



# Handbook

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# Student/Parent Handbook

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

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

Revised 2/24/17

## Mission Statement

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

## Vision

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

## Core Values

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

## Institutional Goals

### Goal One: Spirituality

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

### Goal Two: Positive Environment

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

### **Goal Three: Academic Quality**

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

### **Goal Four: Community**

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

### **Goal Five: Financial Stewardship**

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

## **Honor Code**

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

## 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.

### 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 Process

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

### New Students

1. Complete the online application, along with all supplemental forms. All forms and information required for admissions is available at [www.forestlakeacademy.org](http://www.forestlakeacademy.org) under Admissions
2. Apply for financial aid (if desired) using the link on the school's website for FACTS Grant and Aid Assessment
3. Complete the standard job application (if seeking employment through the school's work-study program)
4. Complete a financial agreement for the upcoming school year and register for an automatic payment plan through FACTS (If desired, parents may prepay by semester or by the year to receive a discount on their tuition)
5. Pay the first month's tuition, registration and technology fees (prior to student attending classes)
6. Sit for the WRAP Test
7. Meet with the Registrar to complete a class schedule
8. Take a mandatory drug test under the procedure outlined in the Substance Use/Abuse Policy
9. Interview with members of Administration before school starts

### Returning Students

1. Log in to Renweb to review and make necessary changes to family and student information.
2. Apply for financial aid, if desired, using the link on the school's website for FACTS Grant and Aid Assessment
3. Complete the standard job application (if seeking employment through the school's work-study program)



4. Complete a financial agreement for the upcoming school year and register for an automatic payment plan through FACTS (If desired, parents may prepay by semester or by the year to receive a discount on their tuition)
5. Pay the first month's tuition, registration and technology fees (prior to student attending classes)
6. Meet with the Registrar to complete a class schedule
7. Take a drug test under the procedure outlined in the school's drug policy

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

- We reserve the right to limit the maximum number of credits per academic year that may be transferred into Forest Lake Academy. Some credits may not be eligible for transfer.
- 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**

- Before the I-20 form is issued, one year of tuition must be paid in advance
- All documents including school and physician records must be submitted in English
- All applicants need an adequate level of English language proficiency before admission, regardless of their citizenship status or country of origin

### **Late Enrollment**

- No student who is not already enrolled in and attending a school will be accepted after the first two weeks of the Fall or Winter terms
- Students who enroll after two weeks into the semester will not be accepted without transfer grades

### **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 no major discipline issues in the previous year

**Note:** An appointment with the Registrar or Vice-Principal may be made to discuss concerns if the above criteria is not met.

- They have two recommendations - one must be from the previous school administration, and the other from a teacher.
- Parent/legal guardian(s) have made satisfactory financial arrangements with the previous school.
- They agree to follow Forest Lake Academy's rules and regulations.

***Please contact the Registrar/School Counselor  
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, registrar, 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 designed to help students develop minds that are able to think critically in a world that is becoming progressively more complicated and confusing. Our goal is that our students will go far beyond the acquisition of knowledge and learn to use the knowledge they gain to:

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

### Academic Program

Graduation requirements, curriculum, and descriptions of course offerings are explained in the curriculum guide found on the Forest Lake Academy website ([www.forestlakeacademy.org](http://www.forestlakeacademy.org)). Additional copies are available in the offices of the Vice Principal and Registrar.

### Graduation Requirements

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

- Successfully complete all course requirements (**See table below**)
- Be in full-time attendance for the entire senior year
- Complete 25 hours of community service for each year enrolled at Forest Lake Academy (Students are encouraged to report these hours at the end of each year)
- Have settled all financial obligations with the school

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

Diploma Types		
Type	Cumulative GPA Required	Total Credits Required
General	2.0	24
College Preparatory	3.0	24
Nursing Allied Health	3.0	26.5
Health Careers – Hon. <sup>1</sup>	3.75	29.5
Humanities – Hon.	3.75	26.5
Mathematics – Hon.	3.75	26.5
Science – Hon.	3.75	26.5

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

<sup>1</sup>All Health Careers Honors Diploma candidates must complete all Health Science classes.

**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 an 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 (Even if student took Algebra I in 8<sup>th</sup> grade).

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
Health Careers	Pre-Calculus or Statistics
Humanities	Pre-Calculus or Statistics
Mathematics	College Calculus <b>and</b> College Statistics
Science	College Calculus <b>or</b> 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

General and College Preparatory are the diploma types currently available for Connect students

## Course Load

In order to graduate on schedule, students enroll in a minimum of six classes each semester. 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: Must have earned eighteen credit hours
- Juniors: Must have earned twelve credit hours
- Sophomores: Must have earned six credit hours
- Freshmen: Must have a diploma or certificate of completion from 8<sup>th</sup> grade

## Grading Scale

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

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

## Academic Recognition

Forest Lake Academy announces the Honor Roll in the Spring. All letter grades are considered for Honor Roll. The standards for this achievement, listed below, are calculated based on weighted grade point averages from the first semester.

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

Honor Roll: Students who have earned a **Semester 1 GPA between 3.00 – 3.49**, will be acknowledged in the FLA weekly newsletter and in our announcement displays.

High Honor Roll: Students who have earned a **Semester 1 GPA between 3.50 – 3.89** are recognized during a special chapel program and acknowledged in the FLA weekly newsletter and in our announcement displays.

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

## Honors Program

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

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

## 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 subject GPA of 3.67 and above. Honors students may choose courses in additional honors areas if their schedule permits.

## Health Careers Program

Forest Lake Academy and Adventist University 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. Further information on course offerings, etc., is available at the Forest Lake Academy website ([www.forestlakeacademy.org](http://www.forestlakeacademy.org)).

## Honors Courses

Students who wish to take an honors course may request the course(s) if they meet all of the following criteria:

- A minimum subject GPA of 3.67
- Teacher approval/recommendation

Students must maintain a grade average of A or B in the Honors Class in order to remain in the course.

## 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. Students may take approved dual credit courses at area colleges and universities if those courses are not offered through the FLA/ADU partnership.

All dual-credit courses are administered and overseen by Adventist University of Health Sciences and their policies and procedures governing parental involvement and communication govern the relationship between the university and its students. Students in this program are treated as college students and all communication regarding school work and performance is handled between the university and the students rather than with the parents.

## **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 School Counselor and Registrar 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
- Seniors must be full-time students (take at least four classes) for the entire year in order to graduate with a Forest Lake Academy diploma
- Home school students enrolled in the partnership program are eligible to participate in tutoring for campus-taught courses, recreation, Varsity sports, Student Association events, and weekend programs
- In order to participate in Varsity sports, Home school students need to be enrolled in three on-campus classes
- 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, the Registrar, School 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.

## **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.

## **International Students**

In order to ensure the most appropriate grade level and course selection for your student, international students will be required to submit an official evaluation of the student's academic transcripts as part of their admissions steps. This process can be done through one of the professional agencies listed below. Please keep in mind that there is a processing fee involved that you will be responsible for.

- Joseph Sinley & Associates, International Educational Consultants  
(305) 273-1616  
<http://www.jsilny.com/>
- World Education Service (WES)  
[http://www.wes.org/application/apply\\_now.asp](http://www.wes.org/application/apply_now.asp)

## **Student Records**

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

## **Semester Exams/Projects**

Semester exams/projects will be given in all courses at the end of each semester. Exam/project permits are issued to students only after they are financially cleared through the business office. Students are expected to take or complete their exams/projects during the assigned exam period. Students who miss an exam/project due to illness or other valid reason are responsible for making arrangements for making up missed tests directly with the teacher. If a student skips a semester exam/project, he/she will not be allowed to make it up later.

## **Tutoring**

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

## **Standardized Testing**

The following tests are administered on campus:

- Freshmen PSAT 9
- Sophomores PSAT 10
- Juniors Preliminary Scholastic Assessment Test (PSAT/NMSQT), the qualifying test for the National Merit Scholarship program – The PSAT counts in the Junior year for the NMSQT. More information is available at [www.nationalmerit.org/nmsp.php](http://www.nationalmerit.org/nmsp.php). Juniors will take the ACT 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.

These college day experiences are sponsored each year by Forest Lake Academy for seniors. All seniors must participate in one of the three sponsored trips.

