

# Family Life Academy

## 2017-2018



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..... Colors:  
Maroon and Silver



..... Mascot:  
Lions



..... School Hours:  
Monday – Thursday, 8:15am to 2:30pm  
Friday 8:15am to 12:30pm



..... Classroom Supervisor:

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This handbook contains general information regarding the Family Life Academy (a.k.a. Family Life) administration, procedures, and fees. Family Life reserves the right to change policies contained in this handbook without notice. Effective dates for all changes are at the discretion of Family Life. However, when possible, a new or changed procedure will not go into effect until the following school year, provided the safety of all staff and students is not an issue.

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**FLA SCHOOL CALENDAR 2017-2018**

<u>DATE</u>	<u>EVENT</u>
Wednesday, July 26 - Tuesday, August 1 .....	Pre-Planning for Staff

Sunday, July 30 .....	Student Orientation @ 5pm
Monday, August 14.....	First Day for Students
Friday, August 25 .....	Volleyball Jamboree
Monday, September 4 .....	Holiday - Labor Day
Wednesday, September 6 .....	Interim Reports Released
Friday, October 6.....	Holiday - UF Homecoming
Friday, October 13.....	End of 1 <sup>st</sup> Nine Weeks
Thursday, October 19 .....	Report Cards Released
Friday, October 20.....	CGACS Cont. Ed/Homeschool Day
Friday, November 3 - Saturday, November 4 .....	Volleyball Playoffs
Wednesday, November 8 .....	Interim Reports Released
Friday, November 10 .....	Holiday - Veteran's Day Observed
Friday, November 17 .....	Basketball Jamboree
Monday, November 20 - Friday, November 24.....	Holiday - Thanksgiving Week
Thursday, December 7 .....	Chorus Winter Concert
Monday, December 18 - Tuesday, January 2.....	Holiday - Christmas/Winter Break
Wednesday, January 3.....	Students Return to Class
Tuesday, January 9 .....	End of 2 <sup>nd</sup> Nine Weeks
Monday, January 15 .....	Holiday - Dr. ML King, Jr. Day
Tuesday, January 16 .....	Convention Project #1 Due
Friday, January 19.....	Report Cards Released
Monday, January 29 .....	100 <sup>th</sup> Day of School
Thursday, February 1 .....	Senior Fees Due (\$150)
Thursday, February 8 - Saturday, February 10.....	Basketball Playoffs
Friday, February 9 .....	Interim Reports Released
Monday, February 19 .....	Holiday - President's Day
Friday, March 16.....	End of 3 <sup>rd</sup> Nine Weeks
Friday, March 23.....	Report Cards Released
Monday, March 26 - Monday, April 2 .....	Holiday - Spring Break/Good Friday
Monday, April 16 - Thursday, April 19 .....	Stanford 10 Testing Week
Wednesday, April 18 .....	Interim Reports Released
Friday, April 20 .....	Flex Day
Monday, April 23.....	Convention Project #2 Due
Thursday, May 3.....	Spring Chorus Concert
Friday, May 4 - Saturday, May 5.....	Baseball/Softball Playoffs
Sunday, May 20.....	High School Graduation @ 6pm
Monday, May 21 - Wednesday, May 23 .....	Convention Field Events
Thursday, May 24.....	Kindergarten Graduation @ 1pm
Thursday, May 24.....	& Awards Ceremony for All Grades
Friday, May 25.....	Last Day for K-12 <sup>th</sup> Students
Tuesday, June 19 .....	Final Report Cards Released

\*\*These days MAY be used to make up days cancelled due to severe weather or other emergencies. For the 2017-2018 calendar, they will be used in the following order: (1) January 15 (2) April 2 (3) October 6 (4) February 19

## INTRODUCTION

### WELCOME TO FAMILY LIFE ACADEMY

We want to welcome you to Family Life Academy. Family Life was opened in 2004. The original purpose of the Academy was to serve as an extension of the Bible-believing Christian home and local church. The Academy was to serve as a place for

students to learn at their own pace, with individualized learning abilities. Today, those goals remain the same.

Family Life is an exciting, safe place that your parents have selected for you to attend. We want your time here to be challenging as well as fun. The following pages will explain what we are trying to help you accomplish in your life, as well as what is required of you while you are enrolled at Family Life.

### MISSION STATEMENT AND AGENDA

The Mission Statement of Family Life Academy is to provide Biblically-based, individualized, self-instructional curriculum involving diagnostic testing, goal setting, and mastery of subject content; to accomplish this in a focused learning environment, with informed family members, and assisted by experienced advisors who supervise the educational process and challenge students to develop a relationship with Jesus Christ, while incorporating the character traits of the Lord.

The Agenda of Family Life Academy is to provide every student with a quality education in a Christ-centered environment. The Bible says, “Train up a child in the way he should go: and when he is old, he will not depart from it.” (Proverbs 22:6)

### ACCREDITATION

Family Life Academy is an accredited member of the Church of God Association of Christian Schools (CGACS). CGACS is an accredited member of the Florida Association of Academic Nonpublic Schools (FAANS).

### CHRISTIAN CHARACTER DEVELOPMENT CHAPEL

Chapel is a service held each week on Friday. Students hear various Christian ministers that encourage them to apply the Bible to their everyday living. Students are required to bring their Bible to all devotions, chapel services, and special meetings.

### SCRIPTURE

At Family Life, a great emphasis is placed on memorizing God’s Word. Therefore, all students – kindergarten through twelfth grade – are required to memorize and recite a specified scripture passage each month, in accordance with Psalms 119:11, “Thy Word have I hid in mine heart, that I might not sin against Thee.” These passages will consist of approximately eight to ten verses each. Teachers will issue the current month’s scriptures to each student. Students must say their scripture verses to be on privilege.

## FAMILY LIFE CHURCH OF GOD’S STATEMENT OF FAITH

At Family Life we believe:

- In the verbal inspiration of the Bible
- In one God eternally existing in three persons; namely the Father, Son, and Holy Ghost
- Jesus is the only begotten Son of the Father, conceived of the Holy Ghost, and born of the Virgin Mary. That Jesus was crucified, buried, and raised from the dead. That He ascended to heaven and is today at the right hand of the Father as the intercessor.
- That all have sinned and come short of the glory of God and that repentance is commanded of God for all and necessary for forgiveness of sins.
- That justification, regeneration and the new birth are wrought by faith in the blood of Jesus Christ.
- In sanctification subsequent to the new birth, through faith in the blood of Christ; through the Word and by the Holy Ghost.
- Holiness to be God's standard of living for His people.
- In the baptism with the Holy Ghost subsequent to a clean heart.
- In speaking with other tongues as the Spirit gives utterance and that it is the initial evidence of the baptism in the Holy Ghost.
- In water baptism by immersion, and all who repent should be baptized in the name of the Father, and of the Son, and of the Holy Ghost.
- Divine healing is provided for all in the Atonement.
- In the Lord's Supper and washing of the saints' feet.
- In the premillennial second coming of Jesus. First, to resurrect the righteous dead and to catch away the living saints to Him in the air. Second, to reign on the earth a thousand years.
- In the bodily resurrection; eternal life for the righteous and eternal punishment for the wicked.

## AMERICA'S GODLY HERITAGE

Family Life places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. We unashamedly teach Biblical doctrines of self-discipline, respect for those in authority, and obedience to the law, as well as love for God, flag, and country. Therefore, all students are required to memorize and recite the following three pledges:

### PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands – one nation under God, indivisible, with liberty and justice for all.

### PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

### PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

## ADMISSIONS POLICY

Family Life Academy believes that Christian education should be available to all children. We will therefore strive to expand these educational opportunities to

parents and children of all abilities; all racial, economic, and cultural backgrounds; and all who desire this educational base and are willing to accept the school's standards. Family Life reserves the right to suspend, expel, or deny readmission to students for reasons the administration deems fit.

Family Life Academy is open to any and all children from the community. We have a non-discriminatory policy and therefore do not discriminate on the basis of race, color, nationality, ethnic origin, or social status. Enrollment to Family Life Academy is a privilege, and Family Life Academy reserves the right to suspend or expel any student, without refund, in accordance with the official policies of Family Life. We require that the parents have the same philosophy towards discipline that we do. Parents who do not believe in or practice corporal correction, as a viable means of child discipline, will not be considered for acceptance.

### ENROLLMENT PROCEDURE

1. Parents must complete all required paperwork needed for enrollment.
2. Parents must call the office and schedule an admissions interview with the school administrator. Both parents and the student(s) must attend the interview. Upon approval of the application, Administration will notify the parents.
3. Registration fee is paid and diagnostic testing is scheduled.
4. The Student Handbook must be read and agreed to by both the parents/legal guardians and the student. The Student Handbook Acknowledgment must be signed by the parents/legal guardians and the student each school year, and will be kept in the student's file.
5. Family Life Administration reserves the right to accept and enroll a student without immediate proof of legal guardianship.

### ADDITIONAL INFORMATION COOPERATION OF STUDENT

It is understood that admittance into Family Life Academy is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution, and that the school may request the withdrawal of any student who at any time, in the opinion of the school administration, does not fit into the spirit of the institution.

### PROBATION STATUS

All students are admitted with a probationary period that lasts through the first nine weeks they are enrolled at Family Life. This probation is designed to allow records to be obtained from previous schools and reviewed for accuracy; diagnostic testing to be completed; academic projections to be in place; and planning for the student's future to be accomplished.

### PARENT-STUDENT EVALUATIONS

All students are evaluated each year. Students placed on Disciplinary Probation are evaluated each semester. This evaluation includes, but is not limited to the following:

- Spiritual progress and attitude toward authority.
- Student conduct, attitude, and academic progress.

- Student attendance, punctuality, and social progress.
- Parental involvement, support, and financial responsibility.

### **TRANSFER STUDENTS AND PLACEMENT**

We accept transfer students for all grades. However, 11<sup>th</sup> or 12<sup>th</sup> grade transfer students must have the understanding that they may or may not graduate according to their chronological grade and/or age, depending on credits previously acquired, and their desire to stay on track academically.

We ask that parents who transfer students to or from other schools realize that various curricula use a different scope and sequence than the Accelerated Christian Education curriculum. Students may test above, below, or on a stated grade level for this reason. Students will be placed according to diagnostic test results, and when possible, this will include keeping the child on their chronological grade level.

### **STUDENT BEHAVIOR EXPECTATIONS**

We are aware that we cannot mandate Christianity among our students. However, Christ-like behavior will be expected both on and off campus. Sexual activity, drug or alcohol use, and discipline issues at home, in public, and in school will not be tolerated. Family Life Academy, in cooperation with the parents or legal guardians, is assuming the responsibility of training and educating students in both academics and accepted behavioral practices. To the best of our ability, with the Bible as our guide, we will influence you in appropriate behavior.

