

FCAS MIDDLE SCHOOL

GUIDE

2025-2026

Tardies

When 10 unexcused tardies have been accumulated per nine weeks, a fine will be added to the student's school account (see handbook). 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 address concerns related to 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.

Homework Policy

Students have a 7-day window from the due date to submit their work; any assignment turned in during this period is considered late and will have points docked daily. Once this window closes, the assignment will not be accepted, and a missing assignment will result in a grade of 0. Ample time is provided in class to complete assignments, with additional work expected to be done at home if necessary. Parents are encouraged to check Canvas twice a week to monitor their child's progress.

Retention

Students who fail two or more classes during a quarter are at risk of retention. Parents will be informed during parent-teacher conferences. While we will work with the student to the best of our ability to help them improve, if there is no significant progress by the third quarter, the conference will be contacted to initiate the retention process.

Parent Teacher Conferences

Parent-teacher conferences are held quarterly to support student success. See school handbook for conference dates.

- **First Quarter:** Conferences are **mandatory** for all parents.
- **Second, Third, and Fourth Quarters:** Meetings are scheduled for students who are failing, on probation or at risk of retention. Teachers will reach out to schedule these conferences.

Meeting Format:

- One-on-one conferences will be held virtually via TEAMS or Zoom.
- Group conferences involving all three core teachers will take place in person at the school.

If a conference is scheduled, parent attendance is mandatory. Students whose parents do not attend a required meeting will not be permitted to participate in extracurricular activities such as field trips, intramural sports, volleyball, music programs, etc.

Parents may also request meetings outside of the scheduled conference weeks. Teachers will do their best to accommodate these requests.

Failure to follow through on the above may result in the student not being readmitted for the 2026-2027 school year.

Electronics

Laptops

Misuse of laptops in the classroom will result in escalating consequences. For the first offense, the student's laptop will be closed for the remainder of the class. A second offense will lead to the laptop being taken away for three days. Continual misuse will result in the laptop being

confiscated for a week, and persistent issues may lead to confiscation for the remainder of the year.

Cellphones

If students bring personal devices such as cell phones, air pods, etc., they must check them in with the homeroom teachers, who will store them safely until dismissal. **Students are not allowed to use cell phones to make calls or send texts before, during, or after school, including during dismissal, extracurricular activities and sports. Any necessary calls must be made using the office telephone or under teacher or administrative supervision.** FCAS is not responsible for unauthorized personal devices or any missing items. Consequences for non-compliance are as follows: First offense - Student will receive a warning. Device will be returned only to a parent or guardian; second offense—phone will be confiscated, returned to a parent or guardian with a \$20 fine and third offense and thereafter—phone will be confiscated, returned to a parent or guardian with a \$30 fine for each occurrence and 3-5 days suspension will apply; fourth offense—immediate expulsion from Forest City Adventist School.

Discipline

All student misconduct will be documented in Renweb. After the third offense parents will receive an email. If issues persist, the principal will meet with teachers, parents, and the student to create an action plan. If the action plan is not fulfilled, the student may face in-school and out-of-school suspension, as well as expulsion.

Uniform

Sweaters

Hoodies of any color are no longer permitted. Acceptable outerwear for students includes non-hooded jackets, sweaters, and coats in blue, black, or grey. These colors ensure a uniform and professional appearance. Outerwear in any other colors are not permitted on campus.

Hats

Students are permitted to wear the official FCAS beanie on campus. Please contact Ms. Yvonne Fines for more information on how to purchase one. Students spend a lot of time outside. Baseball caps, bucket hats, visors, etc. can be used during those times but will not be allowed in the classrooms, hallways, or other common areas of the building. Any hat with offensive or inappropriate language that goes against the student handbook will be confiscated.

Pants

Middle school students can wear Bermuda shorts or skorts as part of their uniform **if they are no more than two inches above the knee while seated.** Students who do not comply with this dress code will be required to change immediately into a school provided uniform that parents will have to purchase. Students will also no longer be permitted to wear shorts or skorts.

Jewelry

Absolutely no jewelry is permitted on campus. This includes all types of earrings, even studs for initial piercings. This also includes bracelets, rings, and necklaces. Students are expected to always comply with this policy.

FCAS Middle School Policy Acknowledgment Form

This form summarizes key policies from the full FCAS Middle School Guide (2025–2026). Tardiness and absenteeism are taken seriously: repeated unexcused tardies or absences may result in fines, probation, or even dismissal. Assignments must be turned in within 7 days of the due date; late work is penalized daily and is not accepted after the window closes. Students failing two or more classes may be retained. Parent-teacher conferences are held quarterly. The first quarter is mandatory for all families, while subsequent quarters focus on students at risk. One-on-one meetings are virtual; group meetings are in person. Attendance at required conferences is mandatory failure to attend will result in students being barred from extracurricular activities and may affect future enrollment.

Cell phones and other personal electronics must be checked in daily; misuse carries escalating consequences, up to and including suspension and expulsion. Laptop misuse will also result in loss of device privileges. Students must follow uniform guidelines: only blue, black, or grey outerwear (no hoodies), no jewelry of any kind, and appropriate uniform bottoms are permitted. Discipline is documented and escalated if issues persist. Please read the full four-page Middle School Guide for all the details. By signing below, you acknowledge that you have read and understand the complete document.

I have read the above policies and understand the guidelines and expectations outlined.

Student's Name: _____ Grade: _____

Parent/Guardian's Signature: _____ Date: _____