- SDA College Fair on campus (mandatory for all seniors)
- Adventist University of Health Sciences offers an open house for our seniors in October
- 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)

**Note:** A transportation fee may be for both the Southern and Oakwood experience.

- Southern Adventist University offers *View Southern* on their campus in September
- 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 four and a half weeks of the term may do so without a grade being recorded for that class. Students **must obtain approval from their parents, the teacher, and the Registrar.**
- Students who withdraw from a class after the first four and a half weeks will have a WP or WF (withdrawn/passing or withdrawn/failing) recorded on their transcript and **must obtain approval from their parents, the teacher, and the Registrar.**
- Students who wish to add a course must do so within the first two weeks and are responsible for making up all work missed.
- The teacher and the parent must communicate either by phone or in person prior to the Registrar finalizing approval for the course change.
- Students considering a schedule change should discuss it with the Vice Principal/Registrar and complete a schedule-change form.

## Outside Credits

Credits from other institutions are accepted on a case-by-case basis in situations where the student cannot take the class from Forest Lake Academy or when there is a need for credit recovery which Forest Lake Academy cannot meet. Prior written approval from the Vice Principal or Registrar is required for all transfer credit. The following policies apply to the acceptance of outside credit:

- Courses must be taken from an accredited institution.
- A maximum of two credits may be earned through correspondence per academic year/summer.
- Outside credits earned in the senior year should be completed, and transcript submitted, by May 1. Transcripts should be sent directly from the granting institution to Forest Lake Academy.

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

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## Failures/Incompletes

Students failing a course required for graduation will not participate in graduation exercises. The Registrar and the Vice Principal determine 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 Risk**

Students whose GPA drops below a 2.0 and/or have an F grade in one or more classes will be placed on academic risk status. An intervention plan will be instituted which will include conferences with teachers, students and parents, along with the Vice Principal and the school counselor. Academic risk status may result in the loss of privileges (i.e. athletic, social, extra-curricular, class office, etc.). Students who remain on academic risk status and who fail to respond to intervention strategies over two or more semesters may be asked to consider transferring to a school better equipped to meet their needs.

Students who fail a course may, at the discretion of the school, be required to successfully complete that course prior to reacceptance for the following year. Options for retaking a failed course include Florida Virtual, Griggs, or another online program.

### **Auditing Classes**

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

## Attendance

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.

The FLA absence policy applies when students miss class and are not on campus. Students who miss class but who are otherwise present at school will be considered to be skipping and are subject to disciplinary action, including possible detention or suspension. Students on campus **MUST** attend class unless they have obtained an excuse from the nurse, a teacher or staff member, or administration. Once a student has arrived on campus, he or she may not leave campus (other than as approved for lunch) without the specific permission of a parent and school administration.

Dorm students who are sick must see the nurse to be placed on sick list. If no nurse is available, the student must see his or her dean. Dorm students may only miss class if they are on sick list or have specific permission from their dean or another staff member.

All students must be in class, at work, or in a study hall during every period of the day. Students who drive may receive special permission to leave school after their last class or work appointment. If such permission is sought and granted, the student must leave campus after their last appointment as scheduled.

After 5, 8, and 10 absences a student will receive a warning. If a student reaches 11 absences in a quarter/semester he or she may be dropped a letter grade in that class. At 15 absences, the student will be subject to losing credit in that class according to the Florida Law (Section 1003.436) Florida Statute. A student should not get more than 5 absences per quarter. School Sponsored Trips (SST) will not count against your allotted absent totals for the quarter or semester.

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

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### Make Up Work Due To Absences

Parents are not required to produce written excuses for their child when they return to school. The teachers have the right to assign whatever make up work they deem necessary. Make up bell work, quizzes, and tests may be different than the original work. Some bell work and minor quizzes may not be made. If the absence is school-related, the teacher may simply average in the missing work or quiz. The iPad and e-back pack now provides the opportunity for work to be turned in even when a student is absent from class. However, how the teacher handles this is up to their discretion. Please read your course syllabus and follow it.

### Tardy

Because punctuality is important, students are held strictly accountable for prompt attendance at all classes and scheduled meetings. The only time a tardy will be excused is if the student was delayed by another staff member or if he or she had a prearranged medical appointment. A note from the staff member or medical office will be required for the tardy to be cleared.

A student who received five (5) tardies in a quarter will be required to serve a detention. Every five additional tardies each quarter will result in an additional detention, however if a student receives a third attendance related detention, he or she will face a suspension (see below).

Students are considered tardy when they are up to 10 minutes late, after 10 minutes the student is considered absent. Tardy count starts over every nine weeks. There is also an attendance grade that is recorded every nine weeks/ quarter. Your attendance grade is based on unexcused tardiness only.

When a student reaches two detentions he or she may be suspended and placed on probation. This suspension/probation will adversely affect any elected office, participation in Varsity Sports and other extracurricular activities. (Prayer and Leadership Conference, etc.) Work missed due to unexcused tardy (such as quizzes, bell work, etc.) may not be made up.

Detentions will be held in the Media Center on Thursday afternoon only from 4:00-6:00 pm. On time attendance is required and no excuses will be accepted (work, class, appointments, practice/games, etc.) other than serious illness or incapacitating injury or accident (upon receipt of confirming note from a parent, dean, nurse or doctor).

A missed detention (unexcused) will result in a suspension being served on the next day (Friday) which may result in loss of privileges, offices, loss of sports participation, etc. Students must contact Mrs. Brown at [brownj@forestlake.org](mailto:brownj@forestlake.org) in order to be excused from detention, you must make contact before the detention is supposed to be served.

### **Chapel/CanOpeners (Daily Worship) Attendance**

Students are required to attend all scheduled Chapels and CanOpeners Groups and attendance will be taken. Chapel/CanOpeners attendance is tallied separately from classroom attendance. Only absences will be recorded for these appointments. After every 2<sup>nd</sup> 3<sup>rd</sup> unexcused absences to Chapel or CanOpeners Groups you will serve a detention.

Detentions will be on Thursday afternoon from 4:00-6:00 pm only.

**Note:** Dorm students are not allowed to miss any Chapel/CanOpeners unless on sick list.

When a student serves two detentions, he or she may be suspended and placed on probation. This suspension/probation will adversely affect any elected offices, participation in Varsity Sports, and other extracurricular activities, etc.

### **Make-up Tests**

A student who is absent on the day of a quiz or test should expect to make it up immediately upon returning to school. If a student is absent only on the day before a pre-announced test, they will be required to take the test with the class. If a student skips a class when they are otherwise present at school, the assumption will be that they skipped to avoid a scheduled test or quiz. In addition to other consequences for skipping class, which may include suspension, the student will lose the opportunity to make up that test or quiz.

### **School-sponsored Trips (SST)**

Absences due to school-sponsored trips, such as athletics, music tours, and field trips, are not counted against the 10 absence limit per class. Students involved in a school-sponsored activity will be allowed to make up all class work. Students are encouraged to make arrangements to make up their class work before leaving.

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

## **Parents and RenWeb**

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

Phone calls and email inquiries ([brownj@forestlake.org](mailto:brownj@forestlake.org)) are encouraged. Students and parents may also check the Attendance Report sent daily to their e-mail.

# Technology Use Policy

All students, and all electronic devices (computers, tablets, smart/cell phones, cameras, iPods and other music playing devices, etc.) whether student-owned or school-owned, are subject to the following technology use policies and procedures. These policies and procedures govern student use of electronic devices while at school and while on school-sponsored trips and events. School-owned devices are covered by this policy at all times and in all places.

## Use of Computer Resources

The technology, network, and Internet resources provided by the school for the use of its students are expressly for the purpose of advancing the educational mission of the school. Students should refrain from downloading or accessing videos, music, games, etc. Technology resources should not be used for personal, non-academic purposes. The Academy reserves the right to access, intercept, retrieve, and/or read the entire content of any electronic message, document, telephonic, telefax (FAX) or voice mail communication transmitted to/from or stored in any Forest Lake Academy computer 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 smart/cell phones, iPhones, cameras, personal laptop computers, on campus or school-sponsored activities is governed by the school's technology use policy. Students have a responsibility to know and follow school guidelines regarding what is appropriate and permissible in this area. The school reserves the right to confiscate and examine the contents of students' personal communication devices, including smart/cell phones, laptops, etc., if we have reason to believe there is evidence of (cyber)bullying, harassment, illegal activity, sexting, pornography, the transmission of sexual material/inappropriate pictures or videos, etc. Students who refuse to surrender their personal electronic device or to make the information accessible to us may be subject to further discipline, up to and including expulsion.

