



Handbook

Handbook

Parents and students are expected to read this handbook carefully.

Policies and information for Distance Learning may differ from on-campus policies and information and are notated with a ^{DL}. If a note of explanation does not immediately follow the section with the ^{DL} notation, Distance Learning parents and students should know to check with the Local Site or the Distance Learning Office for specific policies and information.

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.

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Forest Lake Academy exists to nurture students in their walk with Jesus Christ by opening avenues of knowledge, skills, values, and service. Through skillful, compassionate teaching, we endeavor to guide students that they may become complete and Christ-like individuals.

Mission Statement

The mission of Forest Lake Academy is to challenge its students and staff to develop and model:

- Love and service for God and community
- Respect for self and others
- Intellectual growth
- Christ-like character for eternity

Beliefs Statement

We believe...

- God is the center, foundation, author, and source of all learning
- Service to God and humanity is an integral component of the curriculum
- Education includes the physical, mental, spiritual, emotional, and social elements of development
- Students should be challenged to reach their maximum potential
- Staff should portray the love and compassion of Christ and model what they teach
- Students should be encouraged to develop critical thinking skills
- Diversity and cultural awareness enrich the social and spiritual fabric of school life
- Corporate and personal responsibility enhances intellectual and character development
- Disciplinary action should be redemptive in design and application

Honor Code

**I will maintain my self-respect and respect for others.
I will not lie, cheat, plagiarize, steal, bully, or fight,
nor condone anyone who does.**

History

The first academy established by the Florida Conference of Seventh-Day Adventists was **Winyah Lake Junior Academy** in 1918 in Orlando, Florida on the grounds of Florida Sanitarium. The growing school moved outside the city to its current location in 1926 and was renamed Forest Lake Academy. The first classes were held in the farm house of the newly acquired 240-acre site. Dormitories were built in the late 1920's and a new administration building was built in 1937. Students could earn tuition by working in the school dairy farm, commercial laundry, or press. The first 12 year graduating class was 1933.

A gymnasium added to the campus in 1958 was given a total upgrade in 1995 which included a lobby, stage, offices, classroom, and storage areas. The 1960's brought modern brick buildings to replace the old wooden buildings.

Changes began again in earnest in 2006 as the campus received an overhaul funded by the Florida Conference of Seventh-day Adventist under the direction of the Master Plan Committee. The music department, the administrative offices, and all the classrooms were remodeled with new paint and floorings. Each classroom was outfitted with the latest technology, including computers, large-screen monitors mounted at the front or projectors and screens, and an ELMO document projection system. The girls' dorm was completely renovated to create a new girls' and boys' dorm, each with separate entrances, lobbies, recreation rooms, and deans' apartments. The old boys' dorm was taken down and a lovely park-like area was created on the spot.

Finished in 2009, a new entrance, complete with gates and fencing that stretches along the entire front of the school property along highway 436, welcomes guests to the campus. The café has also been given a facelift, including the addition of a student center.

Forest Lake Academy's Distance Learning Program began in 1997 as AE21, a curriculum and technology initiative by the North American Division of Seventh-day Adventists. Its initial intent was to enrich the curriculum for grades 5-8 and provide instructional support for one and two teacher Adventist elementary schools. In 2000, the program was turned over to the Florida Conference and the evolution into the secondary distance learning program as we know it today was begun. AE21 offered Adventist families an option of keeping their academy aged students at home instead of sending them to a boarding academy and still completing a Adventist education.

The Florida Conference of Seventh-day Adventists and Forest Lake Academy mutually agreed in the spring of 2004 that AE21 would become the distance learning division of the academy. The program has continued to evolve and be incorporated into the academy program and in 2010 became officially the Forest Lake Academy Distance Learning Program.

Since 1946, Forest Lake Academy has been recognized and certified, first by the Southern Association of Colleges and Schools and currently by Middle States Commission on Elementary and Secondary Schools. Today the academy continues to serve the constituency of the Florida Conference of Seventh-day Adventists preparing young people for service to God and society.

Governance

Forest Lake Academy is a Seventh-day Adventist Christian high school owned and operated by the Florida Conference of Seventh-day Adventists. It is governed by a Board of Trustees which delegates the management of the school program to the Principal. Board membership includes Conference employees and laypersons in the Seventh-day Adventist Church. The Board's primary functions are the following:

- Establishment of the philosophy, mission, broad goals and plans, and policies of the school;
- Employment and evaluation of a principal to operate the school within those goals and aims;
- Preservation and enhancement of the assets of the school, including the buildings, endowments, and regular income.

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 (NCPSA)
- The Commission on International and Trans-Regional Accreditation (CITA)
- The Florida Conference of Seventh-day Adventist School System, which is an official accrediting body of the Florida Association of Academic Non-public Schools.

Admissions

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 school. However, 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.

Admissions Process

All admission 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 Director of Student Records will send an email regarding the student's acceptance.

New Students

Application to Forest Lake Academy is an online procedure through the school's website. All forms and information required for admissions is available at www.forestlakeacademy.org under Admissions.

Returning Students

Re-enrollment to Forest Lake Academy is an online procedure through the Renweb website. Parents, using their parents' login, will review the information, make necessary changes, and submit the supplemental forms.

Financial Agreement ^{DL}

Every family will complete a financial agreement for the upcoming school year and register for the automatic payment plan through [FACTS](#). Arrangements can also be made to pre-pay by semester or year. This step can be completed anytime after acceptance with the understanding that the first month payment and Activity Fee are due on the July 31.

Note: Students without a completed financial agreement and first month payment with Activity Fee paid by July 31 may lose schedule placement.

Class Schedule and Books

New Students who have completed the admissions process, including the financial agreement, will need to make an appointment with the Guidance Counselor to complete the course request process. Once the process is completed, a class schedule and a list of textbooks will be supplied by email.

Returning Students who have completed the re-enrollment process may logon to Renweb and complete the course request process online. Once the process is completed, a class schedule and a list of textbooks will be supplied by email.

Home School Applicants - Transfer of Credit

- Students may only earn the equivalent maximum number of credits per academic year as those students who are enrolled in the receiving high school may earn
- In order to receive credit for any course completed within the past year, a student shall pass a school-based competency exam if an examination is available for the subject. For those subjects where a test is not available, a curriculum outline, materials utilized, samples of work generated, and an indication of time devoted to study of the course shall be required
- No high school credit will be awarded for any subjects taken below grade nine
- Non-transcripted credit granted for courses shall receive Pass/Fail grades only
- Students with credit awarded for Home School programs shall be eligible to be ranked in their graduation class only if a minimum of twelve credits has been earned from Forest Lake Academy or another accredited academy/high school
- Credit for courses shall not carry the Honors designation
- Home School students transferring into Forest Lake Academy at the beginning of the senior year must be enrolled full-time and must earn a minimum of four credits in order to receive a Forest Lake Academy diploma

International Applicants^{DL}

- The deadline for applications from outside the United States is July 15.
- All I-20 forms require an official bank statement verifying the funding of the cost (in US dollars) of at least one year's tuition from the sponsors or parents. Both are required in order to process the applications.
- All documents including school and physician records must be submitted in English.
- English is the primary language of instruction in the classrooms at Forest Lake Academy. All applicants need an adequate level of English language proficiency before admission, regardless of their citizenship status or country of origin.

Note: Students associated with the Cambridge International Student Program must follow the application process as outlined for that program.

^{DL}Distance Learning is not available to international students residing in the United States.

Late Enrollment

- Students who enroll after four weeks into the semester will not be accepted without transfer grades
- Acceptance after two weeks into the late enrollment window is at the discretion of administration
- Those who enroll after the regular registration will be charged a \$100.00 late registration fee
- Registration will not take place on the first day of school
- Late registrants must wait until the second day of the school year

Standards for Admissions

Students may be accepted to attend Forest Lake Academy if:

- They satisfactorily complete their previous academic program, including:
 - having no more than one F-grade, or two grades below a C from the previous semester;
 - having a composite score in the 30th percentile or higher on the last standardized achievement test;
 - having at least a C-grade for citizenship and attendance from the previous two semesters, if these grades were recorded at the last school

Note: An appointment with the Director of Student Records may be made to discuss concerns if the above criteria is not met.

- They have three recommendations - two must be from the previous school, one of which must be from the English or Mathematics teacher. If any of these teachers are not available, please contact the Admissions Office for further instructions.
- Parent/legal guardian(s) have made satisfactory financial arrangements with the previous school.
- They agree to follow Forest Lake Academy's rules and regulations.

Academically At-Risk Students

Forest Lake Academy accepts academically at-risk students and students with special needs on an individual basis. An interview with the Vice Principal for Academics, or designee, is a vital part of the acceptance process for academically at-risk students.

Please contact the director of student records (formerly admissions director) for more information about the admissions process

Come visit us

Prospective families are invited to visit the campus at any time. We would appreciate knowing in advance, so that accommodations and meals will be ready for you. While visiting, you may wish to meet the deans, Director of Student Records, work supervisors, classroom teachers, and principal. With such a visit, you can learn firsthand whether Forest Lake Academy offers the type of secondary education that will meet your needs.

Academic Policy

The academic program at Forest Lake Academy is focused on the intentional provision of opportunities for students to use their minds well. In honor of our school’s mission, our primary goal is to foster curricula designs that are academically rigorous and student-centered.

Academic Program

Graduation requirements, curriculum, and descriptions of course offerings are explained in the curriculum guide found on the Forest Lake Academy web site (www.forestlakeacademy.org). Additional copies are available in the offices of the Vice Principal for Academics, Director of Student Records, and Admissions.

All courses taken for graduation credit must be approved by Forest Lake Academy except in the case of student transfers.

All courses at Forest Lake Academy will be based on the following criteria:

- Include various teaching strategies, i.e., lecture, demonstrations, discussion, hands-on activities, appropriate writing assignments, and projects
- Focus on a deeper level of thinking that encourages the development of critical thinking skills
- Make intentional connection to real-life situations
- Extend mastery to a higher level

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 attendance for the entire senior year
- Complete ten hours of community service for each semester enrolled at Forest Lake Academy
- Complete any disciplinary consequences required (Discipline – See Discipline Matrix Appendix, fines, fees)
- Have all school bills paid in full

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

Diploma Types		
Type	Cumulative GPA Required	Total Credits Required
General ^{DL}	2.0	24
College Preparatory ^{DL}	2.5	24
Nursing Allied Health	3.0	25
Pre-Medical	3.5	26
Health Careers – Hon. ^{1, 2}	3.75	26.5
Humanities – Hon. ²	3.75	24
Mathematics – Hon. ²	3.75	24
Science – Hon. ²	3.75	24

Details of each diploma type are available on the website (www.forestlakeacademy.org).

¹All Health Careers Honors Diploma candidates must complete all Health Science classes.

²All Honors Diploma candidates must successfully complete an Honors Project.

Note: 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 full time in a SDA school

All required science credits taken while enrolled full time in a SDA school (including any secondary program offered through and elementary school or junior academy) must be completed through an accredited secondary SDA program

All students are required to take a mathematics course during their senior year. Seniors wishing to use College Calculus or College Statistics (semester courses) as the senior mathematics credit must have already completed 4 mathematics credits. In addition, if seniors are pursuing one of the following Honors Diplomas, the following is required:

Honors Diploma Type	Mathematics Course Required
Mathematics	College Calculus <u>and</u> College Statistics
Science	College Calculus <u>or</u> College Statistics
Humanities	College Statistics

Seniors not completing the graduation requirements by graduation must complete the required course(s) with a minimum C grade by July 31 in order 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

^{DL}General and College Preparatory are the diploma types currently available for Distance Learning students

Course Load

Students must be enrolled in a minimum of four courses to be considered full-time students. Although four courses are the minimum, students are encouraged to take at least six courses per semester to meet the course requirements for graduation. 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.

Class Membership

Class membership is determined by the number of high school/academy credits earned. To be eligible to join and continue in the respective class, students must meet the following criteria:

- ❖ Seniors
 - Graduation requirements, by the end of the senior year

- Official transcripts from schools previously attended must be recorded in the Director of Student Records' Office
- Correspondence work must be completed and the transcript on file in the Director of Student Records' office no later than the end of the 3rd quarter
- ❖ Juniors, Sophomores, and Freshmen
 - Enrolled in enough coursework to have earned at least 18, 12, or 6 credits by the end of the Junior, Sophomore, or Freshman year, respectively
 - Have completed all major required coursework
 - Have official transcript of previous coursework on file in the Director of Student Records' office (including all correspondence coursework).

Grading Scale

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

Percent	Letter	GPA	Unweighted GPA ^{DC}	Weighted GPA (For Honors or Dual Credit Courses)
90 – 100	A	4.0	4.0	5.0
80 – 89	B	3.0	3.0	4.0
70 – 79	C	2.0	2.0	3.0
60 – 69	D	1.0	1.0	2.0
50 – 59	F	0.0	0.0	0.0

Academic Recognition

At the end of each semester, Forest Lake Academy announces the Honor Rolls. All letter grades are considered for Honor Roll. The standards for this achievement are calculated based on weighted grade point averages and are as follows:

Type of Recognition	
Honors	3.50 – 3.74
High Honors	3.75 – 3.99
Highest Honors	4.00 +

Students with a grade point average of 3.5 or above for the first 3 quarters of a school year are recognized at the annual *Celebration of Excellence*.

Honors Program

Because Forest Lake Academy believes in recognizing all graduates with a GPA of 3.5 or more by use of an honors program, the practice of choosing valedictorians and salutatorians will no longer be in effect following graduation, May, 2012.

Note: For the Class of 2012, students' ranking will be calculated based on the first seven semesters of high school

Course Enrollment

Some classes may have limited enrollment due to the nature of the course. Enrollment in classes, such as electives may be limited to:

- 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 will be offered

Standard course requirements are required in addition to the Honors courses specified. Students must choose one area of emphasis at the beginning of the sophomore year. Honors courses are open to all

students with a GPA of 3.66 and above, at the beginning of the sophomore year. Honors students may choose courses in additional honors areas if their schedule permits.

Health Careers Program

Forest Lake Academy and Florida Hospital College of Health Sciences have created a partnership to offer a Health Careers program. The goal is designed to prepare students who have a desire to pursue a medical career. An application to the Health Academy is required for acceptance into the program. Further information on course offerings, etc., is available at the Forest Lake Academy website (www.forestlakeacademy.org).

Honors Courses

Honors Courses are offered for students having a minimum cumulative, weighted grade point average (GPA) of 3.75. Students who wish to take an honors course but do not have the required GPA may submit a request to the Guidance Counselor if they meet all of the following criteria:

- A GPA within the range of 3.66 – 3.74
- A subject GPA of at least 3.75
- Teacher approval

Dual Credit Courses

Forest Lake Academy offers seniors who have a minimum cumulative GPA of 3.50 the opportunity to take college courses for which dual credit is given. Dual credit allows students to receive both academy and college credit for the same class.

Students who wish to enroll in dual credit courses must meet all eligibility requirements and have approval from the Vice Principal for Academics. While students may take approved dual credit courses at area colleges and universities, special arrangements are made with Florida Hospital College of Health Sciences and Southern Adventist University for students to enroll in courses taught on the Forest Lake Academy campus.

Home School Partnership

The Home School Partnership accepts students on part-time basis. The following policy will apply to students enrolled in the Home School Partnership:

- Home school students will work with the Vice Principal for Academics and Director of Student Records to ensure course requirements will be met for graduation
- Home school students will be accepted as part-time students and may take up to three classes, per semester
- Students may enroll in Academic, P.E., or Fine Arts courses
- Students must enroll in a Religion course each semester
- Course taken outside of Forest Lake Academy must be approved before students enroll in the courses
- Seniors must be full-time students for the entire year in order to graduate with a Forest Lake Academy diploma
- Home school students are eligible to participate in tutoring for campus-taught courses, intramurals, recreation, Varsity sports, Student Association events, and weekend programs
- Tuition will be based on a prorated basis

Home School Credits

Students who have been home schooled for any part of their high school education will be considered for entrance upon completing the application process. Home school credits are evaluated according to the home school program used. Scores from standardized achievement tests may also be needed. Since there is a wide variety of home school programs, portfolios are examined and credits determined on a case-by-case basis by a committee consisting of the Vice Principal for Academics, the Director of Student Records, Guidance Counselor, and Principal working in close consultation with the parents. 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. Credits from accredited home school entities are accepted as letter grades and are figured into students' GPAs.

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.

Semester Exams^{DL}

Semester exams are given in all courses at the end of each semester. Exam permits are issued to students only after they are financially cleared through the Business office. Students are expected to take their exams during the assigned exam period. Only in rare instances will students be allowed to reschedule their exams. Rescheduled exams will take place after Christmas break or after graduation. Arrangements can be made through the office of Vice Principal for Academics.

Homework

Homework 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 for excused absences will be accepted for a specific class up until the second time the class meets after students' return.

