



**FSCA
PARENT/STUDENT
HANDBOOK**

**Policies and Procedures
2017-2018**

(REVISED)

OUR MISSION

Our mission at Future Scholars Christian Academy (F.S.C.A.) is to focus on building Christian character as well as a strong and divine ministry among each student: while promoting excellence and self-discipline through motivation of academics.

OUR VISION

The vision of F.S.C.A. is to engage students in a quality Christian education and equip them with Biblical principles in order to **LEAD** within our community with the pursuit of building Christian character; to empower students to increase their confidence while staying on the right path in order to **SUCCEED** and venture out into the world and **INSPIRE** others in our community to impact the world for Christ through service.

LEAD.SUCCEED.INSPIRE

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ALL ABOUT FSCA

HISTORY

In 2014, Future Scholars Christian Academy received its name from a dear friend of the community. It serves Kindergarten- 4th grade (Primary) and 5th-12th grade (Secondary) students. FSCA provides a quality Christian education to all students.

In early March of 2015, FSCA prepared for its initial operation. Once it met all guidelines and specs delivered by the DOE, as well as passed all building inspections and requirements, FSCA obtained its official school number and given the ability to begin scouting for enrollment.

In the Fall, August of 2015, FSCA began with an initial enrollment of 11 students. As information of the school began to spread throughout our minute community, it was made aware that this private Christian school was new to the City of Eagle Lake.

FSCA continued its enrollment throughout the school year. Approaching June of 2016, the end of the 2015-16 school year, FSCA had successfully completed its first year of educating students. It celebrated its first graduating class of Kindergarteners, which consisted of 3 students.

With enrollment having had its ups and downs, FSCA recently approached the 2016-2017 school year; with an increase in number to approximately 30 students. It strives for excellence to meet the criteria of all students in need of a quality Christian education.

In March of 2017, FSCA obtained its official 501(C)(3) tax exempt certificate and are able to receive readily donations.

FSCA has an open annual enrollment and continues to enroll without any discrimination to race, gender, ethnicity, nationality, disability, spirituality, neither a basis of background information.

PHILOSOPHY/STATEMENT OF FAITH

At Future Scholars Christian Academy, we believe that every student is entitled to a quality education without any regards to race, gender, ethnicity, nationality, disability, spirituality or basis of background.

FSCA stands strong to say what WE BELIEVE...

We Believe- All things were created by God and angels were created as ministering angles. Though, some angels fell into a sinless state under the leadership of Satan, they've become agents of evil.

We Believe- God created the universe in six historical days and that the days are sustained by God; thus it both reflects His glory and reveals His truth.

We Believe- Human beings were directly created, NOT evolved, in the very image of God. Human beings are responsible for understanding and governing themselves and the world.

We Believe- One God, infinite Spirit, creator, and sustainer of all things, who exists eternally as God the Father, God the Son, and God the Holy Spirit, being one in essence but distinct in person and function.

We Believe- Jesus Christ offered Himself as a sacrifice by the appointment of the Father. He fulfilled the demands of God by His obedient life, died on the cross in full substitution and payment for the sins of all, was buried, and on the third day He arose physically and bodily from the dead. He ascended into heaven where He now intercedes for all believers.

GOVERNANCE

Future Scholars Christian Academy is an independent family owned and operated Private School located in Eagle Lake, Florida. FSCA is a corporation governed by the President(s) of the company. It also functions through a Consultative Board, which

consists of the President, Vice President, Secretary, Treasurer, as well as other entities. Therefore, as a part of FSCA, it is responsible to the members of the corporation. The Consultative Board of Future Scholars Christian Academy meets at least 3 times per year. This board is advisory to the principal and is representative of a non-denomination community. It serves as an important instrument in support of education through the mission of Future Scholars Christian Academy. The members have limited jurisdiction in matters pertaining to the school. The daily operation of the school is the responsibility of the Principal. Major duties of the board include:

- To develop policies for the school within the framework of policy
- To assist in the preparation of the annual budget
- To develop short and long range goals for the school
- To assist the school in financial development, public relations, and fundraising programs
- To serve at the request of the principal in other school-related areas as needed.

ATTENDANCE POLICY

Regular attendance is crucial for the academic success of each child from the very first day of school. Parents are encouraged to emphasize this importance by keeping children home for serious reasons only and by encouraging children to be punctual. Consistent attendance contributes directly to academic success; therefore, students are expected to attend school and all classes everyday. Upon returning to school after an absence, a child **MUST BRING A NOTE FROM THE PARENT OR DOCTOR STATING THE CAUSE OF THE ABSENCE.**

*****After three (3) days' absence, a doctor's note is required. Children should not return to school until they are symptom free for at least a period of 24 hours.**

State law requires that children attend school except when illness occurs. Therefore, we strongly discourage taking students out for appointments or vacations because it is impossible to make up a teacher's instructional presentation and other classroom learning experiences. We ask parents to plan their daily departures from home, vacations, and medical appointments in cooperation with the school calendar, daily schedule, and attendance policies. If you remove your child from school for vacation, be aware that it will have an effect on his/her grade. Excessive absences will also affect scholarships and may result in fees assessed by parent.

