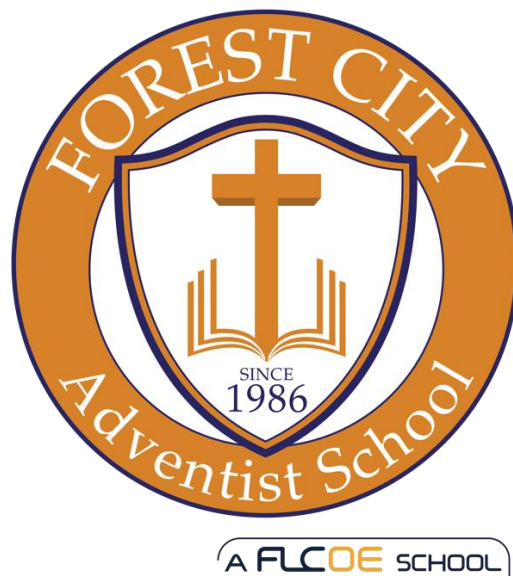


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# FOREST CITY ADVENTIST SCHOOL HANDBOOK

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## 2024-2025

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Forest City Adventist School is operated by the Forest City Adventist Seventh day Church and is in its own building on the church campus. The school had its beginning in 1986 with three classrooms and has expanded to meet the increasing enrollment over the years. Presently we offer VPK through eighth grade.

## MISSION STATEMENT

To nurture a spirit of **Faith in Christ**, **Academic excellence**, and commitment to **Service**.

## VISION STATEMENT

Under Godly Values

## PHILOSOPHY

Christian Education is a pledge to provide a Christ-centered curriculum which will promote the fullest development of the student's spiritual, physical, mental, and social faculties. This school is dedicated to the philosophy of true education imparted by Christ.

## OBJECTIVES

1. To guide in the development of a well-rounded young person, spiritually, emotionally, physically, and socially.
2. To work with parents who are responsible in forming noble, Christian characters in their children.
3. To lead the student to a knowledge of God and recognition of the need of accepting Jesus as a personal Savior.
4. To develop an appreciation for the rights and interests of others.
5. To inspire love and loyalty to the country and respect for recognized authority.
6. To encourage and promote the development of responsibility in the student.
7. To stimulate high scholarship.
8. To promote the understanding and practice of healthful living.

## STAFF & FACULTY

Principal.....Jacqueline Colón-Díaz  
Assistant Principal.....Iris Rodriguez  
School Board Chair..... Carlos Vargas  
Registrar/Admin. Asst..... Yvonne Fines  
Bookkeeper..... Angel Fines  
Receptionist/Aftercare Director...Iselys Lisboa  
Receptionist.....Camila Cuesta  
Aftercare.....Onelia Cedeño  
VPK Director.....Roxana Cuesta  
VPK Consultant.....Vasti Rodriguez  
VPK Teacher Assistant..... Jeannette Diaz  
Kindergarten Aide..... Glenda Diaz  
Teacher Support.....Yarasette Toro  
Physical Education.....AJ Fines  
Music Director..... Ryan Aceituno  
Music teacher..... Sofia Gonzalez  
Food Service.....Juliana Mesa  
Maintenance..... Jorge Diaz  
IT Technician.....Javier Aguas

### **Faculty – Homeroom teachers**

VPK teacher.....Roxana Cuesta  
Kindergarten.....Lilly Escoto  
First Grade.....Nahomy Santana  
Second Grade.....Diana Colon  
Third Grade..... Connie Cooper  
Fourth Grade..... ..Ella Burgos  
Fifth Grade..... Jessica Nephew  
Sixth Grade.....Jennifer Rymer  
Seventh Grade..... Iris Rodriguez  
Eighth Grade..... Joy Nugent

# ACCREDITATION

Forest City Adventist School is fully accredited by the Board of Regents of the General Conference of Seventh-day Adventists, the National Council for Private School Accreditation (NCPSA), the Florida Association of Academic Non-Public Schools (FAANS), the Accrediting Association of Seventh-day Adventists Schools, Colleges, and Universities (AAA).

## SCHOOL BOARD

The School Board is responsible for the operation of the school within the guidelines and policies adopted by the Conference Board of Education and School Constitution. The School Board has authority only when meeting in official session; individual members may not speak for the Board. All actions of the Board are implemented through its executive secretary (School Principal/Head Teacher) in cooperation with the Board Chair.

The quality of Seventh-day Adventist education can be determined largely by the efficiency of the School Board. Directing the school through actions and policies of the School Board helps keep the interests of the school close to the members of the church.

## CALENDAR

A school calendar is emailed to parents and posted on our website. Parents are notified through newsletters, email, and social media of any changes that may occur throughout the year. The calendar is subject to changes.

## COHORTS PROFESSIONAL DEVELOPMENT

For the Kids Collaborative meetings are professional development days scheduled on Fridays throughout the year for our faculty. On those days, students will not be in session. Please check our school calendar for specific days.

# ADMISSIONS

## GENERAL

Forest City Adventist School welcomes all those who are in harmony with the philosophy and objectives of Christian Education and who will cheerfully endeavor to live according to its principles. Upon admission, every student pledge to observe willingly all the regulations of the school and uphold the principles upon which the school is based. If a student breaks this pledge, he automatically forfeits the right to membership in the school and may be allowed to remain in the school only by administrative action.

It is also a part of the student's contract that to perform all the duties assigned in connection with the school to a student's best ability. Students who are willing to develop attitudes, spiritual values, and mental abilities in keeping with the stated philosophy and objectives are encouraged to apply. In addition, Forest City Adventist School welcomes international students.

Forest City Adventist School is operated for the benefit of Seventh-day Adventist children from the constituent church. It is the desire of our School Board that every boy and girl of school age be in our school this year.

## ADMISSIONS COMMITTEE

Forest City Adventist School has a working Admissions Committee as a subcommittee of the local School Board and meets regularly or as needed to review pertinent data necessary to make admissions decisions that benefit students. Committee membership includes, but is not limited, school administration, the school's special needs coordinator, faculty representation, and may include board representation of individuals with an education background. Achievement tests will be given as a key for admittance and placement. Students must give evidence in these tests of ability to accomplish the work of the grades to which they are seeking admittance.

If a student scores more than one year below grade level in core subject areas, additional curriculum-based testing should be done to confirm results. For kindergarten, first grade, and second grade, informal curriculum-based assessment in reading, writing, and math will be administered to obtain the necessary information on the student's academic status.

The school reserves the right, after testing an applicant, reviewing documentation and counseling with the parents, to change the grade placement to one more suitable for the child's success.

The Admissions Committee or school Support Staff will gather admissions data to:

- a. Verify legal name and birthdate through a birth certificate, passport, or other legal document. Parents should also submit proof of immunization and health records, as required by state law.
- b. Verify academic placement recommendation and grades obtained from a previous school through a report card or school transcript.
- c. Obtain behavioral information through a letter of recommendation or through a reference form completed by a non-family member who knows the prospective student (i.e. pastor, Sabbath teacher, Pathfinder leader, previous teacher or principal, etc.)

Once all data has been gathered, the Admissions Committee will review the data (previous report cards, psycho-educational assessment reports, IEP recommendations, formal and informal admissions test results, recommendation letter, etc.) to determine if the student's educational needs can be met by the school. If a student is performing more than one year below grade level, the committee must identify the support systems the school must put in place to move the student forward academically or behaviorally. If it is deemed the school lacks sufficient resources to provide appropriate academic or behavior intervention and the school cannot meet the student's educational needs, the student cannot be accepted. If deemed necessary, Forest City Adventist School will consult with the Florida Conference school's psychologist to discuss concerns and get additional information. In such cases, the approval decision for admission should be made by the school's Admissions Committee, in consultation with the Conference Office of Education.

It is the philosophy of Forest City Adventist School and the Florida Conference that students with mild to low-moderate disabilities can usually be accommodated in Seventh-day Adventist schools if specific intervention plans are made to address the student's needs. Consultation services to formulate these plans are available through the conference school's psychologist and school Principal.

All new students should be admitted on a *three-month minimum probationary period and up to 10 months*. For students with academic or behavioral concerns, a review may occur

every marking period to evaluate if the plan is working appropriately, revise it, or make a different decision to benefit the student. The Admissions Committee will determine acceptance and reserves the right to refuse admission based upon:

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

## APPLICATION FOR NEW STUDENTS OR TRANSFER STUDENTS

Only those students should apply for admission who will cheerfully endeavor to live in harmony with the principles and regulations of Forest City Adventist School.

Students of other religious beliefs are welcome provided there is an opening, and they show due respect for the Word of God, maintain a reverent attitude during religious programs and classes, and observe all regulations of the school. Forest City Adventist School does not discriminate based on race, color, national and ethnic origin.

### ENTRANCE AGES

Kindergarten students must be five (5) years old by August 15 of the new school year. All first-grade applicants must be six (6) years of age before August 15 unless they have successfully completed Kindergarten. This is denominational policy. Results of achievement or readiness tests for kindergarten will also determine eligibility for admittance. A student entering First Grade must show readiness both mentally and emotionally as determined from testing and observation by educational professionals

### MEDICAL EXAMINATIONS

All students should have health examinations by their private physicians and present the examination report to the school within two weeks after school begins. All students must have the state required original immunization certificate before attending any classes. This is state law.



## MANDATORY HEPATITIS B AND VARICELLA VACCINES

Florida law requires certain vaccines be administered *before* children may enroll and attend any school. Students must have first shot and scheduled appointments before physically attending school. The school will need the following:

- The updated Immunization record or
- The Exemption Form from the Health Department if you do not immunize your child/children
  
- Additional Immunization Requirements for 7th grade entry: In addition to compliance with all other immunization requirements, children entering, attending, or transferring to the seventh grade in Florida schools must complete the following:
  - One Tetanus-diphtheria-acellular pertussis (Tdap)
  - Hepatitis B
  
- Public/Non-public Schools Kindergarten through 12th Grade (Children entering, attending, or transferring to Florida schools)
  - Four or five doses of DTaP
  - Four or five doses of IPV
  - Two doses of MMR
  - Three doses of Hep B
  - One Tetanus-diphtheria-acellular pertussis (Tdap)
  - Two doses of Varicella (kindergarten effective with 2008–2009 school year, then an additional grade is added each year thereafter). Varicella vaccine is not required if there is a history of varicella disease documented by the health care provider
  
- Public/Non-public preschool Entry (Age-appropriate doses as indicated)
  - DTaP
  - IPV
  - MMR
  - Hepatitis B (Hep B)
  - Varicella
  - Hib

## NON-DISCRIMINATION STATEMENT

Forest City Adventist School and Florida Conference Seventh-day Adventist schools admit students of any race, color, ethnicity, national origin, gender, and sexual orientation. Our schools do not discriminate based on any of the categories in decisions for admission, discipline, or application of education policies. We promote a sharp focus on learning and caring while requiring all students to adhere to behavioral expectations set out in a strict code of conduct supported by the Biblical beliefs of the Seventh-day Adventist Church.

## EXCEPTIONAL STUDENTS

Seventh-day Adventist schools have not generally been established for the purpose of offering special education and they are, therefore, generally unable to accept students who have serious physical, scholastic, or behavioral problems.

Parents must submit full disclosure of all diagnostic/medical/psycho-educational reports to appropriate school personnel before registration to determine if the student's education needs can be met. Parents of such students should be encouraged to explore all local resources and support services that may be provided to special needs students. (see section on admissions).

## HOME-SCHOOLED STUDENTS

Forest City Adventist School will offer home-schooled students the opportunity to participate in fine arts or Physical Education classes, as recommended by the Florida Conference Office of Education and the Southern Union Office of Education. Achievement testing may be provided to home schoolers for the grades being tested at the school

The official school policy for home school students is set out as follows.