## 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, 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 Registrar at 407.772.3743 or [osorioc@forestlake.org](mailto:osorioc@forestlake.org).

## **Ebackpack**

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

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

## **Social Networks**

**Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of Forest Lake Academy, students are encouraged to use the social**

**networking sites for the development and maintenance of healthy relationships. Posts on students' social media should reflect the lifestyle commitment document all students sign at the time of admissions. 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 ADMIN.**

### **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.

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

- 1<sup>st</sup> offense: automatic detention
- 2<sup>nd</sup> offense: disciplinary action determined by ADMIN
- 3<sup>rd</sup> offense: expulsion

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.

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

At the beginning of each school year, students will receive the Digital Citizenship Agreement Form. They have to sign and return the agreement to the IT department. This is a requirement in order for students to receive their school's iPad. A sample of the document is shown on the next page.



## iPAD USE POLICY & DIGITAL CITIZENSHIP Agreement

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

Place your initials on the line provided by each statement. By placing your initials beside the statement, you signify that you understand and agree to comply with this agreement.

- \_\_\_\_\_ 1. I understand that the school iPad is my sole responsibility. The iPad will only be used by me and will not be loaned to anyone else.
- \_\_\_\_\_ 2. I will not download any non-standard app and understand that if I do it carries a fine of \$100 per incident.
- \_\_\_\_\_ 3. I will not in any way change the configuration, including the background image of this iPad, the passcode or another student, or jail-break this school-owned device.
- \_\_\_\_\_ 4. I will take great care in handling the iPad and will make sure it is not thrown down, stepped on, hit by, sat on, dropped on, or do any action that will result in breaking the iPad screen and case. I understand that there is a break incident fee of \$60 per incident.
- \_\_\_\_\_ 5. I will not take have the iPad repaired by any other company but will report the break immediately to IT. I understand that third party repair will break the Apple Care agreement the school has signed with Apple.
- \_\_\_\_\_ 6. I am responsible for the replacement of the charger set (lightning cable and power cube) in the case of loss or damage. If not turned in at the end of the school year, a \$40 replacement fee will be assessed.
- \_\_\_\_\_ 7. I will not use this school iPad or the school e-mail to download inappropriate, pornographic, or derogatory content that is harmful to any other human being or myself.
- \_\_\_\_\_ 8. I will use my school e-mail to communicate with teachers, staff, and other students. I will only use appropriate language in my e-mails. I will not swear, bully, threaten, nor intimidate another person.
- \_\_\_\_\_ 9. I am responsible for backing up any content saved on the iPad.
- \_\_\_\_\_ 10. I understand that nothing is private on this iPad nor on the Internet.
- \_\_\_\_\_ 11. I will keep the iPad charged and ready for school every day.
- \_\_\_\_\_ 12. If lost, broken, or stolen I will report it immediately to IT, a teacher, or staff member. Stolen iPads will require a copy of the police report within 36 hours of theft. Your insurance should cover theft. A lost iPad incurs a student fee of \$503.

## 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 [rugglessf@forestlake.org](mailto:rugglessf@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, electronic readers, and e-books to school?***

Laptops or any personal electronic devices may NOT be brought to school. Dorm students are allowed to bring one personal smart phone and one other mobile device (iPad, e-reader, laptop, or mobile watches).

***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.

## Citizenship

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.

### Basis

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

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

## Lifestyle Commitment Agreement

All of our students sign this Lifestyle Commitment Agreement at the point of submitting an application to Forest Lake Academy.

Forest Lake Academy is a Christian school, striving to maintain the highest moral standards of behavior while expecting the highest level of academic performance. FLA is committed to providing an education that addresses the four goals of true education: Spirituality, Scholarship, Sportsmanship, and Service.

### **Preamble**

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

### **Pledge**

As a student of FLA, I pledge to support the school's efforts to provide a positive, safe and orderly environment by first promising to read, become familiar with, and follow the policies outlined in the Student Handbook, and secondly, by choosing to be a student who both on and off campus adheres to the following:

### **Attendance**

Regular attendance and punctuality are expected from every student. I am aware of the FLA Attendance Policy as defined in the FLA Student Handbook and I will strive to uphold it by:

- \* Being in class regularly and on time
- \* Being responsible for addressing and resolving any attendance or punctuality irregularities in a timely manner
- \* Maintaining an acceptable attendance grade (Nothing lower than a C)
- \* Accepting the responsibility and submitting to the consequences of my failure to meet this commitment

### **Dress**

FLA adheres to a dress code that addresses the need for dress code parameters in a school setting while allowing for student individuality. I am aware of the FLA Dress Code as defined in the Student Handbook and I will strive to uphold it by:

- \* Dressing in a manner that honors the letter as well as the spirit of the Dress Code
- \* Being in Dress code during the entire school day and on all school-sponsored activities
- \* Accepting the responsibility and submitting to the consequences of my failure to meet this commitment

### **Honesty**

The Honesty Policy is intended to reaffirm our commitment to excellence, to maintain the integrity of our curriculum, and to honor the diligent efforts of all FLA students and graduates. I am aware of the FLA Honesty Policy as defined in the FLA Student Handbook and I will strive to uphold it by:

- \* Maintaining the highest level of personal integrity and honesty in all my academic work
- \* Refraining from submitting any work for personal credit that is not a product of my personal effort, copying, duplicating, plagiarizing, or any other similar dishonorable practices are not acceptable
- \* Accepting the responsibility and submitting to the consequences of my failures to meet this commitment

### **Academics**

The curriculum and assessment methodologies of FLA are intended to challenge the mind and awaken the inner motivation to excel. Mediocrity is not an acceptable measure of performance. I am aware of the FLA Academic expectations as defined in the FLA Student Handbook and I will strive to uphold it by:

- \* By striving to give my best effort at all my classes
- \* Investing the time and effort necessary to succeed to the best of my ability
- \* Accepting the responsibility and submitting to the consequences of my failure to meet this commitment

### **Lifestyle**

The word *honor* is defined as, "a keen sense of right and wrong; adherence to action or principles considered right; integrity." The word *integrity* is defined as, "the quality or state of being of sound moral principles; uprightness, honesty, and sincerity." The word *moral* is defined as, "capable of making the distinction between right and wrong in conduct."

- \* Practice principles of honesty, integrity and morality
- \* Seek to develop physical, mental and spiritual energies to serve and honor God
- \* Respect and protect the right of all people
- \* Pledge to make consistent and lasting progress toward achieving my highest academic potential
- \* Refuse to use or support the use of tobacco, alcohol or drugs
- \* Endeavor to influence and assist fellow students in supporting these ideals

### **Honor Code**

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

The FLA Honor Code is composed of four points:

- I will not lie
- I will not cheat, plagiarize
- I will not steal

I will not sexually harass, bully, fight, nor condone anyone who does  
Definitions of lying, cheating, stealing, plagiarize, sexually harass, bully, fight

- A. Lying (1-8 referral points)  
Purposely making a statement with the intent to deceive someone.
- B. Cheating/Dishonesty (7-11 referral points)
  - 1. Dishonesty on homework papers. (Accessory/Accomplice) Allowing another student to copy your homework, etc.
  - 2. Copying or cheating on exams, quizzes, or projects.
  - 3. Plagiarism: copying or using someone else's papers or major report (to steal, borrow, copy and use the ideas or writings of another as one's own).
- C. Stealing (12+ referral points)  
Taking or borrowing something without permission.
- D. Sexual Harassment/(Cyber)Bullying/Fighting (16+ referral points)  
Sexually Harassing- Making anyone uncomfortable through touch, look, or verbally.  
(Cyber)Bullying- To intimidate, haze, belittle, make fun of, be mean to, either verbally, physically, virtually, etc.  
Fighting- To attack, hit a person and cause a physical injury.