Tutoring^{DL}

Tutoring services are available for students needing assistance with the academic program. Peer tutoring is arranged by the Guidance Counselor in conjunction with the teacher. Teachers are also available to assist in their content areas. Students interested in tutoring should contact the teacher, Guidance Counselor, or the Vice Principal for Academics.

^{DL}Tutoring is available through the teacher or parents/guardians can make arrangements with local tutors on an individual basis.

Standardized Testing^{DL}

The following tests are administered on campus:

- Freshmen EXPLORE
- Sophomores PLAN and PSAT
- Juniors Preliminary Scholastic Assessment Test (PSAT), the qualifying test for the National Merit Scholarship program – The PSAT counts in the Junior year for the NMSQT. More information is available at the website, www.nationalmerit.org/nmsp.php. Juniors are strongly encouraged to take the SAT during second semester
- Seniors SAT and/or ACT, depending on the college/university requirements

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.

College Counseling

Forest Lake Academy provides substantial assistance to students and their parents in the college selection process. Informational programs regarding college selection, admission, and financial planning are held each year. By attending these programs over a period of years, parents can become quite knowledgeable about college opportunities and requirements.

Two college day experiences are sponsored each year by Forest Lake Academy for seniors:

- Southern Adventist University offers *View Southern* on their campus in September. All seniors are expected to attend. Exceptions are to be cleared through the administration office by September 1. Seniors exempted from going to Southern are expected to attend their non-senior classes as usual
- Oakwood University also offers a College Days experience on their campus in October. All seniors who wish to attend are to sign up in the administration office by September 15. Seniors who do not attend are expected to attend their classes as usual.

Note: A transportation fee is applicable for both the Southern and Oakwood experience. College day experiences for other colleges/universities are not a Forest Lake Academy sponsored activities and are the sole responsibility of seniors and their parents/guardians.

Dropping/Adding Courses

Any changes made after classes begin must follow these guidelines:

- Students who wish to drop a course within the first two weeks of the term **must obtain approval from parents, teacher, and the Vice Principal for Academics**
- Students who withdraw from a class after the first six weeks will have a WP or WF (withdrawn/passing or withdrawn/failing) recorded on their transcript and **must obtain approval from parents, teacher, and the Vice Principal for Academics**
- Students who wish to add a course must do so within the first two weeks and are responsible for making up all work missed
- Students considering a schedule change should discuss it with the Vice Principal for Academics and complete a schedule-change form

Correspondence/On-line Courses

Forest Lake Academy recognizes the need for students to take courses outside of Forest Lake Academy and the Dual credit courses through Florida Hospital College of Health Science and Southern Adventist University. While we recognize this need, the following are criteria and expectations for correspondence/on-line courses:

- Courses may be taken only through an accredited institution. Forest Lake Academy's Distance Learning Program offers a wide variety of courses for convenience
- Courses may be taken for grade forgiveness due to the student receiving a D or F in a course. These courses should be taken the semester or summer immediately following the semester the course was taken at Forest Lake Academy. Distance Learning's Credit Recovery Program is a viable alternative for consideration
- Courses may be taken if the student is not able to take a course at Forest Lake Academy due to a scheduling conflict of courses necessary for graduation
- Senior Honors Diploma candidates may take courses if they are taking more than 7 credits per semester
- Seniors may take courses if they are enrolled in at least six classes at Forest Lake Academy during both semesters of the academic year and are in danger of not graduating
- A maximum of two credits may be earned through correspondence per academic year
- Students are responsible for having all course work completed and transcripts submitted by July 31, the end of the academic year
- Correspondence courses taken in the senior year should be completed by April 15 if the course is to be included for graduation
- Official transcripts must be submitted directly to the Forest Lake Academy Director of Student Records by the institution at which the course was completed

Correspondence/on-line courses, or other non-resident credit taken by any enrolled or incoming students will not be accepted unless the work has been previously approved by the Vice Principal for Academic's office.

Students taking correspondence courses and who desire to have the academic credit recorded on their transcript must have all tests supervised by a designee of Forest Lake Academy.

Completion of any correspondence/on-line course is the responsibility of the students and not of Forest Lake Academy.

Failures/Incompletes

Students failing a course required for graduation will not participate in graduation exercises. The Vice Principal for Academics determines how the requirement can be met.

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 High Risk

Students whose GPA drops below a 2.0 and/or have an F or D grade in one or more classes will be placed on academic high risk status. Conferences with students and parents will take place with the Vice Principal for Academics and Guidance Counselor. Academic high risk status may result in the loss of privileges (i.e. athletic, social, extra-curricular, class office, etc.). Students on academic high risk status must improve their academic record by the end of the next semester or may be asked to withdraw.

Academic Intervention

Students whose GPA drops below a 2.0/or and have an F or D grade in one or more classes will be placed on academic high risk status. An intervention plan to include, but not limited to conferences with students and parents will take place with the Vice Principal for Academics and Guidance Counselor. Academic high risk status may result in the loss of privileges (i.e. athletic, social, extra-curricular, class officer). Students on academic high risk status must improve their academic record by the end of the next semester or may be asked to withdraw.

Auditing Classes

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

Attendance Policy^{DL}

Forest Lake Academy believes that the classroom experience cannot be duplicated. 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.

Because of Forest Lake Academy's concern for the academic program, the policy has been designed with three components; **Attendance grades, Detention, and Attendance Fines.**

Attendance Grades

Forest Lake Academy follows a point system for daily attendance with applicable letter grades. Under this system an unexcused absence will be recorded as 3 points and an unexcused tardy as 1 point. The following represents Forest Lake Academy's grading system:

Attendance points	Grade	Consequence
0-5	A	No consequence
6-12	B	No consequence
13-20	C	Notification to student and parents
21-24	D	Loss of extra-curricular privileges
25+	F	Out-of-School suspension until fine(s) are paid

Note: Students must remain at a C grade or above in attendance to:

- Play Varsity sports
- Attend Prayer/Bible conferences
- Hold a class or SA office
- Participate in some extracurricular activities throughout the year

Attendance Fines

Students that reach and exceed 25 attendance points, resulting in an F grade, are subject to the following fine schedule:

25-39 points	\$ 25.00
40-49 points	\$ 50.00
50 + points	\$100.00

Absences

Forest Lake Academy reserves the right to declare an absence excused or unexcused. A doctor's note for any illness related absence may be required. On the school day students return from their absences, they are to report to the Attendance Office and resolve the absences from classes.

Excused Absences

By Florida state law, only the following reasons constitute excused absences: illness, death of immediate family member, or religious observation. Parents must call the Attendance Office by 8:00 AM each day the student is absent. Upon returning to school after being absent, students must present a written explanation to the Attendance Office listing:

- Student's name
 - Date(s) of absence
 - Reason for absence
 - Signature of parent and telephone number where parents may be contacted for verification.
- This note is required in addition to the required phone call(s) to the Attendance Office

School-sponsored Absences

Absences due to school-sponsored events, such as athletics; music tours; and field trips, are excused. Students involved in an approved 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.

Non School-sponsored Absences

These absences may or may not be excused.

Pre-Arranged Absences

Forest Lake Academy expects that students and parents plan trips during school vacations. If families choose to have students miss school for any reason, students and parents must complete the following items:

- A written request that includes the reason classes will be missed, dates and times of absence(s), and a parent/guardian signature.
- A *Pre-arranged Leave Form* must be completed, including signatures of teachers whose classes will be missed, work supervisors, and deans (for residence hall students). Signatures do not grant automatic approval of a request or allow the student to receive assignments.

Note: Forms are available in the Attendance, Administration, and Deans' Offices or on the website.

Unexcused Absences

No work is accepted and no work may be made up if the absence is unexcused. The students will receive a "zero" for the day's work. Absences are expected to be excused the day of return to school, at which time the make-up policies above go into effect.

Tardy Policy

Because punctuality is important, students are held strictly accountable for prompt attendance at all classes and scheduled meetings/chapels. Students who arrive late should report directly to the Attendance Office, located in the administrative offices. They will be issued a Class Admissions Pass to be presented to the teacher for admittance to class.

Tardies due to pre-arranged medical appointments will be excused only if a medical note is presented upon returning from an appointment.

Students who are tardy may not be allowed to make up work, such as bell work, which may have been completed in class before they arrived.

Note: Students are considered tardy when they are up to 10 minutes late for any class.

Chapel/ITAG (Daily Worship) Attendance

Students are required to attend all scheduled chapels and attendance will be taken. Points for unexcused tardies and absences to Chapel are the same as for all classes. Please see **Attendance Grades** for point system.

Extra-Curricular Trips

Extra-curricular trips are arranged by the faculty and administration of Forest Lake Academy exclusively for Forest Lake Academy students and include trips such as Bible camp, mission trip, and senior class trip. Forest Lake Academy rules and policies will be observed at all times during an extra-curricular trip.

Note: Please see the financial section of the *Handbook* for eligibility requirements for extra-curricular trips.

Field Trips/Tours

To be eligible to go on a school field trip/tour, students must provide written permission from a parent/guardian. Forest Lake Academy rules and policies will be observed at all times during a school-sponsored trip.

Make-up Tests

Students absent on the day of a quiz or test because of an excused absence are to make it up immediately upon return to school. If students are absent only on the day before a pre-announced test, they will be required to bring an excuse the day returning and take the test with the class.

Make-up Work for Excused Absences

All work (assignments or tests) missed due to an excused absence must be arranged with the teacher the day of return to class. Late work will be accepted for a specific class up until the second time the class meets after students' return; special arrangements may be required for exceptional circumstances.

No class work can be made up for any absence except approved school-sponsored activities, pre-arranged leave, illness, doctor appointments, funerals, and discipline issues.

Classes missed as a result of discipline issues are considered part of the ten absences allowed per class per semester. In most cases, however, students are allowed to make up the work.

The *Pre-arranged Leave Form*, accompanied by the written request, must be submitted to the Vice Principal for Student Services. All request forms will be reviewed by the Student Services Committee. If the request is approved, then, and only then, may a student take the approved form to the teachers and request assignments.

Pre-arranged leaves will count toward the ten (10) absences allowed per semester for any one class. The pre-arranged leave process is only for the purpose of making up school work.

Make-up Work for Pre-Arranged Absences

All work missed due to a pre-arranged absence is due the day of return to school unless prior arrangements have been made with the teacher(s). The maximum number of days to submit work missed must not exceed the number of days missed for the absence, while keeping current in the class.

Parents and RenWeb

Forest Lake Academy encourages parents to track their student's attendance history via the school's web site (RenWeb), and to periodically request information or attendance reports from the Attendance Office. Phone calls and email inquiries (attendance@forestlake.org) are encouraged. Students may also check the Attendance Report posted daily.

Perfect Attendance

Because Forest Lake Academy encourages students to attend class on a regular basis, awards are given for perfect attendance. Students with perfect attendance will not have had any excused or non-excused tardies or absences for the entire semester. School-sponsored absences are not counted against perfect attendance.

Use of Computing Resources and Electronic Communication Policy for Students and Parents/Guardians^{DL}

Students who are provided with access to the computer resources and to the communication network of Forest Lake Academy assume responsibility for using the Academy's computers appropriately and in compliance with the following policies and procedures. In addition, students' use of personal electronic devices, including cell phones, iPhones, cameras, personal lap top computers, PDAs, and Blackberries, on campus or on school-sponsored activities is governed by this policy. This policy applies to all electronic devices or information resources used at Forest Lake Academy, whether individually controlled or shared, stand-alone or networked, and whether owned by the Academy or the students and/or parents/guardians. Forest Lake Academy expects students to be careful, honest, responsible, and civil in the use of all electronic devices whether stand-alone or networked.

Use of Computer Resources

The use of Forest Lake Academy's computers and computer resources and the use of the Internet link through the Academy, including email, is the use of Forest Lake Academy property. Academy computers and computer resources can only be used in compliance with Academy policies and procedures. The use of Forest Lake Academy computer resources, including email, should be primarily for purposes related to the Academy's mission. Students should use the Academy's computer resources primarily for purposes related to their studies, their instruction, and other sanctioned activities. Limited personal use of the computer system is permitted if the use does not unduly burden the Academy's computer or network resources and has no adverse effect on students' educational performance. Students will abide by the general rules of network etiquette as instructed by this policy or by any faculty/staff member. All Forest Lake Academy computers, data, technology, and other computer resources are the property of the Academy. 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 to the maximum extent permitted by law, including communications and computer data that have been deleted by users.

NOTE: The term "Forest Lake Academy computer" also applies to any off-campus storage device or company which the Academy uses for electronic storage.

Use of Personal Electronic Devices

Students' use of personal electronic devices, including cell phones, iPhones, cameras, personal lap top computers, PDA's, and Blackberries on campus or school-sponsored activities is strictly prohibited during school hours, without the express permission of a faculty/staff member. However, a faculty/staff member may authorize the use of such devices. If such permission is granted, students will abide by all rules and procedures of this policy.

Electronic Communication

Correspondence via electronic communication on the Academy's network or on personal electronic devices during school hours is to be used primarily for educational and administrative purposes. 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 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 during school hours 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 and/or faculty/staff members which is contrary to the Academy's ethical and educational standards is strictly

prohibited, regardless of whether the communication is sent on an Academy-owned or privately-owned device. If an inappropriate communication is sent or received by academy 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 the entire contents of the device, no matter if the device is on or off school property.

NOTE: The term "contents of the device" includes any physical or electronic information stored on the device.

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 through the Academy. The Academy will not be responsible for any damages suffered as a result of an individuals' use of the Academy's computer system, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the Academy's negligence, errors, or omissions.

Information prepared, stored, transmitted, or otherwise developed 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 students save or works on may not be kept confidential from students' parents/guardians.

User Responsibilities

- Students assume personal responsibility for the use of their network user account and are responsible for maintaining the security of the account. Students are prohibited from disclosing their network use password and from otherwise making the Academy's computer or network resources available to unauthorized individuals, including family and friends. Students' possession or collection of passwords, personal identification numbers, private digital certificates, or other secure identification information belonging to other users is prohibited. Use of another user account is prohibited
- Students shall not deliberately use the computer 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, 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 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 met online. Students shall not enter any Internet "chat rooms" unless authorized 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 any Academy computer or network for commercial or political purposes, is a violation of these terms and conditions of use
- Students are prohibited from installing, storing, or using unlicensed or illegal copies of software on Forest Lake Academy computers. Transmission of such software over the Academy's

network is prohibited. Only the IT department is authorized to install or uninstall software on the Academy's computers

- Students may use only the computing resources for which they are authorized and only for the purposes specified
- The introduction of data or programs which in some way endangers computing 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 users, (e.g. inappropriate, obscene, pornographic, bigoted, or abusive materials) is prohibited
- Students may not attempt to circumvent security systems or to exploit or probe for security holes in any Forest Lake Academy network or system, nor may students attempt any such activity against other systems accessed through the Academy's computers. Execution or compilation of programs designed to breach system security is prohibited
- If students' personal electronic devices are encrypted and the Academy deems it necessary to inspect the devices, 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 will result in cancellation of system privileges and other disciplinary measures in compliance with Forest Lake Academy policy and the discipline code. Vandalism includes any malicious attempt to access, copy, use, harm, or destroy data of another user, of the system, or of any of the agencies or other networks that are connected to the Internet, and as the intentional damaging or destruction of Academy-owned hardware or software
- All hardware, software, peripheral equipment, data files, cabling, and programs are the property of the Academy
- Access to Forest Lake Academy's electronic computer system is a privilege, not a right. Students shall be required to acknowledge receipt of these policies. Students will be required to comply with these guidelines
- These procedures, guidelines, and/or policies are subject to modification at any time

RenWeb

Forest Lake Academy maintains a service called 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 RenWeb account. 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 RenWeb (password reset, etc.), should be addressed to the Network Administrator at 407-862-8411 x726 or ritterskampj@forestlake.org

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. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, faculty/staff, and school. Students found to be posting such comments are subject to disciplinary action by Forest Lake Academy's ADCO.

Consequences of Violations

Any use of Forest Lake Academy's computer 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 privileges of the violating user, suspension, or expulsion. Administration will determine when a policy or procedure has been violated and appropriate consequences.

In addition to violating Forest Lake Academy policy, certain computer misconduct may be prohibited under state and/or federal law and may, therefore, be subject to criminal penalties. Such misconduct includes knowingly gaining unauthorized access to a computer system, illegally gaining access to data,

causing a computer to malfunction, or interrupting the operation of a computer without the effective consent of the owner. Violators of such misconduct may be reported to appropriate law enforcement.

Frequently Asked Questions (FAQ's)

Who do I see when I have questions related to the school's technology or my network account?

Students or parents with questions related to the school's technology or network resources should contact the Network Administrator by email at ritterskampj@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 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, executable files either from the Internet or a peripheral device is permitted on Forest Lake Academy's network.

May I bring a laptop to school?

Laptops may be brought to school to be used for schoolwork ONLY. However, a personal laptop MAY NOT, under any circumstances, be connected to the school's network without prior approval from the Network Administrator. In the event that a student's personal laptop is connected to the network, it will be confiscated and appropriate disciplinary action will be taken.