Make-up work for prolonged absence is at the discretion of the teacher. Students are required to make up all work and homework missed in all subjects because of short-term absence. Phoned homework requests made early in the day to the school office will be honored. The request will be filled by dismissal time and the assignments and books may be picked up in the school office or sent home with another student.

If, for any reason, a student is absent from school, parents must call the office by 9:00 AM to report the absence or the day before. If the school is not notified, the office staff will contact the parent to verify the absence. Voice mail is available, so calls may be made at any hour.

SCHOOL HOURS

Future Scholars Christian Academy operating school hours are from **8:05am-3:30pm.**

TARDINESS

The school day begins at 8:05am. Students are required to be on time for morning devotions. Parents of students who arrive late are required to come to the school office to sign the child into school. Students will be marked tardy after 8:10am. The principal or office administrator will ask to meet with parents of children who are tardy too often.

EMERGENCY CLOSING/EARLY DISMISSAL

If classes will not be held on a regularly scheduled school day for any reason, e.g. inclement weather, an announcement will be made via phone or email to all parents. Similarly, if it becomes necessary to close early, an announcement will be made through the same communications. Please listen to the radio or TV announcements for the school closing decisions of Polk County School Board. Future Scholars Christian Academy follows the Polk County Public School closings or delays.

SUPERVISION

Supervision is provided for students from 7:30am to 4:00pm. The school is responsible for students during these times only. No student should arrive before 7:30am or remain beyond 3:45pm, unless they are enrolled in the Before/Afterschool Program or involved in designated after-school activities. **Students left in the school beyond these school hours without schools knowledge of reasoning, will be signed in to the Afterschool Program from 3:45pm-5:45pm and parents will be charged for the service of \$20/per day.** Student WILL NOT be accepted nor will they be allowed to return to school the following week until all fees are assessed.

ENTRANCE/DISMISSAL

When your child arrives, he/she should go to the school cafeteria at main campus located at 551 East Eagle Avenue in Eagle Lake or students may be dropped at second campus located at 222 East Central Avenue in Winter Haven, no earlier than 7:30am. There are two (2) adults on supervision each morning beginning at 7:30am. **Do not park in the first two parking spots in front of school building neither directly off to the side of building. These areas are reserved for the principal, assistant principal and office administrator and bus drop off in the morning and afternoon. Also do not park in the through way (side dirt road) located on the side of the school building.**

First Campus- 551 East Eagle Avenue in Eagle Lake

Please park in the designated parking spaces at the front of the school building and walk your child into the building, signing he/she in or out at the front computer. **DO NOT walk beyond the school office without first speaking with an office administrator.** Upon dismissal, students will walk up towards the office. Students that receive Early Learning for before and after school will be transported to this campus afterschool. Students will not be dismissed to cars parked in the lot. Parent must come in and sign child out through computer located outside the front office.

Second Campus- 222 East Central Avenue in Winter Haven

Please park in the appropriate parking spaces on the side of the building, not along the wall or behind any other vehicles. **Dismissal begins at 3:30pm each day. All parents are given a fifteen (15) minute grace period until 3:45pm for pick up. All students will exit through the front door located by front office.** Any student not picked up after 3:45pm will be charged a \$20/per day afterschool fee and transported to main campus 551 East Eagle Avenue in Eagle Lake. Bus students will be accompanied by the bus driver and will proceed to the bus lined up on the side of school building. No student is to walk or run into the parking lot alone. Students will not be dismissed to cars parked in the lot. Parent must come in and sign child out at the front office.

Please let office administrator know your child's daily routine for dismissal; call or write only when that routine is changed. Please avoid calling at dismissal time unless there is an emergency. Please notify the school in writing or come in advance when someone new will be picking up your child. Whomever is picking up your child, please make he/she aware they will need a valid ID and must be 18 years or older to pick up, or child will not be allowed to leave school. In addition, parent will be subjected to pay a late fee if student is assigned to Afterschool Program.

AFTERSCHOOL PROGRAM

Future Scholars Christian Academy afterschool hours are 3:45pm-5:45pm.

All students enrolled in the afterschool program will be transported to the main campus and are to report to the school cafeteria. Students are to work on any homework and complete work prior to involving in any afterschool activities.