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

- A. Lying  
First Offense: Referral, Detention  
Second offense: Referral, parent conference, suspension  
Third Offense: Withdrawal from school
- B. Cheating  
First Offense: Zero for the work, referral, and detention  
Second Offense: Zero for the work, referral, suspension, parent conference  
Third Offense: Withdrawal from school
- C. Stealing  
First Offense: Restitution, suspension, referral  
Second Offense: Restitution, withdrawal from school
- D. Sexual Harassment/Fighting/(Cyber)Bullying  
First Offense: Suspension, parent conference, referral  
Second Offense: Withdrawal from school

### **Citizenship Referrals**

Infractions will be noted with a citizenship referral (See samples below). These may be completed by any staff member and will be given directly to the student. Parents and administration will also receive an electronic copy via RenWeb. Generally, referrals for discipline issues will include an assessment of points with consequences for point accumulations as listed below. *NOTE: The school reserves the right to skip some or all point levels if a particular infraction is deemed to be of such a serious nature as to demand more immediate major consequences.*

### **Consequences of Points (Per Quarter)**

Students who accumulate excessive points will be assigned to detention. Detentions are not scheduled to accommodate student convenience. Detentions are served on Thursday from 4:00 to 6:00pm in the Media Center. A student who fails to serve detention as scheduled will be suspended the next day (Friday). If a student serves two detentions, the student will be suspended. A student can only serve two suspensions in the school year.

- 1-4 points      Note to Parents
- 5-8 points     1<sup>st</sup> Detention
- 9-12 points    2<sup>nd</sup> Detention
- 13-16 points   Suspension

\*Points start over every nine weeks.

**CITIZENSHIP REFERRAL**

Student \_\_\_\_\_

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

Comments \_\_\_\_\_

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

\* Points will be assigned after the referral has been reviewed by administration.  
The results will be noted in Ren Web.

**White copy-Student    Yellow /Pink copy- Vice Principal**

**F.Y.I.**

**For Your Information**

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

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

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

\_\_\_\_\_

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

**GOOD CITIZENSHIP REFERRAL**

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

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

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

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## Care for School Environment

Vandalism, damage of property through irresponsible behavior, littering, etc., are all prohibited at FLA. Students should treat school facilities, grounds, and materials with respect and care. Trash should be placed in the appropriate containers. Violations of this policy will be dealt with according to the school's discipline procedures.

## 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 additional consequences.

## Displays of Affection

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

God has clearly communicated His standard of reserving sex for the institution of marriage and refraining from promiscuity. At Creation, God declared that man should "leave his father and mother and be united with his wife, and the two will become one flesh." (Genesis 2:24). This practice was upheld at Sinai and in the teachings of Christ. Accordingly, students violating Forest Lake Academy's morality standards by engaging in any sexual conduct contrary to God's plan for humanity as defined in the Bible will be appropriately disciplined, which may include but not be limited to suspension or expulsion. Each decision will be made on the basis of Christian concern for the holistic welfare of each student and family involved and for the welfare of the student body.

Students are not allowed in the dorm of the opposite sex for any reason without the express permission of the dean, and then only for a specific purpose or responsibility. Whenever a student is in the opposite dorm lobby, a dean or another staff member must be present with them the entire time. Students may not visit in the stairwells outside the dorms at any time.

Forest Lake Academy is not equipped to support or meet the needs of students who become pregnant or who choose to marry while still of school age. It is possible that students who find themselves in such a situation may be candidates to continue their schooling through *FLAConnect*, the school's distance learning program. Applications to attend *FLAConnect* due to such situations will be treated on a case by case basis.

## 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 race, religion, nationality, language, physical appearance, gender, physical/and or mental capacity, or any other

distinguishing characteristic. Harassment is defined as unwelcome, harmful behavior towards another person. Harassment can take the form of, but is not limited to, verbal, written, and/or computer generated remarks, gestures, innuendoes, gossip, symbols 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, sexting, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and body contact. All concerns relating to harassment should be reported to an administrator or a faculty/staff member immediately as outlined below (Faculty or staff who receive such reports or required to pass them along to administration). Students who harass are subject to serious disciplinary action, up to and including dismissal.

### **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. A written report of the complaint will be made. The school's administration will conduct all discussions in an objective and thorough manner, and will advise the person making the complaint not to discuss the matter with anyone else, other than parents or guardians, due to the sensitivity of the complaint. The person to whom the complaint is made will keep any information received strictly confidential, except as necessary to investigate or rectify the matter

### **Third Party Reports**

Faculty/staff members or students who are aware of incidents of apparent sexual harassment or harassment on account of age, race, ethnicity or disability at school or at school sponsored functions 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, smartphones, phones, laptops, tablets, iPods, iPads, social media, and other personal property while in the possession of students or while located on Forest Lake Academy property, including all parking areas. 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. The same policies apply to any Forest Lake Academy event, whether on- or off- campus, during or outside of regular school hours.

On occasion, Forest Lake Academy will conduct sweeps for drugs, alcohol, tobacco, or other illegal or prohibited items. Such sweeps may involve law enforcement and specially trained K-9 units.

## Insubordination

Students shall comply with the directions of teachers, substitute teachers, administration, and all other school personnel during any period of time when students are under the authority of the 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. The repeated violation of any rule, directive, or disciplinary procedure will also constitute insubordination. Instructions from a staff member, teacher, or other authorized adult, should be followed immediately as long as such instructions are not illegal, immoral, unethical, or dangerous.

## 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.

## 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, except to and from home before and after school. This includes, but is not limited to, walking to Walgreen's or other places of business that are off campus. **All students, 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 suspension or dismissal.

## **Rollerblades**

Rollerblades are not permitted for use on campus.

## **Skateboards/Longboards**

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

## **Threats**

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

- Students making a threatening statement will be suspended immediately, pending to a full investigation
- Parents of students being threatened will be informed
- Students who are determined to have made threats against another person may be required to undergo an independent psychological evaluation to assess their stability prior to being readmitted to school.
- 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

## **Technology & Smart/Cell Phone Use**

Entertainment and music playing devices may not be used during the school day. Students who have smart/cell phones in their possession at school must ensure that the phones are not seen or heard during class time or in classrooms or during school assemblies. Charging smart/cell phones is not permitted on campus.

### Consequences for Smart/Cell Phone Violations:

1. Write up
2. A \$50.00 fine
3. Detention/Suspension

Headphones, earbuds, and similar devices are not to be used at any time during school hours, except in certain classroom's activities under teacher's permission and supervision. If these items are seen outside of class, the items will be taken and not returned. Student workers are not allowed to wear earbuds/headphones at work for safety reasons.

## **Weapons**

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

## **Disciplinary Issues**

Forest Lake Academy's Administrative Committee (ADMIN) serves as the decision-making body for major student disciplinary issues.

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

## **Appeals Process**

### **Appealing an ADMIN Decision**

Discipline decisions of ADMIN may be appealed to the Board of Trustees. Parents/guardians wishing to appeal a decision made by ADMIN will need to submit a written appeal to the Principal within three business days after being notified of ADMIN's decision. A meeting will be scheduled with the board as soon as practical.

## **Reporting of Disciplinary Records**

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

## **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. Students may face suspension or expulsion for any of the following infractions.

***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. Suspension/Expulsion.

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

***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). Expulsion (**Note**: ANY lighting or use of fire without the specific permission and supervision of a staff member will result in serious consequences up to and including expulsion).

***Assault/Battery*** –the physical use of force or violence by an individual against another that either causes or has the potential to cause physical injury. Fighting may be treated as assault/battery and dealt with under this category. (Zero tolerance violation) Expulsion.

***Bomb/Biochemical Threat (False)*** – 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. Expulsion.

***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 structure, or vehicle, with evidence of the intent to damage or remove property or harm a person(s). Also, entering without permission any room within a building where one would not normally have reason to be, including dorm rooms (other than one's own). Suspension/Expulsion.

**(Cyber)Bullying/Harassment** – intimidating or hostile behavior(s) unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment, to cause discomfort or humiliation, or interfere with the individual’s school performance or participation. These behaviors taking place in any online or social media setting will be dealt with the same as if they had occurred in person. Suspension/Expulsion.

**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 (plagiarism) in the completion of any academic assignment, test/quiz, or project. Detention/Suspension/Expulsion.

**Contraband** – the possession or storage of items which are prohibited at school or school-sponsored activities. Suspension/Expulsion.

**Discharging of Fire Extinguisher** - the unlawful discharging of a fire extinguisher will result in a \$500 fine plus the cost to have it recharged. Detention/Suspension.

**Disrespect** – the use of words or acts that demean, degrade, antagonize, or humiliate a person or group of persons. Detention/Suspension.