Electronic Readers and E-Books?

Electronic readers (i.e., iPads, Nooks, Kindles, etc) may be used for schoolwork **ONLY**. It is the students' responsibility to make sure all readers are charged and ready. Forest Lake Academy does not have a location where students may access the Internet for downloading books. All E-book downloads are the responsibility of the student. Dorm students needing access to download E-books must make arrangements with the Network Administrator.

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 Network Administrator. After appropriate review of the website, the Network Administrator will either add the website on a filter bypass list, or continue to filter it.

Student Behavior

Forest Lake Academy students are expected to be responsible and considerate. Every effort is made to help further their sense of responsibility for themselves and the entire Forest Lake Academy family. When a student enrolls at Forest Lake Academy, they automatically become a representative of the school. Therefore, students should behave at all times in ways that will honor the school. This is especially true on campus or at all school-sponsored activities when all school 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 school'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.

The Honor Code

I will maintain my self-respect and respect for others. I will not lie, cheat, plagiarize, steal, bully, or fight, nor condone anyone who does.

Lying

Students who provide information known to be untruthful to a member of the faculty or other school authority at any time are subject to Level 1 or Level 2 consequences.

Honesty/Dishonesty

Honesty is a core value and is an expectation in all aspects of Forest Lake Academy life. Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. Students' dishonesty in connection with an investigation of misconduct will compound the disciplinary responses, regardless of the severity of the original misconduct.

Plagiarism/Academic Dishonesty

Any kind of academic dishonesty is a serious offense. Therefore, this calls into question the right of an offender to remain a part of the Forest Lake Academy community. Cheating and plagiarism are academic dishonesty. Plagiarism is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. Cheating is obtaining (or attempting to obtain) something by dishonest or deceptive means. The concept of plagiarism is explained and discussed in all grades, and thus, students should be well qualified to make the necessary judgments to avoid erroneously representing someone else's work as their own. The Principal, Vice Principal for Student Services, Vice Principal for Academics, Vice Principal for Distance Learning, and Student Services Committee handle questions of academic dishonesty. Examples of academic dishonesty include but are not limited to the following:

- Possession or use of unauthorized notes or tests or copying answers from another on an exam
- Plagiarism
- Copying homework or other assignments
- Furnishing or allowing assignments to be copied
- Unauthorized exchange of information

Note: Working together on problems or making editorial suggestions on a paper is a good learning process, but students may not lend or make use of another's work.

Stealing/Theft

Taking another person's property or work, whether or not it is in a locked or secured location, is strictly forbidden without the property owner's prior permission. Eating or taking food from the cafeteria that has not been paid for is stealing. Students who steal are subject to serious disciplinary action, up to and including Level 1 or Level 2 consequences.

Bullying

Bullying is conduct which subjects individuals to insults, taunts or challenges, whether verbal or physical in nature, which is likely to intimidate or provoke a violent or disorderly response from individuals subject to the conduct. Bullying may involve, but is not limited to, clique behavior, hazing, threats, and violence. Such behavior extends beyond actions that target those groups protected by anti-discrimination legislation including, but not limited to sex, race, creed, color, religion, disability, and national origin. All concerns relating to bullying should be reported to an administrator or a faculty/staff member immediately and will result in Level 1 or Level 2 consequences.

Fighting, Physical Aggression, and Rough Play

Students who fight on campus will be suspended from school. Rough play or physical aggression may result in injury to students and may damage clothing and property. Such activity is subject to Level 1 or Level 2 consequences.

Breaches of the Honor Code

Breaches of the Honor Code are classified as infractions or violations based upon the severity and circumstances of the incident. Students who breach the Honor Code will be subject to the following actions:

Honor Code Infraction—most first-time breaches of the Honor Code (depending upon the circumstances of the incident)

- Level 1 disciplinary consequence
- If the infraction is cheating and/or plagiarism, a grade of 0 or F on the assignment or test
- Possible loss of eligibility for academic honors that semester and year

A Second Honor Code Infraction will Result in an Honor Code Violation.

Honor Code Violation – second Honor Code Infraction or a very serious or willful breach of the Honor Code

- Level 2 disciplinary consequence(s)
- All academic consequences listed under Honor Code Infraction
- Possible expulsion from the National Honor Society

Note: A senior with an Honor Code Violation may lose the privilege of participating in graduation exercises or may be expelled.

A SECOND HONOR CODE VIOLATION MAY RESULT IN EXPULSION.

Care for School Environment

Forest Lake Academy does not permit vandalism, littering, and other unsightly and unhealthy use/abuse of the environment. Willful use/abuse or destruction of property is grounds for Level 2 consequences, and parents will be held responsible for the cost of repairs.

Students must take responsibility for maintaining a clean and orderly place to work and to relax during the school day. Trash receptacles are available throughout the campus. Students are to clean up their lunch trash, whether they eat in the café or on campus. Those found littering will face Level 1 consequences. If the amount of lunchtime litter on campus becomes significant, the privilege of eating outside will be suspended.

Computer/Technology

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the rules set forth in the Computers and Technology section of this Handbook. Failure to do so will result in appropriate disciplinary action determined by the administration. All computers should be used in a responsible, ethical and legal manner. Violations of the policies may result in the revocation of access privileges and Level 1 or Level 2 consequences.

Displays of Affection

Students are allowed to hold hands on campus or at school-sponsored events. All other affectionate displays are considered grounds for "social." Two students on "social" are not allowed to communicate with each other in any way. Administration determines the length of "social."

Students are allowed on the sidewalk in front of the dorms, but not on the steps of the opposite dorm. Students are not allowed in the dorms of the opposite sex without the dean's permission.

Forest Lake Academy follows the Southern Union K-12 Code Book for pregnancy related issues. Please consult the Forest Lake Academy website and follow the link to the Southern Union Code Book.

Harassment

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, but not limited to, race, religion, nationality, language, physical appearance, gender and physical/and or mental capacity. Harassment is defined as unwelcome, harmful behavior towards another person. This behavior must be annoying, bothersome and/or physically, emotionally or academically injurious to be considered harassment. Harassment can take the form of, but is not limited to, verbal, written, and/or computer generated remarks, gestures, innuendoes, gossip, symbols or physical contact in or out of school.

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, 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. Students who harass are subject to serious disciplinary action which may include Level 1 or Level 2 consequences.

Reporting Incidents

If individuals encounter sexual harassment or harassment on account of age, race, ethnicity or disability from faculty/staff, students, or others on our campus, 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 for Student Services. 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 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 are responsible for reporting such incidents to the school administration for investigation.

Response/Investigation

All complaints will be taken seriously. Each incident will be investigated privately and documented. Complaints of sexual harassment and harassment on account of age, race, ethnicity or disability will be investigated promptly. The determination of whether or not 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 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. Discipline will be given according to the type of behavior and the age of the offender. Progressive discipline will be given unless the first offense is of a serious nature. Depending upon the severity of the act, the discipline may range from a written warning (copy of which will be placed in the offending person's file) to immediate dismissal.

Inspection/Search Policy

Forest Lake Academy reserves the right to conduct inspection and searches of students' persons or of personal property that has been brought onto Forest Lake Academy property. Searches may include, but are not limited to, students' clothing, purses, lockers, backpacks, parcels or bags, lunchboxes, desks, dorms, work areas, personal vehicles, and other personal property while in the possession of students or while located on Forest Lake Academy property, including all parking areas. A search of students and of their clothing will be conducted by a person of the same gender as the students being searched. For security purposes, a second school official will be present during any search or inspection. By attending Forest Lake Academy, students (and their parents/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 dismissal from Forest Lake Academy.

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 school. Insubordination includes, but is not limited to, disrespectful behavior toward school 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 school personnel when requested, or to use/abuse or insult a member of the school faculty/staff in any manner. The repeated violation of any rule, directive, or disciplinary procedure will also constitute insubordination.

Language

Students, faculty/staff, and parents are prohibited from using profanity, obscenities, racial slurs (joking or non-joking), or other type of offensive, demeaning, and abusive language or gestures on campus or at school-sponsored events. Students using offensive language or gestures may be subject to Level 1 or Level 2 consequences.

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/skate board, etc. off campus. This includes, but is not limited to, walking

to Walgreen's or other places of business that are off campus. **All students, whether community or dorm, who violate this policy will be subject to suspension or expulsion from Forest Lake Academy.** Additional areas considered out of bounds include the property behind the motel units, the warehouse area, faculty housing, Forest Lake Seventh-day Adventist church property, and the non-developed sections of school property.

Repeated Misconduct

Students who continually violate the behavioral policies set forth in this handbook exhibit a disregard for the expectations of Forest Lake Academy students. Such behavior will be considered insubordination and may result in Level 1 or Level 2 consequences.

Skateboards/Rollerblades

Skateboards and rollerblades are not permitted on campus.

Student Decorum

Students are expected to be respectful and polite to all members of the Forest Lake Academy community. Disrespectful behavior such as insubordination, rudeness, or inappropriate comments is unacceptable. Classroom conduct that results in repeated disruptions to the learning environment reduces the effectiveness of the classroom experience. Students who exhibit these behaviors will be subject to Level 1 consequences.

Threats

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

- Students will be suspended immediately, subject to a full investigation
- Parents of students being threatened will be informed
- Students will undergo an independent psychological evaluation to assess their stability
- Students will return to school only when the psychological evaluation assures that the health and safety of Forest Lake Academy students and faculty are not at risk
- Students will be subject to Level 1 or Level 2 consequences

Technology/Cell Phone Use

Pagers, music playing devices (i.e. CD players, MP3 players) may not be used during the school day. Students who have cell phones in their possession at school must ensure that the phones are seen and/or heard only in areas designated as cell zones during the school day (7:50 a.m. to 3:40 p.m.). Violations of this policy will result in the confiscation of the above mentioned items and students will pay a \$25.00 fine for each cell/technology in fraction. No warnings will be given. Once the fine is paid, students may pick up the item from the office. Citizenship grades will also be affected.

Weapons

Students may not bring to school any object that could be considered a weapon. Pocket knives, firecrackers, matches, and lighters are not permitted. Violators are subject to serious disciplinary action to include Level 1 or Level 2 consequences.

Disciplinary Action

Students who violate a rule can expect to receive appropriate consequences for their actions as determined by the administration. Proper authorities may be notified in the event of illegal activity on the Forest Lake Academy campus or in connection with a school-sponsored event. Rule violations are assigned consequences categorized in two levels based upon the severity and circumstances of the incident.

Level 1 Consequences

- In-school suspension (dorm students) – served on the date assigned. The student may not participate in any extra-curricular activities on the day assigned. The student is responsible for taking tests and completing all work missed.

- One day suspension (community students) – served out of school on the date assigned. The student may not participate in any extra-curricular activities on the day assigned and is responsible for all work missed. A subsequent suspension may result in students being asked to withdraw.

Level 2 Consequence

- Two or more day suspension – served out of school on the date assigned. The student may not participate in any extra-curricular activities on the days assigned and is responsible for all work missed. A subsequent suspension may result in expulsion.
Note: Students on suspension are not allowed on campus until the suspension is completed. This may include weekend activities.
- Disciplinary Probation – warns of the possibility of not being invited back for the next academic year or expulsion. In addition, probation may also result in the loss of privileges (athletic, extra-curricular, social, parking, senior).
- Expulsion – permanent dismissal of a student from Forest Lake Academy. A student is subject to expulsion for serious misconduct as described in this handbook or for conduct the administration determines detrimental to the safety or well-being of others at school. An expelled student is not allowed to be on campus or attend any school sponsored event.

Disciplinary Issues

Forest Lake Academy's Administrative Committee (ADCO) serves as the decision-making body for student disciplinary issues. ADCO committee members are:

- Vice Principal for Student Services (Chair)
- Boys Head Dean
- Girls Head Dean
- Guidance Counselors
- Leadership Member (Rotating basis)
- Student Senate President
- Principal (Ex officio)
- Staff Advocate for Student (Students' choice – non-voting)
- Recording Secretary (Non-voting)

Once a decision is made, the parents/guardians and students will be verbally notified of the decision by the Vice Principal for Student Services. A letter stating the decision will be sent within three business days of the decision.

Appeals Process

First Appeal: Appealing an ADCO Decision

Parents/Guardians and Students wishing to appeal a decision made by ADCO will need to submit a written appeal to the Vice Principal for Student Services within three business days after receiving the initial phone notification of the decision.

First Appeals Committee members will be contacted and a meeting will be scheduled to hear the appeal. The parents/guardians and students will have thirty minutes to present their concern before the Committee. After all parties have dialogued about the concerns, the Appeals Committee will deliberate in closed session. Once a decision is made, the parents/guardians and students will be verbally notified of the decision by the Vice Principal for Student Services. The Committee will have three business days from the time of the meeting to send a letter stating the decision.

First Appeals Committee members are:

- Vice Principal for Student Services (Chair)
- Vice Principal for Academics
- Teacher (Different from ADCO)
- Head Class Sponsor of student appealing
- Guidance Counselor

- Principal (Ex officio)
- Staff Advocate (Non-voting)
- Recording Secretary (Non-voting)

Final Appeal: Appealing a First Appeal Committee Decision

If the first appeal does not result in a satisfactory resolution, the parents/guardians and students may submit a written request to the Principal for a final appeal. The written request must be submitted within three business days of receiving the decision of the First Appeals Committee. Upon receiving the request, the Principal will schedule a meeting with the Final Appeals Committee. The format of the meeting and notification process will follow the same procedure as the First Appeal.

The Final Appeals Committee has been appointed and empowered by the Forest Lake Academy Board of Trustees to make final decisions regarding student disciplinary matters.

Final Appeals Committee members are:

- Principal (Chair)
- Vice Principal for Student Services
- Teacher (Different from ADCO and First Appeals Committee)
- Leadership Member (Different from ADCO and First Appeals Committee)
- Florida Conference Superintendent of Education
- Two Board Members
- Recording Secretary (Non-Voting)

Reporting of Disciplinary Records

Disciplinary action is considered a part of the educational process and typically remains a confidential matter between the school, students, and their parents. However, the reporting of disciplinary incidents is necessary in some cases and will be handled in the following manner:

Many colleges and universities request information from students regarding disciplinary incidents resulting in suspension or probation. Students are expected to be truthful when responding to requests of disciplinary actions. In the same manner, Forest Lake Academy will respond honestly to any requests for information made by a college or university during the application process.

Students and parents should expect that the school will officially report incidents resulting in Level 2 consequences to colleges and universities.

Inappropriate Conduct - Definitions of Infractions and Misconduct

Student misconduct, which is considered to be a violation of the *Student Conduct and Discipline Code* is defined and described in the following section. When students have committed an infraction, the misbehavior is to be classified according the definition that best describes it. The sanctions to be imposed are then to be determined as outlined in the **Matrix of Infractions and Consequences in the Handbook Appendix**.

Aggression – 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, or participates as a member of a group or crowd in aggressive or unsafe acts.

Alcohol – possession, sale, purchase, being under the influence or use of alcoholic beverages while on a school campus, at a school sponsored function, or while at other Forest Lake Academy facilities.

Arson –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. (Zero tolerance violation)

Assault – making an intentional, unlawful threat, by word or act to do violence to a school employee, volunteer, student, or other person lawfully on school property or at a school sponsored activity, coupled

with an apparent ability to do so, and then doing some act that creates a well-founded fear in the person that violence is imminent.

Battery –the physical use of force or violence by an individual against another. (Zero tolerance violation)

Bomb/Biochemical Threat – 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.

Breaking and Entering/Burglary – the illegal entry into a Forest Lake Academy building, the unlawful entry with force, or unauthorized presence in a building or other structure, or conveyance with evidence, or the intent to damage or remove property or harm a person(s).

Bullying/Harassment – intimidating or hostile behavior(s) unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or unreasonably interfere with the individual's school performance of participation.

Cheating – 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 in the completion of an academic exam, test, or assignment. (Refer to Honor Code)

Contraband – the possession or storage of items which are prohibited at school, including, but not limited to, ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, matches, lighters, firecrackers, bottle rockets, smoke bombs, or other similar devices.

Disrespect – the uses of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons.

Disruption on Campus – disruption of all or significant portions of campus activities, school-sponsored events, a classroom, other portions of a school or school board facility, and school van transportation that poses a serious threat to the learning environment, health, safety or welfare of others.

Dress Code Violation – failure to comply with established dress code policy.

Drug Sale/Distribution Excluding Alcohol – the illegal sale or distribution of drugs, the manufacture, cultivation, sale, or distribution of any drug, narcotic, controlled substance or substance represented to be a drug, narcotic, or controlled substance. (Zero tolerance violation)

Drug Use/Possession/Drug Paraphernalia Excluding Alcohol – the use or possession of any drug, narcotic, or controlled substance or being under the influence. Drug paraphernalia is defined as all equipment, products, and materials of any kind which are used, intended for use, or designed for use to introduce a controlled substance in the human body.

Explosives – possessing, using, selling, storing, distributing, construction, or detonation 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.