Any students that do not abide by afterschool rules or teachers and receives (3) excessive disciplinary actions during afterschool will result in a parent conference with office administrator on corrective behavior. However, after conference has been held and student continues to be a problem, upon case to case, student will result in dismissal from FSCA Afterschool Program.

MEDICAL/DENTAL APPOINTMENTS

Parents are asked to schedule medical, dental, or orthodontic appointments outside of school hours. When there are no other alternatives and appointments must be scheduled during school hours, parents are asked to send a note to the office and

must pick up their child in the school office. For reasons of safety and liability, the school will not permit students to walk to medical or other appointments during school hours. All students entering or leaving the school during school hours must be signed in/out by a parent or authorized adult.

ADMISSIONS AND FINANCIAL POLICY

ADMISSIONS POLICY

An entrance test to identify a student's basic reading, writing, and mathematics skills may be given. The tests are for readiness and placement purposes. No child will be admitted who, in the judgment of the administration, would not have his or her needs met by the program at Future Scholars Christian Academy.

Kindergarten – 12th Grade

- Completed Application
- Application fee (non-refundable)
 - \$80-single child; \$100-multi child
- Activity/Sporting Fee- Available at later date (Must be paid, scholarship does not cover)
- Financial Agreement
- Diagnostic Entrance Testing Fee \$50 (K-12th grade)
- Copy of certified birth certificate
- Copy of social security card
- Current photo of student (K-1st grade)
 - (no larger than wallet-size)
- Current physical examination
 - (Florida Department of Health Form DH3040)
- Immunization records
 - (Florida Department of Health Form DH680)
- Kindergarten and 7th grade students (must have specialized shots)
- Most recent standardized test results
- Previous report card
- IEP or 504 (if applicable)
- Completed transcript/Letter of Recommendation from previous Principal or Teacher
 - (students entering Level 6-Level 12)

STUDENTS with CURRENT IEP or 504 ACCOMMODATION PLAN

*Please submit the following documents to the Academy office

- Copy of current IEP or 504 Accommodation Plan
- Copy of students recent report card
- Copy of students standardized testing report

ACCEPTANCE

FSCA operates according to specific school policies and procedures and ask that all parents abide by them as well. After the administration has considered the application, an interview will then be scheduled with the school's principal and office administrator for both the student and parents. After the interview process, the administration office will notify you via phone whether or not your application is accepted or denied. It is in the best interest of the school and the families involved that F.S.C.A. screens all families during the enrollment process to create the best learning atmosphere for its students and staff.

Acceptance for all students will be on a trial basis for nine weeks. A child's academic progress and learning attitude will be studied during that time. Withholding of information concerning special needs a child may have will be considered grounds for non-acceptance or dismissal at the discretion of the school administration.

FINANCIAL POLICY

Future Scholars Christian Academy offers a flexible payment schedule to all its parents. Parents/Guardians must sign a financial responsibility form. This form and registration are due prior to the beginning of the academic year. Families must register for admission.

Families who receive scholarships, scholarship awards are not automatically renewable. Parent must reapply annually within the appropriate windows in order to receive/renew scholarships for the following school year.

Once scholarships are mailed and received in the school office, all parents have within **two (2) days** to endorse their child's scholarship check. If not endorsed within the **two (2) days**, parents will pay a \$35 fee until check is signed.

REGISTRATION FEES

Registration fees are revised annually. Registration fees are payable at the time of registration and are non-refundable.

The registration fee for the 2017-2018 school year is \$100.00 per family.

BOOKS AND TECHNOLOGY FEE

The Books and Technology fee of \$700.00 (K-8th) and \$900.00 (9th-12th) is assessed to each student covering the costs of books, software and supplies for instruction.

TUITION SCHEDULE

Tuition rates are revised annually Tuition Payment Options:

Single Payment Tuition can be paid in ten (10) single monthly installments

Non-Scholarship Students

Weekly payments each month will cover student tuition/book fees. This option applies to both non-scholarship students and transfer students awaiting scholarship transfer. Most scholarships cover all student tuition.

Students entering within the middle of the school year, scholarships will pick up in the quarter the student enrolls. Parents may be subjected to fees not covered by scholarship.

WITHDRAWAL POLICY

FSCA has financial and contractual arrangements with faculty and staff, etc., which are made before the beginning of each school year. In order for FSCA to fulfill its contractual obligations to faculty, staff, and others, tuition is charged through the month of withdrawal.

Families on the 10-month payment plan (scholarship students) who decide to withdraw during the school year; before any ending quarter, will be subjected to pay a fee of \$400 per family.

Withdrawals and or students records will not be considered until the parent/guardian has signed an official notice of withdrawal/transfer.