- Must pay application and registration fees as required for all full-time students (see registration requirement)
- Monthly charges for the classes (such as Music, PE, or Intramurals) entered will be established by the school finance committee and school board.
- Shall be on campus only during the actual class meeting time(s).
- Must abide by the school dress code and all policies outlined in the school handbook, when on campus.
- Must meet the immunization or physical exam requirements.
- May attend overnight trips or tours with administration and school board approval.
- Must meet the requirement of the home education program pursuant to Section 232.02(4), Florida Statutes.
- Much more information on the Application for Homeschool Students.

## NEW STUDENT REGISTRATION

- All new students will be considered for admittance to the school by the Admission Committee after the application, new student testing, and the required fee has been submitted. The following items are required:

- Completed Application Form
- Non-refundable Application fee
- Copy of their birth certificate
- Current report card and academic records
- Two current recommendation forms
- Updated Florida physical form (DH3040). All new students will need a school physical completed in the state of Florida
- Florida immunization form (DH680). Immunizations must be in accordance with the state of Florida laws and on Florida form (DH680)
- New Student Testing
- Financial Agreement
- Withdrawal forms must be submitted if transferring from a private school.

## RETURNING STUDENTS

- Completed Application Form
- Non-refundable Application fee.
- Updated Florida physical form (DH3040). Grades 1, 4 and 7.
- Florida immunization form (DH680). Immunizations must be in accordance with the state of Florida laws and on Florida form (DH680). Grades 1, 4, and 7
- Financial Agreement

## ACADEMIC PLACEMENT

Placement requests are not accepted. Decisions made by the Admissions Committee are final. All information is confidential. The Admissions Committee considers placement and has the best interest of each child and the overall program in mind.

## PRE- SCHOOL, KINDERGARTEN, & FIRST GRADE ENTRANCE AGE

To be eligible for admission, children must be physically, mentally, emotionally, and socially mature to do work at the prescribed level. Prior to accepting any applicant, the following age criteria must be met:

- Pre-kindergarten children must be at least four (4) years of age by August 15 of the year they are enrolled in pre-kindergarten.
- Kindergarten children must be at least five (5) years of age by August 15 of the year they are enrolled in kindergarten.

- First grade children must be at least six (6) years of age by August 15 of the year they are enrolled in first grade.

## STUDENT RECORDS AND TRANSCRIPTS

Forest City Adventist School maintains a permanent record file on each student. It includes academic, health, disciplinary, and attendance records. Material in each student's file is confidential and shall be accessible only by permission of the school administration. Information on the student's permanent record will be made available to:

1. parents and students upon request of the parents
2. school employees on a need-to-know basis
3. prospective employers upon receipt of written parent / student authorization
4. colleges, universities and military services upon the parents and student's written request
5. another school because of withdrawal or transfer

The records are property of Forest City Adventist School and will not be released if financial accounts are not current. Transcripts may be requested at the main office by completing the Transcript Request Form or by sending a letter or email with the request. It is not customary to give official school transcripts to parent or students. Forest City Adventist School will send transcripts directly to the designated destination.

## STUDENT TRANSFER / WITHDRAWAL

Parents desiring to transfer or withdraw a student must initiate the process by contacting the main office and speaking to the registrar. Parents must obtain the Student Withdrawal Form from the school office. This form must be completed and signed by the principal. The withdrawal is incomplete, and no academic records will be released for any student until the proper documentation is completed and all financial obligations have been met. FCAS will automatically remove students from our roster the moment we receive a request for recommendation letters and/or transcripts. Students will be moved to the bottom of the waiting list for the grade he/she will be attending.

## HOME AND SCHOOL

The Home and School Association is organized to unite the home and school in their endeavor to provide Christian education for the children of the church, and to provide an agency by which cooperation may exist between the school and the parents and/or guardians of the students. It is very important for Forest City Adventist School to keep communication open with all our families. The Home and School organization will allow you to get involved in all activities, volunteer and be part of the planning and implementation of new programs. It is also a place to get to know other parents and spend time together. "The parents in the home and the teachers in the school should have a sympathetic understanding of one another's work. They should labor together harmoniously, with the same missionary spirit, striving together to benefit the children physically, mentally, and spiritually, and to develop characters that will stand the test of temptations." Counsels to Teachers, p. 157

## VOLUNTEERS

There are many opportunities to get involved in the education of the students at Forest City Adventist School. Studies show that children do better at school when parents are involved. Of course, the whole student body benefits greatly from the time donated by those who are available to volunteer. To ensure the safety of students and staff, Forest City Adventist School requires all volunteers to submit to a fingerprinted/criminal background investigation as part of the volunteer process. Visit the main office for additional information as to where to go to get fingerprinted. This is done at the expense of the volunteer. As soon as administration gets clearance, individuals can start volunteering.

## General Tuition and Fees 2024 -2025

Grades	Kindergarten - 8 <sup>th</sup> grade
<b>General Tuition</b>	<b>\$7,350</b>
<b>Registration</b>	<b>\$950</b>
<b>Total for the Year</b>	<b>\$8,300</b>

\*Tuition payments are due the 1<sup>st</sup> day of every month. \*A \$25 late fee will be applied after the 20<sup>th</sup> of each month.

## Application Fee

New Students	<i>The application fee is non-refundable and must be submitted with new student application documents.</i>	\$100
Returning Students	<i>Application fee will be WAIVED if received BEFORE March 1<sup>st</sup>, 2024.</i>	\$0
Returning Students	<i>If the application is received AFTER March 2<sup>nd</sup>, 2024.</i>	\$50

## Miscellaneous Fees - Per student

Lunch	If served by FCAS - \$5 per day	Or bring lunch from home
After School Care Monday thru Friday until 6pm	\$8 per day	\$40 per week
After School Care Monday thru Friday until 6pm	\$12 per day if NOT registered	\$60 per week
After School Care Monday or Friday 1/2 day until 5pm	\$15 per day	
After School Care LATE Pick Up	\$1 per every late minute	Pay to afterschool person
Educational Field Trip 1 <sup>st</sup> Semester	\$125 per student	K thru 8 <sup>th</sup> grade
Educational Field Trip 2 <sup>nd</sup> Semester	\$125 per student	K thru 7 <sup>th</sup> grade
Yearbook	\$30 per student	K thru 8 <sup>th</sup> grade
Innovation Lab	\$125 per year	If available
Robotics/Stem	\$150 per year	If available
Bells	\$50 per year	If available
Afterschool Sports Programs (Intramurals, Shape Up)	\$50 per semester	K thru 8 <sup>th</sup> grade
Athletics	\$50 per sport	After tryout selection
National Junior Honor Society	\$50 per year	Selected students only
Graduation Fee	\$150 per student	8 <sup>th</sup> Grade
COK -Children of the King signing/drama	\$100 per year	Selected Students
Private Music Lessons	Ace Music Academy	Varies
Uniform Violation	\$5 per occurrence	
Confiscated cell phone	\$20 for 2 <sup>nd</sup> offense	\$30 for 3 <sup>rd</sup> offense

Voluntary Prekindergarten	Fee	Child must be 4 yrs. old on or before September 1 <sup>st</sup> of the current school year.
<b>VPK (without voucher, same fee as K)</b>	<b>Free with voucher</b>	8:00 am to 11:00 am
<b>VPK Late Pick Up</b>	<b>\$8 per hr.</b>	After 11:00 am
VPK Graduation and Home & School	\$130 per year	Graduation expenses (includes Cap & Gown rental)
VPK Wrap-Around	\$300 per month	11:00 am to 3:00 pm
VPK Wrap-Around & Aftercare	\$450 per month	11:00 am to 6:00 pm
Wraparound Registration	\$250 per year	Registration and Insurance

Revised February 26, 2024

## TUITION PAYMENTS

Are due on the 1<sup>st</sup> business day of every month; payment will be considered delinquent after the 20<sup>th</sup> day of each month. Late charges will apply.

## STEP UP FOR STUDENTS' SCHOLARSHIPS

Accepted in full payment for Tuition and Fees - Kindergarten to 3<sup>rd</sup> grade

## SCHOLARSHIPS FOR FAMILIES

Up to \$500 a year for each student in grades 4<sup>th</sup> thru 8<sup>th</sup> grade

1<sup>st</sup> child of up to \$250 a year

Each additional child up to \$500 a year

## LATE PAYMENTS

A \$25.00 late fee will be applied to those accounts that are not paid by the 20<sup>th</sup> of each month.

## ONLINE PAYMENTS

You can make your child's tuition payment from the comfort of your own home! AdventistSchoolPay allows you to pay your child's school tuition, make other payments and make donations! To create an account, go to: <https://fcadventistschool.com/#services>

## OTHER FORMS OF PAYMENT

We accept cash, credit cards, and payments made by check. All checks must be made out to Forest City Adventist School. The student's name should be written on the check to ensure credit to the proper account. Contact the finance office for additional information.

## RETURNED CHECKS

A \$35.00 service charge will be applied to each of the student's accounts when a check is returned by the bank.

## ADVANCED PAYMENT

A 3% discount is offered when tuition is paid in full for the school year.

## ONLINE PAYMENTS:

You can pay your child's tuition from the comfort of your own home! Adventist School Pay allows you to pay your child's school tuition, aftercare as well as make other payments. You can also make donations to a specific class or program! Go to <https://fcadventistschool.com/#services> to create an account and make payments.

## OTHER FORMS OF PAYMENTS:

Parents can also pay in cash or with credit cards. We also accept checks, and these must be made to Forest City Adventist School. The student's name should be written on the check to ensure credit to the proper account.

Returned checks: A \$35.00 service charge will be applied to each of the student's account when a check is returned by the bank. We also accept cash and credit card payments. Contact finance office for additional information.

## SENDING PAYMENTS TO SCHOOL

If parents must send money for tuition, lunch, trips, sports, fundraisers, jean day or any other legitimate reason, please place money in a sealed envelope with the student's name and class. Students are encouraged to let teachers know that they have this money and have them hold it for them. We also highly encourage parents to communicate with teachers and, if possible, send exact change.

## INSURANCE POLICY

Forest City Adventist School provides an insurance policy that covers students in case of accidents during school, going to and from school, and at school sponsored activities. The cost of the insurance is included in the registration fee. Parents are required to assist in providing information on claim forms as needed.



# SAFETY

## SECURITY AND CAMERAS

Forest City Adventist School has Surveillance cameras that are strategically placed inside the building and around the campus to monitor entrances, exits and perimeter of the school.

## SCHOOL ACCESS

To ensure student safety, Forest City Adventist School has implemented a Digital Access Control System for entry and exit doors. Exterior doors are locked all day, and entry to the school will be allowed by the receptionist only through main entrance.

## VISITORS

All visitors must sign in at the reception area. To avoid classroom interruptions, parents are not allowed in classrooms at any time during regular school hours. Email and/or call teachers to schedule appointments after school. If your child forgets his/her lunch, books, instruments and/or PE uniforms leave them with the receptionist with the student's name.

## TRESSPASSING

Anyone attempting to enter school without permission from a Forest City Adventist School staff member will be considered trespassing and dealt with according per Florida State law.

## RELEASING STUDENT FROM SCHOOL

Administration shall establish the identity and authority of any individual who requests the release of a student from school (i.e., transportation). A student shall be released only to the parent(s) or legal guardian who has custody of the child (unless the parents have given prior written authorization on the student's application and have proper ID to pick up a student. If an individual other than the student's parent(s), legal guardian, or authorized

person requests release of a student, the principal or designee shall obtain the parent(s) or legal guardian's consent prior to releasing the student. Forest City Adventist School is a closed campus.