False Accusation Against a Staff Member – the intentional publication (oral or written) of untrue, injurious allegations against a staff member or school volunteer, or knowingly bringing false charges against a staff member or school volunteer.

False Alarm – the intentional activation, without valid cause, of an alarm system, such as fire alarm, or the intentional reporting of a false emergency, such as dialing 911 and making a false report.

Fighting – mutual combat, mutual altercation, two or more persons mutually participating in use of force or physical violence that requires either physical restraint or results in injury requiring first aid or medical attention.

Firearm Violation – possessing, using, selling, storing, distributing, or detonating any weapon which, is designed to , or may be readily converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device. Includes firearms of any kind (operable or inoperable; loaded or unloaded) including, but not limited to, had guns, zip guns, pistols, rifles, shot guns, or flare guns.

Hate Crime – an act or acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation, or national origin.

Hazing – 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 a group organization, team, club, or a school sponsored program or activity.

Horseplay – engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity.

Inappropriate or Obscene Act – the use of oral or written language, 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.

Insubordination – the refusal or failure to follow a direction or order from a school staff member or any other adult in authority at school.

Lying/Misrepresentation – intentionally providing false or misleading information to, or withholding information to, or withholding valid information from, a school staff member of any other adult in authority at school.

Medical Policy Violation – failure to comply with the guidelines for possessing or administering prescription medications and over-the counter medications.

Network Access Violation – the use of a computer/calculator to do the following is unauthorized and prohibited including, but not limited to, violating the Acceptable Use Policy for Network Access: hacking into or accessing or breaking into restricted accounts or networks; modifying, or destroying files without permission; illegally copying software; and entering, accessing, viewing, distributing, or printing inappropriate/unauthorized files, programs, pornographic sites, or sites advocating hate or violence.

Repeated Misconduct – the repetitive violation of the general rules of conduct outlined in the handbook.

Robbery – using force to take something from another, 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.

Sexual Battery – 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. (Zero tolerance violation)

Sexual Harassment – undesired sexual behavior, unwanted and repeated verbal or physical behavior with sexual connotations by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation or unreasonably interfere with the individual's school performance of participation [F.A.C. Rule, 6A-10.008(1)]. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequences.

Sexual Misconduct – engaging in a consensual sex act or physical conduct of a sexual nature.

Sexual Offenses – other sexual contact, including, intercourse, with force or threat of force, subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body part in a lewd manner. (Zero tolerance violation)

Skipping Class – not reporting to or leaving an assigned class, activity, or area without receiving proper prior approval and/or following the established procedures for checking out of school.

Stalking – 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.

Threat/Intimidation – the act of coercing, or making another person fearful of being harmed by declaration of intent through words (oral, written, electronic, or symbolic) or acts to do violence to another person or to their property.

Tobacco Products Violation – possessing, using, selling, storing, or distributing cigarettes, cigars, snuff, dip, pipe tobacco, and chewing tobacco.

Trespassing – the unauthorized entry onto Forest Lake Academy owned property, into a school function, or an extracurricular activity, or remaining on school property after being directed to leave that location by a school staff member of law enforcement official or while subject to suspension or expulsion.

Unauthorized Area – being present in buildings, rooms, or other areas on a school campus restricted or not open to student access during all or portions of a day.

Unauthorized Items – the possession or storage of items that have the potential of interfering with teaching or learning, such as, but not limited to, skates, skateboards, radios, CD players, tape player, headphones, toys, video games, electronic devices, pagers, beepers, over the counter stimulants, as well as items or merchandise brought to school without administrative authorization for the purpose of sale or distribution.

Unauthorized publication – the unapproved posting or distribution of printed words, petitions, electronic messages, or graphic representations.

Unsafe Acts – engaging in any act which compromises the health or safety of an individual including, but not limited to, recklessness, pushing, shoving, hitting, kicking, or slapping.

Vandalism – willfully defacing, damaging or destroying by any means the real or personal property belonging to the school or to another person. This definition includes graffiti, as well as the malicious attempt to harm or destroy electronic data.

Vehicle/Parking Violation – failure to follow established rules and regulations concerning the privilege of driving and parking vehicles on campus.

Weapons Violation/Possession – possessing, storing, distributing, selling, or purchasing any instrument or object that may inflict harm on another person, or be used to intimidate another person, including, but not limited to, fixed blade knives, folding knives, switch blade knives, common-pocket knives, razor blades, box cutters, sharp cutting instruments, ice picks, dirks, chains, pipes, nunchakus, brass knuckles, Chinese stars, billy clubs, chemical irritants, mace, tear gas, pepper spray, poisonous gases, sling shots, electronic weapons or devices, starter pistols, stun guns, BB or pellet guns, propellants, and “look-alike” weapons. All students are subject to Forest Lake Academy’s Inspection/Search Policy (see page 30) and are subject to search at any time while on Forest Lake Academy property.

Forest Lake Academy is a
Drug-free,
Weapons-free,
Violence-free school.

Substance Use/Abuse Policy

Forest Lake Academy students are not to use tobacco, alcohol, or illegal substances either on or off the campus. Should students choose to engage in the use of any of these substances, students will be subject to discipline that could ultimately result in withdrawal from the school.

Forest Lake Academy reserves the right to test students for drugs and/or alcohol. Testing may be done on a random basis. Students may also be tested if there is a reasonable suspicion by school personnel that indicates the possible presence of substances on or in students, in their dorm room, locker, book bag, and/or vehicle. If testing results indicate a problem, parents/guardians will be immediately notified to arrange for further testing at a mutually agreed testing center at the expense of the family. Refusal of students to undergo testing or to cooperate fully with any of these tests is a policy violation and will result in students being asked to withdraw from school.

Safe Harbor Concept

Information Sharing and the Voluntary Intervention Philosophy

The purpose of the Voluntary Intervention Program (VIP) is to provide substance abuse assistance in a way that is non-threatening and in a context that would encourage early intervention. Students and/or families have the freedom to make choices regarding the level and duration of treatment. If students indicate that they want to participate in the program, families or legal guardians will be contacted. At that time Forest Lake Academy will work together with students and families/guardians to address the issue of substance use/abuse by coordinating a program of intervention for students. The intervention process will be coordinated through a school-directed "Core Team."

The Core Team's goal is to provide resources and make recommendations that will lead students to choose the best possible plan to encourage recovery. Students maintain the right to discontinue any treatment plan and/or their relationship with the Core Team. However, students who choose not to participate in or who drop out of the program before its conclusion may be asked to withdraw from Forest Lake Academy.

Confidentiality and Students

Under the VIP, students are encouraged to seek help from the school regarding all aspects of substance use/abuse. Forest Lake Academy will not share confidential information of students utilizing the VIP unless the individual is on a need-to-know basis, or the Academy is required by law to disclose the information.

Discipline

The school is not required by policy to invoke disciplinary action when students share substance use/abuse information under the VIP. Students may, however, find themselves in a situation in which administration confirms some activity that violates the drug-free school environment policy.

When facing disciplinary action for such activity, students may at that time choose to reveal any relationship they have with the Core Team to administration or the Student Services Committee for consideration, but there is no inherent protection from discipline.

Intervention Approaches

Philosophies

Pro-Active Intervention Student relationships with the Core Team are confidential. Under this approach, students already engaged in drug-related activities may seek assistance for discontinuing these activities.

The Pro-Active Intervention Program assumes the following:

- Administration may be unaware of students' drug-related activities
- Parents may be unaware of students' drug-related activities

- Students who seek voluntary assistance have already taken the first and most important step towards recovery; therefore, the school is willing to facilitate that process if students so choose
- Students' cooperation and progress have a direct bearing on eligibility for continued enrollment

Prescribed Intervention Under this scenario, a student is caught using drugs, faces a suspension as a result, and then may be given the option to enroll in the prescribed intervention approach.

The Prescribed Intervention program is designed to assist students who are known to be engaged in drug-related activities and who are given the choice of intervention as a condition of their continued enrollment at Forest Lake Academy.

The Prescribed Intervention Program assumes the following:

- Administration has confirmed the students' drug-related activities
- Records of the students' drug-related activities are on file with Administration and the Core Team
- Parents are informed of students' drug-related activities and citizenship status
- Parents, administration, the Core Team, and affected students are included in the Prescribed Intervention process
- Students may not be willing participants in the process but have chosen to cooperate as a condition of enrollment
- Students' cooperation and progress have a direct bearing on eligibility for continued enrollment or reinstatement
- The Core Team plays a direct roll in the enrollment status of students as their progress is monitored

Protocols

Pro-Active Intervention

- Students contact a faculty/staff member and asks for assistance
- Faculty/staff members, with students' consent, arrange a meeting with the Core Team coordinator, the faculty member, and the students
- The Core Team coordinator reviews the Pro-Active Intervention program with the students
- Students are encouraged to define the nature of the drug-related activity
- The Core Team, with students' consent, reviews students' drug-related activity and makes a recommendation regarding assessment and/or treatment
- Students are assigned a case number in order to protect their identity
- Recommendations are communicated to students
- Students may or may not choose to accept the recommendation(s)
- Students' choices are documented and initialed by the students on the covenant agreement. This procedure is continued throughout the assessment and/or treatment process
- Fees incurred for assessment and evaluation are paid by the parents/guardians within the scope established by policy. The responsibility of treatment expenses will be negotiated within the limits of the established policy
- The Core Team supervisor will contact the parents/guardians to discuss treatment options. At that time, a financial plan for treatment will be developed
- Students participating in the Pro-Active Intervention Program maintain the right to discontinue participation at any time.
- Students participating in this program are not exempt from any separate administrative or faculty action regarding known drug-related activities; however, students may choose to reveal their involvement in the Pro-Active Intervention program, whether such information may or may not be beneficial to their case

- Students whose drug-related activities are confirmed by administration via means other than the student's confidential request are, by definition, on the Prescribed Intervention program.

Prescribed Intervention

- Students identified as being involved with some type of substance use/abuse meet with the Principal or Vice Principal for Student Services and are placed on suspension from school.
- Documentation regarding the drug-related activities of the students is conveyed to the Core Team coordinator after the request is submitted.
- Parents/guardians and students will then meet with the Core Team coordinator to discuss the ramifications of the prescribed intervention program.
- The Core Team will make recommendations which may include, but are not limited to, student evaluation (drug assessment by a professional drug dependency assessor), regular drug testing, and /or other assessments or procedures stipulated.
- Students and parents/guardians will sign a statement agreeing to a professional assessment. The expenses for evaluation, assessment, and drug testing procedures are the responsibility of the family.
- Parents/guardians and students may choose a therapy professional which must be approved by the Core Team.
- Parents/guardians, along with students, are responsible for arranging an appointment with the therapy professional and making payment for services rendered.
- Parents/guardians and students are to sign a release form requesting and authorizing the forwarding of reports of assessments and testing to the academy principal or Vice Principal who will convey such to the Core Team.
- Students will not be permitted to attend classes until the initial assessment, drug testing, or other procedures have been completed.
- The Student Services committee will give consideration to the students' temporary reinstatement in school, upon the completion of the assessment/testing. Students and parents/guardians will meet with the committee to determine the reinstatement process and the students, parents/guardians and Vice Principal will sign a "Commitment" contract. This temporary reinstatement will continue only so long as the spirit and details of the contract are fully upheld and the school is satisfied with the student's overall performance and behavior.
- The Core Team will meet, upon receipt of the evaluation, assessment, drug testing, and/or other required reports, to prescribe an individualized treatment program which may include:
 - Random drug testing
 - Personal counseling
 - Out-patient treatment
 - A substance use/abuse education class
 - In-patient treatment
 - Other procedures as stipulated
- A follow-up meeting with the Core Team will take place to further discuss the details of the prescribed treatment program. Continued enrollment of the student will be determined, in part, by cooperation in both attitude and behavior with the Prescribed Treatment program. Failure to cooperate on the part of the student could result in suspension or being asked to withdraw.

Students who distribute illegal substances/drugs at Forest Lake Academy will be immediately expelled and will not be eligible for re-admission into the On-Campus or Distance Learning Academy programs in the future.

Dress Code

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

- Reduce superficial competitiveness in dress among the student body
- Encourage a focus on the character of students, rather than fashion
- Maintain a proper academic tone within the school family
- Encourage a collective uniformity and school spirit for the student body

All students, community and dorm, are required to follow the dress code when on campus or when participating in school functions. Administration reserves the right to interpret and/or make changes to the dress code as outlined below.

All clothing must be clean, in good condition, modest, and of appropriate size and fit without being too tight or baggy.

School Wear ^{DL}

The following guidelines indicate appropriate dress during the school day (7:50-3:40):

- Uniform shirts with FLA logo
 - Polo
 - Oxford –tucked in during school day

Note: FLA organizational Polo's may be worn on Fridays **Only**. Long sleeved shirts should not be worn under short sleeved polo's. Shirts worn under a collared shirt should not have a collar and should not extend below the bottom of the shirt.
- Uniform shorts/skorts (appropriate length), capri's and pants – **All worn at the natural waistline**
Note: FLA defines a modest length in the shorts/skorts using the measurement of the width of the Student ID Card, 3 ½", from the top of the kneecap. Belts must be worn in belt loops
- Uniform Outerwear with FLA logo:
 - Uniform jacket with or without hoods (hoods are not to be worn inside)
 - Uniform sweater

Note: Organizational hoodies are not considered uniform outerwear and are not to be worn during the school day (7:50-3:40). Non-uniform outerwear will be taken and returned at a later time.
- Closed toed and closed heeled or sling-back style shoes

Note: Bedroom slippers are not to be worn.

Note: On game days, team members may wear the Varsity team uniform

School uniforms may be purchased either from the *Dennis Uniform Company* website - www.dennisuniform.com or from their local store located in Apopka at 7715 Apopka Blvd. (407-292-0395).

The following clothing/styles may **NOT** be worn: **camouflage clothing, off the-shoulder tops, baggies, overalls, jams, leggings, stirrups, tight pants/shorts, pajamas, combat-style boots, hats, bandanas, unnatural hair color, distracting hair styles, visible underwear, any clothing that is offensive (i.e. drug, alcohol, sexual references), immodest, torn, cut, or inappropriate. Jewelry, tattoos, or body/facial piercing (ears, lips, tongues, noses)** should not be visible on any part of the body while on campus or at school sponsored events. ^{DL}

Note: Band-Aids/other coverings cannot be used to cover jewelry.

^{DL}These guidelines apply during broadcasts and school trips

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.

Ladies dresses for banquets:

- Must have shoulder straps
- 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**)

Gentlemen's attire should include:

- Dress pants
- Dress shirt
- Dress shoes

Jewelry

Jewelry (metal, plastic, rubber, leather or cloth) of any kind, including rings, earrings, (spacers, studs, or similar items), bracelets, anklets, necklaces, or friendship bands, is not permitted on campus or at any school-sponsored off campus function. Jewelry will be taken from the student. Confiscated items can be picked up from administration by the students' parents/legal guardians.

Recreation Wear

Recreational wear may be worn only when engaged in recreational activities or after 3:40 pm on school days. This includes school-sponsored trips. Recreation wear includes:

- FLA organizational shirts and hooded jackets/sweaters
- FLA logo T-shirts and other types of T-shirts, jeans, and modest shorts

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. The deans will establish acceptable dress for the residence hall students within the overall guidelines of the school.

Swimwear

Ladies: 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.

Gentlemen: 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)

Dress code should not be an issue. Violations of dress code that cannot be corrected on campus will require students to go home and make the correction. Parents/guardians will be contacted. Once the uniform correction has been made, students may return to school. Repeated dress code violations become an insubordination issue and may result in a level two consequence. All classes missed will be unexcused. Citizenship grades will also be affected.

Driving and Parking

Student Driving/Parking

Forest Lake Academy drivers are expected to use care while driving to school and on campus. Safety is the school's primary concern. Driving is a privilege which carries a high degree of responsibility. Drivers should also be aware that the school is not responsible for vehicles parked on campus during non-school hours when no school-sanctioned event is scheduled. If a vehicle must be left on campus, inform the administrative office.

To park on campus, a student must fulfill the following requirements:

- Complete a vehicle registration form
 - Drive only registered cars to school
 - Observe posted speed limits
 - Remember that all campus is a no-pass zone
 - Park only in designated area
- Note: Dorm students - license plates and keys are to be kept by the deans
- Refrain from loitering in the parking areas
 - Report accidents to the administration office so that the sheriff's office can be notified and an accident report filed
- Note: Any prank to someone's vehicle will be considered vandalism and will be reported to the sheriff's office.

Off-Campus School Events ^{DL}

All community students are encouraged, dorm students required, to ride school transportation for all off-campus school events. If community students choose to arrive at an off-campus school event in their own transportation, Forest Lake Academy assumes responsibility for students **ONLY** during the published times of the event.

^{DL}Distance Learning students are required to have Forest Lake Academy approval for transportation on all school trips.