Please note: Scholarships are **NOT** transferrable and **WILL NOT** be renewable until withdrawal fees are paid.

DRESS CODE POLICY

The attire of the students and the pride they show in their appearance contributes greatly to their attitude in class and the respect they earn. We expect parents to support the school dress policy by making sure their children leave home properly dressed for school. Students and Parents must have spoken and made arrangements with the Principal and must have a note from a parent with an appropriate reason given if they come to school in non-uniform dress. If a student's dress warrants a change of clothes, the parent will be notified to bring appropriate dress or take the student home to change.

Students are best prepared for learning when they are properly as well as modestly dressed and groomed. FSCA students are expected to follow rules of good grooming.

Uniform clothing is to be clean, in good repair, and worn during the school day and at all school functions unless permission is given by the administration. By registering your children at Future Scholars Christian Academy, parents indicate their intention to accept and observe the following standard of dress.

FALL/SPRING (BOYS ATTIRE)

Shirts: Short or long sleeve polo with school approved logo (PURCHASE AT \$18 IN SCHOOL OFFICE)

- Red, Navy Blue, Yellow Gold or Gray
- Must be tucked in and visible at all times

Pants: Perma Press Slacks

- (NO JEAN material)
- NO Joggers
- Khaki, Navy Blue or Black

Shorts: (Grades K-4th ONLY)

- Same in color and style as school pants

Belts: Black/Brown

- Traditional Leather Belt (ONLY)

Socks: White/Black

- Ankle/Calf length

Shoes: Black/Brown/Tan Dress or Casual Shoe ex: Loafers, Sperry's

- (NO Sneaker style or disguised as a casual/dress shoe)
- NO sandals or boots allowed.
- Sneakers are to be worn at P.E. (ONLY)
 - o NO highlight
 - o NO heeies

School Sweater/Jacket: (available in August 2017) (ONLY)

- Navy Blue FSCA school cardigan

Jackets: Zip-up or open front

- Navy Blue, Black or Gray
 - o Full Zipper Jackets
 - o NO Hoodie Jackets
 - o NO pullovers

Hair: Must be clean, neat and trimmed at all times

- NO coloring, trendy or unconventional hairstyles

Jewelry: A watch or simple medal may be worn

- NO earrings
- No fashion jewelry/beads, wooded accessories
- No tattoos/temporary

FALL/SPRING (GIRLS ATTIRE)

Shirts: Short or long sleeve polo with school approved logo (PURCHASE AT \$18 IN SCHOOL OFFICE)

- Red, Navy Blue, Yellow Gold or Gray

- Must be tucked in and visible at all times

Pants/Culottes: (Grades K-12th)

- Perma Press Slacks
- (NO JEAN material)
- NO Joggers
- Khaki, Navy Blue or Black

Jumper/Dress: (Grades K-4th ONLY)

- Khaki or Navy Blue
- Must be at least knee length

Shorts/Skirts: (Grades K-4th ONLY)

- Same in color and style as school pants

Skirts: (Grades 5th-12th)

- MUST be at least knee length
- Khaki, Navy Blue or Black

Belts: Black/Brown

- Traditional Leather Belt (ONLY)

Socks: White

- Solid White/Knee Length (Available in August 2017)
- Must be worn at all times w/skirts

Shoes: Black/Brown Dress or Casual Shoe ex: Loafers, Sperry's

- (NO Sneaker style or disguised as a casual/dress shoe)
- NO sandals or boots allowed
- Sneakers are to be worn at P.E. (ONLY)

School Sweater/Jacket: (available in August 2017) (ONLY)

- Navy Blue FSCA school cardigan

Jackets: Zip-up or open front

- Navy Blue, Black or Gray
- Full Zipper Jackets
- NO Hoodie Jackets
- NO pullovers

Hair: Must be neat and clean

- Hair accessories may be worn but they must be preferably in black, navy blue, white or red.
- Unconventional, trendy cuts, styling or coloring are not permitted.

Makeup: No make up is permitted (unless school event/program) (discretion of principal)

Nail Polish: OPT: Clear/Nudes/Pinks (ONLY)

Jewelry: Small, stud or hoop earrings (Quarter size)

- Small medals/ watches may be worn
- No tattoos or temporary

WARM WEATHER (Spring/Summer) OPTION

(Not Permitted 5th-12th Grade Girls)

Khaki, black or navy blue dress shorts w/white ankle socks for both boys and girls is an option. (NO CARGOS)

This option is only in place from school opening to Columbus Day

(August 10th -1st week of October)

Also to school closing **(Month of May) or** at the discretion of the principal

PHYSICAL EDUCATION ATTIRE

Future Scholars Christian Academy physical education attire is required.