**Disruption on Campus** – disruption of campus activities, school-sponsored events, a classroom, or other school programs, undermining the learning environment, or endangering the health, safety or welfare of others. Suspension/Expulsion

**Dress Code Violation** – failure to comply with established dress code policy. Suspension from class until corrected. Suspension from school for repeat offense.

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

**Drug Use/Possession**-- the use or possession of any illegal drug, narcotic, or controlled substance, or any drug paraphernalia. Or being under the influence of any illegal drug. 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 into the human body. The use or distribution of legal drugs without the proper prescription may be dealt with under this policy. Suspension/Expulsion.

**Explosives** – possessing, using, selling, storing, distributing, constructing, or detonating of any combustible substance, or a destructive device, such as a bomb, letter bomb, pie bomb, smoke bomb, firecracker, grenade, rocket, or similar device that is designed to explode. (Zero tolerance violation) Expulsion.

**False Accusations**– the intentional publication (oral or written, including online or through social media) of untrue, injurious allegations, or knowingly bringing false charges against, any member of the school community. Suspension/Expulsion.

**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. Suspension

**Fighting** – mutual combat, mutual altercation, two or more persons mutually participating in use of force or physical violence. Suspension/Expulsion

**Firearm Violation** – possessing, using, selling, storing, distributing, or detonating firearms of any kind (operable or inoperable; loaded or unloaded) including, but not limited to, hand guns, zip guns, pistols, rifles, shot guns, flare guns, etc. (Zero Tolerance Violation) Expulsion

**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 an organization, group, team, club, or a school-sponsored program or activity. Suspension/Expulsion

**Horseplay** – Repeatedly engaging in reckless, rowdy, or rough behavior that interferes with the safe or purposeful order of a school or school-related activity, or that causes harm to an individual or damage to property. Detention/Suspension.

**Inappropriate Language/Behavior** – the use of oral or written language (sexting), electronic messages, pictures, objects, gestures, or engaging in unwelcome or inappropriate touching, or any other physical act that is considered to be offensive, socially unacceptable, or not suitable for an educational setting. Detention/Suspension/Expulsion.

**Insubordination** – the refusal or failure to follow an appropriate direction or order from a school staff member or any other adult in authority at school. Also, the continual violation of any school or classroom policy, regardless of how minor it is on its own. Suspension/Expulsion.

**Leaving Campus Without Permission** – Leaving campus, whether at lunch, after school, or any other time, without the appropriate permissions from the school and from parents. Transporting students in one's car or being transported by another student in their car without the appropriate permissions from the parents of all students involved. Suspension.

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

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

**Network and IT Violations** – Violating the technology use policy with regards to the school network, computers, iPads, etc., including the viewing of pornographic sites, or sites advocating hate or violence, illegal downloads of music and videos, etc., and creating or using unauthorized “hotspots” to bypass the school's network restrictions. Detention/Suspension/Expulsion.

**Repeated Misconduct** – See Insubordination. Suspension/Expulsion

**Robbery** –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. (Zero tolerance violation) Expulsion.

**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) (Zero tolerance violation) Expulsion.

**Sexual Harassment** – undesired sexual advances towards another person, unwanted and repeated verbal or physical behavior with sexual connotations that cause discomfort or humiliation or interfere with the individual's school performance or participation [F.A.C. Rule, 6A-10.008(1)]. An incident when one person demands a sexual favor from another under the threat of physical harm or adverse consequences. (Zero tolerance violation) Expulsion.

**Sexual Offenses** – engaging in a consensual sex act or physical conduct of a sexual nature, included but not limited to sexting, on or off campus. Subjecting an individual to lewd sexual gestures, sexual activity, or exposing private body parts to another person. Suspension/Expulsion.

**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. Suspension/Expulsion.

**Threat/Intimidation** – threatening, or causing a person to feel threatened, through words or actions, including through oral, written, electronic or any symbolic methods of communication. Suspension/Expulsion.

**Tobacco Products Violation** – possessing, using, selling, storing, or distributing cigarettes, e-cigarettes, cigars, snuff, dip, pipe tobacco, and chewing tobacco. Suspension/Expulsion.

**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 or law enforcement official, or while subject to suspension or expulsion. Suspension/Expulsion/Prosecution.

**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, or being in an otherwise permitted location without appropriate adult supervision. Suspension.

**Vandalism** – willfully defacing, damaging or destroying by any means 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. Restitution/Suspension/Expulsion.

**Weapons Possession** – possessing, storing, distributing, selling, or purchasing while on campus nor any school-sponsored activity any weapon or any item used or intended to be used as a weapon. All students are subject to Forest Lake Academy's Inspection/Search Policy (see Inspection/Search Policy) and are subject to search at any time while on Forest Lake Academy property. Suspension/Expulsion.

# Substance Abuse and Testing Policy

AUGUST 2016

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

## I. PROHIBITIONS

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

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

## II. USE OF NON-PRESCRIPTION MEDICATION AND PRESCRIPTION DRUGS

The normal use of non-prescription medications and the legal use of prescription drugs, as ordered by a licensed physician, are not prohibited by the Conference/Academy. However, students who are bringing non-prescription medications or prescription drugs onto Academy property must inform the Academy nurse or principal prior to or at the beginning of the first day on which the non-prescription medication or prescription drug is brought onto Academy property. Students are required to leave their non-prescription medications or prescription drugs in the Nurse’s Office and return to take the medication or prescription drug at that location.

The Conference/Academy may require students and their parents or guardians to provide proof of a current drug prescription. Students and their parent(s)/guardian(s) may verify a current drug prescription by: (1) producing a copy of the prescription; (2) producing a written statement from the prescribing physician that the student has a current prescription for the drug; or (3) producing the prescription drug in the original container that identifies the student, the drug, dosage, prescription date, and the prescribing physician.

## III. TESTING PROGRAM

### A. Mandatory Drug Test

The Academy will conduct a mandatory drug test of all students each academic year. Every student will be tested. The Academy will complete the mandatory testing process for all students, to the extent feasible, during the first semester of the academic year. Students who enter the Academy during the second semester will also be subject to mandatory testing. Students will be chosen for their mandatory test through a random selection process. All students are subject to additional testing during the academic year as described below.

### B. Random Testing

To assist in identifying students who need assistance overcoming substance use or addiction, and to give students an opportunity to “save face” and just say “no” when tempted to use drugs by their peers, the

Academy will also conduct random testing throughout the academic year. Approximately 5 percent of the student body will randomly be selected for testing each month. The random selection process will be conducted by the laboratory performing the tests. Any student selected for random testing will remain in the student random “pool” for the remainder of the academic year. There is no maximum number of times a student may be randomly tested.

### **C. Reasonable Suspicion Testing**

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

### **D. Follow-Up Testing**

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

## **IV. TESTING METHODS**

### **A. Summary of Testing Procedures**

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

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

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

### **B. Confidentiality and Dissemination of Results**

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

Test results will be confidentially provided by the laboratory to the Medical Review Officer. Test results will be delivered to the Academy Principal, or the School Nurse, and to the Conference Education Department. The Superintendent of Education, or his representative, and the Academy Principal (or Vice Principal) will confer regarding the results, as needed.



Following the completion of a test, the parent(s)/legal guardian(s) and student will be notified regarding the test results via email or telephone.

#### **V. WRITTEN CONSENT**

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

#### **VI. CONSEQUENCES OF POLICY VIOLATION**

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

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

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

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

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

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

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

## **VII. NO LIABILITY**

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

## **VIII. PARENTAL/GUARDIAN AND GUEST RESPONSIBILITY**

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

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

# Hair Testing

## TESTING METHOD

The Florida Conference of Seventh-day Adventists (the “Conference”) has updated its Substance Use/Abuse Policy, to take effect at the Forest Lake Academy (the “Academy”) beginning with the 2016-17 school year. The primary method for testing will be hair analysis performed by a certified SAMHSA clinical laboratory (the “Laboratory”), such as Altamonte Springs-based ARCpoint Labs. Other forms of testing for banned substances such as alcohol and tobacco may be used such as urine testing, breathalyzer, or blood testing, in the sole discretion of the School/Academy.