Consequences for Campus Driving Violations

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

- A warning issued and letter sent to the parents for the first minor driving or parking violation
- The loss of campus driving privileges for a period of not less than a week for the second minor violation
- The loss of driving privileges for a period of not less than two weeks for three or more minor violations or any major violation

Note: Minor violation (i.e. parking in the wrong area)
Major violation (i.e. reckless driving)

Parent Driving and Parking on Campus

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

- **Park in visitor, *not* student, parking**
- Do not exceed the maximum posted speed limit on campus
- Enter and exit the campus with care
- Remember that all campus is a no-pass zone
- Instruct riders to go promptly to vehicles at the close of school
- Do not leave vehicles unattended when not parked in an approved parking place
- Wait for your riders in the carpool lanes, always pulling forward as space becomes available
- Report campus driving violations to the administration office, identifying license tag, car model, and color

Bicycles

Bicycles are considered transportation to and from school and are not for use on campus. 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.

Student Life/Extra-Curricular

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.

Campus Ministries

Campus Ministries has the important task of setting the spiritual tone for all Forest Lake Academy students. The ministries team is the voice for students who yearn for more spiritual opportunities to learn from Christ and be Christ to others.

RADICAL ON CHRIST (R.O.C.) is the team-centered campus ministries on the Forest Lake Academy campus. **R.O.C.** takes a servant leadership approach and allows campus ministries to become truly student led.

Biblical Foundation for R.O.C.:

- The Great Commandment – “You shall love the Lord your God with all your heart, with all your soul, with all your strength, and with all your mind, and your neighbor as yourself.” (Luke 10:27 NKJV)
- The Great Commission – “Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.” (Matthew 28:19-20 NKJV)

Motto: Rock Solid Through Christ

Mission Statement: Our ministry exists to lead by **servicing** our peers through the **training** of disciples so that we can **experience** being Jesus to them. By **proclaiming** Jesus’ name through servant leadership we will **sow** the seeds that will lead our friends to build a relationship with the Master.

S.T.E.P.S. to being RADICAL ON CHRIST:

- **SERVE - Through Servant Leadership**
 - J.A.M. (Jesus and me) - Friday vespers twice a month
 - Uncommon Vespers - Vespers once a month
 - P.J.’s (Proclaiming Jesus) - Youth church once a month
 - *ITAG (I Think About God) - small groups
 - Road Trips - Off campus servant evangelism activities
 - Alterations - Community service opportunities
 - *Shadows - Mentoring at the elementary school once a week
 - *MOC5 (Ministers of Christ) - Freshmen mentoring once a week
 - Sacred Space - Silent Sabbath School
 - *Programs under construction
- **TRAIN: Discipleship Training**
 - Programs that disciple and are important for spiritual growth:
 - Christian living classes in:
 - Small group training
 - Conflict resolution training
 - Social Issues
 - Servant Leadership
 - How to “be Jesus”
- **EXPERIENCE: Experiencing “Being Jesus” by leading out in:**
 - Vespers
 - Afterglow
 - P.J.’s Youth Church

- J.A.M.
- Sabbath School
- Community Service
- Praise music
- Prayer Conference
- **PROCLAIM: Proclaiming Jesus' Name**
 - Youth Church
 - Vespers
 - Sabbath School
 - Community Service
 - Chapel
 - ITAG: Daily worship program
- **SOW: Sow the Seeds**
 - J.A.M.: Open to all Adventist young people in the Orlando area
 - Road Trips: Servant Evangelism projects in the community

Intramural Athletics

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

Varsity Sports

Students at Forest Lake Academy participate in the following varsity sports:

- Boys' & Girls' Basketball
- Golf
- Girls' Volleyball

Athletics and the FHSAA

Students wishing to participate in the varsity and junior varsity athletic programs at Forest Lake Academy must maintain a 2.0 cumulative grade point average on a 4.0 scale and must not have an Incomplete, F, or D-grade from the previous quarter of the current year. Students who do not meet FHSAA guidelines for athletic participation will be removed from all athletic teams until their cumulative GPA, as determined at the end of the semester, meets the FHSAA requirement. For more information or questions regarding FHSAA eligibility and policies, please contact the Athletic Director.

In order to participate in after school practices or events, students must have attended school on the day of the practice or event.

Sportsmanship

Good sportsmanship at athletic events, at home and away, is especially important. 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

Leadership Qualifications/Loss of Office

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 and behavior must be exemplary

of a Seventh-day Adventist Christian, and the life-style should be in harmony with the spirit and purposes of the school and the church.

Students' academic performance, class conduct, attitude, and attendance will be considered in determining eligibility for and maintaining any elected or appointed office or position of leadership. Students on probation will not be eligible for office. Students who come under discipline may forfeit the right to continue serving in any elected or appointed office. A poor attendance record may also jeopardize student positions of responsibility or office. Students may hold only one major office at a time.

Note: Major offices are defined as all S.A. Officers, Student Senate President, NHS President, Mirror Editor, and Class Presidents and Vice Presidents.

Offices have minimum GPA requirements:

- S.A. President & Student Senate President must have a cumulative 3.0 GPA
- Other S.A. officers & Student Senate members must have a cumulative 2.5 GPA
- Major offices (Class Presidents, Mirror editor) must have a cumulative 2.5 GPA and no F grades.
- Other offices must have a cumulative 2.0 GPA no F grades.

Eligibility is based on the previous semester's work. Each officer must have been a student at Forest Lake Academy for one full semester preceding election, with the exception of Freshmen.

National Honor Society

Membership in the National Honor Society is open to qualified 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 a 3.75 cumulative GPA. Membership is also based on service, leadership, and character. A five-member Faculty Council, appointed by the principal, selects nominees. NHS selection is held in the fall.

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 cafe.

School-Sponsored Social Activities

Forest Lake Academy encourages the Student Association and class organizations to sponsor social activities. These should be scheduled with the Leadership Committee 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 Forest Lake Academy's behavior and conduct rules (see Behavior section). In addition, the following rules also apply to any on campus or off campus school-sponsored activity:

- Students may not use nor be under the influence of tobacco, alcohol, or illegal substances
- 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 and will not be readmitted
- Students may not use profanity or rude language
- Students must dress and behave appropriately
- Students may bring guests from other schools only if arrangements have been made with the faculty sponsor in advance

Students who violate any of the rules may be asked to leave, and their parents will be notified. Further disciplinary action may be taken according to school policy

Student Safety and Health/Emergency Procedures

Forest Lake Academy is concerned about the safety and security of its students, faculty/staff, and guests. To help make our campus a more secure environment, a new fence, complete with entries and gates, video/surveillance cameras campus-wide, and a loud speaker/intercom system have been installed. Policies and procedures are being constantly updated and practiced with students to help prepare for any unforeseen emergency, including fire, tornados or other inclement weather, and the immediate need to lock-down the campus.

Fire

All fires should be reported immediately to a faculty/staff member. Students will be trained in proper fire evacuation procedures through drills during the school year. In general, students and staff will exit and assemble in accordance with instructions posted in each building, classroom, and activity area. 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 check the website, listen to local radio and television stations for announcements relative to school closings or delayed openings, or call the school for a recorded message.

Forest Lake Academy will follow the closing decisions of the Seminole County School District.

Information (Emergency) Notification

Forest Lake Academy has instituted an automatic phone messaging system to contact families in the event of an emergency or for the purpose of sharing important information. This system uses designated contact information provided during the admissions process. The *call-em-all* system attempts to reach all of the numbers entered in the system when the school activates a message.

Accidents

All accidents should be reported immediately to a faculty or staff member. Administration will be informed, the parents will be notified, and an accident report will be filed.

Cardiac Emergency

Forest Lake Academy has four (4) Automated External Defibrillators (AEDs). One is located in the gym, one in the pool area, one in the classroom building, and one in Schmidt Auditorium. In the event of a suspected cardiac emergency, students should notify a faculty/staff member who will follow the school's emergency procedures.

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 record of immunizations signed by a physician.

Physical Evaluation

All new students must have a school physical evaluation prior to the beginning of the school year. Dorm students must have an evaluation prior to the beginning of each school year.

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* and completed after June 1 of the present year.

Health Insurance

Forest Lake Academy encourages all students to have health insurance.

- All dorm students must have health insurance
- Proof of insurance is required

School Accident Insurance

Forest Lake Academy students are covered by a limited school-time insurance plan. The school-time insurance would cover expenses within the limits of the school insurance policy. Parents needing to file a claim or wishing additional information should contact the administrative offices.

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 administration office. Students will be excused from school **only** after a parent/guardian has been notified. The parent/guardian must give verbal consent to the receptionist or nurse for students who drive themselves. Ill students will remain in the nurse's office or in the reception office until the parent arrives and signs them out at the front desk. Those who fail to follow these procedures will be considered unexcused from class.

In case of a medical emergency, the school will attempt to notify parents 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.

Medicine at School

Florida State law does not allow school personnel to administer medication without explicit written instructions. This includes prescription and non-prescription medication. At times, a physician will instruct parents to use an over-the-counter medication, or parents will know the symptoms and realize that an over-the-counter medication will help their student's illness. The following medication procedure will allow the Forest Lake Academy nurse to administer non-prescription and prescription medication when on duty.

- The Medical Consent form must be signed and notarized at the beginning of each school year, with the appropriate medication box clearly marked
- A Medical Permission form, available in the nurse's office, stating the student's name, medication, dosage, time to be administered, and parent signature, must be completed for all prescription and non-prescription medications
- The medication must come to school in the original prescription bottle or manufacturer's package, including a dosage instrument. The following must appear on the label:
 - Name of doctor
 - Name of student
 - Name of medication
 - Directions for administering
- Medication must be sent or carried directly to the nurse's office. **Medication may not be kept in students' possession.**

Note: An exception to this rule may be made for prescription medications that are required to be carried on the students' persons for use in an emergency, such as asthma inhalers and epinephrine injectors or dispenser (e.g., and "Epi=Pen"). Before students will be permitted to carry prescription medication on their persons, all of the following requirements must be met:

- Students' parents/guardians must consult with school officials and provide Forest Lake Academy with a copy of a prescription for the prescription medication
- Parents/guardians, student, and prescribing health care provider must sign the "Asthma Inhaler and Epi-Pen Permission Form"
- Parents/guardians and students required to carry an asthma inhaler, epinephrine injector or similar devices must submit a signed "Epinephrine Release Agreement"
- Medication records become a part of the students' cumulative records

Our campus maintains a "drug free" environment, including 'over-the-counter' medications and inhalers.

General Information

Open/Closed Campus

The school day begins at 7:50 a.m. and ends at 3:40 p.m. except on Friday, when classes end at 2:40 p.m. The campus is open for students Monday through Friday at 7:00 a.m. Campus closes:

- Monday through Thursday at 5:30 p.m. Students should be picked up NO LATER THAN 5:45 p.m.
- Friday at 3:00 p.m. Students should be picked up NO LATER THAN 3:15 p.m.

Note: Forest Lake Academy does not provide an aftercare program. Parents are urged to make arrangements for students to be picked up at the appropriate times. For programs or varsity games, campus will close 10 minutes after the end of the program or game.

Students who remain on campus after classes dismiss must be where activities are happening and where supervision is provided. Community students whose rides have not come by 5:45 p.m. (M-Th) or 3:15 p.m. (F) will be asked to wait in the dorms. A fee may be charged if students are waiting for rides on a regular basis.

Messages

Only in an emergency will messages be sent to a classroom during the school day.

Daily Worship – ITAG (I Think About God)

Forest Lake Academy offers time each day for students to think about God in a worship setting. Whether through corporate worship in Schmidt Auditorium or small groups scattered throughout the campus, students and faculty/staff get together each day to reflect on the love of the Creator and Savior, Jesus Christ.

Chapel

Chapel, which is held regularly each Friday, is an integral part of life at Forest Lake Academy and attendance is mandatory. Special chapels are scheduled throughout the year as well. If there is a conflict with meeting chapel appointments, students must make arrangements with the Vice Principal for Student Services. Unexcused chapel tardies and absences affect the students' citizenship grades.

Library/Media Center

The Library is regularly open from 8:00 a.m. until 3:45 p.m. Its holdings consist of approximately 10,000 items, including: hardcover and paperback books, magazines, videotapes, DVDs, and CDs. The library also provides online electronic journal and magazine subscriptions. Newspapers received daily are: *The Wall Street Journal*, *The New York Times*, *USA Today*, and *The Orlando Sentinel*. Books may be checked out for three weeks and may be renewed as many times as desired. DVDs and videotapes are checked out for 4 days. Reference books and books on reserve may be checked out after school for overnight use only and are due back by 8:00 a.m. the next morning. A fine of \$.10 per day is charged for overdue items. Students with overdue library items or unpaid fines will be placed on "Library Hold," and will not be allowed to take semester exams until all materials are returned and fines paid. Students receive information monthly regarding overdue books and fines.

Also available for students to use are computers with Internet access as well as access to Microsoft Office and Adobe Master Collection software. Students are supervised and are logged off when they are not involved in academic assignments on the computers. NO GAMES or recreational videos are allowed on the computers per the Acceptable Use Agreement stated in the Handbook. Students who are found in violation of these rules risk loss of library privileges. A printer is available for students to use. Pens, staplers, paperclips, scissors, rulers, a three-hole paper punch, and other items are available for student use. An ID is required as collateral for borrowed items. The library sells basic school supplies such as poster board, protractors, compasses, etc.

Food and drink are not permitted in the library. Students are encouraged to do research, work on homework, or read when they are in the library. The library has been arranged so that quiet conversations are permissible in the periodical section. Furnished with study carrels for silent individual study, the tutoring area is designed for students to receive academic assistance by library personnel or to take make-up exams. Students should be considerate of others when utilizing this area; there is to be no conversation or noisy distraction in the tutoring area.

Lockers

Lockers are assigned to students for securely storing books 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 school. PE lockers are assigned as needed.

All lockers are school property; therefore, the school 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 Custodial Department. Small lost and found items may be held at the reception desk in the administration office. Students and parents should be sure that all articles of clothing and book bags have name labels. All books should have names inscribed on the title page or inside the cover. 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 school is not responsible for the loss or theft of personal items on campus. Valuables or money should be locked in the locker or brought to the office or the dean, in the case of a dorm student, for safekeeping.

Campus Visitors

Forest Lake Academy is a closed campus. Parents must request prior approval from the Principal/Vice Principal for Student Services before bringing visitors on campus. Visitors are to register at the reception desk. Unregistered/unapproved guests will be asked to leave campus or they will be reported to the police.

Dorm Students

A Dorm Handbook is prepared specifically to help students who live in the dorms be successful at Forest Lake Academy. Dorm students receive the Dorm Handbook at the beginning of each year and are responsible for the additional information and policies it contains. A copy of the Dorm Handbook may be found in the following section.

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.

Parent/School Communication

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 school 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
- Parent Weekend, including parent/student/teacher conferences, is held each fall at the end of the first quarter grading period
- 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
- Report cards with interim, quarter and semester grades are mailed to students' homes. Comment forms from each teacher accompany the interim reports
- RenWeb (link at www.forestlakeacademy.org)
- 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
- Weekly Connections Emails from the Principal update parents with pertinent information

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. Students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, faculty/staff, and school. Students found to be posting such comments are subject to disciplinary action by Forest Lake Academy's ADCO.

Dorm Handbook

The Dorm and Its Facilities

The Dorm is considered the residents' home while at Forest Lake Academy. As in most homes, living together requires that residents treat each other with respect and thoughtfulness and that they take care of their home.

Dorm Rooms and Furnishing Them

Rooms and Furniture

Each dorm room is about 10 x 12 feet and contains one set of bunk beds, two single mattresses, two wardrobe/closets, two dressers, two desks, two chairs, and window blinds. All furniture is inventoried and assigned by room. All furniture is to remain in the assigned room.

Note: A resident rents only half the room, the other half is rented by a roommate. Residents need to work in cooperation as they share the space.

Students are not to take furniture apart, including bunk beds, without the express consent of the dean

Air Conditioners

Each suite of rooms (two adjacent rooms) is equipped with one air conditioner unit. The controls are not to be adjusted or tampered with in any way. If the unit needs adjustment or there is a problem with the unit inform the hall RA or the deans on duty.