- Students must wear sneakers for all PE classes. (No flashing lights on the sneakers, No heellies, etc.)

- Fall/Spring School approved gray t-shirt and red shorts with FSCA logo
- Winter navy blue sweat shirt and sweat pants with FSCA logo (AVAILABLE AUGUST 2017)

(Dates for change in PE attire are the same as winter option)

CHAPEL ATTIRE (MANDATORY EVERY WEDNESDAY)

Young Males

Tops: Red Polo w/ school logo
Bottoms: Long Khaki Perma Pants (Pressed)
Belt: Black Leather (Traditional)
Socks: White/Black (ankle/calf length)
Shoes: Black Closed Toed Dress Shoes

Young Ladies

Tops: Yellow Gold Polo w/ school logo
Bottoms: Khaki Perma Press Skirts/Dress (Uniform Style)
- Must be knee length
Socks: White/Knee Length Socks (ONLY)
- (To be worn at all times)
Shoes: Black Closed-Toed Dress Shoes

FIELD TRIP ATTIRE (MANDATORY EVERY FRIDAY)

ALL students are REQUIRED to wear...
Red Polo Tops w/ school logo
Long Navy Bottoms (boys) or
Navy Skirts (girls)
White/black socks (boys)
White knee high socks (girls) (AVAILABLE AUGUST 2017)
Black traditional leather belt
Black closed toed dress shoes
School Sweater: Navy FSCA logo cardigan (AVAILABLE AUGUST 2017)

ACADEMIC PROGRAMS AND POLICIES

PROMOTION

Promotion to the next grade will be granted to a student who has successfully passed at least (4) major core subjects. Any student who fails a major subject will be required to attend summer school at the charge of parent or repeat the grade the following school year.

Failing grades are any grade below 60. Promotion and/or continued attendance at Future Scholars Christian Academy will be in jeopardy if a student fails two or more major subjects.

Major subjects are Bible/Religion, English/Language Arts, Mathematics, Science, Literature and Social Studies.

HOMEWORK POLICY

Homework is aimed primarily at reviewing, enriching, and developing greater understanding of matter already covered in class. Quality of homework should be stressed.

Where applicable, assignments are to be written in the required homework assignment pad. Parents should check these daily to see that a child is doing his/her required work. Study work is considered homework. The amount of homework given is at the teacher's discretion.

There are consequences for students that fail to do homework assignments on a daily basis.

- 1) Verbal warning will be given to student
- 2) Call will be made home to the parent
- 3) Written notice will be sent home
- 4) Parent conference will need to be scheduled with principal
- 5) Student remains from school
 - a. Parent does not respond in timely fashion or does not make reasonable accommodations to meet with principal, student will not be permitted to return until conference has been scheduled and situation has been addressed.

AGENDAS (available in August 2017)

Agenda's will be utilized in each grade up for all students in Kindergarten to 12th grade.

Parents are responsible for purchasing agendas upon the first day of school or upon enrollment date. Parents are to check for homework, sign and send back to school daily.

All agendas can be purchased in school office at \$5, in addition to replacement agendas at \$10.

TESTING

The entry diagnostic testing program provided by the school curriculum is administered by FSCA. Students K-1st are given a paper knowledge entry test. Students in grades 2nd through 4th will take a computer generated diagnostic test given by school curriculum provider. Parents are provided with a copy of their child's results as well as explanation of scores.

GRADING SYSTEM/REPORT CARD

Teachers of Future Scholars Christian Academy attempt to keep parents well informed of their child's academic progress. This is accomplished through progress reports and/or conferences. **We now have a new school management system, parent's will have a parent portal to sign-in to check student's progress. Students in grades 7-12th will also be assigned a student portal.** Report cards are issued three (3) times per year to students. All parents are requested to attend a parent conference in November.

Three types of grading policies are in place based upon the grade of the child.

1) Grades K-1st- A four-tiered descriptive scale is utilized (E= Excellent, S=Satisfactory, G= Good, N= Needs Improvement). Specials are graded likewise.

2) Grades 2-4th- Grading is based upon a rubric encompassing six criteria relative to skill mastery (NA= Not yet taught, 1=Does not meet minimum objectives, 2=limited progress, 3=steady progress, 5=consistent strength). Specials are graded likewise.

3) Grades 5-12th- Grading is provided in each subject area according to the traditional numerical grading rubric. Specials are graded likewise.

PROGRESS REPORTS

All students are issued progress reports in grades K – 12. Progress Reports are given periodically at the discretion of the teacher. Typically, they are issued within the 4th week of each nine week grading period. Teachers will inform parents of the scheduled times available. Parents must sign the progress report and return it to the teacher, between report card dates. Typically, these dates are within the 4th week of each nine week grading period.