### **KINDERGARTEN**

Potential Kindergarten students must be five years old by September 1<sup>st</sup> to be accepted into Kindergarten.

### **RE-ENROLLMENT POLICY**

Parents desiring to re-enroll their students for the following school year must do so by May 1<sup>st</sup> of the current school year to be considered for acceptance. No student is guaranteed re-enrollment, and re-enrollment will be largely dependent on the Parent/Student conference held at the end of each year. Current students are always given “first option” for re-enrollment for the next school year. Students denied re-enrollment may re-apply for enrollment after one calendar year. Since there may be a waiting list, it is important that students re-enroll as soon as forms are provided in the spring term.

### **COMMUNICATION**

Sometimes it is imperative to contact parents and students regarding school issues. The current method for mass instruction is through text message alerts. Therefore, all families are required to keep current contact information on file with the office.

## **ATTENDANCE POLICY**

### **SCHOOL HOURS**

School hours for the Academy in the 2017-2018 school year will be from 8:15 a.m. to 2:30 p.m. Monday through Thursday, and 8:15 a.m. to 12:30 p.m. on Friday.



## COMPULSORY ATTENDANCE

All states have compulsory attendance laws that affect both public and private schools. In Florida, the law requires all students, ages 6-16 to be “in regular attendance” at a school during the school term. A current school calendar will give specific information about observance of holidays and educational breaks.

## ABSENCES

Because of compulsory attendance laws parents are urged to help us instill character in their young people by minimizing needless absences.

Students who leave school before or arrive after 11:30 a.m. are counted absent for the entire day. Any exceptions must be pre-approved by the administration. Students must be in school for a minimum of three hours (two for kindergarten) to be considered present. Students who have an unexcused absence for the day may not participate in any extra-curricular/after-school activities that day.

Students who qualify for field trips, including honor roll trips, but do not attend the trip and do not come to school on that day will have an unexcused absence for the day. Students will be required to complete a full day of goals in order to have the absence considered excused. **Students who leave school due to illness may not return to school later the same day.** Students who leave school for reasons other than illness may return to school as long as they are in the proper school uniform. Early check-out is treated the same as being tardy, and will be documented as such.

## DOCUMENTATION FOR ILLNESS

When a student is absent due to illness two or less days, they are to bring a written excuse from their parent stating the reason for the absence on the day they return. If a note explaining the absence is not sent the first day the student returns to school, the absence will be considered unexcused. Absences of three or more consecutive days due to illness require a doctor’s written excuse. A parent or guardian may document up to four days of absence per quarter. Absences due to hospitalization will receive special consideration.

## EXCESSIVE & UNEXCUSED ABSENCES

Excessive absences inhibit a student’s progress. A student who has ten unexcused absences within ninety calendar days shall be considered truant. (FLDOE S.S. 1003.26) If a student has excessive absences at the end of the year, the student may be in jeopardy of failing for the year, and a conference will be called.

## PENALTIES FOR EXCESSIVE ABSENCES

If, in the opinion of the administration, the absences are excessive and unnecessary, the student will be considered truant and reported to the proper governmental authorities. In addition, the parents/guardians will be called in for an administrative conference. After ten days absent in one quarter, each subsequent absence will be considered unexcused regardless of documentation, and an administrative conference will be called. If a student reaches fifteen days absent in two quarters, the student will fail for those two quarters. Students who have four or more days of unexcused absences in one quarter will be considered failed for that quarter.

Failing the quarter constitutes loss of credits acquired in that quarter. If a student fails the quarter due to attendance issues, the student will be required to repeat all work prescribed during that quarter. Parents will be responsible for payment of the repeat PACEs, at a cost of \$5.00 per PACE. Payment for repeat PACEs is due immediately and will not be billed.

Parents and students should also be aware that attendance affects scholarship funds, and excessive absences could jeopardize any scholarship funding the student is receiving. Furthermore, honor roll privileges and field trips will be revoked.

### **MAKE UP WORK FOR ABSENCES**

As with any school, there is a certain amount of work which must be completed daily, in order for the student to continue to be on track. On average, each student will be required to complete 5-7 pages of work in each PACE, each day. This work must be made up in a timely manner. The student will have two school days per day absent to make up each day's work.

For example, if a student is absent two consecutive days due to illness, they must bring a note from their parent on the first day they return to school. This note will allow the student an opportunity to make up their missed work. They will then have four school days to complete the 60-70 pages missed during their absence. This work **will be in ADDITION TO** their regularly scheduled goals. If requested by the parent, homework can be sent to the school office to be picked up by the parent during the time of the illness, so the student can begin making up their missed work immediately.

### **TARDINESS**

At Family Life, the school day begins promptly at 8:15 a.m. Students are considered tardy if they are not in the designated meeting room by 8:15 a.m., even if they arrived on school property prior to 8:15 a.m. All students who arrive at or later than 8:15 a.m. must report to the office and sign in upon arrival. Office staff will determine whether or not the tardy is excused or unexcused.

Being tardy is a disruption for several staff members, the student's class members, as well as the student who is tardy. Therefore, parents may only excuse the student for three tardies per quarter. Each subsequent tardy will be considered unexcused, even if the parent walks the child into the office.

When a student has accumulated three unexcused tardies in a quarter, the next unexcused tardy will be documented as an unexcused absence. Each subsequent unexcused tardy will also be recorded as an unexcused absence for the remainder of the quarter. All tardies will be recorded on report cards.

### **EARLY CHECK-OUT**

Students who finish their work early will not be allowed to check out of school early due to the fact that every student has to attain a minimum amount of educational hours each school year. Students may be checked out of school for legitimate reasons (i.e. illnesses, medical/dental appointments, etc.) and with parental permission. The parent or guardian may excuse up to three early check-out times

per quarter. After three unexcused incidences, early check-outs will be considered an unexcused absences. (See the Tardy Policy for clarification.)

No student may be checked out between 2:00-2:30 p.m. Students who are checked out after 2 p.m. will receive an unexcused tardy. Because of traffic issues and student safety, **there will be NO EXCEPTIONS to this rule.**

Additionally, STUDENTS SHOULD NOT BE CHECKED OUT ON FRIDAY. Students who are checked out on Friday may not make their work up. **There will be NO EXCEPTIONS to this rule.**

*NOTE: Students who check out from school early for reasons other than illness must complete their assigned chore before leaving. Failure to do so will result in disciplinary action.*

### **SENIORS**

Seniors who have completed their work and who are “on track” for graduation may leave school early, and/or participate in a reduced school day schedule with gainful employment, and approval by parents and administration.

### **SCHOOL CLOSURES**

#### **SEVERE WEATHER**

In the event of severe or inclement weather which warrants school closure, a text message will be sent to all staff, parents, and students. We will also notify local T.V. news stations which post school closures periodically.

#### **EMERGENCY EVACUATION**

In the event the school is required to evacuate the premises during an emergency, we will text all staff, parents, and students. Any necessary law enforcement agencies will be contacted as well. In the event students and staff must vacate the premises, our primary contingency location to pick up students will be across Archer Road at Santa Fe College Davis Center, Archer, Florida.

#### **COMMUNICATION**

Because it is imperative to contact parents and students regarding emergency issues, all families are required to keep current contact information on file with the office. This includes cell phone, address, and email changes

## **MEDICAL AND MEDICAL EMERGENCY POLICIES**

### **FLORIDA IMMUNIZATION LAW**

Florida law requires that all children who enter a Florida public or private school or kindergarten have immunizations for diphtheria, pertussis (whooping cough), tetanus, poliomyelitis, and rubella (German measles). Parents must provide proof of immunizations to the school upon enrollment. The current form is HRS 680 Part A-1, and Part A-2 for 7<sup>th</sup> grade and above. Transfer students whose records are missing this documentation will be required to get the proper immunizations, or proof of prior immunizations, before they attend classes at Family Life.

### *STUDENT INSURANCE*

Parents are encouraged to carry medical insurance for their child. Family Life is not liable to parents or students because of any injuries incurred at school, or during any activity at or away from the school. In the event a student is injured, the parent/legal guardian will be responsible for the medical care and/or treatment of the student.

### *FIRE DRILLS*

A practice fire drill is held each month during the school year. At the sound of the bell, students are to stand and exit the building in an orderly manner to the pre-arranged designated area. After the building is cleared, the “all clear” signal is given and students should return to the Learning Center in the same orderly manner. Students are to walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will supervise his/her class. Fire extinguishers are located throughout the building and are checked by the fire inspectors annually.

### *EMERGENCY SITUATIONS*

All student injuries and/or illnesses, whether major or minor, should be immediately reported to a school staff member. The incident will be recorded in the Family Life accident report logbook. It is vital that the school office be able to contact parents in the event of an emergency, therefore, if your emergency information changes during the school year, please notify the school office as soon as possible.

### *MAJOR EMERGENCIES*

In the event a student experiences a life-threatening emergency while at Family Life, 911 will be the first call made. In instances where students need emergency medical attention but it is not life-threatening, a Family Life staff member will call the parent/guardian. If they cannot be reached, the next designated emergency contact listed on the student’s enrollment paperwork will be called. If neither can be reached, the student will be transported to the nearest medical treatment facility, and a Family life staff member will continue trying to contact the parent/guardian. Therefore, if your emergency information changes during the school year, please notify the school office as soon as possible.

### *MINOR EMERGENCIES AND ILLNESSES*

Family Life has implemented “Universal Precautions” in an effort to control potential infectious diseases, including blood-borne pathogens. We have developed an exposure control plan for all staff members to ensure their protection, as well as students who may need minor medical attention for cuts, scrapes, etc. For the wellbeing of all students, please do not allow your student to come to school with a fever or other signs of any contagious disease. In the event a student has a minor medical need such as a sudden illness, etc., the parent/guardian will be called to come pick up the student as soon as possible. Therefore, if your emergency information changes during the school year, please notify the school office as soon as possible.

### *LICE*

For the protection of all students, Family Life staff performs periodic head checks for lice. This is done in a way such that the students will not be embarrassed. Students found with lice will not be allowed to return to class, and the parent/guardian will be

called and asked to pick the student up immediately. The student will not be permitted to return to school until there are no visual signs of the infestation.