Items to Bring

- Alarm Clock
- Appropriate decorations, posters, etc.
- Bedding for twin-size bed – (an extra set of sheets is helpful)
- Bible
- Desk Lamp
- Flashlight
- Iron/Ironing Board
- Laundry Basket
- Laundry Detergent
- Poster Putty
- Surge Protectors – NOT extension cords
- Shower Shoes
- Toiletries
- Towels/Washcloths
- Wastebasket
- Optional Items:
 - Area Rugs (floors are tile)
 - Computer
 - Dorm sized fan, microwave, and refrigerator
 - Extra Chair
 - Full-length mirror
 - Portable music device with headphones

Items to Leave at Home (Such as, but not limited to)

- Dartboards
- Flammable items: candles, fireworks, flammable liquids, incense, lighters, matches
- TV/VCR, Personal DVD players, large stereo systems
- Jewelry: Jewelry is not to be worn anywhere on campus—including the dorm, at any school sponsored activities, or on any school sponsored trips
- Inappropriate items for a Christian home and school:

- Decorations/Posters – at the dean’s discretion.
- DVD movies rated above PG
- Gang-related attire – Bandanas, hats, shirts, shoes, etc
- Magazines and other literature that promote lifestyles contrary to teachings of the Seventh-day Adventist Church
- Music with Parental Advisory Lyrics – including music that has been “sanitized”
- Role Playing Games
- Inappropriate, violent software and computer games
- Skateboards
- Open Filament Items of any kind: (hot plates, coffee pots, toasters/toaster ovens) – see pages 22-23
- Air soft Guns, Paintball guns/balls/equipment
- Pets
- Extension cords
- Weapons of any kind – See Forest Lake Academy Handbook

Note: Having any of these or other inappropriate items will result in the item(s) being confiscated. Fines may be assessed. **Any item that is confiscated will be tagged and given to the Parent/Legal Guardian to be permanently removed from the campus.**

Insurance for Personal Belongings

Forest Lake Academy is not responsible for any damaged, lost or stolen items from dorm rooms, other dorm areas, the FLA Campus, or while on any school trip. Residents’ personal belongings (computers, clothing, cell phones, etc.) are not covered by school insurance. If residents wish for their personal belongings to be covered by insurance in case of theft or damage, they need to secure this insurance. This insurance is often available as a rider to the home-owners or renter insurance carried on the residents’ homes. **Personal belongings are not covered by Forest Lake Academy’s insurance and no policy is available through the school.**

Roommates

If a freshman or sophomore does not have a roommate in mind when checking into the dorm, one may be assigned to them. Generally, underclassman will have a roommate. If there are available rooms, upperclassmen, juniors and seniors, may choose to room alone. The deans reserve the right to make final room/roommate assignment and to have residents move into any other residents’ room at any time.

Guests

At various times during the school year, Forest Lake Academy hosts groups on campus that need housing in the dorm. The deans reserve the right to assign dorm residents some of these guests to host in their dorm rooms.

Room Changes

After the first two weeks of school, a request for a room change may be made. All room changes must have the approval of the Head Dean. Before a request is granted, residents and roommates must meet with the dean. When a room change is approved, the Check-In/Check-Out procedure should be followed.

Room Check – Cleanliness

Rooms are expected to be clean and will be checked regularly. Room Check grades can affect residents’ dorm privileges. Students who receive a D or an F on Room Check may be room bound until the room is cleaned and/or may be assigned dorm improvement activities.

Facilities

In addition to the rooms that residents will live in, each dorm has common areas. These areas are the lobbies, kitchenettes, exercise/game rooms, and bathrooms, and laundry rooms. Following is a description of these areas and the expectations surrounding them.

Lobby Area

The lobbies contain the reception desk area and a living area. The reception desk area is only for the desk worker on duty. The living area is for dorm residents, their family members and approved guests to enjoy.

Any students who are not residents of the dorm (including members of the opposite dorm and community students) are not allowed in the dorm without dean approval. Each lobby includes a TV. TV programming is determined by the dean. Special programs/events may be shown at different times with the dean's approval. Movies/DVDs are not to be played without the deans approval. Food and drinks are not allowed in the Dorm Lobby. Items left in the lobby (such as backpacks, clothes, books, etc.) may be confiscated. Residents may have to pay a fine to get them back.

Computers

There are computers available for residents to use to check email and to work on homework and projects. Eating or drinking at the computer desks is prohibited.

Telephones

There are no pay phones available in the dorms. The front desk can only make outgoing calls to campus extensions. However, the phone can receive calls from outside lines. Please limit incoming calls to five minutes.

Bulletin Boards

Bulletin Boards are located in the lobby area and in various areas of the dorm. Residents are responsible to read and follow all posted announcements.

Kitchenette

Each dorm has a kitchenette off of the lobby. This area may be used by dorm residents to prepare or heat food. Residents are to please clean up any mess they make by washing the dishes, putting them away in their proper place, and cleaning the counters. Meat, fish, and seafood are not to be cooked in the dorm. Failure to keep the kitchen clean may result in the kitchen being closed.

Recreation Room

Each dorm has some recreation equipment and weight training equipment. Deans will go over the particulars of what is available in each dorm and the guidelines for its use. These are to be used during the posted times for use and residents free time. Skipping school or work to use these facilities is not an option.

Bathrooms

There are several bathrooms throughout each dorm. Residents are to please clean up after themselves. This would include:

- Being sure trash gets into the trash containers
- Taking clothes and towels back to their rooms
- Making sure toilets are flushed
- Cleaning up messes that are caused by toilets overflowing
- Etc.

Note: Failure to maintain the bathroom and shower areas may result in scheduled restroom and shower times as well as required dorm participation with cleanup.

Trash

Trash from rooms must be deposited *only* in the dumpster assigned to dorms. Please do not empty room trash into the trash cans in the halls, laundry room, lobby, recreation room, or bathrooms.

Cleaning Supplies

Cleaning supplies are located in custodial closets on each floor. Please use these supplies responsibly, for rooms, dorm chores, or dorm improvement hours.

Laundry Rooms

Each dorm has a laundry room equipped with coin operated washers and dryers. The cost is fifty cents (2 quarters) per load in both the washer and the dryer. In general, the laundry rooms are open from 6:30 am until curfew.

Note: The laundry room will close on Fridays one half-hour before sunset and will reopen one-half hour after sunset on Sabbath. This is done to honor the hours of the Sabbath. **Do not leave laundry unattended.** The school is not responsible for missing clothes. Mark all clothing so that it can be identified if found. If a machine is not working properly see the dean. Items left in the laundry will be collected on Friday afternoon, stored for one week, and then, if not claimed, will be donated to the Forest Lake Church Thrift Store. Residents may not use the laundry past their curfews. During Strict Study Hall, the laundry rooms are closed to students on the DFI list.

Life in the Dorm

Dorm Appointments

Being a resident of the dormitory involves successfully learning to manage a busy schedule that includes:

- time for dorm room
- laundry,
- homework,
- friendships,
- a healthy spiritual walk with Jesus

Though it is not always an easy balance to maintain, it can be done. Successful time management will give residents a great deal of freedom in how you relate to this schedule. Failure in any area will require the deans to work closer with residents in managing time so that they will be successful Forest Lake Academy students.

Typical Daily Schedule

While the schedule may vary a bit in each dorm, a typical day will follow the schedule below. Each dorm will have its exact schedule available and posted:

- Breakfast
- 7:50 am – Morning Classes Begin (Monday – Friday)
- 9:00 am – Dorms Close until 1:00 pm (Monday – Friday)
- Lunch
- 1:00 pm – Dorms Reopen
- Afternoon Classes/Work
- Supper
- Recreation/Evening Classes/Free Time
- 7:30 pm – Time to be in the dorm for Study Hall (Sunday – Thursday)
- 9:20 pm – Worship
- 10:30 pm – Night Curfew/Bedtime (Sunday – Thursday)

Typical Weekend Schedule

While the schedule will vary a bit due to special activities and events, in general the weekend will include the items listed below. There is a bit more free time which allows residents the chance to relax and to get caught up on things like rest, homework, laundry, etc. A Weekend Schedule will be posted each week. All weekend services and programs are required for dorm residents who have not checked out for the weekend. Other church arrangements may be made with the approval of the dean on duty.

- Friday Sundown Worship and/or Vespers
- Afterglow
- Sabbath School/Church
- Sabbath Afternoon Activity
- Sabbath Evening Sundown Worship

- Saturday Night Activity
- Saturday Night Curfew times (for returning from Day Leaves)
 - 10:30 pm – Freshmen & Sophomores
 - 11:00 pm – Juniors
 - 12:00 Midnight - Seniors
- Sunday Brunch
- Sunday Town Trip (Wal-Mart or Mall)
- 7:15 pm – Latest time to return from weekend or Sunday leaves

Dorm Clubs

There is a dorm club for each dorm which includes all the residents of that dorm. The girls dorm club is the Memorial Hall Pink Panthers and the boys dorm club is the McClure Hall Knights. The dorm clubs meet regularly. Officers are elected for each club who will plan the dorm club meetings as well as other special events throughout the school year.

Free Time

There is usually some free time each day. During that time:

- The recreation rooms and TV will be available
- Residents may visit with friends throughout the residence hall
- Residents may work on your laundry or clean your room
- Residents may work on homework and special projects

Note: TV programming and movies are determined by the deans

Classes/Work

It is expected residents will meet *all* class and work appointments each day. Residents cannot do their best in school if they are not in class. Families are depending on residents to work to help pay for school. Failure to meet these appointments will have consequences.

Meals

Eating regular and healthy meals is important to be able to function well. It is not a good idea to miss meals on a regular basis.

Worship

Worship is an important part of the total program at Forest Lake Academy. Please remember that God is present in worship. Reverence and respect are always appropriate. Disruptive behavior, i.e. excessive talking, sleeping, going in and out, talking or texting on your cell phone, etc., is never acceptable. Attendance is required at all worship services and record is taken.

The purpose of worship is to encourage each person to develop a personal relationship with Jesus and to order his/her life on the principles that Jesus has given in His Word. Following is a listing of many worship opportunities available throughout the week.

Residence Hall Worship

These are held Sunday through Wednesday evening as well as on Sabbath. Most of the time, worships will be held in the dorm lobbies.

Joint Worship

On Thursday evening there will be a joint worship in the Dorm Chapel. This will begin at 7:15 pm and will generally be finished by 8:00 pm.

Weekend Services

For dorm residents who have remained on campus for the weekend, there are several worship opportunities coordinated between the dorms and the Campus Ministries team.

Friday Evening Vespers

Friday evening vespers will happen every Friday evening that school is in session. Attendance at vespers is required for all dorm residents who remain checked into the dorm for the weekend.

Sabbath School and Church

Dorm residents will participate in these Sabbath morning worship experiences each Sabbath that school is in session. Sometime these will take place on the campus and other times at local churches. Attendance is required for all dorm residents who remain checked into the dorm for the weekend.

Sabbath Afternoon Activities

Each Sabbath afternoon there will be some activities available. Sometimes they will be community service oriented. Other times they will be events like enjoying nature at a local park or canoeing on the Wekiva River. At other times they may be enjoying a Christian or nature DVD in the dorm lobby. These activities will often times be optional and other times be required for all residents.

Other Sabbath Activities

Dorm residents will have the opportunity to plan and participate in other worship activities. These may include AY meetings, sundown worships, etc. and may either be required or optional depending on the circumstances. Be sure to check the bulletin boards for information.

Dress Code: Appropriate attire is expected for the different weekend programs. See dorm dress code section for more details. The dean on duty always has the final say as to the appropriateness of attire and may ask a resident to change.

Cell Phones

Cell phones are not to be brought to weekend worship services. For Sabbath Worship services, phones will be checked in to the deans' offices prior to the service and then returned following the service.

Study Hall

Study hall is a vital part of your success in the dorm. All residents are required to be in study hall Sunday through Thursday evenings. This time is usually divided into two parts:

Strict Study Hall

Strict Study Hall usually takes the first hour of Study Hall time. During this time residents must be working quietly in the area specified by the deans. To leave the area requires the permission of the RA on duty. Cell phones must be checked in with the Dean or RA on duty.

All residents will participate in Strict Study Hall for the entire study hall time until the grades are posted for First Quarter. At that time, residents may be considered for a Relaxed Study Hall time (see below). Residents will have up to two restroom breaks during strict study hall time with the RA's or Deans' permission. **Parents needing to contact residents during this time may call the main lobby desk and leave a message or call the deans' cell phones.** Failure to turn cell phones in, being dishonest about having a cell phone, or using someone else's cell phone will result in residents' cell phones being confiscated for a week. Repeat offenses may result in losing cell phone privileges on campus.

Residents with D's, F's, or Incompletes in any subject must participate in strict study hall. This also applies to those who have 5 or more total absences and those who fall below a C in their citizenship grade. Residents will be notified in writing by the dean and will remain in the mandatory study hall until the conditions below have been met. These residents will participate in strict study hall for the entire study hall time, which includes turning in your cell phones to the RA on duty.

In the event of an emergency, residents may receive calls from their parents at the desk phone or on the dean's cell phone during strict study hall.

Tardiness for study hall may result in "dorm improvement activities."

Residents may be taken off Strict Study hall when they bring their grades to a C or above. This can be accomplished in several ways:

- Academics – Turning in signed notes from teachers or having online confirmation by the deans
- Attendance – Having perfect attendance for one week and having acceptable grades and citizenship reports
- Citizenship – Having two weeks with no write-ups

Note: The deans have access to all dorm resident grade records. Regular monitoring of residents' progress will take place. The deans reserve the right to apply additional restrictions if residents' grades do not improve in a timely manner.

Relaxed Study Hall

Relaxed Study Hall usually takes place during the last 30 – 45 minutes of study hall time. After the first quarter grades come out, it will be available to residents who have earned the privilege. To earn the privilege they must not be listed on the DFI list or have less than a C in Attendance and/or Citizenship grade(s). During this time, residents may choose to use the recreation room, the weight room or visit in the lobby. Residents are to use this time to study if they have work that needs to be done. Residents may lose the privilege of Relaxed Study Hall if at any time:

- Grades fall below a C
- Attendance grade falls below a C
- Citizenship grade falls below a C
- Actions during this time make it hard for others to study

Academic Helpers/Tutors

Residents who demonstrate a high level of scholastic success may be invited to provide help sessions/tutoring for fellow residents who are struggling. Residents are encouraged to help their peers succeed.

Dorm Checks/Entering and Exiting the Dorm

The dorms will close at 9:00 am each weekday morning and open again at 1:00 pm. A Dean will be available/on call during this time. Residents should plan ahead and take all necessary items with them as they leave the dorm each morning for class or work. Lockers are provided for all students in the classroom building. Between 1:00 pm and 7:15 pm on weekdays a desk worker, office manager, or dean will be in the office for information.

All residents must be in the dorm for every check including worship, night checks, and any other time the deans on duty have specified for residents to be in the dorm.

Residents are **not** to leave the dorm in the morning before 7:00 am. The only exceptions will be those who have work assignments that begin before 7:00 am. These residents must fill out an Early Morning Leave form, signed by their work supervisor, to verify the time they are to be at work.

If a resident is checked out for the day, they must return to the dorm no later than the posted curfew time for that day. All residents returning from a Day Leave must check in with the dean on duty before going to their room, regardless of the time they return to the dorm.

Weekday Night Check

Weekday night checks take place Sunday through Thursday evenings. They begin at study hall/worship time and continue throughout the evening until curfew time, when residents are required to be settled in their own rooms. It is the residents' responsibility to be where they are supposed to be for each check time. After the curfew time check, residents may not be out of their rooms without the permission of the RA or dean on duty. Each dorm will post its check and curfew times.

Weekend Night Checks

The dorm night checks on the weekends will usually take place 30 minutes following the conclusion of Vespers (Friday Night) or the Saturday night activity. Once residents are checked in, they may not leave the dorm without the deans' permission.

Lobby Doors

Once the lobby doors are locked for the evening they are to be opened only by a dean or a dorm worker. **All** entering must check in with the dean on duty.

Dorm Services

Change for Laundry

Change can be obtained from the deans on duty. **No advances will be given.**

Mail

Outgoing mail should be delivered to the Business office by 11:00 am. Incoming mail is picked up from the Business office after it is sorted (usually early afternoon). It is placed in the deans' offices and a mail list is posted to notify residents they have mail.

Sick List

If residents become ill on a regular school day, they should:

- Get up
- Shower and dress as normal for the school day
- Come to the lobby between 7:00 and 7:45 am to notify the deans

Residents will be sent to visit the nurse or she will come to the dorm if necessary. In extreme cases when residents are so unwell that they are unable to walk to the lobby, they must notify the deans. The deans will contact the nurse to make arrangements for a house call or to transport the residents to emergency care as needed.

Note: Residents who do not follow either of these steps will **not** be excused by either the deans or the nurse. The attendance office will not accept excuses from parents when they have not been present to evaluate the condition of their students.

The nurse or the deans will make the determination of whether or not residents are to be placed on sick list and make arrangements for a doctor's appointment. When/if the residents are placed on sick list the nurse, deans, cafeteria, and attendance officer will receive an email.

Residents who are on sick list will be confined either to their rooms or the recovery room until 7:30 p.m. of the day they are placed on sick list, or will remain confined to the designated space if the nurse/deans deem(s) it necessary. If residents are considered to be ill enough to require monitoring, they will either be sent home or placed in a medical facility for the duration of their illness.

When residents who have been on sick list are well enough to return to normal activity, an email will be sent to the above mentioned people.