## HAIR COLLECTION PROCEDURES

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

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

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

## STUDENT HAIR DRUG TESTING BY ARCPPOINT LABS OF ALTAMONTE SPRINGS

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

Following are some general hair drug testing facts prepared by Psychomedics Corporation:

### GENERAL HAIR DRUG TESTING FACTS

#### *What is hair drug testing?*

Hair testing analyzes for drugs within the hair shaft, rather than body fluids like urine or saliva, to determine whether drugs of abuse are present. Compared to analysis of body fluids, hair testing is highly resistant to evasion by adulterating or substituting samples, or by simply abstaining from drug use for a few days. Psychomedics’ patented method for detecting drugs in hair uses proprietary immunoassay and state-of-the-art GC/MS/MS or LC/MS/MS confirmation to measure the drug molecules and metabolites permanently entrapped in hair which were incorporated following ingestion. This technology offers significantly greater detection ability than other methods of analyzing hair or body fluids.

#### *Who is using hair drug testing?*

Thousands of corporations use Psychomedics’ test to screen applicants and perform random drug tests on their employees. Schools have been using the Psychomedics test since 1997 to help their students stay drug-free. Courts routinely use Psychomedics’ test in their probation, parole, and

diversionary programs. The use of hair is well established, and Psychemedics has been doing hair tests since 1987.

***What drugs are included in a standard hair follicle drug test?***

Cocaine, marijuana, opiates (including heroin, codeine, morphine, oxycodone, hydrocodone and hydromorphone), methamphetamine, Ecstasy (MDMA), Eve (MDEA) and phencyclidine (PCP).

***What time period does a standard test cover?***

A standard test of one-and-one-half inches of head hair cut close to the scalp can provide a several month window to detect drug ingestion.

***How fast does head hair grow?***

Studies indicate that hair collected at the crown of the head grows on the average approximately 1.3 cm (or ½ inch) per month. This growth rate may vary among people; consequently the same 3.9cm length of hair may represent slightly different time periods.

***How does hair analysis compare to urinalysis?***

The primary difference is the wider window of detection with hair. Cocaine, methamphetamine, opiates and PCP are rapidly excreted and usually undetectable in urine 72 hours after use. Rather than the hours or days covered by a body fluid test, a hair test covers a period of months, ensuring that a drug user cannot evade the test by simply abstaining for a few days. Additional advantages include: non-intrusive collection procedures, virtual elimination of test evasion through substitution or adulteration, and greater accuracy through test repetition capability. The combination of an increased window of detection and resistance to evasion makes hair testing far more effective than urinalysis in correctly identifying drug users.

***How soon after use can a drug be detected in hair?***

It takes approximately 5-7 days from the time of drug use for the portion of the hair containing that drug to grow above the scalp.

***What is the shortest time period that can accurately be evaluated?***

In most situations the minimum time period is approximately one month. A hair test does not determine drugs used on a particular day or week.

***How sensitive is hair testing in detecting drug users?***

Comparison studies have proven that Psychemedics' testing is up to 5-10 times more effective in identifying drug users than urinalysis. In other words, 85% of the drug users identified by a Psychemedics test could get through a urine screen and enter the workforce.

***Is all hair testing alike?***

No, Psychemedics uses its proprietary digestion method to remove virtually 100% of the drugs from the hair, thereby increasing detection capabilities. Other laboratories may leach drug from the hair, leaving behind or destroying some of the drug in the process. Psychemedics also employs an extensive wash procedure on test samples, and analyzes the wash to ensure that any potential contamination has been removed or taken into account. Other labs may use a less effective wash and/or do not analyze the wash, putting their clients at risk for making employment decisions based on a result that may be reflective of external contamination.

### ***How does Psychomedics establish its cut-off levels?***

These levels are based on field studies that establish the presence of the drugs following ingestion. These levels are included in Psychomedics' FDA submissions, and are similar to the cut-off levels in the 2004 proposed SAMHSA mandatory guidelines.

## **COLLECTIONS**

### ***How much hair is needed?***

Psychomedics' standard screen, along with GC/MS/MS or LC/MS/MS confirmation, usually requires a cosmetically undetectable lock of hair preferably snipped from the back of the head, just below the crown. In general, the amount needed is the thickness of a shoelace tip. Hair analysis methods used by other laboratories may require significantly more hair.

### ***Can hair drug tests be run on people with little or no hair?***

Yes. Hair can be collected from several locations on the head and combined to obtain the required amount of hair. If head hair is not available, certain body hair can be used as an alternative.

### ***Can hair collected from a brush be used?***

No. For workplace testing Psychomedics requires a hair sample to be collected using the proper chain-of-custody protocols that will withstand a legal challenge. Psychomedics requires that the sample be submitted with Psychomedics Sample Acquisition Materials. The test subject must initial the sample to certify the authenticity of the sample at the time of collection.

### ***How are collections performed on candidates that use artificial hairpieces or attachments to their own hair?***

The collection process allows the collector only to take the candidate's natural hair. Natural head hair or nape hair can be taken. Body hair can also be taken when hair from those two sources is not available.

## **SAMPLE CHARACTERISTICS**

### ***Does chemical treatment of the hair affect the test results?***

Commonly used hair procedures (e.g., shampoos, conditioners, sprays, mousses and gels) have no significant effect on results. In fact, normal hair washing helps to remove external contamination. Normal hair treatments such as bleaching, perming and dyeing generally will not significantly lower the quantitative results. If the protein matrix of the hair has been damaged to the point of breaking (cortex damage) the level of drug can be significantly affected. However, severely treated or damaged hair can be readily identified from the wash ratios and/or staining procedure.

### ***Is there a risk that the results of a hair test can be affected by environmental contamination?***

Psychomedics utilizes several independent approaches which, in various combinations, rule out the possibility of a positive result from external contamination. The first method involves extensive chemical washing of the hair specimen prior to screening, followed by analysis of the content of the wash. This wash analysis is a critical step to ensure that any contamination is effectively accounted for. Additionally, Psychomedics measures the presence of metabolites. If drugs were in the air or on a person's hands and thereby got on a person's hair from outside, the drug would be present as the drug substance itself, and not as certain metabolites or with metabolite/parent drug ratios which are known to be produced by ingestion. Psychomedics' ability to distinguish and measure metabolites with its highly sensitive GC/MS/MS or LC/MS/MS equipment is one criteria used to eliminate the possibility of false positives from

external contamination. In addition, any positive internal contamination (e.g., from passive inhalation or even poppy seed consumption) is distinguished from deliberate drug use by setting GC/MS/MS or LC/MS/MS cut-off levels above those which can be produced by passive internal exposure. Studies have shown that the combination of extensive washing, metabolite analysis, and proper cut-off levels are necessary to avoid false positives due to external contamination.

## 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:

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

### Uniform Guidelines

All required school uniform attire must be purchased through the official uniform company, Lands' End. Previous clothing items with Dennis logo are no longer considered part of school uniform. All students, community and dorm, are required to dress appropriately and in conformity with the dress expectations outlined in the dress code for all school activities, on or off campus.

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

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

**Violations of dress code** that cannot be corrected on campus will require students to have parents bring the necessary uniform item to school, or to go home and make the correction. Parents/guardians will be contacted, and students waiting for their parents for the correct uniforms items will need to wait in the welcome center or any other designated area by the school. Once the uniform correction has been made, students may return to class. Repeated dress code violations become an insubordination issue which may result in suspension. All class tardies and absences due to dress code violation will be unexcused.

### School Wear

*The following guidelines indicate appropriate dress during the school day*

#### Ladies

Shirts – Light Blue & White Navy (Polos only)

- Polos, Regular and Feminine Fit
  - ¾ Sleeve Stretch Blouse
  - Short & Long Sleeve Oxford Shirts
  - Long Sleeve Pinpoint Blouse
- All shirts for girls may be worn untucked*

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

- A-line
- Skirts only may be hemmed up to the Logo*

Skorts (Top of Knee) – Khaki, Navy

- Flat Front Chino
- Shorts are not to be hemmed up or rolled*

Shorts (Top of Knee) – Khaki, Navy

- Flat Front Chino  
*Shorts are not to be hemmed up or rolled*

Pants – Khaki, Navy, Gray

- Flat Front Chino
- Dress Slacks (Gray only)

Shoes – Closed Toe & Closed Back or Heal Strap

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

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

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

### **Guys**

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

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

Shorts – Khaki, Navy

- Flat Front Chino

Pants – Khaki, Navy, Gray

- Flat Front Chino
- Dress Slacks (Gray only)

Shoes – Closed Toe & Closed Back or Heal Strap

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

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

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

### **ID Badge**

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

1<sup>st</sup> offense: FYI Referral

2<sup>nd</sup> offense: Detention

3<sup>rd</sup> offense: Suspension

### **Dress code for Thursdays and Game days**

*Regular FLA dress code is expected unless students follow these additional guidelines:*

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

Jeans – Blue or Black Only. No tears, no holes, no shorts. No sweats, stretch pants, skinny jeans or other skin-tight pants. No spandex jeans. Students must purchase a jean bead from the



Senior-class representative at the beginning of each semester. The purchase of the jean bead for second semester will include the permission to wear class T-shirts as well.