## MEDICATION

All medications, both authorized prescriptions and/or non-prescription medications, must be checked in at the school office. A school staff member will then secure the medication until the student is scheduled to take it. ***The school does not provide any medicines to any student for headaches, fever, or other reason. Any student who disperses and/or uses medications that are not authorized will receive discipline, which could result in automatic suspension and possible criminal charges.*** No student is permitted to have medication of any kind on their person, in their bags, or at their desk at any time. NO EXCEPTIONS, this includes cough drops, antacids, etc.

## PRESCRIPTION MEDICATIONS

Prescription medication may be given to a child at school. The parent/guardian must give a written statement that the medication is necessary according to the doctor's instructions, is to be given during the school day, and that Family Life staff has permission to administer the medication. The medication must be in its original container, with the pharmacy prescription label showing dosage requirements, and doctor's name. Additionally, parents are asked to keep a sufficient supply of prescription "maintenance" medications secured at the school.

## NON-PRESCRIPTION MEDICATIONS

Parents may send in medications, such as Tylenol (acetaminophen), Advil (ibuprofen), etc., which will be stored in the school office. Non-prescription medications also require a written note of instruction from the parent/guardian and must be in their original container, this includes cough drops and antacids.

## COMMUNICATION

Sometimes it is imperative to contact parents regarding student illness and/or emergencies. The current method for mass instruction is through an app called "Remind 101". Therefore, all families are required to keep current contact information on file with the office. This includes cell phone, address, and email changes.

## TRANSPORTATION

Family Life is currently offering limited opportunities for transportation to and from school. Please note that all school rules apply while students are being transported. Students must wear seatbelts at all times. Please have your child ready and on time at the designated meeting place, as the bus/van will not be able to wait. Failure to be respectful to the driver, or any disregard for school rules may result in immediate termination of the transportation agreement.

Parents desiring information concerning transportation or separate carpooling possibilities may contact the school administration for more information. Transportation fees are charged on a per fee basis, not per trip. See the fee schedule under Financial Information for current transportation fees.

## BREAK AND LUNCH PROGRAM

Students are to eat only in assigned areas and at the designated times. No food is allowed in the classroom at any time. Students may keep a water bottle with a lid at their desk; no other drinks will be permitted in the classroom. Break and lunch times are as follows:

- Lower Elementary Class: 9:15 – 9:30 a.m. and 10:45 – 11:15 a.m.
- Upper Elementary Class: 10:00 – 10:15 a.m. and 11:30 – 12:00 noon
- Middle School: 10:15 – 10:30 a.m. and 12:00 – 12:30 p.m.
- High School: 10:30 – 10:45 a.m. and 12:30 – 1:00 p.m.

Family Life does not have a formal lunch program, and students are encouraged to bring lunches from home. The school will make available for purchase pre-packaged frozen sandwiches, and vending items such as drinks, chips, and other snacks. Microwaves are available for students to warm items purchased or brought from home. Charges are to be paid in full the next school day. Charge accounts are not to exceed \$25 and will be frozen until the balance is paid in full.

Students are not permitted in the kitchen at any time. Due to limited space, students are also not permitted to use the refrigerator or freezer.

After break and lunch time, each student is to clean their table/area, and put their trash in the appropriate trash cans.

## FINANCIAL INFORMATION

### REGISTRATION AND CURRICULUM FEES

The registration fee is \$500 per student, per school year, and is non-refundable. This fee covers curriculum and processing of student records. This fee is to be paid by July 15<sup>th</sup> of each school year. Students must have this fee paid in full before they can attend school. Transfer students that enroll during the school year must pay the registration fee in full upon enrollment in addition to the first month's tuition. Students are not considered enrolled or re-enrolled until this fee is paid.

### FEE SCHEDULE

1. Registration fee @ \$500 per child per school year, due by July 15<sup>th</sup>.
2. Annual tuition @ \$5,750 per child per year (5% discount will be applied if paid in full by August 1<sup>st</sup> of the current school year). If not paid in full:
  - a. Monthly tuition @ \$575 per child.
  - b. Multi-student discount may apply.
3. Scholarship Student Tuition @ \$50 per month. (Not to exceed \$75 per home. See Scholarship section for 2017-2018 students.)
4. Late tuition @ \$10 per week until paid in full.
5. Return check fee @ \$35 per check. Alternate method of payment will be required.
6. Tutoring @ \$50 per hour. (In the event a student needs more instruction than the normal school day will allow.)
7. FLA Uniform shirt @ \$22 each.
8. PE Uniform: Shirt @ \$TBD each; shorts @ \$TBD each.

9. Charges for PACEs will be billed on a “per use” basis @ \$5.00 per PACE (i.e. excessive is more than 72, and/or including those passed, failed, or lost)
10. Duplicate report cards, report card folders, and/or handbook @ \$5.00/each
11. Vending items purchased from the school @ Priced as marked.
12. After School Care @ \$4.00 per hour. (See section on “After School Care” for more information.)
13. Sports Fees (non-refundable) @ cost according to fee schedule, TBD.
14. All student pictures @ cost according to fee schedule, TBD.
15. Field trips, Student Conventions, and Junior/Senior trips @ cost.
16. Senior graduation fee, due by February 1<sup>st</sup> @ \$150.00 (includes cap, tassel, gown, and diploma with cover).
17. Dual Enrollment tuition and books @ cost TBD by Santa Fe College.
18. Library/Resource books and classroom supplies loaned to the student that have been damaged, lost, etc. @ cost PLUS rush shipping fees for the inconvenience caused to other students. This includes books, flags, magazine racks, star charts, extra calculator, etc.
19. General supplies needed for class (pencils, pens, erasers, paper, calculator, Bible, etc.) @ cost (See student supply list for individual class).
20. Background check and fingerprinting for volunteers @ cost (approximately \$60).
21. Transportation fees @ \$2.50 per day, per student.
22. Student calendar @ \$5.00 per student.

Students with outstanding balances may have their quarterly progress reports withheld, and upon a transfer, their records will not be released until their account is paid in full.

### SCHOLARSHIPS

Family Life currently accepts students who receive [AAA](#), [McKay](#), and [Step Up For Students](#) scholarships.

Students who receive scholarship funds will be required to pay a copay of \$50 per month, not to exceed \$75 per household. Payment is due on the first of every month, August through May, for a total of \$500 per student per year, not to exceed \$750 per household.

### REFUND POLICY

All fees paid to Family Life for registration and educational services are non-refundable.

The only exception to this policy is for those families that pay their tuition in full at or before the beginning of the school year. The tuition only will be pro-rated for the time the student was enrolled plus one (1) month. Example: Student enrolls in August and registration and tuition fees are paid in full for the current school year. Student attends Family Life through December. The tuition will be pro-rated from February through May, and reimbursed to the parent in June of the current school year.

## GENERAL SCHOOL POLICIES

All school rules are in full effect as soon as students arrive on school property in the morning, until they leave school property in the afternoon. Students are to be dressed in their proper school attire upon arrival at school. They are to remain in their proper school attire until leaving school (or until 5:00 p.m., if the student is approved to stay for regular church services or other events).

### NOTICE

For the protection of our staff, students, and their families, these premises are under video surveillance at all times.

### EARLY ARRIVALS

The school day begins at 8:15 a.m., with the “first bell” at 8:10 a.m. Family Life does not take responsibility for students arriving before 7:30 a.m. Do not leave your child in the morning unless there is a staff member on duty to receive them into the school.

### AFTER SCHOOL

The school day ends at 2:30 p.m. Monday through Thursday, and at 12:30 p.m. on Friday. Parents are asked to pick up their students within fifteen (15) minutes after dismissal. All students that are left in our care after 2:45 p.m. Monday through Thursday, or 12:45 p.m. on Friday, will be placed into After-School Care and charged accordingly. Parents must then come to the after-school area and sign their student out. The child care charge is \$4/hour, charged on 15 minute increments. This charge is per child, regardless of age. Students should not be left past 6:00 p.m.

### DROP OFF/PICK UP AREA

Parents and/or guests picking up students should enter and exit the grounds slowly (5mph maximum). Students are to be dropped off/picked up in the circle drive at the front doors of the building. NO student is to be dropped off in the rocks, the grass, or at Archer Road. In order to aid the flow of traffic, please follow the cones and enter on the right (in the rocks), and proceed to the circle drive. For the convenience of other parents and students, please do not park or leave your vehicle unattended in the rocks or in the circle drive at any time. For the protection of the staff and students moving around the vehicles, no loud radios/sound systems should be played on school grounds. Additionally, please do not be offended if you or the person picking up your child is asked to present identification prior to the student being allowed to enter the vehicle. We want to take every precaution possible in the protection of your child. Students waiting for rides will remain in the designated waiting area with their teacher or the assigned staff member.

### VISITOR PARKING

Parents and/or guests who need to park and come inside the building must park in the visitor parking area at the front right of the property. The area at the end of the road – next to the building and in the rocks – is reserved for staff parking only.

**PLEASE DO NOT PARK IN THE CIRCLE, ON THE GRASS, OR ON THE ROCKS. Parents who park in these areas will be fined \$20 per incidence.**



## WALKING TO/FROM SCHOOL

Because of the sidewalk improvements in the Archer area, students will be permitted to walk or ride their bikes to school. Parents must provide written permission, and accept full responsibility for the safety of their child.

## STUDENT DRIVERS

Before students may drive to school, they must receive administrative approval. In order to obtain this approval the student must provide the following: proof of insurance, valid driver's license, and vehicle registration. Student drivers are to park their vehicles in the designated student parking area. Upon arrival at school, student drivers are to turn in their keys to the designated, secure area. Keys may be picked up when school is dismissed.

The parking areas and student automobiles are off limits until students are dismissed from school. Students who leave PACEs or other academic materials in their cars will be allowed to retrieve them but will receive demerits for being unprepared. Students are encouraged to lock their vehicles, and Family Life is not responsible for theft or damage to vehicles. Loitering in the student parking area is not allowed at any time.

## PERMISSION TO RIDE WITH OTHERS

### STUDENTS DRIVERS

Students planning to ride home with another student who drives, or leave school premises for any reason with another student who drives, must have written parental consent from both sets of parents (the driver and the rider) prior to the students leaving school grounds. Students violating this policy will be sent to the office for discipline.

### OTHERS

If someone other than the persons listed as "approved" on the student's application will be picking up your child, please let us know in writing. Be sure to state the name of the person, as well as their relationship to your child, as we will be asking for their identification. We want to take every precaution in the protection of your child.

## ACADEMIC PROCEDURES AND CONDUCT

### TEACHER QUALIFICATIONS

Our faculty is well qualified spiritually and academically. All school personnel are members of a Bible-believing Church. All of our teachers are qualified by having at least a four-year college degree; and/or a minimum of three years teaching experience; and/or having specialized training for their particular area of ministry.