1. All visitors are required to sign in the front office before entering the school
2. Students will not be permitted to leave the school during school hours, except for organized class functions, or where previous arrangements have been made by parents.
3. Students will not be permitted to go home with a classmate unless written consent has been provided by parents to school personnel.
4. Alumni will not be allowed on campus during the school day to visit with teachers and /or other students unless they have consent from the principal. Permission must be obtained prior to the day of visit.

## LEAVING CAMPUS

Students will not be permitted to leave the school premises during school hours unless they are accompanied by a parent or guardian. Parents must sign out at the reception desk before a student leaves school premises. Students may not sign themselves out and leave campus without an approved adult. Upon returning the same day, the student must sign in at the reception area before attending any class.

## DISASTER PLAN

Proper precautions shall be taken to protect students and employed personnel from injuries in the kitchen, cafeteria, gymnasium, on stairways, and in all other parts of the school campus where accidents are likely to occur. Fire drills, tornado drills, and lock down drills are held regularly at unannounced times throughout the school year.

## EMERGENCY DRILLS/INCLEMENT WEATHER

Forest City Adventist School believes that emergencies are best met by planning and preparedness. The primary consideration in an emergency must be safety and welfare of the students and staff. In accordance with local and state fire codes, Forest City Adventist School conducts regular fire drills. Fire evacuation charts are posted at the door of each classroom and teachers review these regularly with students. Students are to walk silently

out the designated building exit and report to their respective teacher for attendance at a safe distance away from the building. Upon the completion of the fire drill, students are to return and be ready for class immediately. In the event of an actual emergency, parents will be notified, and students will be evacuated to a safe location.

In accordance with local and state emergency codes, Forest City Adventist School conducts regular tornado drills. Students are to remain silent in the designated shelter area with their teacher and remain there until the 'all clear' is announced. Upon the completion of the tornado drill, students are to return and be ready for class immediately. In the event of an actual emergency, parents will be notified with pertinent information.

In addition to meeting the above mandated emergency codes, Forest City Adventist School trains and prepares staff and students for routine lock down drills.

Important terms and definitions:

Lockdown – A threat has been identified in the building and danger is imminent. Students and staff are locked in rooms giving the appearance that no one is in the building. No one is allowed to enter or leave the building.

Lockout – Danger is NOT imminent in the building. A threat has been identified in the neighborhood. All outside gates are locked. All classroom doors are locked and closed, but teaching continues as normal. Known visitors are allowed to enter the building and students may leave the building when safe.

Shelter in Place – Student and staff has located to their interior safe area due to natural or man-made danger outside the building.

Building Evacuation – Students and staff have left the building due to an alarm or identified danger in the building. Students are kept in classroom groups under staff supervision outside until further instructions are given (Example: fire alarm).

Off-sight Evacuation – Due to safety or security reasons, students and staff have been moved to another safe and secure location. The first off-sight evacuation is the SDA Forest City Adventist Spanish Church (Example: natural gas leak in the building).

Active Shooter – A threat has been identified in the building and danger is imminent. Students and staff are encouraged to:

*Evacuate:* Get away safely; take others with you and, if possible, immediately Call 911.

*Hide:* Find a way to block access by the shooter; lock the door, find something to block the door and turn off the lights.

*Take Action:* If forced into self-defense, act by using anything at your disposal to ward off the shooter.

Parents will be notified of an emergent situation through their email or parent alert text message coming from number **317065**.

For school closing due to weather conditions, Forest City Adventist School will follow Orange County Public Schools closures.

**Parents need to provide updated email and phone numbers to receive parent alerts through FACTS/RenWeb.**

## REPORTING CHILD ABUSE

In accordance with the Southern Union Conference of Seventh-day Adventist Office of Education policy and Florida law, school staff are required to report to proper authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, educational neglect, sexual abuse and exploitation. In this very serious and legally narrow area, the school is prohibited from contacting parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal activities. If reasonable suspicion exists, school personnel do not have any legal alternative except to report to the proper authorities. Suspected cases will be reported, without investigation, based on visual evidence, child report, or third-party report to the Department of Children and Families.

## ANTI-BULLYING POLICY

All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear.

Bullying is a form of harassment. For purposes of this policy, "bullying" is defined as: "the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling, and put-downs including ethnically based or gender based verbal putdowns, extortion of money or possessions, and exclusion from groups within school." This definition also applies to "cyber bullying" and disciplinary actions will be the same as if bullying occurred on campus. Such conduct is disruptive of the educational process and therefore, bullying is not acceptable behavior at Forest City Adventist School, and is prohibited.

A student shall not intimidate or harass another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying.

Forest City Adventist School expects students and/or staff to immediately report incidents of bullying to the principal. Staff members are expected to immediately intervene when they see or hear a bullying incident.

Students who engage in any act of bullying while at Forest City Adventist School or at any school function, in connection with any school sponsored activity, or while in route to or from school are subject to disciplinary action. As required by state law, law enforcement officials may be notified of bullying incidents. Parents of a bullying victim will be notified of the incident and apprised of the disciplinary action. Disciplinary actions may include administrative conference, in-school suspension, out-of-school suspension or referral to School Board for expulsion.

## SEXUAL HARASSMENT POLICY

Forest City Adventist School will not tolerate sexual harassment by its students, employees, volunteers, or vendors. Sexual harassment is unlawful and contrary to our religious beliefs and our commitment to provide a stable and healthy learning and working environment.

Definition: Sexual harassment may include any unwelcome behavior or conduct of sexual nature which creates discomfort or creates an intimidating, hostile or offensive environment. Such conduct would include but is not limited to unwelcome touching or other bodily contact, the making of unwelcome sexual advances, the display or reference to pornographic, sexually explicit or offensive materials, the use of sexually provocative or offensive language, unwelcome discussion or inquiry into the private life of another individual or any unwelcome conduct of a sexual nature.

The school shall consider any such discussion or behavior directed toward a student as being nonconsensual. Such activities may not only be illegal, but also run contrary to the beliefs this school professes and the atmosphere we wish to preserve.

Parents of a bullying victim will be notified of the incident and appraised of the disciplinary action. Disciplinary actions may include administrative conference, in-school suspension, out-of-school suspension or referral to School Board for expulsion

Report of Offenses: If a student feels that he/she has been sexually harassed, he/she should promptly report to the principal, and the student's parents. If the alleged perpetrator is a student, the principal herein shall conduct the investigation. If the alleged perpetrator is a Florida Conference employee, the procedures of the Employee Due Process and Discipline Policy of the Florida Conference shall be followed. If the alleged perpetrator is a volunteer or vendor, the principal shall conduct the investigation and, if necessary, contact the appropriate authorities.

Investigating Committee: The principal shall constitute the Investigating Committee. He/she shall be responsible to investigate the complaint and make a report to both the Executive Committee of the Board of Directors and to the School Board Committee. At the least, the Investigating Committee shall ensure that the alleged victim and the alleged perpetrator are interviewed separately by the committee.

Within four weeks of the receipt of the complaint, the Investigating Committee shall make a written report to the Executive Committee. At a minimum, the Executive Committee shall report the general nature of the complaint to the Board of Directors, the nature of the investigation completed to the stage, the general results of the investigation, and a proposed resolution. Consistent with the duty to investigate and deter sexual harassment, the school shall seek to protect the privacy of all people involved. If, in the complainant's opinion, the complaint was not adequately resolved, the complainant shall then have the right to appeal the resolution to the School Board.

Penalties: Any student found to have violated this policy will be subject to discipline, up to and including suspension and immediate dismissal from Forest City Adventist School. No retaliation will be made against any employee, student, or volunteer for asserting a claim of sexual harassment.

## MANDATORY FINGERPRINT AND BACKGROUND CHECKS

Participating private schools must register with the Volunteer & Employee Criminal History System (VECHS) at the Florida Department of Law Enforcement (FDLE) to receive the required criminal background screening results for employees, contracted personnel and volunteers. Parents or authorized chaperones go under the category of volunteers.

To attend school trips, assist in classrooms for special events, parents/guardians must have a clean background and fingerprints on file. Background checks are good for three years and will remain on school file. Please contact Yvonne Fines for additional information regarding the location, and fees. (see section for volunteers)

## DOGS AND/OR PETS

Prior to bringing pets onto campus, permission should be received from administration. Due to potential liability and potential allergies, dogs or other pets are not permitted unless prior approval has been received and they are directly under the control of the owner. Any exceptions must be approved in advance by school administration.

## WEAPONS

Students are prohibited from bringing (or threatening to bring) any firearms or weapon to school or to school-sponsored activities. A student who possesses or carries, exhibits, or draws a weapon or any object that could be mistaken for a weapon shall be subject to discipline. This includes intimidation or threat with such object or weapon or any display which warrants cause for alarm for the safety of others. Discipline will be immediate and may result in suspension or expulsion and the involvement of law enforcement. Counseling may be required if the student is allowed to return to school.

## SUBSTANCE ABUSE AND TESTING POLICY

The Seventh-day Adventist Church has, since its inception, promoted a philosophy of health and healing. This philosophy applies to its Schools and Academies, which strive to provide students with a safe, positive, and Christian learning environment. Forest City Adventist School strictly prohibits the illegal use of drugs, and the use of alcohol and tobacco, whether on or off school campus. Forest City Adventist School also strictly prohibits the presence of illegal drugs, alcohol, or tobacco on its campus for any reason.

## Prohibitions

Forest City Adventist School prohibits the use, possession, transfer, sale, purchase, or offer of illegal drugs, or alcohol or tobacco products (including electronic cigarettes) on Forest City Adventist School property or while participating in Forest City Adventist School sponsored activities.

For the purpose of this policy, Forest City Adventist school property includes all properties and buildings, including parking areas, grounds, Forest City Adventist School vehicles, and all on- and off-campus locations where students are participating in Forest City Adventist School - sponsored activities. Students who fail to comply with these requirements are subject to disciplinary action, up to and including expulsion from Forest City Adventist School.

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

## Use of Non-Prescription Medication and Prescription Drugs

The normal use of non-prescription medications and the legal use of prescription drugs, as ordered by a licensed physician, are not prohibited by Forest City Adventist School. However, students who are bringing non-prescription medications or prescription drugs onto Forest City Adventist School property must inform administration. Students should notify Forest City Adventist School's nurse and principal prior to or at the beginning of the first day on which the non-prescription medication or prescription drug is brought onto the Forest City Adventist School's property. Students are required to leave their non-prescription medications or prescription drugs in the nurse's or main office and return to take the medication or prescription drug at that location.

Forest City Adventist School may require students and their parents or guardians to provide proof of a current drug prescription. Students and their parents or guardians 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.



## TESTING

Testing of students for the current illegal use of drugs, alcoholic beverages, vaping and/ 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 vaping/tobacco in violation of this policy. Reasonable suspicion may be based upon, among other things, (1) observations while at Forest City Adventist School, 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 Forest City Adventist School's 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 Forest City Adventist School or Conference, 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 school' property, or while participating in on - and off-campus Forest City Adventist School-sponsored activities.

## WRITTEN CONSENT

The written consent of a parent or legal guardian will be required for minor students. Any student, or his/her parent or legal guardian, may refuse to consent or submit to a test for the current illegal use of drugs or the use of alcohol or tobacco. However, the student who refuses testing may be subject to disciplinary action, up to and including expulsion from Forest City Adventist School.

## RANDOM TESTING

Although Forest City Adventist School does not have a random drug, alcohol and tobacco testing program in place, Forest City Adventist School reserves the right to conduct random testing, after providing reasonable notice to students and parents, if deemed necessary to prevent the use or possession of drugs, alcohol or tobacco on school's property.

## CONSEQUENCES OF POLICY VIOLATION

Students who fail to comply with the requirements of this policy are subject to disciplinary action, up to and including expulsion from Forest City Adventist School.