Campus Leaves

Weekend Leaves

Residents may request a Weekend Leave to go home or to a friend's house on any weekend. In order to grant a request, residents must meet the following stipulations:

- Residents must fill out the appropriate *Leave Request Form*
- Residents should turn in requests to the deans' offices by Wednesday night of the leave weekend
- Residents **may not leave** until the dean has signed the Leave Request Form
- Deans must receive permission from both the resident's parents/guardians and the host parents/guardians before being checked out

The correctly completed Campus Leave Permission List serves as a permanent note from the residents' parents/guardians and will save further phone calls for permission.

Drivers and Cars

Residents with vehicles may drive their cars home for the weekend. However, residents may not drive their cars to friends' houses for the weekend. Residents with vehicles may transport other residents to their own home for the weekend. Permission from all parents is needed on file before residents are allowed to leave.

Residents may request to go home or to friends' houses with a driver other than parents/guardians. However, **drivers must be at least 21 years old**. Permission from the residents' parents/guardians and the host parents/guardians is needed on file before the residents are allowed to leave. This permanent note will save further phone calls for permission.

Residents beginning their weekend leave Sabbath morning must have left the dorms by 9:00 am or they will be expected to participate in the morning worship services wherever the remainder of the residents are attending.

Weekend leaves begin after the last class or work assignment has been completed on Fridays. Requests to leave early must be signed by the work supervisors. Weekend leaves end no later than **Sunday at 7:15 pm**.

If residents return to the dorm or to campus for any reason other than religious or school programming without making prior arrangements with the dean, the leave is ended. They must go through the check out process all over again.

Home Leaves

The dorms will be closed during all scheduled home leaves. Home leave arrangements should be completed by Sunday prior to the start of the leave. All weekend leave requirements apply to the home leaves. Since home leaves begin on different days and at different times, please consult the Home Leave Schedule to make travel plans.

The dorms close two hours following the end of the last class on the days home leaves begin. Forest Lake Academy provides limited transportation to the airport, bus terminal, and the Amtrak Terminal in Winter Park. Other transportation may be available; please check with the deans. Please make arrangements for all transportation to leave between 8:00 a.m. and 9:00 p.m. Residents who need transportation other than on a regularly scheduled run, may be assessed a transportation fee.

The dorms open at 5:00 pm on the day prior to classes starting again (most often on Sunday). All dorm students should be back in the dorm by 10:00 pm that evening unless advanced arrangements have been made.

Day Leaves

Residents may check out from the dorm with the parent of an FLA student, relative, or a faculty/staff member, with permission from both the deans on duty and parents/guardians. The following requirements must be met:

- Residents must have approval from the deans prior to leaving campus
- Adults and residents must sign the appropriate forms at the front desk
- Residents must return to the dorm by curfew

Note: Any exceptions must be arranged in advance with the deans.

Sunday – Friday Curfew

- 7:15 pm

Saturday Night Curfew

- 10:30 pm – Freshmen & Sophomores

- 11:00 pm – Juniors
- 12:00 Midnight – Seniors

The residents are not allowed to miss school, work appointments, worship, or strict study hall unless special arrangements have been made in advance. The deans reserve the right to make the final decision in the event parents/guardians cannot be contacted. Residents taking a day leave on Sabbath must have left the dorm by 9:00 am or they will be expected to participate in the morning worship services wherever the residents are attending.

Arrangements for Day Leaves should be made at least 24 hours before residents plans to check out. Exceptions will be considered on a limited basis.

Wal-Mart/Mall Trips

On most Sundays there will be a trip to either Wal-Mart or to the mall. A schedule will be posted. Dorm residents may go if they are not scheduled to work, are on the DFI list, or have Dorm Improvement hours to complete.

Residents late to a pick-up time may forfeit the privilege of participating in future trips. Those left behind on a town trip because they were late will be charged a pick up fee and may forfeit the privilege of participating in future trips. If residents are involved in a criminal activity during a town trip, ie. shoplifting, drug activity, etc., law enforcement will be contacted and residents will be left in their custody until the parents/guardians are available to make arrangements for their release.

False Leave Information

Residents who provide false leave information and/or lie about who they are being checked out with or where they are going are subject to discipline that could include being campus and/or dorm bound, suspended, or expelled from school.

Dorm Media Policy

Christian standards should be used in the selection of media brought to Forest Lake Academy. Philippians 4:8-9 expresses it this way: "Brothers and sisters, think about the things that are good and worthy of praise. Think about the things that are true and honorable and right and pure and beautiful and respected."

Media that incorporates or promotes any of the following is not acceptable: anti-Christian philosophy, anti-government philosophy, depression, immorality, inappropriate language, pornography, Satanism, suicide, or violence.

The deans reserve the right to inspect rooms unannounced and confiscate any such media. Residents who are confused about appropriate media, should ask the deans before bringing it to campus.

Computers

Research and word processing are the primary purposes for computer use. Internet and email access is acceptable via the school-provided network lines and within the framework of the FLA Network/Internet Access Contract. Those that show addictive behavior risk loss of computer privileges. This behavior would be indicated by poor grades, attendance problems, etc.

Video Games

Games rated M (Mature) and AO (Adults only) will be confiscated and returned to parents/guardians. Games that are rated T (Teen) and E (Everyone) should be pre-approved by the deans. Playstations, Xbox, gameboys, etc., are not allowed in individual dorm rooms. They may be brought and stored by the deans and used at appropriate times. Gaming is not allowed during Sabbath hours or during strict study hall.

Movies

No movies rated PG-13 or above are allowed in any form. Inappropriate movies will be confiscated or deleted.

Music

Music that is rated "Parental Advisory" will be confiscated. Radios and clock radios are prohibited. During the Sabbath hours only Christian music is considered appropriate.

Writable/Rewritable Media

Mislabeled and/or unlabeled media with inappropriate material copied on them **will be confiscated. The possessors as well as owners will be fined.**

Personal Media Players

Personal media players are not to be outside of dorm rooms for any reason, with the exception of home leave transportation. Cell phones, iPods, mp3 players, etc, are not allowed at dorm or school assemblies, chapels, or worship services. They will be confiscated and held for a period of time determined by the deans.

Media Policy Violations

- 1st Offense:
 - \$25 Fine for all participants
 - Loss of any playing equipment for rest of school year for all participants
 - Games, CDs, movies, or programs confiscated and/or deleted
- 2nd Offense:
 - \$50 Fine and consequences of first offense
- 3rd Offense:
 - \$75 Fine and consequences of second offense
 - Will be treated as an act of insubordination and be referred to ADCO

Parents/guardians will need to make arrangements at the end of 1st or 2nd semester for the pick-up of confiscated items.

Note: The school accepts no responsibility for residents' personal items at any time.

Hacking

Any attempt to gain information, gain access to, or disrupt any computer other than residents' own is considered hacking and will result in immediate loss of computer privileges. Penalties are severe. Please refer to the Forest Lake Academy Network/Internet Access Contract.

Dorm Improvement Hours/Fines

Dorm Improvement Hours

Residents accumulating one or more hours of Dorm Improvement activities in a week must meet with the deans/RAs for their allotted time on Sunday. Residents who have Dorm Improvement Hours will forfeit the Sunday town trip if the required hours are not completed before the town trip leaves. For residents who receive hours in consecutive weeks, further consequences will be enforced (i.e. no town trip, no Saturday night trip, behavioral write-ups, meet with ADCO, etc.).

A list will be posted on Wednesday afternoons. If residents are planning to leave for the upcoming weekend and their name is posted, the time must be completed before they leave or they will forfeit the privilege of being checked out for the weekend.

Point system for Dorm Improvement Hours	2 points - Dorm Improvement Hours 1 point - Warning
Absent to any program	2 points
Late to any program	1 point
Behavioral Write-up	2 points
C on room check	1 point
D on room check	2 points
F on room check	3 points
Hall disruptions	1 point
Locked Door Fee (after Curfew)	2 points
Eating at the computers	1 point
Eating and drinking in the lobby	1 point

Creative Discipline

The deans reserve the right to implement alternate methods of discipline when participation in Dorm Improvement activities is not effective.

Behavioral Write-Ups

Unfortunately, on occasion residents may display behavior that is obstinate, disrespectful, argumentative, or otherwise negative toward their peers or the deans. For each instance, residents will be written up on a Behavioral Incident Form and parents guardians will be notified as soon possible.

Fines

Having any of the items in the Items to leave at Home section (page 6) will result in the item being confiscated. Any confiscated items will be tagged and given to Parents/Guardians. Some of these items carry a cash fine. If fines are applicable, they must be paid before the item is returned. Residents have until the end of the semester to pay their fine. Items not redeemed by the end of the semester will become the property of the dorm. Fines must be paid before exam permits will be issued. Continued abuse in this area may result in serious discipline.

The following items involve cash fines:

ITEM	FINE
DVD/Movies above a designated PG rating ¹	\$20.00
Fireworks	\$50.00
Inappropriate Computer Use ²	\$20.00
Incense/Candles/Matches/Lighters	\$50.00
Lost key replacement	\$20.00
Misuse of fire safety equipment – Plus all fines incurred by the school.	\$100.00
Parental Advisory Music/Lyrics	\$15.00
Speakers/Stereo System (including on your computer)	\$25.00
Television/VCRs/Video & Game Monitors/Personal DVD Players	\$25.00
Vandalism of any kind – Plus the cost of the repair.	\$50.00
Weapons ³	\$50.00

¹This is per movie for each individual in the room and could also result in the loss (temporary or permanent) of computers.

²Inappropriate computer use includes using your computer to access inappropriate websites, view inappropriate movies, listen to inappropriate music, etc. This fine would be applied to everyone who is participating and could also result in the loss (temporary or permanent) of your computer.

³See the Forest Lake Academy Student Handbook.

General Dorm Policies

Appliances

Refrigerators and microwaves (dorm sized) are the only appliances allowed in dorm rooms. Please do not bring coffee pots, toasters/toaster ovens, or other open filament items, as these are fire hazards. Residents need to monitor food cooking in the microwave. If residents set off the fire alarm more than once the appliance will be taken away temporarily.

Cell Phones

Cell Phones are not allowed to be used on campus during the school day (except in the cell zone) and in any worship services. Dorm residents are allowed to use them in the dormitory at any time. Cell phones will be turned off and checked in with the RA during strict study hall and for Sabbath Services. Parents/guardians may always contact their child through the front desk or by calling or text messaging the dean.

Community Students

Community students must have deans' permission to visit the dorms. Once permission is given, community students will be required to sign in and abide by all dorm rules.

Computers

Computers are allowed in dorm rooms. However, residents that receive low grades and choose to play games on their computer during study hall will lose their computer privileges. The CPU will be confiscated. Computers used to show inappropriate movies or pornography will be confiscated. The deans will determine the length of time it is held.

Computer Games

Computer games such as PlayStation, Xbox 360, and other similar types of games are allowed only on privileged basis. They are not allowed for the first quarter. Residents must maintain a C average in academic grades. Units may be brought to the dorm after the first quarter grades are released. Games must be checked in with the deans/RAs and may be checked out during the following times:

- Relaxed Study Hall – Sunday through Thursday
 - Saturday evening after sundown worship
- Note: equipment must be returned prior to dorm worship on Sunday.

Note: Forest Lake Academy is **not** responsible for loss or damage to equipment.

Curfew Times

Listed below are the curfew times. Any exceptions must be approved by the deans in advance.

Week Day

- To be in the dorm following recreation time: 7:15 pm
- Bedtime/Lights Out: 10:30 pm

Weekend

- Saturday Night
 - 10:30 pm – Freshmen & Sophomores
 - 11:00 pm – Juniors
 - 12:00 Midnight - Seniors
- Sunday Night: 7:15 pm

Discipline Issues

In accordance with Forest Lake Academy policy, the following will not be tolerated. Residents involve will be subject to suspension and/or possible expulsion:

- Fighting
- Hazing

- Horse-Play
- Illegal Substance Use
- Insubordination
- Vandalism

Note: See Forest Lake Academy Handbook for definitions and consequences.

Incident Report

Incident Reports will be utilized by the deans when documenting resident behavior that is obstinate, disrespectful, argumentative, or otherwise negative toward their peers or to the deans. Each incident will be recorded separately and parents/guardians will be notified as soon as possible.

Dress Code

Appropriate attire is expected at all times. Each dorm will publish the specifics of attire for their residents but the following general guidelines apply.

Classroom Attire

Classroom attire is required anytime residents are out of the dorm during the school day (7:50 am – 3:40 pm) unless working, when a work uniform is appropriate. This includes going to the café for breakfast.

Weekend Attire

Girls

Friday night vespers and Sabbath worship services

- Dresses
- Skirts
- Shirts and Blouses
- Slacks (**no jeans are allowed as Sabbath wear**)
- Dress Sandals and Shoes (no flip-flops)

Note: See Forest Lake Academy Dress Code – Banquet Attire

Casual Wear

- Shorts (no short shorts or daisy dukes)
- Skirts (no miniskirts or slits or cuts more than 3 ½ inches above the knee)
- Pants/Jeans (no holes or rips that expose the body)
- Tank tops (no spaghetti strap tank tops outside the dorm except under a shirt or sweater)
- Tube tops (no tube tops unless worn underneath a shirt or sweater)
- Footwear (flip-flops, sandals, and sneakers)

Note: Please remember to always dress modestly. Any outfit that is worn on the Forest Lake Academy campus is at the discretion of the deans or academy staff. Residents with outfits or any parts of outfits that are inappropriate will be asked to change. Failure to comply will bring about consequences.

Boys

Friday Night Vespers

- Dress slacks (no Dennis khaki's, cargos, jeans)
- Tucked in shirt (polo or collared)
- Dress Shoes (no athletic shoes or sandals)
- Hair must be groomed

Sabbath Morning Worship Services

- Suit with dress shirt/tie; shirt tucked in
- Dress shirt/tie with dress slacks; shirts tucked in

- Dress Shoes (no athletic, shoes or sandals)
- Hair must be groomed

Note: School uniforms are not allowed for Sabbath Services.

A more relaxed dress code will be in place at other times during the weekend. There may be some specific meetings and/or events that require a different dress code. Exceptions will be posted and announced.

Jewelry

Jewelry is not to be worn on the campus of Forest Lake Academy or on any school sponsored trips (including town trips); this includes the dorms. Residents wearing jewelry will be asked to remove it. The jewelry will be collected and given to the residents' parents/guardians at their next visit.

Dorm Staff

Dorm staff are employed by the deans to ensure order and safety. Staff apply rules developed by the deans in conjunction with school leadership. Residents who have concerns with the dorm rules should see the deans for explanation.

Dorm-Room Decoration

It is required that all dorm décor be within the guidelines of Christian appearance. The resident will be asked to remove any posters or other paraphernalia deemed inappropriate (rock/rap posters, poster involving promotion of alcohol/drugs, risqué or suggestive pictures, etc.). If the items are not immediately removed, they will be confiscated and given to the residents' parents/guardians on their next visit. Poster putty is strongly recommended to hang decorations. Do not use tape. Residents will pay for damage caused by hanging décor with tape.

Extension Cords and Other Safety Regulations

Failure to adhere to the following regulations will result in having extension cord(s)/equipment confiscated:

- Multi-port or additional outlet devices are not allowed unless an automatic or manual reset device is provided
- Should a multiple port device be used, no other extension cords are allowed (devices must be plugged in directly)
- The only type of cord allowed is a power strip with a rating of 20 amps that is U.L. approved
- Extension cords may not be daisy chained together to make a longer cord
- The use of multi-port outlet or additional outlet devices added to a power strip may not be used because of overload protection
- Christmas tree lights or tube lights are not allowed in residents rooms
- Open-coil or open-wire appliances such as toasters, toaster ovens, and open-type grills are not allowed
- Candles or tea lights, and any other types of open flame using liquid fuels are not allowed
- Tampering with ceiling smoke detectors is prohibited; connecting any electrical device to the smoke detector is a violation of state law
- Irons, curling irons/flat irons should not be plugged in or left on when residents are not in the rooms
- Plug-in room fresheners are not allowed

Fire Alarms and Drills

The dorms are required to conduct fire/safety drills. These include fire drills, lock-downs, and a number of weather-related drills. When the drills occur, all residents must follow the published procedure and check in with their RA at their designated area.

Fire Safety Equipment

Residents must not tamper with fire safety equipment. This includes fire extinguishers, smoke detectors, fire alarms, and fire exit doors. Any misuse of these safety items will result in a fine and possible action from law enforcement.

Fire Suppression Sprinkler System

Sprinkler heads have been installed in each room of the dorm. **Residents are not to touch them at any time, for any reason or hang anything from them.**

Food Orders

Food orders will be delivered to the front desk **only**. The privilege may be revoked by the deans at anytime if abused. Please follow the procedure listed below:

- Place the order from the phone at the monitor's desk
- Completely fill out the food order form
- Sign food order form
- Leave full payment including gratuity/tip (15 – 20 percent) with the monitor

Note: All orders must be delivered before Study Hall begins Sunday-Thursday and 4:00 pm on Friday. Saturday evening orders must be delivered to the dorm before 11:00 pm.

Hairstyling/Grooming

Hairstyling and grooming are not allowed in the dorm lobbies or in the areas outside the dorm.