FLA Game days – team members must wear the Varsity team uniform. Sweat suits are not allowed. If a Varsity student is not wearing game day uniform, the student will not be allowed to participate in the game.

*School uniforms may be purchased from Lands' End Company –  
[www.landsend.com/school](http://www.landsend.com/school) (1-800-469-2222).*

## **Personal Appearance**

### Layering

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

### Outerwear

All Lands' End jackets with an FLA logo are acceptable wear for school. All other jackets, including Organizational jackets, are not to be worn during the school day. **Regular school uniform must be worn underneath the uniform jacket.** Blankets are not an acceptable form of outerwear. Non-uniform outerwear will be taken and returned at a later time and may be subject to a charge.

It is recommended that all students, male and female, purchase at least one long sleeve shirt and long pants to be worn during colder weather. If the provided school jacket is not warm enough for the student, additional options of heavier coats/jackets are available from Lands' End for purchase.

Male students: Hats/Head coverings – Hats/head coverings may not be worn while in campus buildings.

### Recreational Wear

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

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

Students are not to wear the following while on campus or any other school sponsored activity: camouflage clothing, off the-shoulder tops, baggies, overalls, tight pants/shorts, pajamas, combat-style boots, visible underwear, or clothing that is offensive (i.e. drug, alcohol, sexual references), immodest, torn, cut, or inappropriate. Body piercing, tattoos, beads, link chains, extreme hairstyles, and all other symbols of a counter culture are never permitted. Any visible tattoos must be covered. Drawings on arms and legs will not be permitted.

### Jewelry

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

1. Jewelry of any kind (including earrings, studs, bracelets, and necklaces, or any kind of spacers, etc.) is not a part of the approved school dress code and should not be worn on campus or at school functions at any time during the normal school day. The school day is defined as any time during the day during which classes, including college classes, are being held, beginning with the student's arrival on campus and ending when the student leaves campus.

2. No bracelets, wristbands, hair ties, etc., are to be worn on the wrists with the exception of those specifically authorized by the school for a specific purpose for a particular period of time. Likewise, no anklets or other jewelry should be worn where it is visible on the ankle or any other part of the body.
3. Jewelry is not to be worn during any event where the student is representing the school in a performance or athletic activity (choir, band, varsity or JV sports, etc.). This includes travel to and from these events.
4. Individual organizations and events, such as prayer conference, leadership conference, etc., may have additional or stricter restrictions which must be honored by the student.

#### Hair

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

### **Banquet Attire**

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

#### Ladies dresses:

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

#### Gentlemen's attire:

- Dress pants
- Dress shirt
- Dress shoes

#### Other Formal School Programs

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

#### Ladies:

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

#### Gentlemen:

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

- Dress socks

## **Religious Services**

Forest Lake Academy encourages students to help set a sacred and special atmosphere for religious services by wearing clothes which are appropriate for the program. The deans will establish acceptable dress for the residence hall students within the overall guidelines of the school.

## **Swimwear**

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

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

# Driving and Parking

## Student Driving/Parking

Students who drive on campus are expected to have:

1. A copy of a valid driver's license on file in the office
2. A copy of a current insurance card on the vehicle they are driving
3. A completed motor vehicle registration form
4. A Parking sticker displayed on the **LEFT FRONT** windshield

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

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

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

## Off-Campus School Events

All 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.

## Consequences for Campus Driving Violations

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

1. First Offense: Written warning
2. Second Offense: Loss of on-campus driving privileges for a minimum of two weeks and a meeting with parents, student, and school administration prior to reinstatement of privileges.
3. Third Offense: Loss of on-campus driving privileges for 90 days or until the end of the current semester, whichever is longer, with a review prior to reinstatement of driving privileges.

4. Fourth Offense: Loss of on-campus driving privileges for the remainder of the year.

## **Parent Driving and Parking on Campus**

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

- **Park in visitor, *not* student, parking**
- Wait for your riders in the carpool lanes (not the front visitor's parking area), always pulling forward as space becomes available. If you come earlier than dismissal time and you need to park, please use the student parking area by the music building.
- 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
- 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.

# Spiritual Focus

## 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.

## R.O.C. Campus Ministries

Radical on Christ (R.O.C.) Campus Ministries is a team-centered ministry which takes a servant leadership approach and allows students to learn and practice essential and valuable leadership skills.

## Biblical Foundation

R.O.C. ministries is anchored on the Great Commandment in Luke 10:27 which calls us to love God and others through the power of the Spirit.

## Mission

R.O.C. ministries exists to lead by **Serving** 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 seed that will lead our friends to build a relationship with Jesus.

## Mission Statement

Jesus + Nothing = Everything

## S.T.E.P.S. of R.O.C. Campus Ministries

- **Servant Leadership**
  - J.A.M. (Jesus and Me)- Improv & Praise
  - CanOpeners - Small groups
  - P.J.'s (Proclaiming Jesus)- Youth church
  - Road Trips-Off campus outings
  - Alterations-Community service
  - Molecules (hangin' together) Mentoring with low ropes and challenge games
  - Unveiled-Christian drama
  - Sacred Space-Prayer walk/room
- **\*Discipleship Training**
- Servant Leadership I (junior year)
  - Classes in small groups, conflict resolution, and servant leadership
- Servant Leadership II (senior year)
  - Classes in creative ministries, leading worship, drama, and media ministry

## **Student Life/Extracurricular Activities**

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

### **Lunch League/Classics/Recreation**

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

### **Varsity Sports**

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

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

### **Athletics Eligibility**

Students wishing to participate in the varsity and junior varsity athletic programs at Forest Lake Academy should maintain a 2.0 cumulative grade point average on a 4.0 scale and should not have an Incomplete, F, or D-grade from the previous quarter of the current year. Students who do not meet the guidelines for athletic participation could be suspended from all athletic teams until they meet the requirements. For more information or questions regarding athletic program eligibility and policies, please contact the Athletic Director.

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

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### **Sportsmanship**

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

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

## 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, behavior and lifestyle must reflect basic Christian values and the values of Forest Lake Academy.

**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 suspension will forfeit the right to continue serving in any elected or appointed office. Students' social media may jeopardize their position. A poor attendance record may also jeopardize student positions of responsibility or office. Students may hold only one major office at a time.

**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, Yearbook editor) must have a cumulative 2.5 GPA and no F grades.
- Other offices must have a cumulative 2.0 GPA and 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. A minimum of three classes is required for minor offices and a minimum of four classes is required for major offices.

## National Honor Society (NHS)

Membership in the National Honor Society is open to qualified, full-time, students in grades 10-12 who have attended Forest Lake Academy for a minimum of one full year. To be eligible, students must have earned and maintained a 3.75 cumulative GPA. Requirements are reviewed every year to maintain membership. Membership is also based on service, leadership, and character. A Faculty Council, appointed by the Principal, approves nominees. NHS selection is held in the fall. Suspension will result in the student's removal from the National Honors Society.

## Food Service

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

## School-Sponsored Social Activities

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

Students attending school-sponsored events whether on campus or at another location, are subject at all times to 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 possess, use, or 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 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 unforeseen emergencies, 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 listen to local radio and television stations for announcements relative to school closings or delayed openings, or look for a Parent Alert (email, text, and/or phone call) for such announcements. Parents must always make decisions that they feel are in the best interests of their child's safety. Regardless of the school being open or closed officially due to inclement weather, if a parent feels conditions are unsafe for their students to travel to school, they are encouraged to keep them at home. Students will not be penalized if a parent keeps a student at home for safety reasons.