We require continuing teacher training each year to further develop leadership as well as technological advancement so we can stay on the cutting edge educationally.

### KINDERGARTEN STUDENTS

The Kindergarten class at Family Life offers a delightful learning experience for students who are five years old by September 1<sup>st</sup>. This is not a baby-sitting service or play school, but an enjoyable educational program designed to give your child a firm foundation for a lifetime of learning. Currently, we use the A.B.E.K.A. curriculum.

The Kindergarten program includes Bible, phonics, reading, manuscript writing, numbers, art, simple math, class singing, and recess time. All of our Kindergarten students are expected to read before they advance to the first grade. Our Kindergarten students have consistently scored in the 90<sup>th</sup> percentile in the nation in the Reading Skills on the Stanford 10 Test.

## ELEMENTARY & SECONDARY STUDENTS

Academic training is important in life. Academic training that has a Biblical foundation is most important in life. Without it, the end result is a highly educated pagan. Wisdom is a Biblical foundation upon which academic truth is built. We seek to train young people in Godly wisdom, rather than their own (Proverbs 4:7, Proverbs 1, I Corinthians 3:11).

One of the strengths of the Accelerated Christian Education curriculum is its ability to help students individually. Very few people learn information in the same manner, at the same speed, and with the same recall. The Accelerated Christian Education places the responsibility for scholastic achievement on the student, rather than the teacher.

Therefore, students are held accountable for daily progress. If they begin to slack academically, parents are informed of the problem much sooner than in a traditional class setting. Teachers do not function primarily as information givers but rather as tutors – giving students guidance as they work through academic problems individually. Consequently, teachers do not become an academic crutch for students to lean on for answers but rather a trainer, helping students push themselves to achieve their God-given potential.

With a conventional educational program, students are required to move at the same speed as other students in the class, regardless of their academic understanding of the subject areas. Many times boredom and/or frustrations arise. Consequently, even the most qualified and effective teachers in a conventional classroom can experience difficulty ensuring satisfactory academic progress for every student. All academic placement and level of PACE work will be at the sole discretion of the Guidance Counselor and Administration.

## THE LEARNING CENTER GENERAL

Students are to work quietly in their individual desks, a.k.a. “offices.” Students are not permitted to communicate or be out of their offices without permission. They should not turn sideways or around in their offices or tip back in their chairs.

Activities not related to required schoolwork are not to be conducted in an office unless privileges have been earned and permission has been given by the student’s teacher.

Students will not be in other classrooms, buildings, and/or vehicles without permission. Other student’s personal belongings are always off limits.

At the beginning of each school year, the students will be assigned two flags (one American flag and one Christian flag) for use in getting the teacher’s attention. Their Christian flag should be raised for teacher assistance with academic difficulties and

questions. Their American flag is to be raised for permission to score work, and ask yes or no questions such as sharpening a pencil, etc. Personal questions not related to their PACE work should be asked during break time.

## NOTICE

For the protection of our staff, students, and their families, these premises are under video surveillance at all times.

## GOAL SETTING

Every student from 2<sup>nd</sup> through 12<sup>th</sup> grade is required to set specific page-numbered goals on their individual goal cards, typically about 30 pages per day (five to six pages per PACE per day). Students should complete the minimum number of pages per day as directed by the child's teacher and the administration in order to cover a year's work (approximately twelve PACEs per subject) within a school year. Teachers check each student's goal card and PACEs daily to ensure sufficient academic progress is being made. Goals not completed in class will become homework and must be completed prior to arrival at school the next morning, and must be turned in immediately.

Students are to set their goals on their individual goal cards, using black pen. Only teachers may change or alter goals. No extraneous marks (i.e. doodling) are to be made on goal cards or progress charts. A fee will be charged for duplicates.

## BREAKS

All students are given regular breaks. During breaks, students should take care of trivial tasks such as returning resource books, throwing away trash, getting water, and using the restroom.

## STUDENT OFFICES

Student desks, aka offices, are assigned and changed only by the teacher. They must be cared for by the student. Students are not to lean or sit on offices, dividers, or chair-tops. Electrical outlets are for approved school equipment only. Any church or school property, which is damaged or broken by a student, will be replaced at the student's and/or parent's expense.

Students may keep a clear, bottled water with lid at their desk.

## PACES

PACEs are private property and are not to be shared among students. Work in PACEs is to be done in pencil only. Students are not to doodle on or in PACEs.

Students may take work home, even if they have no homework. Students may work ahead – as long as they are maintaining academic balance and have their teacher's approval. Students may also take work home to achieve academic balance. However, all homework and extra work will be allowed **ONLY** at the discretion of the student's teacher and/or administration. This applies to all grades.

Each of the Self Tests and PACE tests are to be taken at school only and without interruptions, which includes regular and privilege breaks. Students should schedule Self Tests for completion before P.E. and PACE tests for completion before lunch.

## STUDENT PLACEMENT AND PROGRESSION

Typically, completing twelve PACEs in each academic subject, and participating as scheduled in Physical Education, is equivalent to a year's work. For students that are academically ahead of their chronological grade, a conference will be held with the student, parents, teacher, and administration to determine academic requirements for the student to advance to the next grade level. Determinations for promotion will be held on a quarterly basis, and will be decided upon by the acting review board.

Students who transfer to Family Life during the school year may or may not be placed on their chronological grade level. Academic placement will be determined by grades from the transferring school and/or the diagnostic testing administered upon enrollment, as well as any previously earned credits. At the end of the year, we will review their ability to maintain academic balance, as well as whether or not the student maintained a satisfactory attendance record. These factors will allow them to qualify for potential promotion to the next grade level.

## SCORING PROCEDURES

Score Keys are to be handled carefully and confidentially. Score Key answers are for scoring work only and are NOT to leave the scoring station. Students are to score only one PACE at a time. Scoring is to be done quickly, quietly, and accurately without talking, communicating, or disturbing other students. Students should never make any marks in the Score Key. Red pens will be kept in penholders at the scoring station. Students should never have a red pen at their desk, and may NOT bring a pencil to the score station.

Scoring should only take place during school hours, when appropriate staff is in the room to monitor the use of the Score Keys. Therefore, PACE work requiring the use of Score Keys before or after regular school hours must be pre-approved by school administration. If approved, the work must be done at school with at least two staff members present in order to avoid any accusation of impropriety.

Students must get permission to score their PACE work. Students will match their PACE answers to the answer in the Score Key. If the answers do not match exactly, students are to mark a red "x" in their PACE beside each wrong answer. If student's PACEs have a scoring strip, they should put a red 'x' in the appropriate box of the strip. Students will return to their individual offices and should correct any wrong answers at their office. Students are not to "memorize" answers from the Score Key. They are to return to their desk and look back in the PACE to find the correct answer. This process is designed to help the student learn the information.

When the work has been corrected, the student must again get permission to score. To re-score work, the student will follow the same process as before, by matching their answer with the Score Key's answer. When the answers match, the student should circle each red "x" to show the answer is now correct.

When all answers on the page are correct, students should circle the page number at the bottom of the page. This will let the classroom staff know the student has completed the page.

## TESTING PROCEDURE

### CHECK UP AND SELF TEST

A Check-up is a review of a unit of PACE work. The average PACE has three check-ups. Check-ups may be completed as homework or extra work, but should be signed by the student's teacher before they leave school.

The Self Test is a review of the entire PACE. Self Tests ***MUST*** be completed at school ONLY! Students should score a minimum of 80% on the Self Test **without looking back** in their PACE. If a student scores below the required 80%, they will be encouraged to take notes and study the PACE more thoroughly before taking the PACE test. When a student successfully completes the Self Test, including scoring, corrections, and rescoring, the PACE is to be handed in to the teacher. The PACE test is then pulled from the file, and the PACE is returned to the student for additional study time.

### PACE TEST

The final PACE test is to be taken no more than two days after the Self Test is completed. Tests will be taken only at the designated testing area in the Learning Center. To receive credit, all study notes must be turned in **before** the PACE test begins. If a student is absent on the scheduled day of a PACE test, they must take the PACE test on the day they return to school.

Because we are a mastery program, the minimum passing score for all final PACE tests is 80%. Test scores below 80% will not be accepted. In such a case, the student will receive a "Failed PACE Notice." If scoring violations are discovered, the student will be responsible for a replacement PACE, at \$5.00 per PACE, and is due immediately. (Payment for PACEs will not be billed.) They will be issued a new PACE of the same number, and be required to work the PACE in order to better master the material.

Parents are encouraged to study with and verbally quiz their students at home before all Self and PACE Tests. However, students are not to memorize the Self Test or answers to the Self Test. Quizzing should come from the Check-Ups and individual work pages within the PACE, because the PACE test will not necessarily contain the exact questions from the Self Test. Learning to employ good study habits is essential to the success of the student.

### STUDY NOTES

Studies show that students who take notes on their PACEs typically have higher grades than those students who did not, therefore, all students will be required to turn in at least one full page of notes prior to taking any PACE test. However, students may write as many additional pages needed to aid them in preparation for the PACE test. As an extra incentive, teachers may award extra credit of one point per page of notes, with a maximum of five extra credit points, toward a PACE test score. To receive credit, students must have their notes approved before taking their PACE test.

## HOMWORK

The goals set by a student and/or teacher should be no more than a student is capable of completing during the school day. If the student does not complete his/her goal for the day, it is his/her responsibility to complete the work at home. If the student has homework, the subject(s) and page(s) of unfinished work must be written on a homework slip. The homework will be recorded by the teacher. The homework slip is to be signed by the parent/guardian. The student's homework and homework slip are to be turned in at the designated homework station the following morning, as soon as the student enters the building. Failure to return a signed homework slip the following day will result in corporal punishment.

## GNCs

GNCs are Goals Not Completed. Students will receive two demerits for each subject goal that is incomplete. Failure to complete a homework assignment is considered a GNC. Failure to dress-out and/or participate in PE is also considered a GNC. On the second day of GNCs in any five day period, the student will receive an unexcused absence and the goal will be reset.

## RESOURCE BOOKS

Resource books, i.e. dictionaries and thesauruses, are available for students to use in class and may not be taken home. Literature books needed for Creative Writing and English PACEs must be checked out through the student's teacher. Students are responsible for all books they use. Parents will be responsible for any books that are lost or damaged by their child.