When the progress report indicates unsatisfactory or failing grades, missing or incomplete work, need for a conference, etc. parents are responsible for taking whatever action is necessary to help the student improve his/her progress before report card grades are recorded.

PARENT – TEACHER CONFERENCES

A conference with the teacher in order to discuss the progress of each child is held after the first grading period in November. Notices for scheduling these conferences will be sent home prior to that meeting.

Appointments with teachers outside of these conferences should be made in advance. Teachers should not be expected to meet with parents without an appointment. Parents may write a note to the teacher or call the office and arrangements will be made. If, at any time, you have any questions or anxieties concerning your child, we ask you to make an appointment with your child's teacher. Mutual cooperation will help prevent and/or alleviate problem situations before they become serious.

HONOR ROLL

Students are posted to the honor roll each semester in grades 5th through 12th.

First "A" Honors - all grades 4 or above High Academic Achievement

Second "AB" Honors - all grades 3 or above Academic Achievement

Students are posted to the Academic Achievement each semester in Grade K-4th

High "A" Academic Achievement - all grades 4 or above

"AB" Academic Achievement - all grades 3 or above

*Students must have Satisfactory or better on all subjects as well as conduct/ work habits and effort.

SUPPLIES

There is a quarterly supply fee of \$25 charged to each student throughout the school year.

Grades 2-4th- Lost or damaged books after (3) days are to be replaced and paid for at student expense (replacement fee of \$7 per PACE booklet).

Grades 5th-12th-Textbooks and workbooks are to be kept clean and carried in a school or tote bag. Lost or damaged books must be replaced and paid for at student expense. Students should not doodle on or in their books, book covers, or folders. We strongly encourage pride, orderliness, and respect for property.

Students must be prepared for each class with all books, supplies, and necessary material. A list of stationery needs are provided in handbook, school website as well as in school office and may be sent home at parents request.

FIELD TRIPS

Educational field trips are planned to enhance the curriculum and are arranged at the discretion of the principal. Written permission from the parents/guardians must be in the teacher’s possession before a child is permitted to participate in this activity. Only the school permission slip may be used. Notes written by parents are not acceptable. Permission given over the telephone is not acceptable. Please keep in mind that a field trip is a privilege and we reserve the right to exclude any child whose participation would disrupt the overall benefit of such trips. If a student does not go on a field trip, he/she should still attend school.

GRADUATION

Graduation, which signifies the successful completion of the academic requirements of the school, may not occur prior to the completion of the one hundred eightieth (180) school day in keeping with the Commissioner of Education and the Superintendent of Schools policies.

A graduation fee may be charged for each student. All fees are due (ninety 90) days prior to graduation. The fee covers the cost of diplomas, end-of-year awards, and graduation expenses. This is determined and announced at the start of each school year.

<u>GRADE</u>	<u>GRADUATION FEE</u>
KINDERGARTEN	\$50
5 TH GRADE	\$75
8 TH GRADE	\$100
12 TH GRADE	\$125

Fifth (5), Eighth (8) and twelfth (12) graders are expected to maintain excellent attendance rates right up to their date of graduation. They are expected to attend all graduation practices and activities. Any eighth or twelfth grader who fails to do so for what appears to be questionable reasons (even w/parental permission) will not be allowed to participate in the formal graduation ceremony. These students may have diplomas picked up in school office or mailed to them.

Each graduate will participate in a special graduation program each May.

BEHAVIOR GUIDELINES AND DISCIPLINE POLICIES

FUTURE SCHOLARS CHRISTIAN ACADEMY RULES

GENERAL RULES

Academy students are...

To behave properly at all times in every area of the school

To be respectful of all school staff, students, volunteers, and visitors to our school

To be in complete uniform at all times unless otherwise indicated by the Principal

To walk quietly in the halls

To refrain from chewing gum at any time in school, including after school activities

To obtain permission from the teacher to leave the room

Tablets and Laptops are permissible to meet the demands of an academic program

The use of electronic devices is NOT permitted during the school day (7:00am – 6:00pm)

7th-12th grade students w/ cell phones- Phones are to be turned in to the school office upon arrival of each school day and will be returned to student upon departure.

PLAYGROUND RULES

Academy students...

- Show respect and follow directions of adult supervisors
- Stay in their assigned play areas, especially during lunch recess
- Never play in the bushes or near classroom windows
- Use playground equipment properly/share equipment in keeping with Christian values
- Never enter the school building without permission from an adult supervisor
- Never "rough-house" or play tackle football
- Never use vulgar language, tease other students, throw items, or other objects
- Never deface school property or equipment
- Forward swing only and in a sitting position
- Never climb on top of the bars

BREAKFAST/LUNCH RULES

Academy students...

