

### Tuition

For specific up-to-date tuition rates, please check the appropriate page on the school's website or contact the school business office directly.

### Financial Contract Process

Upon acceptance, the Student Accounts representative in the Business office will prepare the financial contract with families.

Financial contracts must be completed for each student for the current school year. Contracts outline payment plans and are signed by the parents/guardians, student, and Forest Lake Academy representative.

A letter of commitment stating the amount and payment date is required from outside sources of funding, and become the responsibility of the parent if not paid as schedule

If financial assistance is needed to help offset the cost of tuition, parents/guardians must complete the FACTS Grant and Aid Assessment Application. This can be done online at [www.factstuitionaid.com](http://www.factstuitionaid.com).

No financial assistance will be awarded unless this application is successfully processed by FACTS, no later than July 15<sup>th</sup>.

### FACTS

Forest Lake Academy contracts with the FACTS Management Company to provide the following services:

- Grant and Aid Assessment Program:
- A program where families provide their relevant financial information directly to FACTS. Information gathered by FACTS remains confidential and is not shared. The FACTS information is compiled to evaluate the financial need status of each applicant and is used by Forest Lake Academy to determine the families' financial need for tuition assistance.

**Note: An annual fee of \$30 per family is required for this program.**

The FACTS Privacy of Information Statement is available through the Business office or online at [www.forestlakeacademy.org](http://www.forestlakeacademy.org).

### Tuition Management Program

This is a service that allows families to pay tuition monthly through an automatic payment. Benefits of this program include:

- Assurance that payments will be received on time.
- Choice of payment processing dates.
- Convenience of managing tuition accounts online from home or office.
- Option of enrolling in the Peace of Mind Benefit Plan. This plan guarantees the student's tuition for the current school year is paid in full in the event of death of the responsible party or spouse.

All tuition accounts must be paid through the FACTS tuition payment plan unless they are paid in advance for the year or semester by July 31 or January 1 respectively.

**Note: The FACTS Management Company is not a grant or scholarship provider.**



### **Credit Card Merchant Fees**

Merchant Processing Fees for credit / debit card transactions on all payment platforms will be paid by the families.

### **Late Payment Fee**

Students' accounts are considered due upon receipt and past due after the last day of the current month. Any account with an outstanding balance on the last day of the month will be assessed a \$20.00 late fee. For families with two or more students, late fees are not to exceed \$20 per family.

### **Statements**

Statements will be sent out electronically to your email or by US mail by the tenth business day of the month and are considered past due after the last day of the current month. Failure to keep an account current could result in dismissal of the student.

### **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:

- End of the first semester.
- In advance of graduation.

### **Noncurrent Accounts**

An account is due upon receipt and is considered past due after the last day of the current month. At this time, it is subject to the following action unless satisfactory arrangements have been made with the Business Manager of the school.

- 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.
- 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 and may result in the student being withdrawn from FLA.

Any decision to remove a student from school due to financial difficulties must have final approval from the Finance Committee.

### **Withdrawal**

Students withdrawing from Forest Lake Academy will receive a refund, on a prorated basis, of the paid tuition. Actual withdrawal dates will be the effective dates used for refund calculations. Refunds and/or final accounting will be provided within 30 days of this date. Registration and Technology Fees are non-refundable after the first week of school. There will be no refunds for international students that have been dismissed from school.

### **Statement of Responsibility**

Each student is accepted at FOREST LAKE ACADEMY 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.

### **Transcripts or Diploma**

Transcripts or diplomas will not be issued unless the account for the student has been paid in full.

### **FOREST LAKE ACADEMY SCHOLARSHIP PROGRAMS**

Forest Lake Academy's Scholarship Programs includes programs funded by the academy through donations made possible by the generosity of the Florida Conference of Seventh-day Adventists, local churches, alumni and friends.

**Note:** Families desiring scholarships provided by Forest Lake Academy must complete the FACTS Grant and Aid Application. Forest Lake Academy has limited scholarship resources and completion of the FACTS application does not guarantee the awarding of scholarships.

### **Florida Aid Program**

The Florida Conference of Seventh-day Adventists established this program to assist members of the Florida Conference with tuition costs for their students to attend Forest Lake Academy. This program is administered by the Financial Aid Committee and is based on the following:

- FACTS Grant and Aid Assessment information.
- Previous school year's academic performance, attendance, citizenship, and work program.

To participate in the work program:

- Students must agree to work as needed by Forest Lake Academy.
- Students shall maintain satisfactory academic, attendance, and citizenship grades - a minimum of a C (2.0) average in each area.
- Parents shall pay their financial obligation as determined with the family through the financial contract.

### **Share the Dream Scholarship**

Forest Lake Academy, through the generosity of donors, can offer tuition scholarships to students in need.

Eligibility is determined by the FACTS Grant and Aid Assessment process.

Share the Dream scholarships are contingent upon timely payment of the account and participation in the Student employment Program as needed by Forest Lake Academy.

**Note:** Florida Aid and Share the Dream scholarships will be reduced if additional financial assistance is received after contracts are written or if a student's account balance is paid down to zero.

The Forest Lake Academy Financial Aid Committee meets periodically to determine the financial assistance packages for families. The initial aid awards will be made after the FACTS applications for the next school year have been processed.

### **SCHOLARSHIP PROGRAMS FUNDED BY OUTSIDE ORGANIZATIONS**

Forest Lake Academy's Tuition Assistance Programs include scholarships and grants funded by outside organizations. These scholarships are not affiliated with Forest Lake Academy. The academy holds no responsibility in determining final eligibility or maintaining or setting the policies of these programs. It is the responsibility of parents/financial sponsors to ensure that all eligibility criteria are met and maintained throughout the scholarship period.