## INSPECTION AND SEARCH

Forest City Adventist School reserves the right to conduct inspections and searches of students or their personal property that has been brought onto Forest City Adventist School's property. Forest City Adventist School property includes all properties and buildings, including parking areas, grounds, Forest City Adventist School vehicles, and all locations where students are participating in on- and off-campus, as well as Forest City Adventist School -sponsored activities. Inspections and searches are conducted at the sole discretion of Forest City Adventist School and may be random and unannounced.

Searches may include, but are not limited to, students' clothing, purses, backpacks, parcels or bags, lunchboxes, desks, work areas, and other personal property while in the possession of students or while on Forest City Adventist School's 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 student being searched. For security purposes, a second school official will be present during any search or inspection. In some instances, searches and inspections may be conducted by law enforcement officers, with a Forest City Adventist School official present.

By attending Forest City Adventist School, students (and their parents/guardians) consent to inspections and searches. Students should not have any expectation of privacy for themselves, or any personal belongings brought onto Forest City Adventist School property. Students who refuse to cooperate with an inspection or search are subject to disciplinary action, up to and including expulsion from Forest City Adventist School. The same policies apply to any Forest City Adventist School event, whether on- or off-campus, and during or outside of regular school hours.

## DRUG, ALCOHOL AND NICOTINE DISCIPLINE GUIDELINES

Forest City Adventist School supports the Seventh-day Adventist ideal of abstaining from the illegal use of drugs, and the use of alcohol and tobacco/vaping, whether on or off campus, which encourages spiritual formation, character development, and a healthy lifestyle. Forest City Adventist School reserves the right to evaluate any substances that are in the possession of or used/consumed by students to determine the appropriateness of their possession and use and to discipline students for use of forbidden substances. When administering discipline in conjunction with its drug, alcohol and tobacco policies and procedures, the Florida Conference and Forest City Adventist School will adhere to the following general guidelines:

	First Offense		Second Offense		Third Offense	
	From	To	From	To	From	To
<b>Nicotine/ Vaping</b>	Required administrator /student/parent conference Suspension Referral for follow up.	Placement of the student on in-school suspension or at-home suspension	Restriction of student from extracurricular activities and commencement exercises /award ceremonies	Placement of the student on in-school suspension, or at-home suspension, or any other appropriate disciplinary action;	Expulsion	Expulsion; not eligible for re-enrollment
<b>Drugs*</b>	Possible Suspension/ Referral for Treatment	Expulsion and police notified	Suspension	Expulsion; not eligible for re-enrollment; and police notified	Expulsion	Expulsion; not eligible for re-enrollment; and police notified
<b>Alcohol</b>	Possible Suspension/ Referral for Treatment	Expulsion	Suspension	Expulsion and enrollment for the following year denied	Expulsion	Expulsion; not eligible for re-enrollment; and police notified

\*Students who distribute, offer to distribute, or arrange to distribute illegal drugs, prescription drugs, inhalants, alcohol, or tobacco will be subject to any or all discipline listed in this policy, including expulsion.

Students who sell, offer to sell, or arrange to sell illicit drugs, prescription drugs, inhalants, or alcohol will be expelled and reported to the police.

1. Testing. A student who is suspected of substance abuse will, at the discretion of the administration, be asked to submit to drug, alcohol, or nicotine testing in compliance with the Forest City Adventist School Substance Abuse and Testing Policy.
2. Discipline. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline. Forest City Adventist School reserves the right to impose discipline whether the suspected use or possession is on campus, anywhere within the vicinity of the school, the use occurs during a school sponsored function or trip, or the student is boasting about conduct that violates the policy and which took place off campus.
3. Assessment Before Discipline. Discipline shall be based on a careful assessment of the circumstances of each case. Administrators should use caution and ordinarily consider developmentally appropriate interventions and discipline for very young children who engage in misconduct. Factors that must be considered in decisions concerning suspension or expulsion include, but are not limited to:
  - a. seriousness of the offense
  - b. student's age and intent or lack of intent at the time the student engaged in the conduct
  - c. student's disciplinary history
  - d. student's attitude (e.g., did student self-report and/or seek help)
  - e. potential effect of the misconduct on the school environment
  - f. state law requirements for certain disciplinary consequences
  - g. mitigating factors in the assessment of any punishment
  - h. whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct
4. Self-Referral and Reporting. Students who are concerned about their involvement or the involvement of another person with nicotine, vaping, drugs or alcohol are encouraged to ask a school staff member for assistance. The staff member and Forest City Adventist School will help the student contact appropriate resources. As a general rule, self-referrals will be treated without disciplinary action, but the circumstances and student must be assessed and all recommendations must be followed. Self-referral must take place before Forest City Adventist School discipline involvement.
5. Consequences. The following consequences may result from the use or possession of drugs, alcohol, or tobacco; abuse of over-the-counter medications; or possession of paraphernalia.

- Parent notification
  - Report to law enforcement
  - Students will not participate in class trips, off campus activities, awards, commencement activities
  - In-school suspension and/or at-home suspension
  - Submit to future inspections and searches
  - Submit to drug, alcohol or nicotine testing
  - Participate in substance abuse program
  - Suspension from extracurricular activities
  - Expulsion
6. Failure to Submit to Testing. A student's failure or refusal to submit to testing for illegal drugs, alcohol or tobacco will result in disciplinary action, up to and including expulsion from the Forest City Adventist School.
7. Confiscation. When a student is found in possession of, under the influence of, and/or using illegal drugs, alcohol, tobacco, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event, the unauthorized substance or paraphernalia will be confiscated from the student. Forest City Adventist School may test, retain or dispose of the unauthorized substance or paraphernalia, or turn it over to the law enforcement authorities.
8. Types of Suspension. Students found in violation of Forest City Adventist School's Substance Abuse Policy may be subjected to in-school suspension (temporary exclusion from classes and required to complete all work assigned) or at-home suspensions for a specified time and missed work or assignments may not be made up. A suspended student, whether the suspension is in-school or at home is barred from participating in all school activities for the days of suspension.
9. Returning to School. If a student demonstrates a dependency problem, a treatment plan must be submitted and fulfilled as a condition of returning to school. If it is determined that no dependency problem exists, the parents/guardians and student must agree to regular counseling by the appropriate Forest City Adventist School staff upon returning to school. Whether or not a dependency problem exists, the student will be placed on probation and the student (and the parents or guardians of a minor student) must sign an agreement stating the terms and conditions of remaining at Forest City Adventist School.

## IPADS/LAPTOPS OR ELECTRONIC DEVICES

Forest City Adventist School students in Grades VPK through 8<sup>th</sup> grade may be issued an iPad and/or Laptop for use during the school year for classroom daily use. These valuable technology tools further the overall educational process, encourage creativity and productivity. Our students are fortunate to be a selected group of students in the public and private system to be moving way ahead in the field of technology and educational innovation. It is the student's responsibility to always keep their devices with them. Students should never take devices to restrooms or eat/drink around them. Students will be held responsible for broken, damaged and/or lost iPad, laptops, covers, and chargers. Charges will apply. Students in grades 6<sup>th</sup> thru 8<sup>th</sup> grade and their parents must sign contracts and usage agreements to receive an iPad, laptop or any other device.

## STUDENT'S EMAIL

All Forest City Adventist School students have available to them a school email account. The accounts are automatically created for students. This is the only account students will be allowed to use while on campus (it can be used at home as well). This email account is for educational purposes only as directed by classroom teachers.

## INTERNET USAGE

Forest City Adventist School strives to provide its students with an environment where they can use the school's technology in a safe and responsible manner. Therefore, all students, parents and/or guardians must read, sign and comply with Forest City Adventist School's Acceptable Use Policy Contract for the 2024-2025 school year. This document must be completed before a student can access the school's computer/network system. The Acceptable Use Policy deals with student use of the internet and school network. Failure to abide by the terms of the Acceptable Use Policy may result in loss of computer privileges and possible suspension or expulsion from Forest City Adventist School. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world. While our Internet is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other

material as well. We believe that the benefits to students from access to the Internet exceed any disadvantages.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

Social networking sites are public domain and can pose very serious internet safety risks for students. It should be noted that everything posted on the internet is saved as history, even if individuals delete their comments or pages. Very serious implications for future employment and educational opportunities can be expected by everyone posting on the internet. These implications may result in the loss of future employment or educational options.

Students publicly posting improper language, inappropriate pictures, derogatory or defaming comments and bullying will be subject to Forest City Adventist School's disciplinary action by the administration. Disciplinary actions may include but not limited to loss of a class officer position, dismissal from all afterschool activities, athletic or group teams, immediate suspension, or expulsion from Forest City Adventist School.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. The school has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites, using chats, blogs, social networking, email, etc.
- Arranging a meeting with an online contact without school or parental approval
- Using obscene language
- Harassing, insulting, bullying or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others browsing in another person's folders, work, or files
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hot spot, etc.,
- Intentionally wasting resources
- Using the network for commercial purpose

## SOCIAL MEDIA

The Forest City Adventist School Board understands the importance of staff, students and parents engaging, collaborating, learning, and sharing on the Internet via “social media” through tools, such as Facebook, Twitter, Instagram, TikTok, Google Apps, wikis, blogs, and many other online apps or resources that allow people to connect and share information. Forest City Adventist School social media guidelines encourage employees and students to participate in social computing and strive to create an atmosphere of trust and individual accountability, keeping in mind that information produced by the school, our faculty, staff, students, and their parents is a reflection on the entire district community and is subject to our Acceptable Use Policy, the school's mission and the obligation to protect the children entrusted to us.

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of Forest City Adventist School, students are encouraged to use social networking sites for the development and maintenance of healthy relationships. Posts on students' social media should be in accordance with our school mission and the Lifestyle Commitment expectations for all Forest City Adventist school students. Furthermore, students should refrain from making derogatory, defaming, threatening or profane comments against fellow students, faculty/staff, and Forest City Adventist School and school community.

Forest City Adventist School reserves the right to look at students' social media. Social networking sites provide many positive opportunities for communication and connectivity. Students found to be posting such comments as outlined above are subject to disciplinary action. Be aware that all existing policies and behavior guidelines extend to all school-related activities in the online environment as well as on district premises.



## MEDIA RELEASE

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writing, and voice or performance recording of a student or parent for education, promotional, and/or athletic purposes in the school's promotional material, newsletter, press releases, website, video, media outreach, and other such publications. Unless students/parents/guardians formally opt out, they agree to permit such use by the school. See the media release policy for more information.

## PRIVACY

Your privacy is important to the school and is understandably an area of concern for every student and parent/guardian. The school values your right to privacy and seeks to preserve and protect it. However, your right to privacy is not unlimited. This policy seeks to explain how your information is collected and used and to define your privacy rights as a student or parent/guardian at this school.

## PERSONAL & IDENTIFIABLE INFORMATION

As part of the admission process, and throughout a student's enrollment, the school will occasionally request personally identifiable information from students and parents/guardians. This will likely include, though not be limited to, the students' and parents/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth and social security number. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to students and parents/guardians and will only be utilized by the school or its agents for that purpose. For more information, see the policy on student records. The school does not sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its service to you, as long as those parties agree to keep this information confidential. We may also release your information when we believe release is necessary to comply with the law.

# STUDENT HEALTH

## HEALTH AND IMMUNIZATIONS

As required by Florida State law, all Forest City Adventist School students must have on file a record of immunization signed by a physician. We also accept exemption certificates for parents who choose not to have their child vaccinated. (See section on medical examinations and vaccines).

## MEDICATIONS

The health of each student is an important factor in the learning process. Cooperation among the health department, the private medical sector, the home, and the school is essential. In general, the administration of medication to students while in the schools is to be avoided.

Medications should be given at home when possible. Treatment schedules which allow doses to be given at times other than during school hours are preferred and encouraged.

When, however, a parent, physician, or health officer directs that medication should be administered to a student during school hours and certified health personnel are unavailable, the principal should arrange for the administration of the medication(s).