## PROGRESS REPORTS

The grading system of Family Life is designed to give parents a true indication of the student's progress or lack thereof. Scores on report cards indicate actual objective percentage results of tests. Quantities of scores, as well as values of scores, are significant. Parents will know if their child is on track by the number of PACEs completed each quarter – students should complete a minimum of three PACEs per subject per quarter. Family Life's grading scale is as follows:

100% - 94% = A      93% - 88% = B      87% - 80% = C

At the end of each quarter, a Progress Report (i.e. report card) is given to each student in an envelope to present to their parents/guardians. The envelope is to be signed and returned to the student's teacher on the next day of school. The student is to keep all materials inside the envelope. A \$5.00 fee will be charged for duplicate cards and/or envelopes (i.e. report card folder).

## INTERIM REPORTS

By the end of the 4<sup>th</sup> week of each quarter, a report will be sent to the parents advising them of their child's progress, and what PACEs the student will be required to complete to achieve Honored Student status. This report is to be signed by the parent/guardian and returned the following school day.

## HONORED STUDENT

Parents are encouraged to support their child's efforts to reach Honored Student status. The requirements each quarter are as follows:

- Maintain academic balance. Generally, this breaks down to three tests in each core academic subject (Math, English, Social Studies, Science, Word Building and/or Elective). In order to help students maintain academic balance, teachers may hold PACEs in subjects for which the student has already met their quarterly requirements.
- Maintain satisfactory attendance and behavioral record.

## STANDARDIZED TESTING

Standardized Tests are administered every spring. All students in grades K – 12<sup>th</sup> are required to take these tests. When the results of the tests have been received they will be kept in each student's permanent file. A "Parent's Copy" will be included with the final report card of the year.

Because students who are absent may not have opportunity to make these tests up, please do not schedule trips or appointments during the week of Standard Testing. Students who receive scholarship funds MUST take the Standard Test annually.

## CHORES

Students are required to clean up after themselves. Daily chores will be assigned and students are required to complete them. Failure to complete the assigned chore will result in the issuance of three demerits.

Students will be required to participate in the set-up and tear-down of the classroom(s) and/or sanctuary on certain days. Students who do not participate will receive demerits for not following procedure and direct disobedience.

Students who check out of school early for reasons other than illness must complete their assigned chore before leaving.

## COMPUTERS AND MULTIMEDIA ACCOUNTS

Computer and internet use is for educational purposes only. Students are not allowed to check their social media accounts. Students are not permitted to attempt to access accounts, files, or databases that are blocked or not authorized. Students are to report any known security breach to a member of the school faculty and not spread knowledge of the breach to other student users. This includes accessing, transmitting, receiving, submitting, or publishing any defamatory, abusive, obscene, profane, sexually explicit, threatening, harassing, offensive, or illegal material on any computer or laptop that is on school premises. Students are not to share files with other students for the purpose of completing classes or online work.

Students who damage or destroy computers and/or multimedia equipment or software will be charged a minimum of \$50/hour for repairs, with a one-hour minimum, plus the cost of parts. This includes software and/or hardware damage.

## HIGH SCHOOL

### CLASSIFICATIONS

High school students will be classified according to the number of credits they have earned by the first day of school or enrollment each year, as outlined by the Florida Department of Education standards. Students on the high school level should endeavor to earn approximately 6-7 credits per school year. Only half and whole credits are awarded and/or accepted. Family Life uses the 4.0 GPA scale in high school. Students will be required to start each year as follows to maintain academic balance and graduate “on time”:

GRADE	9	Freshman	0 - 5 Credits
	10	Sophomore	6 - 11 Credits
	11	Junior	12 - 17 Credits
	12	Senior	18 - 23 Credits

### GRADUATION INFORMATION

Students desiring to be classified as a senior must have a minimum of 18 credits upon the first day of the school year, per the State of Florida, Department of Education. For seniors with less than 60 PACEs to complete, Honor Roll requirements will be determined by taking the total number of PACEs left to complete and dividing it by four (the number of quarters in the school year). All students are encouraged to use their class time wisely, but seniors should be especially aware. Seniors who do not complete at least 24 credits of work by the end of the school day on the Friday before graduation may not take part in the Graduation Ceremony.

A graduation fee is charged to all graduating seniors to cover expenses involved with the event of graduation, and is due February 1st of the senior year. The diploma and cover, cap, gown, and tassel are included in the basic fee of \$150.00. Additional items may be purchased for additional fees. Such items include graduation announcements, senior memory books, senior keys, and extra tassels.

Seniors who plan to go to college should write the college or university they plan to attend. They should request an information packet of what majors are offered, as well as entrance requirements. Your Academic Advisor will assist with college preparation if needed. However, it is ultimately the responsibility of the senior and their parent to gather information and requirements toward scholarships, grants, etc.

### COURSES OF STUDY LEADING TO GRADUATION

Family Life offers three courses of study leading to a high school diploma. These courses are Honors, Standard/General, and Vocational. The Vocational course of study may be pursued only after an administrative conference with the parents and the student. Parents desiring to change their student’s course of study must notify the school in writing. All seniors on the general course of study or higher are required to take either the ACT or the SAT as well as the Standardized Test prior to graduation.

Students pursuing the Honors diploma must complete a minimum of 26 credits and maintain a minimum PACE average of 94%. They should demonstrate the ability to communicate effectively in written and oral presentations. They should score at least



22 on the ACT or 1000 on the SAT and 12.9 on the Standardized Tests and have two years of a foreign or secondary language. Students interested in the Bright Futures Scholarship must choose an Honors course of study.

### **DUAL ENROLLMENT**

Students who are part-time dual enrolled may leave the campus for the scheduled class at Santa Fe College, but must return to Family Life immediately after class dismisses. Full-time dual enrollment students may make attendance arrangements with the administration of Family Life, but will be required to spend some time in the classroom. This will help foster the student's relationship with their fellow classmates and the staff, and keep them informed of school functions and other happenings at Family Life.

Because students must graduate from high school for their college credits to become effective, Family Life is required to keep all records, even for full-time dual enrolled students. Therefore, the fees associated with dual enrollment, i.e. books and tuition, will be in addition to the tuition fees charged by Family Life.

### **SENIOR PRIVILEGES**

#### **SENIOR DRESS CODE**

Seniors who are on-track for graduation are allowed to wear casual, non-athletic clothes, Monday through Thursday. Clothing must adhere to all other school rules, i.e. belts with pants, shirts tucked in, and overall neat appearance. Friday casual dress code will be the same for all students.

#### **SENIOR LUNCHESES**

Seniors may leave for lunch for one hour as long as: they are on "A" privilege or higher; they have written approval from their parent/guardian; AND they have permission from administration.

#### **SENIOR FLEX DAYS**

Seniors who have successfully completed their graduation requirements will have the last week of school off, and an additional day at the end of the year as a senior skip day.

## **PHYSICAL EDUCATION PROGRAM**

Physical Education is a program required by the Florida Department of Education, therefore all students enrolled in Family Life grades Kindergarten through eighth grade are required to participate in Physical Education each year. P.E. classes will be held Monday through Thursday. Students in ninth through twelfth grade are required to complete one credit of physical education, which will typically be prescribed during the freshman and/or sophomore years, but may be included in their junior and/or senior years if necessary for credits. High school students will receive one-half credit for physical fitness for every semester they take P.E. Full participation in two years of varsity athletics (in the same sport) fulfills one credit in P.E.

## P.E. UNIFORMS

A separate uniform is required for all students in P.E. The uniform consists of a school approved t-shirt and knee length gym shorts (to be purchased through the Academy), and athletic shoes. Modest, loose-fitting sweat pants or warm-ups may be worn during the cooler months when the temperature is below 60 degrees. These warm-ups may be purchased through the Academy for an additional fee. If P.E. is not the last class of the day, students will be required to dress back into their regular school uniform after P.E. class is dismissed.

Dressing-out for P.E. is part of the requirement for a passing grade in the class. Students who fail to dress out for P.E. will not be allowed to participate and will receive a GNC for that day. The student will go to the designated area until P.E. time has completed. Also, students will not be allowed to use this time to make up classwork.

## FAILURE TO PARTICIPATE

No student will be permanently excused from P.E. without a doctor's excuse and/or administrative approval. A note from the parent/guardian will excuse a student for one day only, and must state the reason for the dismissal as well as any activity the student might be able to participate in instead of the regularly scheduled activity. If the student is not able to participate in P.E. for more than one day, they must have a doctor's note.

Students who miss four or more days of P.E. in a nine week period due to a medical reason, an excuse from home, or an excused absence will be required to write a specified report. This report will be averaged with their P.E. grades to achieve a final grade for that quarter. Failure to complete a written report will result in failing P.E. for the quarter.

Students who habitually fail to dress out or participate on a regular basis, without a doctor's note, will jeopardize their grade and potential credits needed for graduation. Students who fail to participate in P.E. (including dressing out) will receive a GNC for the day. Two days of GNCs in P.E. in any five day period will constitute an unexcused absence for the day.

## ATHLETIC PROGRAM

### AGE REQUIREMENTS

Students in the 6<sup>th</sup> – 12<sup>th</sup> grade (ages 11-19 years) may participate in a number of sports as offered on a year-by-year basis, potentially including but not limited to: basketball, cheerleading, baseball, softball, and volleyball. At the discretion of the Athletic Director, a student in the fifth grade may be allowed to try-out, and may potentially receive a position on the team.

### ELIGIBILITY REQUIREMENTS

To be eligible to play sports, a student must have a satisfactory physical from their doctor using the Florida High School Athletic Association (FHSAA) Physical Evaluation Form. This report will be good for one school year, and should be obtained in April or May prior to the current school year. Transfer students may use

a previous physical report from their doctor, as long as it is within six months of their enrollment at Family Life. Student athletes and their parents will be required to review and sign the Team Charter prior to acceptance on any sports team.

### **ACADEMIC RESTRICTIONS**

Student athletes must maintain academic balance and complete the number of PACEs necessary for “A” privilege status. Student athletes will receive an automatic one (1) game suspension for scoring violations. This will apply to the first game he/she is eligible to play. Multiple suspensions for scoring violations will cause a player to be deemed academically ineligible. Excessive GNC’s will constitute a suspension and may also lead to the player becoming academically ineligible. Athletic probation will be initiated only by the Athletic Director or Principal.

### **IN-CLASS ATTENDANCE**

A student athlete must be at school at least half of the school day on the day of his/her game to be eligible to play in that game. Athletes who are absent for more than half of the school day on a game day, must have pre-approval from the Athletic Director with documentation (i.e. doctor’s note, funeral program, etc.). Excessive school absences on non-game days could lead to a team suspension, athletic probation, or possibly making the student ineligible for sports for the remainder of the season.