- Walk quietly into the lunch room or down the hall to the lunch room
- Use lunch plates and other items in the proper manner ex: (utensils, cups, drink container)
- Remain seated until lunch is completed
- Never throw food or other articles around the room
- Not to share food with other students unless sibling(s) due to health and allergy reasons
- Not to bring in soda or unhealthy food items
- Clean up their area and put away their trash away in proper containers
- Wait to be dismissed by the supervising adults.

*On-duty teachers provide supervision within the cafeteria.

CLASSROOM RULES

Academy students...

- Show respect for teachers, classmates, and all visitors
- Listen to and follow directions of teachers
- Keep hands and feet to themselves
- Stay in seats except for group activities
- Raise their hand or flag to be recognized before speaking
- Hand in all assignments on time
- Bring all necessary materials to class – pens, pencils, books, notebooks, etc.
- Be in class and seated on time
- Never cheat or copy work
- Never swear, tease, yell, curse or bully

Any student who fails to follow directions or behave negatively will be sent out of class to another supervised room to complete their work. Students may return at the discretion of the teacher.

Age appropriate consequences are determined by the class teacher and may include individual behavior chart, restriction of privileges, time to think about actions, or phone call to home. Report card grades may be affected by student's behavior.

IN SCHOOL SUSPENSION (ISS)

Future Scholars Christian Academy has a ZERO TOLERANCE for negative behavior. As of August 2017, we will now be offering In School Suspension, also known as (ISS). This service will be SUPERVISED and geared towards but not limited to students that...

- Consistently causes classroom disruptions
- Demonstrates difficulty staying on task and following directions in class
- Do not participate in daily class activities

- Are not prepared for class
- Refuses to obey/Shows disrespect towards authority
- Violates any school rule, etc.

A student will be given the opportunity to do right and depart ISS per class period, by proving or demonstrating positive behavior while serving ISS.

Any student serving ISS will be deemed to completing classwork of the class they were sent to ISS during and may not return to that class, but will be allowed to attend the following class time in schedule. A note will be sent home at the end of the day notifying the parent of ISS served with explanation or available in portal.

SERIOUS VIOLATIONS AND CONSEQUENCES

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore, intimidation, harassment, threats of violence, bullying, and actual violence of any kind in any form subject an individual to sanctions by the school. Possible sanctions may involve suspension, medical/psychological evaluation at parent/guardian expense, the filing of a complaint with the Winter Haven police department and permanent removal from the academy.

The following are considered serious violations:

- Fighting
- Bullying
- Verbal or physical assault of an adult in the school environment
- Destruction of property
- Stealing or defacing school property
- Possession and/or use of objects causing or potentially causing harm to others
- Habitual profanity
- Smoking
- Leaving school grounds without permission
- Possessing and/or using drugs including alcohol

The following actions will be taken in the event of a serious violation.

- The principal will be notified immediately.
- The parents will be asked to take the student home. Length of suspension will be determined at this time.
- A contract will be signed as a form of agreement between student, parent, and school personnel prior to the student returning to school. **Failure to meet the guidelines of the contract may result in expulsion of the student.**

Expulsion will be resorted to only when all other means of discipline have proved ineffective or if a student's conduct is a hindrance to the progress and welfare of the school community. Whenever major disciplinary action takes place at Future Scholars Christian Academy, the principal will immediately notify the proper authorities. This includes the Department of Children and Families, if the action violates the law, the Winter Haven Police Department.

SCHOOL VAN TRANSPORTATION

Transportation is available for all students in grades Kindergarten to 12th from surrounding cities of Eagle Lake, Winter Haven, Bartow, and Alturas, we are expanding areas. Other meeting areas are available for van transportation upon request and arrangements may be made. Additional fee may be accrued by office administrator for this service also depending on location.

Students who make use of this service are subject to the same regulations and policies for behavior set by FSCA, as well as the law.

VAN DISCIPLINARY RULES

First offense – Transportation driver informs principal; principal warns student and notifies parent

Second offense – Complaint is investigated; principal meets with parents; parents are informed in writing; suspension from bus may be 1 to 2 days

Third offense - Complaint is investigated; principal meets with parents; parents are informed in writing; suspension from bus may be 3 to 5 days

Fourth offense - same as above except suspension may be 6 to 10 days or remainder of quarter.

Students should only ride the van to which they have been assigned. Permission must be granted by office administrator and a parent for a child to ride home differently.

Schedules are determined by the school office and may be altered at their convenience. Any questions regarding schedules, articles left on the bus, etc. must be directed to the school van driver/school office.