Medications given to students under these non-preferred circumstances must be administered as per written protocol, approved, and signed by a physician and/or health officer and parent(s). The principal, with the advice of health department personnel, will be responsible for the establishment of a safe method of storage for medication(s).

All medications must be brought to the principal or staff person responsible for administering them in the original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the time for each dose. Parents must complete a "Medication Administration Form: before school will administer medicine.

Non-prescription medications such as aspirin, cough medications, over-the-counter allergy medications, etc. may be administered to students by school staff after parents have given permission and completed appropriate documentation. However, the medication should be given to the school authority by the parent until the child needs it. The parent should also complete an "Over-the-Counter Medication Permission" form.

## PHYSICAL EXAM

All new students and students in grades must have a current physical exam and immunization record on file. (See medical and vaccines section)

## STUDENT ILLNESS

In case of accident or illness, minimal first aid will be given. When a Teacher/Administration feels that a student may need additional treatment, the parents will be contacted. If a parent cannot be reached, 911 will be summoned.

Parents should not send their child to school if the student is sick. This includes but is not limited to vomiting, a temperature above 99.0 F, is suspected of having a contagious condition (impetigo, ringworm, chicken pox, pinkeye, flu, etc.) or has not sufficiently recovered from an illness. If your children have been sick, do not send them to school until they have been fever-free for 24 hours without using fever-reducing agents such as Tylenol, Advil, etc., and/or other symptoms are resolved. If a student becomes ill or has an accident at school, immediate action will be taken to ensure the child's safety and well-being. The student's parents may be asked to take them home depending on the illness or accident. If we are unable to reach a parent, the individual's listed as the emergency contact on the registration form will be notified as soon as possible.

\*The parent is responsible for notifying the school for the reason of their child's absence.

## FOOD

Guidelines and policies have been set to follow the county, state, students with allergies and the Seventh Day Adventist health message.

It is the parent's responsibility to notify the office and teachers of their child's allergies or possible reactions. The school provides lunch that is optional and are fundraisers. Additional food may be sent from home to supplement hot lunch meals.

We highly encourage all students to eat a nutritious breakfast before coming to school. Proper nutrition is important to the academic success of students. The school will be providing daily lunch for a nominal fee, but students can bring their lunch. A menu of the lunch will be sent home before starting the lunch program.

If parents want to donate water, juice, or snacks for their classes make sure they are individually wrapped and peanut free.

Before bringing any food to school, contact teachers to discuss any additional allergies or food concerns and/or changes to policy.

## ALLERGIES

We want to provide a safe environment for all our students. There are students and staff members with severe food allergies to nuts, shellfish and dairy products. Please do not send any students with fish or shellfish products to school. Remind your children not to share any food and/or snacks and to be sure to clean their hands before and after eating lunch and snacks. Parents check with your child's classroom teacher before sending any food, snacks for parties, birthdays and/or any other special occasion.

- Food allergies are caused when the immune system mistakenly targets a harmless food protein – an allergen – as a threat and attacks.
- A food allergic reaction can be very serious and may even cause death.
- The only way to prevent a reaction is to avoid exposure to the allergen.

Some of the major allergens are Milk, Eggs, Peanuts, Tree nuts, Fish, Shellfish, Soybeans, wheat and gluten among others. At this time, the school will not accept dishes of food.

## ATTENDANCE

Class attendance at Forest City Adventist School is an integral part of its strong academic program. The absence policy is meant to enhance the school attendance policy.

Parent(s)/Guardian(s) are asked to call the school and/or email teachers by 8:00 A.M. to report student absences.

- Failure to attend school on a regular basis will not allow students to meet the required standards and as a result students may face the possibility of retention.
- Furthermore, absences and tardiness will result in privileges being revoked (participation in activities, trips, sports, etc).

## SCHOOL ENTRY POINTS/ARRIVAL TIME

### Monday – Thursday

Arrival	7:30 am – 7:45 am	Chapel
	7:45 am – 8:00 am	Lobby/Main doors
Dismissal	3:00 pm – 3:15 pm	Chapel
	3:15 pm – 5:45 pm	Lobby for aftercare/ wrap around

### Fridays and Noon dismissals

Arrival	7:30 am – 7:45 am	Chapel
	7:45 am – 8:00 am	Lobby/Main doors
Dismissal	12:00 pm – 12:15 pm	Chapel
	12:15 pm – 5:45 pm	Lobby for aftercare/ wrap around

VPK students use side entrance by the playground to drop off and pick up students.

Students will be considered late beginning at 8:01 am.

Students must be picked up by 3:15pm Monday through Thursday, and by 12:15pm on Fridays and noon dismissals. Late pick up fees will apply after these designated times.

## CAR TAGS

Parents will receive 2 car tags per student for their vehicles. Parents are to keep these passes on their dashboard for dismissal staff to view as it will facilitate and expedite dismissal time. A fee of \$5.00 will be applied for additional passes requested.

## BEFORE AND AFTER SCHOOL SUPERVISION

Students requested not arrive at school more than 30 minutes before school begins and to leave the school grounds within 15 minutes after dismissal. School doors open at 7:30 am and the day ends at 3:00 pm Monday through Thursday. Dismissal is at 12:00 pm on Friday's. Those remaining after the school day officially ends will be placed in aftercare and charged accordingly.

All students in the aftercare program will be signed in with the supervisor in charge. No student will be dismissed until signed out by a parent or an adult designated by the parent. All dismissal information and approved parental designees must be on file in the office.

## EXTENDED DAY -AFTERCARE PROGRAM

The school Aftercare program hours are Monday through Thursday from 3:15 pm -5:30 pm and Fridays from 12:15 pm – 5:30 pm. If parents are late picking up students at the regularly scheduled dismissal time, the students will be escorted to the aftercare program. Parents will be charged accordingly. After 5:30 pm, parents will be charged \$1.00 per minute per child.

## PUNCTUALITY AND REGULAR SCHOOL ATTENDANCE

Training in punctuality and regularity in attendance is an important part of school. State law requires regularity and promptness in school attendance. Tardy students disrupt the classroom routine for teachers and classmates. Students are expected to be in their classroom at 8:00 am. Students who are not in their classroom at 8:01 am will be considered tardy and must sign in at the reception area.

A doctor's note of a written excuse will be required in each case of absence or tardiness. State laws hold the teachers responsible for reporting unexcused absences, with a heavy penalty if neglected. A satisfactory handwritten explanation or email from parents or guardians of students must be submitted in all cases of absence from a session or part of a session of a school day. Verbal explanations or texts are not acceptable. Excuses not presented within two days after the student returns to school will result in being considered unexcused.

## TARDIES

When 10 unexcused tardies have been accumulated per nine weeks, a fine will be added to the student's school account (see Financial Information sheet). When 20 unexcused tardies have been accumulated per nine weeks, a letter from the Admissions Committee will be sent to the parents/guardians regarding possible dismissal or not being accepted for the following year. Excused tardies include medical appointments and illness. We understand that unexpected situations may occur, and certain situations can be excused by the Attendance Office. However, continuous problems (including traffic, car problems, etc.) will not be excused.

## ABSENCES

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

Acceptable excuses for non-attendance include:

1. Verified illness of the student
2. Medical, dental, or eye appointment
3. Quarantine
4. Funeral/memorial service, or bereavement upon the death of family member
5. Secondary school's visit (two days allowed for 8<sup>th</sup> graders to visit high schools. A letter from the high school must be returned to school to be excused (see below).

Unacceptable excuses for non-attendance include:

1. Absence from school to take music, art, or other lessons.
2. Absence from school to run errands.
3. Absence from school to take care of children, to help at home in case of illness of other members of the family, to assist in housework, because of lack of proper clothing, for recreation.
4. Traveling to visit family, business, and vacations.

Individual homes may be called to verify the absence of a student. Students who are repeatedly absent or tardy may be reported to the Truant Officers as required in the county. Parents of students who are chronically tardy or absent may be requested to meet with the School Administrator to help solve attendance problems.

A student could be **referred** to the School Board for expulsion in the event of continued non-compliance with attendance policies. If a student misses 10% of any class during a semester, for any reason whatsoever, he/she is subject to failure and possible retention unless the administration feels that extenuating circumstances warrant special consideration. It is the responsibility of the student to obtain all make-up work from the teacher.

To get a day or more of classes excused for a special trip or appointment, the parent should write a letter of explanation and request to the administration as much in advance of the

absence as possible. All requests must be presented at least one (1) week in advance to the school administration. If approved, students will have 5 days to make up any missing work.

Excuses for an absence should be given to the homeroom teacher on the day a student returns to school.

Secondary school visitations: Eighth graders are allowed two (2) school days for the purpose of visiting secondary institutions. The school office must be informed within a week in advance prior to the scheduled visit. Students will be counted as "Excused Absence" after they return documentation from the institution stating the day of visit. Visitations more than two (2) days must be approved by the principal. It is the students' responsibility to make up any missing work and/or exams that took place during their absence(s).

*\*The Florida Department of Children and Families may be contacted for excessive unexcused absences and/or tardiness.*

## MANDATORY SCHOOL DAYS

Forest City Adventist school may schedule between 1-2 days during the school year for Sunday school. This takes place for four hours. These are mandatory school days, and all Forest City Adventist School students are expected to attend. These may be Field days, Walkathon, Science and/or Math fair, special assemblies, Cultural celebrations, etc. See calendar for days scheduled this year.

# ACADEMICS

## CHEATING/PLAGIARISM

Because cheating of any kind hinders the development of students both intellectually and spiritually, Forest City Adventist School takes any form of academic dishonesty very seriously. Plagiarism and other forms of cheating undermine trust between the school and the student, and trust is vital to the success of Christ-centered education. Consequently, breaking this code of honor will result in serious consequences to the offender.



Cheating includes such actions as glancing at another person's paper with the purpose of cheating, copying someone else's work, using notes inappropriately when notes are not allowed such as during an exam, the use of tests for the purpose of cheating, or the use of technology such as cell phones, iPad or any form of artificial intelligence that promotes cheating. Students who know of such cheating are expected to advise a teacher or administrator.

Plagiarism is defined as follows by the Merriam Webster Online Dictionary:

- to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source
- to commit literary theft: present as new and original an idea or product derived from an existing source

Forest City Adventist School teachers are committed to helping their students understand plagiarism. Plagiarism is very serious and can be grounds for lowering a grade or even failure of an assignment or course.

Both cheating and plagiarism can bring serious consequences such as suspension or expulsion.

## ACCELERATION

Seldom does a child benefit by advancing more than one grade per year. When this occurs, he/she may miss valuable steps in his/her development. He/she frequently does not have the maturity and experience to do the work of the next grade and may display social maladjustment. Therefore, it is recommended that a teacher provide enrichment rather than acceleration. This enrichment may be by hobbies, research on related subjects, crafts, art, and music. Additional subjects may be taken by use of programmed teaching devices. When is deemed advisable, the decision will be based on evidence of the child's mental maturity, his/her readiness for acceleration, capacity for achievement, and social adjustment; and in consultation with the Florida Conference of Seventh day-Adventists.

## RETENTION POLICY

Occasionally, a student may need additional time to complete grade requirements. Retention is seldom recommended for students beyond the primary grades. Retention

alone does not benefit a child. Therefore, a plan will be developed using alternative strategies, techniques, and materials to help the student meet goals. When it becomes apparent to a teacher that a child is not making normal progress, the teacher will:

- Confer with the parents.
- Make provision for work and activities on a level which the child can do successfully and still have opportunity for growth and development.
- Consider the child's age, physical, mental, and social development.
- Confer with the superintendent or associate before retaining a child in a grade.