Illegal Exiting and Entering

Residents out of the dorms without permission after the dorms have been locked for the evening will be subject to discipline which may include suspension and/or withdrawal from school. Residents found in locked areas they are unauthorized to enter will be subject to the same discipline.

Pest Control

Spraying is done on a regular basis. Please do not bring your own Raid or other bug killing agents, as these will counteract what is being done. To minimize pests in dorm rooms, please keep any food in sealed containers.

Pets

Residents are not allowed to have pets in the dorms.

Overnight Visitors

Visitors are allowed to stay overnight only on special weekends (Parent Weekend, Alumni Weekend, Senior Presentation, and Graduation) or by special arrangements with the deans. Any visitors wishing to stay must receive permission at least one week in advance. The deans reserve the right to deny without cause the request regardless of parents/guardians permission or approval. A fee may be charged.

Right of Entry

Deans have the right to inspect and search residents' rooms upon reasonable suspicion of the presence of illegal or illegally obtained items, or other items prohibited by Forest Lake Academy (see page 30).

Room Check

Rooms are expected to be kept clean and will be checked periodically each week. Grades will be given for each room check. Rooms can be checked at any time of the day. Room Check Grades affect overall privileges granted throughout the year. Residents who receive a D or an F on Room Check will be room bound until rooms are cleaned to the deans' satisfaction in addition to serving the assigned Dorm Improvement Hours.

Social Policy

Socializing should be done:

- On front campus
- In front of the dorms
- In dorm lobbies at the deans' discretion

Residents found in the following areas with members of the opposite sex will automatically be put on social:

- The chapel breezeway
- The south side of the dormitory
- The dormitory parking lot
- Any unsupervised area

Additional discipline may be applied depending on the conduct/activities residents are engaged in. Physical displays of affection must be limited to hand holding. Any other displays of affection may lead to being placed on social.

Stereo Systems

All stereo equipment should be used with headphones. This includes iPod's, cell phones, and computers. At no time should music be heard outside of the dorm rooms. Failure to uphold this policy may result in items being confiscated and sent home with parents/guardians.

Visitation Hours

Deans will set visitation hours for their own lobbies for the opposite sex. Following are the general visitation guidelines:

- Visitors must remain in the lobby
- Visitors of the opposite sex are not allowed in the dorms unless a dean is physically in their office or lobby area
- Residents in violation of this policy will be disciplined according to the social policy of Forest Lake Academy.

Check-In/Check-Out Procedures

School Registrations/Financial Clearance

- Before checking into the dorms, residents must have been accepted as students at Forest Lake Academy, have completed a Financial Contract with the Business office, and paid the \$100 Dorm Deposit at the Business office (present a copy of the receipt to the deans)
 - Complete and sign all forms in the Dorm Contract Packet (Dorm Contract & Campus Leave Permission Slip)
 - Verify and correct the information on the print outs (Contact Information and Medical Information) and list the best parent/guardian contact phone number and email address at the top of the form
 - Receive a Dorm Room Agreement from the deans' offices or the front desks. Fill out the form completely before moving in
 - Turn in completed forms to the deans' offices or the front desks before moving in
- Note: Failure to list any damages before moving in may result in a charge when moving out.

Keys

Keys will be issued with the check-in form. Residents will receive only one key to rooms. Residents are responsible for their keys. Doors automatically lock when closed. There is a non-refundable \$20 replacement charge for each lost key, even if missing keys are found.

Residents are **not** allowed to "fix" their doors to stay unlocked and will be fined \$20 if they do so. Repeat occurrences of lock "fixing" will result in additional fines and disciplinary action against the offenders. Residents should close the doors completely every time they leave dorm rooms. Forest Lake Academy will not be responsible for missing articles and valuables. Possession of unauthorized keys will result in immediate suspension and may result in expulsion.

The dorm lobby doors that face campus are set up with a magnetic card reader locking system. This allows the dorms to remain locked at all times while giving students living in the dorms the access they need. Dorm students need to carry their ID Cards at all times to access the dorm. There will be a \$20 fee to replace a lost or broken ID Card.

Because propping lobby doors open defeats the purpose of having this locking system:

- The first offense of propping lobby doors without deans' supervision will result in a \$50 fine
- The second offense could result in a suspension from school

Check-Out Procedure

This procedure is to be followed when moving out or changing rooms:

- Pick up the check-out form from the deans
- Thoroughly clean the room
- Have the deans or RAs on duty check the rooms and sign off the forms
- Return or exchange room keys

Note: Failure to follow the check-out procedure will result in forfeiture of the \$100.00 room deposit and may incur an additional \$75.00 charge. Any damages noted will be charged to residents' accounts.

Financial Information

Standard Tuition Rate	2011-2012		
Tuition Component	Dorm	Community	Distance Learning^{DL}
Yearly Tuition	21,888.00	10,760.00	5,140.00
Monthly Payment	2,188.80	1,076.00	412.60
Registration Fee	515.00	375.00	500.00
Amount due by August 1	2,703.80	1,451.00	1,014.00
^{DL} Trip Fees (Collected separately through ^{DL})			400.00

Florida Conference of Seventh-day Adventist Constituent Tuition Rate*			
Tuition Component	Dorm	Community	Distance Learning^{DL}
Yearly Tuition	17,821.00	9,247.00	4,680.00
Monthly Payment	1,782.10	924.70	371.20
Registration Fee	515.00	375.00	500.00
Amount due by August 1	2,297.10	1,299.70	968.00
^{DL} Trip Fees (Collected separately through ^{DL})			400.00

Note: Textbooks, uniforms, art, music, video productions and similar fees are not included in tuition and registration fees. Amount due at Registration is comprised of Registration Fee and August Monthly Payment.

^{DL}Additional expenses may be incurred to cover technology requirements. The amount changes significantly based on location, between home and school sites, and on the technology currently owned.

* Membership confirmation of parents/guardians or students is required before discount will be awarded.

Home School Partnership/Part-Time Students

Standard Rate

Tuition Component	On-Campus	Distance Learning^{DL}
Tuition /Class (Max. three classes)	1,794.00	1,285.00
Registration Fee (Due by July 31)	375.00	250.00
^{DL} Trip Fees (Collected separately through ^{DL})		700.00

Florida Conference Rate

Tuition Component	On-Campus	Distance Learning^{DL}
Tuition /Class (Max. three classes)	1,542.00	1,170.00
Registration Fee (Due by July 31)	375.00	250.00
^{DL} Trip Fees (Collected separately through ^{DL})		700.00

^{DL}Additional expenses may be incurred to cover technology requirements. The amount changes significantly based on location, between home and school sites, and on the technology currently owned.

Application Fees (non-refundable)

	Through March 15	After March 15
Student (Non-International)		
• New Student	\$25.00	\$60.00
• Returning Student	No Charge	\$60.00
International Student		
• New Student	\$65.00	\$100.00
• Returning Student	No Charge	\$60.00

Financial Contract Process

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

Note: Financial contracts must be completed for each student for the current school year. Contracts outline payment plans and are signed by the parents/guardians 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 scheduled.

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.

No financial assistance will be awarded unless this application is successfully processed by FACTS.

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.

The FACTS Privacy of Information Statement is available through the Business office or online at www.forestlakeacademy.org.

Note: An annual fee of \$25/family is required for this program.

Tuition Management Program, 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 checking 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.

Tuition Assistance Programs Programs Funded by the Academy

Forest Lake Academy's Tuition Assistance 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 grants/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 aid.**

Student Employment through Forest Lake Academy

The FACTS Grant and Aid Assessment is required for on-campus student employment.

For additional information, please see the Forest Lake Academy Handbook – Student employment Program.

Florida Grant Program

The Florida Conference of Seventh-day Adventists established this grant 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 this 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, is able to offer tuition scholarships to students in need. Eligibility is determined by the FACTS Grant and Aid Assessment process. Share the Dream scholarships are paid at semester end and are contingent upon timely payment of the account and participation in the Student employment Program as needed by Forest Lake Academy.

Note: Florida Grant and Share the Dream scholarships will be reduced if additional financial assistance is received after contracts are written or if tuition accounts reach a zero balance.

2-Way Matching Scholarship

This scholarship is available to Florida Conference of Seventh-day Adventist members who reside in the dorm and whose church participates in this program. Annual scholarship amounts are \$900.00 for Freshmen and Sophomores and \$450.00 for Juniors and Seniors. Scholarship funds are distributed after they are received from the church. For additional information or an application, please contact the Business office or the website: www.forestlakeacademy.org.

Note: 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.

Programs Funded by Outside Organizations

Forest Lake Academy's Tuition Assistance Programs include scholarships and grants funded by outside organizations.

Note: 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 (formerly Children's First)

This grant is for students who attended a Florida public school the previous school year and whose family income meets the established guidelines. Information is available by contacting Step Up for Students at 407.702.2607 or by visiting their website at www.StepUpForStudents.org.

Florida Conference Association Scholarship

The Florida Conference Association of Seventh-day Adventists administers endowment funds benefitting students of Forest Lake Academy. These awards are based upon need and other donor-stipulated criteria. Please contact the Planned Giving Department at the Florida Conference at 407.644.5000 for information on these scholarships.

Note: 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 beginning March 1
- Allocation of aid and student employment eligibility will be determined by the Financial Aid Committee which begins processing Facts Grant and Aid Assessment reports in May
- Financial aid awards and work assignments are contingent upon completion of an approved financial contract.
- Financial aid and work assignments are 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 Grants

Forest Lake Academy is not responsible for any tax liability incurred due to the receipt of a grant 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 a \$75.00 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, library 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

- All dorm students must have health insurance
- Proof of insurance is required

Financial Clearance for Extra-Curricular Trips/Tours

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:

- Ski Trip
- Mission Trip
- European Tour
- 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, library fines, and dorm fees must be paid before the exam permit will be issued. A \$15.00 fine will be assessed and collected prior to replacing a lost exam pass.

Release of Transcripts/Diplomas

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

Student Bank

Dorm students are encouraged to deposit personal money in the student bank, located in the Business office. The student bank is available for transactions during posted student bank hours. Parents may send monies directly to the Business office for their students. Monies from student and parent deposits will be receipted by the Business office and will not be disbursed without the signature of the student account holder.

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 make payments by phone. 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.

Refunds

Tuition accounts of students withdrawing from Forest Lake Academy will be adjusted and tuition incurred will be returned on a prorated basis. 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 Fees are non-refundable after the first week of school.

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.

Because student employment opportunities are available to assist students with tuition expenses, Forest Lake Academy will prioritize applications for positions available through the Business office.

Students' employment assignments are based on the following items:

- Financial needs
- Ages
- Specialized skills
- Class schedules
- Critical needs of the academy

NOTE:

- **Federal Law states that students who cannot complete the I-9 form (Employment Eligibility Verification) which includes a Social Security Number, cannot be assigned employment.**
- **Job assignments are made only after students are accepted to Forest Lake Academy.**

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.

Work Attendance

Students are required to meet their work appointments promptly. Dorm students who are ill and cannot meet their appointments must notify the dean or nurse before 7:15 a.m. Community students and/or their parents/guardians are responsible for calling the work supervisor in advance if the work appointment cannot be met.

Transfers/Terminations

Students employed through Forest Lake Academy must arrange all job transfers through the Business office. Students are expected to work as assigned throughout the Student Employment program period duration, including special events and exams, unless arrangements have been made through the

Business office. Students who quit their employment, are terminated, or refuse to work as assigned may not receive another job assignment and may lose their grants and/or scholarships.

Earnings

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

Transportation

If dorm students are placed off campus for student employment assignments, Forest Lake Academy will provide transportation. Dorm students must use said transportation.

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Appendix

Matrix of Infractions and Consequences

Forest Lake Academy Student Discipline Matrix of Infractions and Consequences																		
The Matrix of Infractions and Consequences specifically identifies prohibited student conduct and lists the range of consequences that may be imposed for each infraction. When assigning a consequence, or a combination of consequences for misconduct, Student Services shall give consideration to factors such as the nature of the infraction, the student's past disciplinary record, the student's attitude, the student's age and grade level, and the severity of the problem as it exists at Forest Lake Academy.																		
Legend M = Mandatory O = Optional	1 Write-Up	2 Citizenship Points	3 Confiscation	4 Meeting with AdCo	5 Restitution	6 Parking Decal Revoked	7 Vehicle Towed at Owner's Expense	8 Probation	9 School Behavior Contract	10 Work Detail	11 In-School Suspension	12 Out-Of-School Suspension	13 Expulsion	14 Referred to Law Enforcement	15 Referred to Core Team	16 Attendance Grade Affected	17 Applicable Fine	18 Sent home
Infractions																		
Aggressive Behavior	M	M		O				O	O		O	O	O					
Alcohol	M	M	M	M				M			O	O	O	O	M			
Arson	M												M	M				
Assault of Staff Member	M												M	M				
Battery	M												M	M				
Battery of Staff Member	M												M	M				
Bomb/Biochemical Threat	M			M							O	O	O	O				
Burglary/Breaking and Entering	M	M		O	M			M	M		O	O	O	O				
Bullying/Harassment	M	M		M				M	M		O	O	O	O	M			
Cell Phone Violation	M	M	M					O	O		O	O	O				M	
Chapel Attendance	M	M		O												M	M	
Cheating/Honor Code Violation	M	M		O				M	M		O	O	O					

Legend M = Mandatory O = Optional	Infractions																	
	1 Write-Up	2 Citizenship Points	3 Confiscation	4 Meeting with AdCo	5 Restitution	6 Parking Decal Revoked	7 Vehicle Towed at Owner's Expense	8 Probation	9 School Behavior Contract	10 Work Detail	11 In-School Suspension	12 Out-Of-School Suspension	13 Expulsion	14 Referred to Law Enforcement	15 Referred to Core Team	16 Attendance Grade Affected	17 Applicable Fine	18 Sent home
Contraband/Drug Paraphernalia	M	M	M	M				M	M		O	O	O	O	M			
Disrespect	M	M		O				M	M		O	O	O					
Disrupting Campus	M	M		O				O	O		O	O	O	O				
Disrupting Class	M	M		O				O			O	O	O					
Dress Code Violation	M	M						O			O	O	O					O
Drug Sale/Distribution													M	M				
Drug use/Possession	M	M	M	M				M	M		O	O	O	O	M			
Explosives	M	M	M	M				M	M		M	M	O	O				
False Accusation Against Staff	M	M		M				M	M		O	O	O					
False Alarm (Fire, Safety)	M	M		M				M	M		M	M	O	O				
Fighting	M	M		M				M	M		M	M	O	O				
Firearms Violation													M	M				
Hate Crime													M	M				
Hazing	M	M		M				M	M		M	M	O	O				
Horseplay	M	M		M				M	M									
Inappropriate or Obscene Act	M	M		O				M	M		O	O	O					
Inappropriate Language	M	M		O				M	M		O	O	O					
Insubordination	M	M		O				M	M		O	O	O					
Lying/Misrepresentation	M	M		O				M	M		O	O	O					
Medication Policy Violation	M	M	M	M				M	M		O	O	O	O	M			
Network Access Violation	M	M	M	M				M	M		O	O	O	O				

Infractions	Legend M = Mandatory O = Optional																	
	1 Write-Up	2 Citizenship Points	3 Confiscation	4 Meeting with AdCO	5 Restitution	6 Parking Decal Revoked	7 Vehicle Towed at Owner's Expense	8 Probation	9 School Behavior Contract	10 Work Detail	11 In-School Suspension	12 Out-Of-School Suspension	13 Expulsion	14 Referred to Law Enforcement	15 Referred to Core Team	16 Attendance Grade Affected	17 Applicable Fine	18 Sent home
Repeated Misconduct	M	M		O				M	M		O	O	O	O				
Robbery	M	M		M	M						M	M	O	O				
Sexual Battery													M	M				
Sexual Harassment													M	O				
Sexual Misconduct	M	M		M				M	M		O	O	O	O				
Sexual Offenses				M									O	O				
Skipping Class	M	M		O				M	M		O	O	O			M	M	
Stalking				M				M	M		O	O	O	O				
Stealing	M	M	M	M	M			M	M		M	M	O	O				
Threats/Intimidation	M	M		M				M			O	O	O	O				
Tobacco Products Violation	M	M	M	M				M	M		O	O	O		M			
Trespassing	M	M						M			O	O	O	O				O
Technology Policy Violation	M	M	M	M				M	M		O	O	O					
Unauthorized Area	M	M		O				M										
Unauthorized Items	M	M	M	O				M			O	O	O	O				
Unauthorized Publication	M	M	M	O				M	M		O	O	O					
Unauthorized use of School Keys	M	M	M	O				M			O	O	O					
Unsafe Act	M	M		M				M	M		O	O	O	O				
Vandalism	M	M		M	M			M	M		O	O	O	O				
Vehicle/Parking Violation	M	M				M	M	M			O	O	O					
Weapons Violation/Possession	M	M		M				M	M		O	O	O	O				