### **DISCIPLINARY STATUS**

A student athlete must be in good disciplinary status, since they are representing Christ and Family Life Academy. An athlete who receives multiple detentions or corporal punishments in a week’s time will receive a suspension and may be considered ineligible to play for the remainder of the season.

### **FINANCIAL RESPONSIBILITIES FOR ATHLETICS**

A student athlete must be in good financial standing with Family Life. This means their tuition, athletic fees, and other fees must stay current. Sports fees are non-refundable, therefore student athletes who are suspended from a team or decide to quit before the end of the season will not receive a refund of paid sports fees, and will be held responsible to pay any remaining balance of sport fees owed.

### **LETTERING IN A SPORT**

Students in 6<sup>th</sup> – 12<sup>th</sup> grades may earn letters in athletics. To qualify for this honor, a student must have participated in two full periods or quarters in two varsity conference games in the same sport, be in good disciplinary standing, and have their financial account current.

## **INCENTIVE PROGRAMS**

At Family Life, we believe in giving honor where honor is due, according to Romans 13:7. In an effort to reward those students whose behavior has been exemplary, Family Life has instituted a system of privileges. Privileges are incentives designed to promote learning achievement. Privileges can be revoked at any time due to consistent inappropriate behavior.

## A.C.E. PRIVILEGE

When a person assumes greater responsibility in life, he/she earns greater privileges. We teach this principle by using a graduated incentive system, designated by the letters “A”, “C”, and “E”. Each letter represents a privilege level, which may be earned by meeting the following outlined responsibilities. Students display the privilege letters in their office each week. The letter not only indicates to the staff which students have privilege, but the student also receives tangible rewards, as well as public recognition, for a job well done.

### Level “A” Responsibilities:

- Maintain academic balance
- No more than 4 demerits cumulative from the previous week
- Memorize and recite the current month’s Bible selection

### Level “A” Privileges:

- Have recreation during breaks
- May be out of seat without permission for Learning Center functions
- May score their work without permission
- May engage in approved extracurricular activities after lunch, only if daily goals are accomplished (i.e., free-time, crafts, computer games, music, etc.).

### Level “C” Responsibilities:

Same as “A” privilege along with the following:

- No more than 2 demerits cumulative from the previous week
- Present a special 5-minute oral report on a pre-approved subject matter. The student should obtain approval prior to beginning work on the report. The report qualifies the student for a one month period.

### Level “C” Privileges:

Same as “A” privilege along with the following

- May serve on approved projects (errands, office and student teacher’s aide)

### Level “E” Responsibilities:

Same as “C” privilege along with the following:

- No demerits from the previous week
- Read and prepare a written report on a literature book, a book selected from a prepared list, or a book pre-approved by their teacher. The report qualifies the student for the remainder of that quarter.
- Must be engaged in some form of Christian service on a regular basis in a local church.

### Level “E” Privileges:

Same as “C” Privileges along with the following:

- May approach teacher for initials
- May sign own Check-ups
- May leave student office and Learning Center for approved projects when not committed to other responsibilities and with teacher permission.
- May leave school for lunch (1 hour maximum) with written parental and teacher permission.
- May listen to music while you work

The following chart lists the total PACEs to be completed by the end of each week to maintain academic balance:

End of Week:	“A” Privilege	“C” or “E” Privilege
1	2	4
2	4	6
3	6	8
4	8	10
5	10	13
6	12	16
7	14	18
8	16	20
9	18	23

Example: A student should have completed ten PACE tests by the end of week five to qualify for “A” privilege during week six.

## STAR CHARTS

For students in 5<sup>th</sup> grade and below, each time a student successfully passes a final PACE test, they will receive a sticker to be placed on their “Star” chart. Each 100% will earn a special sticker.

## CONGRATULATION SLIPS

Every time a student successfully passes a final PACE test, the grade is recorded and they will be given a Congratulations Slip. Typically, Congratulation Slips are handed out during the chapel service. This slip should be taken home to the parent/guardian so they can be aware of the student’s achievement. This gives parents excellent opportunity to encourage and praise their child for a job well done.

## MERITS

Merits will be given to those students who strive to uphold Philippians 4:8 which says, “...whatsoever is true...honest...of good report; if there be any virtue, and if there be any praise, think on these things.” Merits will be worth varying “values” and given out depending on the behavior exhibited and the character of the act.

Merits will be individualized to each classroom and teacher’s preference and needs. They will be collected by the student and may be “cashed in” for privileges, free time, etc., to the discretion of the individual class and staff.

## YEAR-END ACADEMIC AWARDS

The year-end Awards Program is one of the greatest highlights of the entire school year. Therefore, attendance by students and parents is encouraged. Awards motivate students to excel in various areas. To qualify for these awards, a student must have attended Family Life for a minimum of one full semester (two complete nine week periods). Although the awards are subject to change, some of the awards included are: Overall “A” or “B” Honor Roll; Monthly Scripture Award; and the Christian Character and Developing Disciples Awards. Unless otherwise stated, the Awards Program will be held during school hours, on the second to the last day of school, following the Kindergarten Graduation Program. See the Calendar for more information.

## DRESS CODE AND GROOMING INFORMATION

### PERSONAL APPEARANCE

**Students who are not in dress code will not be permitted in the learning center.** They may return to class when they successfully meet the uniform requirements. Students who are late to class to correct a grooming or uniform issue will be given an unexcused tardy. If the parent/guardian is unable to take the student home to correct the uniform issue, the student will be counted as absent for the day, and will be held in a separate location until the end of the school day.

Appropriate clothing encourages responsible behavior. We have found many advantages to uniforms, some of which include:

- Helps promote modesty among Christian youth.
- Results in higher personal discipline and higher academics.
- Helps improve a student’s self-image.
- Enhances individualization and internal values.

- Gives identification for building school spirit.
- Reduces yearly clothing costs.
- Eliminates daily decisions of what to wear.
- Eliminates competition in dress.

Our dress code follows these scriptural references:

“...also the women [should] be modest in their appearance. They should wear decent and appropriate clothing and not draw attention to themselves by the way they fix their hair or by wearing gold or pearls or expensive clothes. For women who claim to be devoted to God should make themselves attractive by the good things they do. I Timothy 2:9-10

“Don’t be concerned about the outward beauty of fancy hairstyles, expensive jewelry, or beautiful clothes. [Let it be the hidden man that] should clothe yourselves instead with the beauty that comes from within, the unfading beauty of a gentle and quiet spirit, which is so precious to God.” I Peter 3:3-4

“Doth not even nature itself teach you (young men) that if a man have long hair, it is a shame unto him?” I Corinthians 11:14

Monday through Thursday, all students are to wear the normal school uniform, which consists of appropriate bottoms, belt, school polo, and designated shoes. On Friday, students may wear casual clothing. Uniform and casual dress days will adhere to the following restrictions:

#### *SLACKS/SHORTS/CAPRIS/SKIRTS*

Monday through Thursday, students have a choice of wearing jeans (blue, black, or khaki-colored), or uniform pants (“Docker”-style, loose-fitting slacks or shorts that are black or khaki-colored). Ladies also have an option of wearing capris or a skirt.

On any day - Shorts and skirts may be no shorter than 3” above the knee; no short shorts or mini-skirts will be allowed. Pants (bottoms) should be worn properly around the waist; no “drooping” styles will be allowed. Form-fitting bottoms will not be permitted at any time. Pants and shorts should have a neat appearance with no rips up the side or hems undone. No skin is permitted to show more than 3” above the knee. Sweats, jeggings, jogging pants, yoga pants, or slacks/jeans of stretch type fabric will not be permitted at any time. Pants (bottoms) with glitter will not be permitted at any time. Bottoms with embellishments may be permitted, provided embellishments are well secured, and not larger than a dollar bill.

#### *BELTS*

Belts must be black or brown in color. Belts are not to have any embellishments. Belts should be neat and pulled through the belt loops with no extra length hanging down in front. Belt buckles should be conservative and no larger 2x2 inches. DO NOT remove belt loops from bottoms – if the bottoms originally had belt loops, then a belt must be worn.

#### *SHIRTS*

Monday through Thursday, students must wear the Academy approved polo-style uniform shirt. The uniform polo shirts are to be purchased from the school. Shirts are to be buttoned appropriately and tucked in at all times. Students whose shirts are

untucked or unbuttoned during the day will receive two demerits and/or may be required to leave the premises.

### *UNDERSHIRTS*

Undershirts that can be seen should be plain and fitted. Colors allowed: white, gray, or black.

### *SHOES*

Shoes must have a closed toe and heel. No glitter is allowed at any time.

### *SOCKS*

Socks must be worn Monday through Thursday.

### *SENIOR DRESS CODE*

Seniors who are on-track for graduation are allowed to wear casual, non-athletic clothes, Monday through Thursday. Clothing must adhere to all other school rules, i.e. belts with pants, shirts tucked in, and overall neat appearance. Friday casual dress code will be the same for all students.

### *FRIDAY CASUAL DAY*

On Fridays, students may wear casual clothing. Students must still maintain an overall neat appearance. Shirts/tops which reveal cleavage and/or midriff; tank tops, spaghetti straps, and/or sleeveless shirts/dresses will not be permitted at any time. Belts should be worn with any bottom that has belt loops. Bottoms may be no shorter than 3" above the knee. Clothing may not have any logo that is perceived to be offensive or that promotes tobacco, alcohol, or other inappropriate items.

### *GAME DAY DRESS CODE*

During the sports season, students may wear approved "spirit wear". The exact dates will be announced during each season.

### *P.E. UNIFORMS*

The P.E. uniform consists of a school approved t-shirt and knee length gym shorts (to be purchased through the Academy), and athletic shoes. Modest, loose-fitting sweat pants or warm-ups may be worn during the cooler months when the temperature is below 60 degrees. Approved warm-ups can be purchased through the school. At this time, athletic shoes are not available through the Academy.

### *JACKETS/SWEATERS*

Jackets, sweaters, or pullovers are not permitted to be worn in the classroom, and should be removed upon entering the building. If your child is cold-natured, they should wear an undershirt. There are no exceptions to this rule.

### *HAIR*

Student's hair must be neat, clean, combed, and kept out of the face and away from the eyes. Shaved styles, Mohawks, wedge cuts, and other "fad" cuts, including razor stripes, are unacceptable. Hair color and highlights are to be natural looking. In the event a student comes to school with an unacceptable hairstyle or color, the parent will be notified, the student will be sent home and required to get the cut/color corrected before they can return to school.

**Gentlemen:** Male student's hair should be neatly tapered above the collar, and above the ears, and neatly trimmed above the eyebrows. Sideburns may be no longer than two inches in length. If hair can be rearranged to cover part of the ear, it is too long, and a haircut will be required. The traditional flattop or crewcut style is acceptable.