## CURRICULUM

A comprehensive curriculum for the Seventh-day Adventist Church educational system is defined as all the learning opportunities, both formal and informal, planned and guided cooperatively by the home, school, and church. With some common learning as a core, it is a dynamic, evolving plan for the education of children and youth in terms of their physical, spiritual, mental, and world community. It implies experience, which is internalization of activities engaged in by the learner. It attempts to provide learning experiences that meet not only the general needs but also the specialized needs related to the unique abilities, interests, and expectations of each learner. For additional information regarding our curriculum, please go to <https://fcadventistschool.com> under the tab of curriculum.

Students will be responsible to take care of their textbooks. Charges will apply for any textbooks, literacy classrooms novels or classroom library books that are damaged, lost or not returned.

## HOMEWORK

Homework should be an enrichment of the regular classroom activities and individualized for a particular student or group. Assignments will vary depending upon the type, time needed, interests and availability of resource material and personnel. Therefore, the school establishes the following homework guidelines. Teachers won't assign homework on vacation or weekends.

Homework will be assigned at a rate of 10 minutes times the grade level. Students in Grade 1 should have approximately 15 minutes of homework, Grade 2 should have 25 minutes, etc. Students in grades 6 - 8 will not have approximately more than 1 hour of homework per night. If student/parents are concerned regarding homework, contact

## FIELD TRIPS

Field trips are part of the educational experience at Forest City Adventist School. Parent chaperones are needed on many of the trips. All accompanying parents are chaperones and are asked to plan for the care of siblings, of any age. Siblings or other extended family members are not allowed to accompany a class on any field or recreational trip throughout the school year. All chaperones must be fingerprinted to attend class trips as chaperones.

## EXTRA-CURRICULAR ACTIVITIES

Students participating in extracurricular activities and special trips must meet the following requirements:

- Minimum of a "C" average
- Regular school attendance
- Average citizenship grade
- Clearance from teacher(s) and administration
- Signed Parental Consent to Participate
- No discipline concerns/documentated behaviors

## EIGHTH GRADE GRADUATION REQUIREMENTS

Eighth graders who have completed and received passing grades will be able to participate on class trip, graduation, or activities. Students must receive a passing grade in all content areas in throughout middle school. All courses must be completed with a minimum average grade of 70% or above before a diploma can be issued. All other students will receive a certificate of attendance. With administrative approval, students can go to Florida Virtual (FLVS) to make up any classes.

## GRADING SYSTEM

<b>Grade K-2</b>	<b>Grades 3-8</b>
<b>I</b> Independently Achieves Skills	<b>A</b> (90 - 100%)
<b>P</b> Progressing Towards Skills	<b>B</b> (80 - 89%)
<b>NT</b> Needs More Time	<b>C</b> (70 - 79%)
<b>N</b> Not Addressed	<b>D</b> (60 - 69%)
	<b>F</b> (Below 60%)

## FLORIDA VIRTUAL TRANSCRIPTS

Seventh or eighth grade students that take Florida Virtual courses are responsible to request official transcripts and have them mailed to Mrs. Colon-Diaz, Principal. Emailed transcripts are not acceptable. Students must register and create an account at <https://www.parchment.com/u/registration/731431/account>

## HONORS GUIDELINES

3 <sup>rd</sup> Honor	3.00 – 3.39
2 <sup>nd</sup> Honor	3.40 – 3.69
1 <sup>st</sup> Honor	3.70 - 3.99
Principal	4.00

Principal's Honor Roll – Students must earn an “A” in every class (or equivalent for elementary). GPA of 4.0. Students must meet all MAP assessments at grade level or above.

Regular Honor Roll – Students must earn all A's and B's (or equivalent for elementary) with no more than one C. Grade Point Average (GPA) must be a 3.0 or above.

## PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

The President's Award for Educational Excellence recognizes academic success in the classroom. To be eligible, students must be in 5<sup>th</sup> or 8<sup>th</sup> grade and meet the following academic requirements:

### **5<sup>th</sup> Grade**

1. A cumulative GPA during elementary school, (grades 4-5) including the fall semester of 5<sup>th</sup> grade
2. Scoring in the 90th percentile or higher in reading or math on a standardized test
3. Attendance/Behavior

### **8<sup>th</sup> Grade**

1. A cumulative GPA during middle school, (grades 6-8) including the fall semester of 8<sup>th</sup> grade
2. Scoring in the 90th percentile or higher in reading or math on a standardized test
3. Attendance/Behavior

## PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT

This award recognizes students that show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects but do not meet the criteria for the Educational Excellence Award. This award should not be compared to the President's Award for Educational Excellence or be seen as a second-tier award; it recognizes a very different type of academic achievement. Its purpose is to encourage and reward students who give their best effort, often in the face of special obstacles.

To be eligible, students must be in 5<sup>th</sup> or 8<sup>th</sup> grade. The following are examples of criteria for which the President's Award for Educational Achievement may be presented:

- Show tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning in academics despite various obstacles.
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence, but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement, commitment, or intellectual development in particular subjects, such as English, math, science, etc.
- Demonstrate achievement in the arts such as music, art, or drama.

## NATIONAL JUNIOR HONOR SOCIETY

Forest City Adventist School is an official active member of the National Junior Honor Society. New members will be added each year in accordance with the requirements as outlined in the NJHS constitution.

## ASSESSMENTS

Students are given several types of assessments during the school year formative and summative. The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments: help students identify their strengths and weaknesses and target areas that need work. The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark. Summative assessments are often high stakes, which means that they have a high point value.

- a. MAP (Measures of Academic Progress) assessments are computer adaptive achievement tests in Mathematics, Reading, and Language Arts. Students in grades K-8 will take a MAP® Growth™ test from NWEA® on a computer or tablet. We give students MAP Growth tests to determine their instructional level and to measure academic growth throughout the school year (and from year to year). This assessment will be given three times a year. MAP Growth tests are unique in that they adapt to your child's level of learning. If your child answers a question correctly, the next question is more challenging. If they answer incorrectly, the next one is easier. This results in a detailed picture of what your child knows and is ready to learn—whether it is on, above, or below their grade level.
  1. Since MAP Growth tests provide immediate and accurate information about your child's learning, it's easy for teachers to identify students with similar scores that are generally ready for instruction in similar skills and topics, and then plan instruction accordingly.
  2. MAP Growth reports also provide typical growth data for students who are in the same grade, subject, and have the same starting performance level. Following each testing period, you will receive a report showing your child's growth, which you can review with your child's teacher for more insight. For more information, you can visit [NWEA.org/Parent-Toolkit](https://www.nwea.org/Parent-Toolkit)

- b. WrAP (Writing Assessment Program) is a direct measure of student writing achievement and serves as a tool to help classroom teachers pinpoint specific strengths and weaknesses of their students' written expression. Given once a year to students in grade 3 – 8.

## COMMUNICATING WITH FAMILIES

“In all that concerns the well-being of the child, it should be the effort of the parents and teachers to cooperate.” (White. Education, page 283).

“The teachers in the home and teachers in the school should have a sympathetic understanding of one another’s work. They should labor together harmoniously, imbued with the same missionary spirit, striving together to benefit the children physically, mentally, and spiritually, and to develop characters that will stand the test of temptations.” (White. Testimonies to the Church, Volume 5, pages 88-89)

### SCHOOL TELEPHONE

The office telephone number is 407.299.0703. The school telephone is provided for business only and is not to be used except by permission from the administration. Teachers and students should not be called during school hours except in case of an emergency. A student will not be called from class to answer the phone except during an emergency. Long-distance calls cannot be made from the school phone lines.

### FACTS/RENWEB & CANVAS

Parents can keep up with their child's progress in school throughout the year. Parents can access attendance, homework, progress reports and grades. This is also a way for parents and teachers to communicate regarding concerns of assignments, homework, schedule appointments and any other concerns. The first step is to make sure that Forest City Adventist School has a working email to add to your children's accounts. Parents will need to set up an account in FACTS/SIS.

Parents can also receive emails and text alerts from the school during emergencies. Make sure to provide the school with updated emails and cell phone numbers. You will also need to download the *FACTS/RenWeb* app for free from the app store.

## FACULTY EMAILS

Principal	Jacqueline Colón Díaz	<a href="mailto:Jacqueline.colon-diaz@flcoe.org"><u>Jacqueline.colon-diaz@flcoe.org</u></a>
Admin. Assistant	Yvonne Fines	<a href="mailto:yvonne.fines@flcoe.org"><u>yvonne.fines@flcoe.org</u></a>
Receptionist/ Aftercare	Iselys Lisboa	<a href="mailto:iselys.lisboa@flcoe.org"><u>iselys.lisboa@flcoe.org</u></a>
Receptionist	Camila Cuesta	<a href="mailto:camila.cuesta@flcoe.org"><u>camila.cuesta@flcoe.org</u></a>
Aftercare	Onelia Cedeño	<a href="mailto:onelia.cedeno@flcoe.org"><u>onelia.cedeno@flcoe.org</u></a>
Bookkeeper	Angel Fines	<a href="mailto:angel.fines@flcoe.org"><u>angel.fines@flcoe.org</u></a>
VPK Director/ Teacher	Roxana Cuesta	<a href="mailto:vasti.rodriquez@flcoe.org"><u>vasti.rodriquez@flcoe.org</u></a>
VPK Assistant	Jeannette Diaz	<a href="mailto:jeannette.diaz@flcoe.org"><u>jeannette.diaz@flcoe.org</u></a>
Kindergarten	Lilly Escoto	<a href="mailto:lilly.escoto@flcoe.org"><u>lilly.escoto@flcoe.org</u></a>
Kindergarten Aide	Glenda Diaz	<a href="mailto:glenda.diaz@flcoe.org"><u>glenda.diaz@flcoe.org</u></a>
First Grade	Nahomy Santana	<a href="mailto:nahomy.santana@flcoe.org"><u>nahomy.santana@flcoe.org</u></a>
Second Grade	Diana Colon	<a href="mailto:diana.colon@flcoe.org"><u>diana.colon@flcoe.org</u></a>
Third Grade	Connie Cooper	<a href="mailto:connie.cooper@flcoe.org"><u>connie.cooper@flcoe.org</u></a>
Fourth Grade	Ella Burgos	<a href="mailto:ella.nyguen-burgos@flcoe.org"><u>ella.nyguen-burgos@flcoe.org</u></a>
Fifth Grade	Jessica Nephew	<a href="mailto:Jessica.nephew@flcoe.org"><u>Jessica.nephew@flcoe.org</u></a>
Sixth Grade	Jennifer Rymer	<a href="mailto:Jennifer.rymer@flcoe.org"><u>Jennifer.rymer@flcoe.org</u></a>
Seventh Grade	Iris Rodriguez	<a href="mailto:Iris.rodriquez@flcoe.org"><u>Iris.rodriquez@flcoe.org</u></a>
Eighth Grade	Joy Nugent	<a href="mailto:Joy.nugent@flcoe.org"><u>Joy.nugent@flcoe.org</u></a>
PE Coach	AJ Fines	<a href="mailto:aj.fines@flcoe.org"><u>aj.fines@flcoe.org</u></a>
Teacher Support	Yara Toro	<a href="mailto:yarasette.toro@flcoe.org"><u>yarasette.toro@flcoe.org</u></a>

## SCHOOL WEBPAGE AND SOCIAL MEDIA

Forest City Adventist School has a live webpage **fcadventistschool.com** where you will find information such as our calendar and curriculum. You will also be able to access our Facebook and Instagram page.



## SCHOOL NEWSLETTER

The Hook-Up newsletter is sent home every Friday or on the last day before a vacation via email. This newsletter includes announcements of upcoming activities and events. Parents are urged to read the Hook-Up to stay informed as to what is happening at the school. This is one way in which we update our school calendar and share important school information.