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

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### **Information (Emergency) Notification**

Forest Lake Academy has instituted an parent alert 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 *Parent Alert* system will attempt to reach you through the email address or smart/cell phone number (phone calls and/or texts) you provided at registration

### **Accidents**

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

## Cardiac Emergency

Forest Lake Academy facilities are equipped with Automated External Defibrillators (AEDs) and staff members have been trained in the proper use of this equipment. Any time the use of such equipment is required, emergency services personnel will be contacted along with the parents of the student.

## 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. We also accept exemption certificates for parents who choose not to have their child vaccinated.

## 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. Dorm students *must* have and provide proof of health insurance coverage.

## School Accident Insurance

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

## Illness at School

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

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

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

- **Fever:** If a student has a temperature under 99.5 degrees and otherwise seems OK, they can go to school. If the student seems pale, excessively tired or irritable, keep them home.
- **Strep Throat:** Students should be kept home for strep throat, until 24 hours after they have started antibiotics.
- **Pink Eye:** Students may return to school with a written doctor's release.

- **Stomach Flu:** If your student has the stomach flu, he/she should be home as long as diarrhea or fever persist, and for 24 hours after vomiting.
- **Colds:** If symptoms are mild, your child does not need to be excluded from groups. But if a child generally doesn't feel good, has a persistent cough, or is very congested, they should be kept home.
- **Mononucleosis** – can return to school according to physician's recommendations.

## **Student Health Services**

FLA employs a registered nurse to supervise basic health and emergency care for all students. The nurse assists in preventing and controlling disease, providing emergency services for injury or student illness, and communicating with parents when illness and injury occur, keeps all medical records including required school physicals, immunizations and incident reports, updated, as required by Florida state law.

## **Activity restrictions**

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

## **Sick List**

- You must remain in your dorm until removed from the sick list. You will have your food sent over from the cafeteria and are not allowed to be outside of your room except to the bathroom.
- If you need assistance from the dean, tell your RA, and he/she will get the dean.
- When the student is removed from sick list, or wishes to be removed from the sick list, the student must be checked by the nurse to determine that the symptoms have improved. The dean will make the determination in consultation with the nurse in some instances.
- If a student's illness is severe, you may need to be sent home to recuperate under the care of your family.
- If you miss work because of illness, you must notify your employer prior to the time expected to be to work.

## **Dental, Doctor visits**

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

## **Medication**

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

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

Dorm students must give all medications, both prescription and over-the-counter, to the dean. All prescribed medication must be in the original container. Students will need to get their medications from the dean on duty.

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

## 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 2:45 p.m. The campus is open for students Monday through Friday at 7:00 a.m. Campus closes at 4:00 p.m. Monday through Thursday for all students except those who are working, in varsity or junior varsity programs, or who have other regularly scheduled appointments. On Friday, campus closes at 3:00 p.m. Please make the necessary arrangements to have your student picked up prior to the closing time. If your student has work, sports, or other appointments, the pick-up time is 10 minutes after the end of their event or obligation.

During school hours, Juniors and Seniors may be allowed to leave campus if they provide written permission from parents/guardians. Freshmen and Sophomores are not allowed to leave campus during school hours.

### Daily Worship - CanOpeners

Forest Lake Academy offers time each day for students to think about God in a worship setting. Whether through corporate worship or small groups, 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 required. 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.

### Media Center

The Media Center is regularly open from 7:30 to 3:40 Monday through Thursday, and from 7:30 – 2:30 on Friday. The Media Center is a place designed for study, not for loud socializing and playing. Items may be checked out according to the current policy. 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.

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 Technology Use Agreement stated in the Handbook. Students who are found in violation of these rules risk loss of Media Center 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.

Food and drink are permitted in the media center. Students are encouraged to do research, work on homework, or read when they are in the Media Center. The tutoring area is designed for students to receive academic assistance by Media Center 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 upon request to students for securely storing books, school supplies and personal articles. Students must use only the locker assigned to them and are responsible for keeping the lock provided on the locker at all times. The locker must remain locked when not in use. Locks are provided for all lockers in the classroom building. Missing locks must be replaced through the business office at students' expense.

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

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 welcome center. Students and parents should be sure that all personal articles, including clothing, book bags and other valuable items, have name labels. Any items not claimed in a timely fashion will be donated to charity.

## **Valuables**

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

## **Campus Visitors**

Forest Lake Academy is a closed campus. Parents must request approval from the Principal/Vice Principal 24 hours before bringing visitors on campus. Visitors are to register at the reception desk. Unregistered/unapproved guests will be asked to leave campus.

## **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 obtained from the dean.

## **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**

The staff and faculty of Forest Lake Academy believes the quality of education a young person receives is dependent upon the school as well as home environment. If the expectations are consistent in and out

of school, the student will develop more rapidly and with more self-confidence. With this in mind, Forest Lake Academy invites, and expects, parental involvement in the school community. The best interest of students should always be the primary concern of parents and educators. In order to avoid conflicts and misunderstandings that result in confused messages to students, we have structured the school community to help ensure open lines of communication between faculty, students, and parents.

The following methods are available to enhance communication between parents, students, and the 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. Regular parent-teacher conferences are scheduled at the end of the first and third grading periods.
- 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](http://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
- Ebackpack is the learning portal used by teachers to distribute and receive assignments and quizzes/tests
- A weekly newsletter containing items of interest related to students, staff, and parents, along with upcoming events and important dates, is published regularly.

## **Social Networks**

Forest Lake Academy reserves the right to look at students' social media. 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 the school. Students found to be posting such comments are subject to disciplinary action as outlined in the school's discipline guidelines.



# Financial Information

## Tuition

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

## Financial Contract Process

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

Financial contracts must be completed for each student for the current school year. Contracts outline payment plans and are signed by the parents/guardians, student and Forest Lake Academy representative. A letter of commitment stating the amount and payment date is required from outside sources of funding, and become the responsibility of the parent if not paid as 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](http://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. **Note:** An annual fee of \$30 / family is required for this program.

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

**Tuition Management Program,** a service that allows families to pay tuition monthly through an automatic payment. Benefits of this program include:

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

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

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

## Scholarship Programs

### Programs Funded by the Academy

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

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

#### Florida Aid Program

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

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

To participate in 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 contingent upon timely payment of the account and participation in the Student employment Program as needed by Forest Lake Academy.

**Note:** Florida Aid and Share the Dream scholarships will be reduced if additional financial assistance is received after contracts are written or if 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](http://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 Florida residences whose family income meets the established guidelines. Information is available by contacting Step Up for Students at (877) 735-7837 or by visiting their website at [www.StepUpForStudents.org](http://www.StepUpForStudents.org).

**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, when applicable beginning March 1
- Allocation of aid will be determined by the Financial Aid Committee which begins processing Facts Grant and Aid Assessment reports in May
- Financial aid awards are contingent upon completion of an approved financial contract.
- Financial aid is subject to reassignment to students on the waiting list if the necessary approvals and payments are **not** received on time

## **Tuition Discounts**

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

## **Taxability of Scholarships and Aid**

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

## **Miscellaneous Charges**

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

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

Fees that may be charged to students' accounts include elective class supplies, uniforms, excess dormitory meal plan charges, and similar items. All seniors will be charged a \$100.00 Graduation Fee.

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

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

### **Returned Check Fees**

A \$35.00 Non-sufficient Funds fee will be assessed for all returned checks. The replacement amount plus the \$35.00 fee must be repaid by cash, credit card, or certified check within 5 days.

**If the replacement payment is not made within the 5 days, students may be suspended until the balance is paid. This suspension will be counted as an unexcused absence.**

## **Health Insurance**

- 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, Media Center fines, and dorm fees must be paid before the exam permit will be issued. A current year school issued ID is required to receive the exam permit. A \$20.00 replacement fee will be assessed and collected prior to replacing a lost ID card.

## **Release of Transcripts/Diplomas**

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

## **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 discuss payment options. All international students must pay their tuition and fees in advance, with the first semester fees paid on or before July 31 and second semester tuition and fees paid on or before January 1.

## **Refunds**

Tuition accounts of students withdrawing from Forest Lake Academy will be adjusted and tuition incurred will be returned on a weekly-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 and Technology Fees are non-refundable after the first week of school. There will be no refunds for international students that have been dismissed from school.

## **Payment Obligation**

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

# Student Employment

Forest Lake Academy operates two Student Employment opportunities:

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

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

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

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

**Note:**

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

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## 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 acknowledgment. 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.

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## Earnings

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

## Directories

### Administration Team

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