**Facial Hair:** Male students must maintain a clean shaven face. They may have a well-groomed mustache, no wider than the mouth. Eyebrows are to be natural with no razor cuts.

### **COSMETICS**

Cosmetics may be worn in moderation. School staff reserves the right to judge acceptability. Makeup, nail polish, and hairspray containing glitter are not permitted at school. Makeup and brushes/combs are only to be used in the restroom, and only during break time. Nail polish, fake nails, and nail glue are not permitted to be used at the school, and should not be brought on campus. Any and all nail decals or designs must be subtle and must be in good taste. If used, perfume is to be applied at home.

Due to allergens- perfume, scented hand sanitizer, scented lotions, body spray, etc. are not permitted to be used at school. If your child must re-apply deodorant during the school day, they should bring only stick/roll-on products. Aerosol products are not permitted at school at any time.

### **JEWELRY**

Students are permitted to wear jewelry modestly. School staff reserves the right to decide if jewelry that is worn reflects our Christian standard. Our goal is Christ-likeness, rather than being cool or worldly, and will be judged according to II Corinthians 6:14-18, and I John 2:15-17. Skin jewelry is not allowed at school or school activities. Silly bands/bracelets are also prohibited.

**Ladies:** Female students may wear one necklace, one bracelet per arm, and one ring per hand. Two earrings may be worn in each ear. The ear is defined as the outer ear, not the part by the ear canal. No other body piercing items are to be worn at any time; this includes belly-button and tongue piercings.

**Gentlemen:** Male students may *not* have piercings of any kind, at any time, during school or any school related function. One necklace, one bracelet per arm, and/or one ring per hand is permitted.

### **FADS**

Since we are a Christian school and seek to honor Christ in all we do, current fads such as body piercing, branding, tattoos, ornamental dental work, gothic-styles (clothes, jewelry, make-up), etc., which call attention to ones' self, are not permitted. Students may not write or draw on themselves or any article of clothing worn at school.

### **OTHER**

Flip-flops, slides, sandals, Heelys, or shoes with open heels or toes are *not* permitted at any time, including casual days.

Hats, caps, and sunglasses are not to be worn while in the building.



Items of clothing, including shoes or accessories, with **any** glitter will not be permitted at any time.

Students needing special uniform considerations due to medical conditions must have a doctor's written excuse, including length of time the student requires exemption. The administration will help decide what the student will be allowed to wear. All other special considerations need to go through the administration.

All students are required to wear school uniforms to school-sponsored activities unless stated otherwise. We reserve the right to pass judgment as we deem necessary on any other matters of current style.

### **GENERAL GROOMING HABITS**

For the physical, emotional, and social well-being of your child, students must be bathing and wearing clean clothing daily. If a student's odor is offensive or their appearance is unclean, the student is likely to be sent home until proper hygiene is achieved.

### **DRESS CODE FOR EXTRA-CURRICULAR ACTIVITIES**

#### **AWARD CEREMONIES**

Those who attend the sports and academic award ceremonies will abide by the school dress code as outlined above. Those not abiding by the dress code will forfeit his/her awards.

#### **FIELD TRIPS**

**Student Dress Code:** Field trips are taken at various times during the school year to places of educational interest. All students are required to maintain the same level of discipline away from the school as is required at school. Dress code will be decided on an individual trip basis. It may be uniform or casual, but will not vary from the dress code as outlined above. Students who wear improper uniforms on the day of a field trip may forfeit their privilege for going on the trip and possibly other future field trips.

**Parent/Chaperone Dress Code:** When qualified parents are allowed to accompany their student on field trips, parents are asked to stay with the group, and if needed, eat at the same place the group eats to avoid problems. On these trips we ask that all adults dress in an appropriate manner consistent with school dress code, which includes no revealing shirts, no tank tops, and no shorts/dresses shorter than 3" above the knee.

#### **SCHOOL DANCES**

Those who attend school dances must adhere to the dress code as outlined above. No strapless or spaghetti strap dresses or tops are to be worn to school functions (unless the theme permits it, i.e. beach). Dresses, skirts, and shorts must not be shorter than 3" above the knee. In the event of a school dance, the individual dress must be approved prior to the day of the event. This applies to "guests" also.

**Senior High Prom:** Prom attire must modestly cover the body (i.e. no cleavage or lower back exposed). Specific information regarding dress code will be given at the time of the event. All guests/dates who are not enrolled at Family Life Academy must be approved in advance by the school Administration. A form requesting permission for the guest to attend a school dance must be turned in no later than one week prior to the event. Additionally, the non-FLA student must adhere to the dress code of Family Life for the event, and must have their attire approved.

## DISCIPLINARY ACTION

We are aware that we cannot mandate Christianity among our students. However, Christ-like behavior will be expected both on and off campus. This will include but not be limited to social media and other open forums. Additionally, students will not be allowed to discuss incidents or disciplinary actions related to Family Life.

Family Life Academy enforces corporal correction. All parents are required to sign the Corporal Correction Notification Form prior to their child starting school. Failure to sign this form will result in refusal of admission. Signing the Form establishes the parent's approval for all corporal corrections, therefore, parents will be notified in writing, but only after the corporal correction has been administered. Students will receive correction which may be limited to or include corporal correction, for offenses outlined in the student handbook. Please note: Disciplinary actions will be reserved for behavioral issues, and not academic deficiencies.

### DEMERITS

Students receive demerits on a daily basis for minor offenses. Each student will start with zero demerits each morning, unless an infraction occurs in the last 30 minutes of school the prior day. When a student has accrued four demerits they will be sent to the office for corporal correction. Ongoing corporal corrections may result in suspension or expulsion.

### SUSPENSIONS AND EXPULSIONS

Depending on the severity of the infraction, a student may receive a one-day suspension for the first offense that warrants such suspension. A day of suspension will be added for every succeeding occurrence until a student reaches seven days of suspension. Suspensions are considered an unexcused absence and could result in failure for the quarter.

A student may be expelled for the remainder of the semester after receiving seven suspensions, or if the infraction warrants a higher penalty. If expelled for the semester, the student fails that semester, but would be allowed to re-enroll for the next semester. Students who have been suspended or expelled may not participate in or attend after school activities.

### STUDENTS 18 YEARS AND OLDER

Students who have reached at least 18 years of age and are in violation of school rules will not be given corporal correction. Instead, the student will be asked to leave the premises, and will be considered unexcused for the remainder of the school day.

Additional action may be taken such as suspension or expulsion, based on the severity of the infraction.

### INFRACTIONS

Each infraction of a school rule/responsibility will constitute one of the following consequences: demerits, corporal correction, suspension, or expulsion. The consequence will be decided based on the severity of the offence and will be determined by the administration. Please note, if the student's action causes destruction of property, the cost of repairs and/or replacement will be incurred to the parent, in addition to the disciplinary action imposed on the student.

### SCORING VIOLATIONS

Scoring violations hinder the learning process, since the student will fail their test in that subject and have to repeat the PACE. Scoring violations are an integrity issue and are considered cheating, therefore they will be dealt with severely. If a student is found to have scoring violations they will receive corporal correction. Additionally, the student will have to repeat the PACE at the parent's expense of \$5.00 per PACE. Staff has the option to check a student's PACE for scoring violations at any time and without reason. Students who repeatedly have scoring violations may have their scoring privileges revoked.

### HABITUAL OFFENSES

If a student is a habitual offender of any offense and/or is defiant to staff corrections, the administration reserves the right to suspend or expel the student. Our demerit system has been structured in such a way as to help students take seriously the need to correct any problems they may have in the area of discipline, and to develop Godly character and a strong Christian testimony. Staff members record demerits daily for infractions of school rules. It is realized that sometimes even the best student may want to question or debate a rule's interpretation. However, Family Life reserves the right to interpret all school rules, regulations, and standards. **ALL SCHOOL RULES APPLY WHETHER BEFORE OR AFTER SCHOOL HOURS, AND AT ALL SCHOOL SPONSORED ACTIVITIES.**

### CONTRABAND ITEMS

Items not allowed at school at any time, include but are not limited to the following: gum; scented lotions, perfumes, etc.; toys from home; blue, red, or green markers/pens; white-out; anything with signs or symbols deemed inappropriate by the administration.

The following items may be brought upon pre-approval of the Administration: photographs, playing cards, books, magazines, or music. Music players may be used if the student has earned privilege status and received approval from Administration. If music is deemed inappropriate, the device will be confiscated, and music privileges may be revoked for the entire year.

All electronics must be checked in at the appropriate secure area upon arrival at school and may be picked up only when the afternoon dismissal bell has sounded. Family Life has a zero tolerance policy for cellular device usage during the school day. Improper use of a cellular device will result in confiscation. The student's parent/guardian will need to make arrangements to pick up any confiscated item(s).

## SEARCHES

Family Life staff reserves the right to search items including but not limited to: student automobiles, backpacks, book bags, purses, pockets, lockers, desks, phones, and person. Such a search will be conducted by a staff member of the same gender, and without the student's or parent/guardian's immediate verbal permission. Additionally, Family Life Administration may require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's account on a social networking website contains evidence that the student has violated a school disciplinary rule or policy. Enrollment of the student at Family Life Academy constitutes parental consent to any and all such searches.

## ZERO TOLERANCE POLICIES

### NOTICE

For the protection of our staff, students, and their families, these premises are under video surveillance at all times.

### HARASSMENT/VIOLENCE PREVENTION POLICY *THREATS, ASSAULT, AND/OR HARASSMENT*

Family Life Academy does not tolerate assault, threats, harassment, or abuse against church or school personnel or students. Verbal or written threats, racial or ethno-cultural harassment, physical and/or sexual harassment, or abuse perpetrated by anyone in the church or school, whether intentional or unintentional, is unacceptable. This includes any form of computer cyber bullying or harassment involving any Family Life student, family member, faculty, or staff while on campus or off campus.

Family Life supports efforts designed to protect the welfare of its staff and students. In dealing with matters of alleged assault, threats, harassment, or abuse, the dignity and rights of all will be preserved and respected. Family Life is characterized by a safe and harmonious working environment for both staff and students, in which the needs and well-being of every individual is paramount.

### *MANDATORY REPORTING*

Because Family Life is an educational institution, all staff members are required by law to be mandatory reporters in regards to abuse or suspected abuse in any form.