## PARENT-TEACHER CONFERENCES

Formal parent/teacher conferences are scheduled at the end of the first, second and third marking grading periods. Additional conferences may be required for students on academic or behavior probation. Parents are invited to scheduled appointments and meet with the classroom teacher(s) for all conferences. Conferences this year will be available virtually. There are three parent teacher conferences during the 2023-2024 school year

- **October 28 to October 30 - Mandatory** in person or virtual conferences for ALL parents. **October 29 is HALF DAY**
- **January 13 to January 16** - Virtual conferences. **Mandatory** for high-risk students on academic or behavior probation. Parents can also request conferences.  
**January 15 is HALF DAY**
- **March 31 – April 4 - Mandatory in person or virtual** for ALL parents.  
**April 3 is HALF DAY**

This information is also on our school calendar that was emailed to parents. You can also find our calendar at [fcadventistschool.com](http://fcadventistschool.com).

## LEGAL RIGHTS OF PARENTS

Biological parents, even if separated or divorced, have the right to students' records and/or information unless there is a court order stating otherwise. A parents' notarized letter is **not** considered a court ordered document. If such documentation does not exist, biological parents can have access to records and/or speak to teachers regarding students' progress.

If there is a court-order outlining custody arrangements a copy must be provided to the school. The school will abide by the specifications of such a document. The school will

remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

## CODE OF CONDUCT FOR PARENTS/GUARDIANS

Forest City is committed to the overall student success. We are looking forward to positive communication and involvement from all our families. If any of our families engage in any inappropriate, unprofessional, uncooperative, hostile, or antagonistic behaviors towards administration, staff or students, FCAS will reserve the right have the student withdrawn and/or take the matter to the school board to request an automatic expulsion.

## PARENT GRIEVANCE PROCEDURES

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

- Step One:** The parent should first meet privately and confidentially with the teacher and attempt to resolve the problem.
- Step Two:** If the problem is not resolved, the parent should ask for a meeting with the school administration.
- Step Three:** If the problem is still not resolved, the parent may request that the school board chairperson work with the administration to bring about a resolution.
- Step Four:** If the problem is still not resolved, the parent may send a written request for a hearing before the school board.
- Step Five:** If the problem still is not resolved, the parent may request the Conference Superintendent of Education to assist in bringing about a resolution.
- Step Six:** If the problem is still not resolved, the matter may be taken to the Florida Conference Education School Board. The decision at this level shall be considered final.

## RECOMMENDATIONS FOR PARENTS

- Parents should see that their children attend school every day, arriving on time but not earlier than 30 minutes before the opening of school.
- Parents should insist that their children return home immediately after school closes, unless the child is involved in an approved after school activity
- Late pick up fees per child will apply after scheduled dismissal times.
- Parents are urged to attend school orientation and meet with the teaches. Parents should call and/or email teachers to schedule appointments to discuss students' progress and discuss any concerns. Arrangements should always be made with the principal before visiting the school. Virtual conferences are highly recommended.
- Parents should not call their children from class to answer the telephone except in extreme emergency. They should also encourage their children to avoid making unnecessary calls home during school hours.
- Parents bringing lunches to school for their children should leave the lunches with the receptionist. Parents can't interrupt a class to deliver a lunch and/or any other item that students may have forgotten. Students are not allowed to go out of the school premises to pick up any items from family.
- If your child has a cell phone, make sure that the students shuts if off and turns it in to teacher. Penalties will apply if student is on the phone and/or does not turn it in to staff.

## CHRISTIAN CONDUCT

### CHAPEL

Chapel is an integral portion of our educational program. Students should enter quietly and reverently, showing respect to God and the speaker for the day. Books, notebooks, cell phones, tablets, I-Pads or other class/reading materials are prohibited during worship time unless these are being utilized for the service. Chapel takes place once a week for all grades. In addition, students also have two weeks of prayer a year in conjunction with other grades.

## LIFESTYLE COMMITMENT

Forest City Adventist School exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator
- Value themselves and others
- Respect diversity
- Take responsibility for their choices

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

The word honor is defined as a keen sense of right and wrong and adherence to action or principles considered right. 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.

Students are required to know and apply these principles.

As a student at Forest City Adventist School, I pledge to support the administration's efforts to provide a positive, safe, and orderly environment by promising to read, to become familiar with, and to follow the policies outlined in the Student Handbook. I also pledge to choose to be as student that abides by the Forest City Adventist School' handbook on and off campus:

- Seek to develop physical, mental, and spiritual energies to serve and honor God
- Respects and protect the rights of all people
- Practices principles of honesty, integrity, and morality
- Pledges to make consistent and lasting progress toward achieving my highest academic potential
- Refuses to use or support the use of tobacco, alcohol, or drugs
- Endeavors to influence and assist fellow students in supporting these ideals.

## SOCIAL DEVELOPMENT

Forest City Adventist School is committed to a concept of positive social development and encourages broadening of the academy experience by participating in a varied program of cultural and recreational activities, which will provide opportunities for wholesome association.

We support the "hands off" policy among students. We encourage students to respect each other's personal space. Therefore, handholding, back rubs, piggy backs, rides, sitting on laps, doing someone's hair or such type of interactions are unacceptable on school campus or school sponsored events. A student who does not demonstrate self-respect or self-restraint in this matter may be placed on social restriction, suspended or dismissed from Forest City Adventist School.

Appropriate displays of affection include:

- Handshakes
- Side shoulder hugs
- Holding hands in prayer

When traveling by bus or other means of transportation males and females will seat separately from each other as much as possible unless otherwise instructed. During overnight trips, the same will apply. In instances where students will be in dorms or staying in hotels, rooms will be off limits for students of the opposite sex and remain under adult supervision.

## PERSONAL DEVICES POLICY

Due to the disruptive nature in a school setting, we highly discourage students to bring personal laptops, cell phones, or any other electronic devices to school. Electronic toys, Gameboys, PlayStations, Walkman's, portable CD players, I-pods, personal I pads, digital watches, Air Pods or similar technological devices, and toys are not permitted on campus.

Students bringing cell phones or other devices as mentioned above to school **must** check them to the school Principal or homeroom teachers where it will be kept in a safe location. Items will be returned by the homeroom teachers at dismissal. Students are not to use their cell phones to make any calls/text before, during or after school program which includes

extracurricular activities and/or sports. Students that must make phone calls have to use the office telephone to contact parents and/or use their cell phones under the supervision of teachers and/or administrative staff. FCAS **will not** be held responsible for any unauthorized personal devices brought to school by students or any missing items.

\*Failure to comply will result in the following consequences:

- First Offense:** Phone confiscated, will be returned only to a parent or guardian. \$20 fine for occurrence and device.
- Second Offense:** Phone confiscated, will be returned only to a parent or guardian. \$30 fine for occurrence and device. 1-2 days suspension.
- Third Offense:** Phone confiscated, will be returned only to a parent or guardian. \$30 fine for occurrence and device. 3-5 days suspension.
- Fourth Offense:** Immediate expulsion from Forest City Adventist School.

***\*Failure to comply means having a cell phone in a student's possession during the school day, aftercare, or school events without permission.***

## DISCIPLINARY CONSEQUENCES

To help each student reflect the character of Jesus Christ, Forest City Adventist School has implemented a program of redemptive discipline.

In a group, it is always necessary to have rules for the rights, safety, and general welfare of all. In the case of a school, rules not only protect, but they allow the school to do its job by preparing young people to develop self-discipline for their future life. It is the goal of Forest City Adventist School to practice redemptive discipline. In grades K-6 we use Responsive Classroom which is an evidence-based approach that focuses on building a classroom community with a strong relationship between academic success and social-emotional learning. You can find more information on the approach of Responsive Classroom by visiting <https://www.responsiveclassroom.org>

In grades 7-8 teachers utilize the Developmental Designs approach that integrate social and academic learning. Developmental Designs is geared towards adolescents and high

school students. Structures are created by teachers to build communities in the classroom.

You can find more information by visiting

<https://www.originsonline.org/developmental-designs>

When disciplinary approaches are not effective and disciplinary concerns continue the following will result:

### **FIRST OFFENSE**

If a disciplinary condition or problem develops, the teacher will counsel with the student (i.e. "Time out/Reflection time"/cooling-off period, write about incident, etc.). Incident may be documented depending on severity. Most offenses will be handled at this level.

### **SECOND OFFENSE**

If the issue cannot be resolved in the classroom, the student will be sent to administrative office with explicit discipline details posted on FACTS SIS/RenWeb. Faculty will complete a Discipline Report Form (with a copy emailed to the parents) on Ren Web indicating:

<i>Student Name</i>	<i>Reporting Teacher</i>
<i>Class / Grade</i>	<i>Action taken</i>
<i>Infraction</i>	<i>Recommendations</i>
<i>Date of Incident</i>	<i>Any Additional Comments</i>

Depending on the nature of this offense, referral to the principal may take place.

### **THIRD OFFENSE**

If the problem has not been solved, the principal will be notified. The principal will counsel and may need to discipline the student. In cases of very serious or continued non-compliance with the school regulations, the principal may decide to temporarily suspend a student from school for up to five days. Parents will receive verbal and written notification of the suspension. If the principal does temporarily suspend a student from school more than 5 days, the School Board Chairman will be notified. Any schoolwork missed due to a suspension MUST be made up within five school days after returning to school. The student may or may not receive full credit for assignments submitted after the five days. Loss of extra-curricular privileges may occur.

Depending upon the seriousness of the offense, any of the following may be used to help a student correct inappropriate behavior.

1. Verbal communication with the parents/guardians.
2. Written communication with the parent, which must be signed by the parent and placed in student files.
3. Teachers search of backpacks and desks if it is deemed necessary.
4. Teacher Conference with parent/guardian and the student.
5. In-school suspension by the principal and documented on student's file.
6. One to five-day off-campus suspension by the principal and documented on students' file.
7. Additional, suspension may be added through a school Board action. A copy of the school board decision shall be placed in student's file.
8. Dismissal from school through a School Board action. A copy of the Board action should be kept on student's file.

A student may start at any one of these steps depending on the severity of the action.

## SUSPENSIONS

Suspension is removal of a student from classes or school activities for disciplinary reasons.

Suspension may be on or off-campus at the discretion of administration. The following behaviors may result in suspension:

- threatening, attempting, and/or causing physical injury to another person
- committing an obscene act or engaging in profanity or vulgarity
- disrupting school activities or willfully defying the authority of school personnel
- engaging in excessive physical contact or other activities with sexual intent
- bullying
- causing or attempting to cause damage to school or private property/graffiti
- repeatedly failing to abide by school policies
- cheating/plagiarism
- participating in dishonesty, including theft, cheating, lying, and willful deception
- intentional activities which directly undermine Christianity or Seventh-day Adventist beliefs
- smoking, vaping, drinking

Suspensions will not exceed ten consecutive school days. A student will not be suspended for a total of more than twenty days during a school year. Students who reach a total of more than twenty days during a school year will be asked to withdraw from school.

School assignments while a student is on suspension are subject to the non-excused, late-work policy of the teachers involved. If a suspension is appealed and the suspension is



overtaken through the channels outlined in the grievance procedures, then the work assigned is subject to the excused late-work policy of the teachers involved.

## EXPULSIONS

Expulsion is removal of a student from the school program for at least one semester for disciplinary reasons. Students may be recommended for immediate expulsion for any of the following behaviors:

- causing serious physical injury to another person/bullying
- possessing of any firearm, knife, explosive, or other dangerous object at school or at a school activity
- major theft
- practicing of occult or satanic rituals
- using and/or possession of substances such as tobacco, alcohol, illegal drugs, or paraphernalia associated with such substances.

In addition, expulsion may also be recommended when:

- other means of correction are not feasible or have repeatedly failed to bring about appropriate conduct
- cheating/plagiarism
- due to the nature of the circumstances, the presence of the student causes a continuing danger to the physical safety of the pupil and/or others.
- Continuous suspensions and failure to abide by school policies

Administration may, in consultation with the admissions committee, Principal and school board choose to recommend expulsion.