### **Step Up for Students Scholarships**

This grant is for Florida residences whose family income meets the established guidelines. Information is available by contacting Step Up for Students at (877) 735-7837 or by visiting their website at [www.StepUpForStudents.org](http://www.StepUpForStudents.org).

Any additional scholarships and grants must be confirmed in writing by the grantor and become the responsibility of the parent if not paid as scheduled.

### **Approval Deadlines**

Forest Lake Academy will approve Financial Contracts, when applicable, beginning March 1.

Allocation of aid will be determined by the Financial Aid Committee which begins processing Facts Grant and Aid Assessment reports received in May.

- Financial aid awards are contingent upon completion of an approved financial contract.
- Financial aid is subject to reassignment to students on the waiting list if the necessary approvals and payments are not received on time.

### **Tuition Discounts**

- Families who pay an entire semester's tuition at registration or before the start of the semester are eligible for a 1.5% discount for each semester: or a 3.0% discount for the full year's tuition. This discount is to be applied to the portion that is the parent's responsibility. The parent's responsibility is defined as tuition less the outside sources of funds NOT including carried forward credit balances. This discount does not apply to the Registration Fee.
- Families with two or more enrolled students will receive a 5.0% family tuition discount for each student based on the portion that is the parent's responsibility. Taxability of Scholarships and Aid.

Forest Lake Academy is not responsible for any tax liability incurred due to the receipt of aid or scholarship.

### **Miscellaneous Charges**

Miscellaneous charges are not included in the Financial Contract and must be paid promptly.

### **Fees that May Be Charged**

Fees that may be charged to students' accounts include elective class supplies, uniforms, excess dormitory meal plan charges, and similar items. All seniors will be charged 120.00 Graduation Fee.

### **Fees that May Not Be Charged**

Fees that may not be charged to the student account and must be paid by cash, check, or credit card include items such as meals, ID cards, Media Center fines, and most extra-curricular activities.

### **Returned Check Fees**

A \$35.00 Non-sufficient Funds fee will be assessed for all returned checks. The replacement amount plus the \$35.00 fee must be repaid by cash, credit card, or certified check within 5 days. If the replacement payment is not made within the 5 days, students may be suspended until the balance is paid. This Suspension will be counted as an unexcused absence.

### **Health Insurance**

Proof of insurance is required to obtain financial clearance for extra-curriculum trips/tours

### **Class Trips**

Students wishing to participate in extra-curricular trips and tours must be current with tuition payments and charges. Examples of this type of trip or tour include, but are not limited to:

- Mission Trip
- Senior Class Trip

### **Semester Exam Permits**

Semester exam permits are required at the end of each semester and are issued by the Business office after financial clearance has been obtained. The Financial Contract must be current and all fees, such as, but not limited to, miscellaneous charges and Media Center fines must be paid before the exam permit will be issued. A current year school issued ID is required to receive the exam permit. A \$20.00 replacement fee will be assessed and collected prior to replacing a lost ID card.

### **Release of Transcripts/Diplomas**

Transcripts and diplomas will not be issued until account balances, including all miscellaneous charges, are paid in full.

### **Foreign Currency/International Students**

All tuition and fees must be paid in U.S. dollars. Parents of international students may contact the Business office to discuss payment options. All international students must pay their tuition and fees in advance, with the first semester fees paid on or before July 31 and second semester tuition and fees paid on or before January 1.

### **Payment Obligation**

It is a binding contractual obligation on the part of parents to pay the entire tuition charge for the student as specified on the current payment schedule regardless of attendance. Nonpayment of financial obligations is grounds for immediate dismissal of students. No portion of fees paid or outstanding will be refunded or canceled due to any subsequent absence, voluntary withdrawal, or forced dismissal of students.

## **STUDENT EMPLOYMENT**

Forest Lake Academy operates two Student Employment opportunities:

- During the summer from June 1 to August 15
- During the school year from August 16 to May 31

Students must be accepted for the upcoming school year and have the Financial Contract signed prior to job placement in either Student Employment program.

Students may apply for any available job on campus. Hiring decisions are based on the needs of the particular position, the hours the student is available to work, and the experience and particular skills of the student. Students desiring to work will be required to submit a resume/application and to interview with the hiring teacher or department head. There are a limited number of jobs available on campus; Forest Lake Academy does not guarantee that every student who wants/needs a job will be able to obtain one.

Students who do work on campus are subject to the same employee expectations as they would be at any other job, including attendance, work performance, and safety expectations. Students who consistently or egregiously fail to meet job expectations will be subject to consequences up to and including the loss of his or her position.

- Federal Law states that students who cannot complete the I-9 form (Employment Eligibility Verification) cannot be assigned employment. Only enrolled students are eligible to be employed through the student work program.

**Student Wages, Paychecks and Voluntary Wage Assignment**

Forest Lake Academy does not promise or guarantee the amount of work hours that will be provided through the student work-study program. Students will receive paychecks for their hours worked after deduction of applicable taxes.

Because the work-study program was developed to assist students and their parents with tuition expenses, Forest Lake Academy provides students and their parents with the option to voluntarily assign some or all of the students' after tax earnings to the students' tuition account.

Students who desire to assign some or all of their earnings to the tuition account must sign and provide Forest Lake Academy with a voluntary written acknowledgment. Parents/guardians of minor age students must also sign the acknowledgement. Students will receive a monthly paystub reflecting the amount of student earnings, tax withholdings and any amounts voluntarily assigned to the tuition account.

Parent/guardian will see any student earnings voluntarily assigned to the tuition account reflected in their monthly financial statement.

**Earnings**

The amount of student earnings is only an estimate. Forest Lake Academy does not guarantee student earnings amounts.

## The Administration

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