### WEAPONS POLICY

Family Life Academy takes a position of "Zero Tolerance" in regard to possession, use, or distribution of weapons by students. A weapon is defined as:

- Anything used or intended for use in causing death or injury to persons whether designed for that purpose or not.
- Anything used or intended for use for the purpose of threatening or intimidating any person.
- Any "firearm" or "destructive device" (bomb, grenade, rocket having a propellant charge, missile having an explosive or incendiary charge, mine, device similar to any of the devices described in the preceding clauses).

- Any object, device, or instrument designed or perceived as a weapon or through its use is capable of threatening or producing bodily harm including but not limited to any gun (whether loaded or unloaded), all knives, blades, clubs, metal knuckles, nun-chucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

Therefore, the minimum consequence for students possessing, using, or distributing weapons can be suspension or expulsion, confiscation of the weapon, and/or immediate notification of the police and parent/guardian.

## DRUGS

Family Life has a “Zero Tolerance” policy for use or illegal use of any drug. As a private school we reserve the right to perform drug screening of any student suspected of drug use. Parents will be notified and their presence requested at the time of administering the test. Refusal of testing, by the parent or the student, may result in immediate expulsion.

If a student tests positive for illegal drugs, Family Life’s goal will be to rehabilitate the student. If that student refuses rehabilitation, or has continual offenses, student will be subject to expulsion.

Family Life will be responsible for the costs associated with the initial test. If a student’s test is positive, the parents will be responsible for additional testing and any costs associated with the rehabilitation process.

## PROBLEMS WITH STUDENTS OR STAFF

If a problem ever arises which involves other students, parents, or staff members, please contact the school administration and allow us ample time to resolve the problem Biblically. First, we will endeavor to do what is right according to God’s Word and carry out whatever discipline is needed in a firm manner, according to the rules, policies, and procedures set forth in this handbook. Secondly, we will seek to find out as much information as possible so we can make the wisest decision for all students, parents, and/or staff involved.

## ATTITUDES

At Family Life, we expect students to conduct themselves in a manner becoming of a Christian. Such conduct includes demonstrating respect toward authority, showing kindness, courtesy, and honesty in their language and actions. Gripping (aka “bad attitude”) is not tolerated. If a student becomes upset about a policy or disciplinary action, parents are asked to adhere to the following procedure:

- Give Family Life the benefit of the doubt.
- Realize that the student’s reporting is emotionally biased without all of the information.
- Realize that we have reasons for all the rules and that they are enforced fairly with every student without favor.
- Support the administration by calling us about the problem.

## ARBITRATION POLICY

Family Life Academy is a Christian ministry. Therefore all students, parents/legal guardians, and staff (paid or volunteer) agree as Christians that they would never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from this handbook, its rules or implications. To do otherwise would be a clear violation of Biblical teaching and practice.

## WITHDRAWING FROM FAMILY LIFE

Parents who wish to withdraw a student should come to the school and settle all accounts with the administration. Students who withdraw or are expelled forfeit enrollment privileges such as yearbooks, awards, banquet tickets, unused PACEs, etc.

Transcripts will be released only upon the request of the new school. Placement of transfer students will depend on the individual student's progress. A student who completes less than the required 60 PACEs to advance to the next grade level or who is not on the proper grade level academically should not expect promotion in a transferring school. Promotion will depend on the student's academic achievement as well as their yearly attendance record.

Although Family Life has a great relationship with area schools, both public and private, parents should be advised that other schools, especially high schools, do reserve the right to accept or deny transfer credits.

At Family Life, we accept and transfer only half or full credits. We also use the State of Florida Department of Education course codes on all transferring transcripts. Family Life students who fail to successfully complete a minimum of six PACEs in a high school level course subject and transfer to another high school will receive a failing grade (F) in that subject due to insufficient progress of required work. High school students who fail the majority of their academic subjects at Family Life will be required to make up the delinquent credits at a transferring school.

## ADDITIONAL POLICIES AND INFORMATION

### ENTERTAINMENT AND MUSIC

It is the responsibility of parents to monitor the entertainment and music of their children. We reserve the right to pass judgment on questionable music and entertainment that is on school premises. For your information, here are the standards by which we will judge the music and entertainment:

- Lyrics and Music: What do the words say or imply? Is the music filled with breathy or sensual characteristics?
- Association: What is associated with the music, performers, or performances of this artist?
- Objectives: What are the objectives of the recording artists/company?
- Cover: What does the outside jacket indicate about the music?
- Responses: What type of response is produced as a result of listening to the music?

## FUND RAISERS

Family Life Academy is a ministry of Family Life Church of God and abides by all federal and state laws in order to protect our tax-exempt status as a 501(c)3 organization. Consequently all school fundraising activities meet the following guidelines:

- Done completely by volunteers.
- Done annually and completed in less than 30 days for pre-determined projects.
- Vending and lunchroom products, and concession stand items that are sold are solely for the convenience of the students, their parents/guardians, and/or guests and staff members.

## HIGH SCHOOL JOBS

Only Junior and Senior Class students, i.e. those with 12 or more credits, may obtain jobs requiring them to leave school earlier than 2:00 p.m. Additionally, the student must meet the following criteria:

- The student must have a written note from his/her parents giving permission to leave school early for the purpose of going to work.
- The employer must sign a letter stating that the student is employed and/or the student must submit a copy of their weekly schedule to the school.
- The student must attend school a minimum of four hours per day until graduation requirements are completed. If academic progress begins to wane, parents will be called for a conference to discuss the problem.
- The school must approve of the job/environment.

## LOST AND FOUND

The school staff does not operate a formal lost and found department. At the end of each week, all items which have been found and not claimed will become the property of the school and may be discarded. All student's belongings should be marked with identification, especially items of clothing.

## PARENTAL INVOLVEMENT

### *VISITOR DRESS CODE*

To increase the overall effectiveness of Family Life, we ask all visitors (i.e. parents, relatives, and other guests) to dress modestly when visiting the school or attending school related activities.

### *OFF LIMIT AREAS*

We ask parents not be inside their child's classroom without a Visitor's Pass. The teachers and staff have many things to accomplish during the day. Teachers need to have their full concentration on the students and tasks at hand, and not on visiting with or answering questions from anyone other than the students. This includes the time before and after school.

### *STUDENT PROGRESS AND BEHAVIOR*

Discussions regarding your child's progress or behavior should be discussed ONLY with the child's Class Supervisor. Please do not ask the Class Monitor questions regarding your child, as they will not be permitted to answer your questions. Please schedule an appointment through the school office if you need to speak to your child's teacher.

## VOLUNTEERS

As a Christian ministry, we take the responsibility of protecting your child/children seriously. In order to protect all students and parents, only “qualified” parents or guests may help in the classroom, and/or attend field trips. To qualify, a parent/guest must complete and qualify with the following:

- Be of sound mind and judgment. (Administration approval required.)
- Agree with and live according to the Statement of Faith listed in the introduction of the handbook.
- Have never been charged or convicted of any crime relating to the abuse of, or accusation of impropriety with children, young people, or the opposite sex.
- Complete a Volunteer Application and background check with fingerprinting, which must be turned in, and time allowed for processing and approval at least 24hrs prior to the event.

## PARTIES

Parents desiring to recognize their child’s birthday with some type of special treat may do so by pre-arranging these plans through the student’s teacher at least one day in advance so teachers may plan appropriately.

## PETS

For the protection and well-being of all students and staff, NO ANIMALS of any kind should be brought on campus, unless the animal is a registered service animal.

## SHOW AND TELL

Occasionally, teachers will assign certain days as “show ‘n tell” days. In fairness to the student and the “surprise” for the entire class, parents are asked to preapprove items brought for show and tell. Please take special care to properly secure items that are valuable and/or keepsake in nature.

## SOLICITATION

Because Family Life Academy is a ministry of Family Life Church of God, no flyers, handbills, literature, posters, etc., are to be passed out or posted unless they have first been pre-approved by the school administration. For the benefit of our students, only Family Life sponsored sales are permitted.

## STUDENT PICTURES

Individual student and class pictures will be taken each year. Typically there will be one sitting each fall and one in the spring. Students will be advised prior to the sitting what the dress code will be, however, students should have/wear a uniform shirt at each sitting, for the purpose of determining their yearbook photo. By signing the acknowledgement for the handbook, you are allowing publication of your child. If you do not wish to have your child’s photograph, etc. published, you must submit a written request, documenting what is/is not allowed, i.e. photograph in the school yearbook, and/or pictures and videos on the school or class websites. Furthermore, you are agreeing to hold harmless Family Life Church of God, Family Life Academy, the Administration, Staff, Subsidiaries, or others associated with the school in the event the child’s photograph is published inadvertently. Family Life and the Administration cannot be held responsible for the publications of other entities,



including but not limited to paid or unpaid professionals at events hosted by another school, bystanders at sporting events and field trips, etc.

### **SENIOR CLASS**

The senior class, regardless of class size, is required to attend the spring sitting for a group photo to be placed in the yearbook. Parents will be responsible for all other senior pictures, including cap and gown photos. Please be sure to plan these sittings early enough to receive pictures to be placed in the local newspaper, if you intend to make such an announcement.

### **TELEPHONE USE**

#### **SCHOOL/OFFICE PHONE**

The school phone is reserved for official school business and emergencies only. Students desiring to place emergency calls will state what the emergency is and give the name and number to school personnel who in turn will place the call. Parents needing to contact students may call at any time, and a message will be delivered to the student to return the call during their next scheduled break. We do ask that phone calls be limited to two minutes each. Items forgotten by students, such as P.E. clothes, lunch money, etc., do not constitute an emergency.

#### **PERSONAL CELL PHONE/ELECTRONICS**

Students may not use cellular phones at school. All electronic devices must be turned in at the designated area upon arrival at school. If a student is on privilege, and allowed to use their device, they will be given a specific time to retrieve the device. When the privilege time has ended, the student must return the device to the designated area until the school day has concluded.

Social media is off limits at all times during the school day. Additionally, if a student has their device without permission, or is found on social media or listening to unacceptable entertainment/music, their electronic device will be confiscated. If an item is confiscated, the student's parent/guardian must see the school administrator about retrieving the item. If a student violates this rule a second time, the student's parent/guardian must retrieve the item, and the student is not allowed to bring the item into the school building for the remainder of the semester. If a student violates this policy a third time, the student will receive a one-day suspension, and the student's parent/legal guardian must retrieve the item confiscated at the end of the school year.

### **YEARBOOK**

Family Life will make every opportunity to appropriately document each year in picture form and provide a well-balanced student yearbook. The purchase of a yearbook is optional, and is therefore not included in the tuition. However, Family Life will do it's best to keep costs reasonable so that each student has an opportunity to purchase if desired.

### **NOTICE**

For the protection of our staff, students, and their families, these premises are under video surveillance at all times.

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