Students under a suspension/expulsion recommendation are not to be on school grounds at any time including weekends or evening activities unless accompanied by a parent/guardian to pick up necessary items or to attend a scheduled meeting with administration and/or school board.

Students formally expelled from school are not to be on school grounds at any time including weekends and evening activities for the remainder of the school year through the last graduation ceremony.

Students may choose to withdraw from school prior to an appeal to the full Forest City Adventist School Board. If this choice is made, school records will still reflect the disciplinary concerns on student's records as documented on FACTS/RenWeb. After a student is expelled from Forest City Adventist School, he/she cannot return.

## TIPS FOR STUDENTS

It is distinctly understood that every student who presents himself for admission to the school thereby agrees and pledges to observe willingly all its regulations and to uphold the Christian principles upon which the school is operated.

There are certain types of conduct that are expected of all students regardless of age. We would like to remind you of some of the more common classroom courtesies.

- You are expected to be in your classroom by 8:00am.
- Upon entering the classroom, please take your seat promptly and quietly.
- Please wait your turn and raise your hand to speak. Follow class rules.
- Wait for the class will be dismissed by the teacher.
- Students should knock before entering another class or office. Wait to be recognized by the teacher or staff before making a request.
- Be respectful to staff and other students.
- Be proud and take care of your school.
- Wear proper uniform as per policy.
- Follow school procedures

Experience has taught that there are some practices that should not be found or permitted in a Christian school.

**An offense of one or more of the following points may result in immediate dismissal after consultation of Principal and or School Board.**

- Willfully undermining the religious ideals of our school or disseminating atheistic ideas.
- Using profane language, obscene gestures, or writing obscene slogans, phrases, or drawings.
- Making derogatory remarks or spreading false information about another student, teacher, or parent and any social media platforms and/or applications.
- Using tobacco, liquor, narcotics, vaping or any other substance that debilitates the mind or body; or having them in your possession.
- Stealing, lying, cheating, and willfully deceiving others.
- Willful disrespect, disobedience, or insubordination to any teacher or staff member.
- Inappropriate touching/physical contact.
- Behavior not in harmony with Christian standards.
- Possession of reading material not in harmony with Christian standards.
- Physical assault upon a teacher or another student.
- Making threats to staff and students.
- Possession of knives, firearms, firecrackers, or any other device that could inflict injury upon any student or teacher or staff member.
- Engaging in any type of willful destruction or vandalism of school property or anyone else's property on or off the school grounds.
- Any of the above activities communicated on any social networking site will result in disciplinary action, including immediate suspension or expulsion.

## LOITERING

There is to be no loitering on the school campus during school hours or during extra-curricular events. Students attending after school activities are expected to remain around the activity under adult supervision. Students who are finished with their classes for the day should leave campus with legal guardian.

Loitering is not permitted by either current or former students, as well as other individuals. Individuals wishing to visit the school shall obtain permission to visit from administration. The right to be on school grounds and/or visits the school is subject to administrative approval.

## UNIFORMS

Complete uniform attire is required to attend all classes, including physical education classes. The full-dress uniform is to be worn on field trips, to school assemblies, and to other designated activities. Students' uniforms must always be clean, neat and in optimum conditions. Students should assume the full school uniform is required every school day, regardless of the weather, unless there is written notification of a non-uniform day. When in doubt, students should wear the school uniform. Each student/family is expected to comply with the school's dress standards as outlined below.

"A person's character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire." (MYP 344)

## DRESS CODE

Forest City Adventist School is a Christian school operated by the Seventh-day Adventist Church. We feel that the students who attend should show by their manners, and by their dress code that they are Christian young people. If you are dressed neatly and appropriately, you are giving a positive witness to any visitor who may come to our school.

**The following are requirements of school uniform for grades K-4<sup>th</sup>.**

- \*School Polos with logos are navy blue, red and yellow.
- \*School uniform pant color is khaki.
- Only school logo must be on the polo shirt.
- Shoes must be closed toes and black.
- For PE day only (2 days a week) Athletic shoes must be worn (sneakers).
- Socks must not have inappropriate words, logos, or designs.

- Sweaters or jackets may be black or navy blue, or grey, preferably with our school logo or none.
- Black/navy blue leggings can be worn under skirts/skorts.

**The following are requirements of school uniform for grades 5<sup>th</sup> - 8<sup>th</sup>.**

- \*School Polos with logos are navy blue, red and yellow.
- \*School uniform **pant** color is navy blue. NO skirts.
- Only school logo must be on the polo shirt.
- Shoes must be closed toes and black.
- For PE day only (2 days a week) Athletic shoes must be worn (sneakers).
- Socks must not have inappropriate words, logos, or designs.
- Sweaters or jackets may be black or navy blue, or grey, preferably with our school logo or none.

Purchase uniform with our school logo at: LANDS'END

[https://www.landsend.com/co/account/school-uniforms?launchSearch=true&cm\\_re=lec- -uni- -global- -glbnv- findyourschool- -20220119- -txt](https://www.landsend.com/co/account/school-uniforms?launchSearch=true&cm_re=lec- -uni- -global- -glbnv- findyourschool- -20220119- -txt)

Appropriateness: Appropriateness is defined as presenting oneself in a manner that fits the occasion. An appropriate appearance is one that does not distract from the expected educational process or draws attention to oneself. The following will **NOT** meet the criteria for appropriate standard:

- Faddish extremes
- Jewelry
- Makeup that is not natural
- Extreme hair dyes that are not of natural color
- Shaved portions of the hair
- Boys with ponytails
- Body piercing
- Visible tattoos
- Athletic style sweatpants
- Wearing hot pants, tight fitting shorts, "shorts shorts"
- Visible undergarments
- Clothing that reveals cleavage, stomach or back
- Tight fitting pants or shirts
- Hats, sunglasses, headphones
- Vulgar, profane, lewd, or disrespectful messages on clothing
- Hunting and military clothing
- Pajamas, slippers, sandals

The dress code applies to all school functions (regular school day, evening school functions, Sabbath programs and other weekend events). This will also apply to students who volunteer throughout the year.

Jewelry is not to be worn during school nor any school functions. Students are not allowed to wear jewelry including bracelets (except medical alert), earrings, rings, necklaces, chains, or studs for initial stage of ear piercing at any time while on Forest City Adventist School and during sponsored activities, sports and/or events. This applies to summer student volunteers as well.

Makeup and nail color must be natural shades and used modestly. Students will be asked to remove excessive make-up and fake/acrylic nails.

Hair is to be neat, clean, and well maintained. This means that it is to be kept out of the face and eyes. Hair is to be "conventional" in style. Hair color is to be "conventional" and natural. That means that extreme colors such as purples, pink, orange, green or any other similar colors are NOT allowed at Forest City Adventist School. Exceptions may include Forest City Adventist School Spirit Week or Health Awareness Campaigns.

Hair accessories are to be discreet and not cover the face.

Boys' facial hair must be always groomed and neat. Boys' hair should not exceed eyebrows or collar.

All clothing must fit modestly. Attire that is too tight fitting, short, faded, torn, baggy, oversized, sagging or dragging is unacceptable. Clothing that has rips, tears or holes are unacceptable.

All pants and skirts must be worn at the natural waistline and not hang below. Skirts/skorts must be above the knee.

Organizational T-Shirts/hats may be worn only during that organization's meetings (example: 8<sup>th</sup> grade class shirt, NJHS shirt, etc.) T-Shirts and hats may be worn during special designated days. No hats are to be worn indoors.

Jeans are to be worn only on designated Fundraiser days. In this case, jeans must be modest, no designs, whitewash, tears, rips, or holes.

Student Association Banquet/Formal Social gatherings – During any banquets, class social formal events ladies must wear knee length church dresses or semi-formal/modest gowns. Shoulder must be covered with a wrap, shawl or bolero jacket if wearing a sleeveless dress. Gentlemen must wear suit and tie.

Swimwear requirements – Girls are expected to wear modest one-piece swimwear to all school sponsored activities. Tankinis and two-piece bathing suits are inappropriate for school

related functions and NOT allowed. Boys are required to wear board-shorts type swim trunks. Spandex/Lycra briefs and shorts are considered inappropriate and NOT allowed.

Head covering - Students are not allowed to wear head coverings of any kind in the classroom, including, hats, caps, and bandanas.

Leggings – When it is cold only solid black or navy-blue leggings can be worn under the girls' skirts.

Sweaters/Jackets - All students should have the embroidered Forest City Adventist School logo sweaters or jacket. Only sweaters/jackets with the Forest City Adventist School logo or approved colors may be worn on campus during the school day.

Shoes - All students must wear closed-toed and closed-heeled shoes. Athletic/tennis shoes are approved footwear. No clogs, mules, sandals, flip-flops or wheelies (shoes with wheels) or shoes with rolling devices are NOT permitted to be worn during or after school.

Outerwear - When cold weather arrives, students must be prepared. **Only approved colors.**

**All clothing must be appropriate, clean and in good condition.**

**Administration will determine if an item is within the uniform guidelines as per handbook requirements.**

## FIELD TRIPS DRESS CODE

All students in grades K-8 will be required to wear their field school shirt or designated trip shirt and uniform pants, skorts and/or shorts on every school trip. Classroom teachers will provide additional information regarding trip requirements.

## DRESS CODE VIOLATIONS

Students not wearing appropriate school uniforms or footwear will not be able to participate in certain school activities, trips or PE. This will impact students' attendance and grades. A reminder/violation uniform slip will also be sent home for every violation. After the third violation and thereafter, there will be a \$5.00 charge per violation that must be paid the next school day. After five (5) uniform violations, students will receive a detention. After two (2) detentions, students will receive a suspension and a letter for students' file. Student will not be allowed to participate in extracurricular activities. If this situation persist, students may not be allowed to return to FCAS for the following school year.

## BIRTHDAY CELEBRATIONS

PARENTS: Please read and familiarize yourself with the procedures and practices of birthdays celebrated at our campus.

Balloons, flowers, etc. are not to be delivered to school as they can cause disruption in the classroom.

Candles: Sprinkler systems can be very sensitive; therefore, candles are not allowed in any room of our school!

Birthday Treats: If you plan to send a treat for your child's birthday, we ask you to follow these simple guidelines:

- You are encouraged to send healthy treats.
- Birthday treats should be store bought with a visible list of ingredients.
- You can send individual-sized treats that can be served and consumed during a short, ten-minute period. Cupcakes are fine, but no cakes please.
- Birthday treats will be served during students' lunchtime.
- All birthday treats should be labeled and left in the reception area.
- Please contact your child's teacher to find out how many treats to send and if there are any allergies in the classroom (ex: peanuts, flour, eggs, milk, etc.).
- Please contact your child's teacher if you would like to schedule an alternate treat day (if your child's birthday falls on a holiday or during summertime).
- Party favors or treat bags should not have small toys or gum for our younger students, to avoid choking hazards,
- A reservation for a Friday birthday in the lunchroom should be scheduled with school personnel least two weeks in advance.
- In order not to hurt anyone's feelings, party invitations should be given to all classmates (if delivered at school). Otherwise, personally provide the party invitations to the students you are inviting.
- If you have any other questions, please call the school.

## MIDDLE SCHOOL GUIDE

Middle school students and families will receive a guide with all the middle school expectations and procedures. This document is a resource to make it easier for parents to obtain information that can assist with the day-to-day school life. This document will not supersede the school handbook.

**The provisions of this handbook do not constitute a contract, expressed or implied, between The Florida Conference and/or Forest City Adventist School. We reserve 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 or curriculum, 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, newsletter, and/or posting to the school's website.**

**Revised July 2024**