VAN RULES

1. Observe same conduct as in the classroom.
2. Be courteous. Do not use profane language.
3. Do not eat or drink on the van.
4. Keep the van clean.
5. Cooperate with the driver/monitor.
6. No smoking.
7. Don't be destructive.
8. Stay in your seat.
9. Keep head, hands, and feet inside the van.
10. Van driver is authorized to assign seats.

Serious offenses, which may endanger others, may result in immediate suspension from the van. Student CANNOT ride the van until parents meet with the principal.

COMMUNICATION BETWEEN SCHOOL AND HOME

An efficient system of communication between the school and the home is essential for maximum cooperation and understanding. It is extremely important for parents and teachers to work together.

The school office is open each school day from 7:30 AM to 5:00 PM. Voice mail is available at all times.

Calendars, principal up-dates, and news of PTO activities are sent home, emailed, as well as posted on the school's front door, on parent portal or above sign out computer by school office on a regular basis in an effort to keep all families well informed of school events and holidays.

At the start of each school year, a mandatory parent meeting is held during the early part of November. Parents are informed of their role and expected involvement in the school, school policies, and function of each school-related organization. Classroom teachers will meet with parents to share their expectations of students and parents and offer them the opportunity to share their expectations.

If you need to communicate with the principal and/or a teacher, please call the school office stating the nature of your call. If it is a matter of great urgency, please make that known immediately. When calling, please indicate several possibilities for days and times for a meeting or a telephone number where you can be reached and the best time to return the call. Please do not come in unannounced for a meeting unless it is an emergency. If you are having difficulties or concerns involving a situation or a teacher, seek an appointment with the principal first.

All monies sent to school should be placed in a sealed envelope with the student name, grade, amount of money, and

purpose. All notes and letters to teachers or principal should also be placed in sealed envelopes with the exception of dismissal changes. Students may use the school office phone in case of an emergency.

Forgotten items including homework assignments or lunches are not considered an emergency.

A written message is required for:

- Emergency circumstances that cause a student not to wear the regulation uniform
- Treats for a child's birthday: Parents often wish to send in treats for his/her classmates on the child's birthday. The teacher is to be contacted in advance and the snack may be left in the school office. For the sake of all, these celebrations must be kept simple and inexpensive. Birthday invitations are not to be distributed in school unless all girls, all boys or all members of the class are invited. We do understand that it is necessary to limit your number of guests, but those who do not get invited feel left out. Please send invitations to the home of the invited child, to avoid any hurt feelings.

* Parents/legal guardians custody procedures: We acknowledge the requests of the enrolling parent/guardian. We cannot accept notes from one parent telling us the other parent may not see a child or take a child from the school. If one parent has custody of the child and there is a problem or potential problem, we must have a notarized, official document for our file stating who the legal guardian is and what the particular custody arrangements are before we can accept additional directives.

- Administering any medication: Short/Long term forms requesting time, duration, and dosage for medications to be administered are available in the school's office. Please complete and return the form to school with medication in original container.

A child's parent/guardian or doctor is the only person permitted by law to dispense medication. No school personnel may dispense medication, except school nurse. All medications are to be kept in the school's office. This is a protection for all students.

EMERGENCY CONTACTS

Each child must have on file in the office an updated form with a name and phone number of a person to be contacted in case of an emergency. This form must also have an alternate number to be contacted in case the parent is unavailable.

It is important that the parent/legal guardian notify the school if there is a change of contact person in case of emergency. It is also essential that the parent/legal guardian notify the school if there is a change of address and phone number, and/or work phone numbers.

Whoever is NOT listed for pickup of any student, they will NOT be released under NO circumstance.

MEDICATION POLICY

No school employee, staff or faculty, may dispense or administer any medication to any students at any time under any circumstances, FSCA will administer minor first aid treatment and the emergency treatment of a student as allowed by Health Department regulations.

The following are the options regarding the dispensing and administering of medications to students:

Except for a nurse-teacher, or registered nurse, only a parent may administer medication to a student at school during the school day. Written permission from the students' physician must be on file for students who are capable of self-medication with written directions for dispensing the appropriate dosage.

As of March 1, 2017, Future Scholars Christian Academy has a certified nurse-teacher on duty, with the ability to administer medication. Any students requiring medication on a daily and/or as needed basis must have proper documentation on file with the school. No medication will be dispensed at the school until such documentation is provided. All medication must be in a labeled container with the child's name and appropriate dosage on it.

EXTENDED DAY & SUMMER CAMP PROGRAMS

The main purpose for the Extended Day/Vacation Camp Programs is to provide the child with supervision in a safe, healthy, and Christian environment before and after school and during the summer. Both programs use the cafeteria of the academy as their base of operations.

These programs, licensed by the Department of Children, operate on regular school days for those who attend Future Scholars Christian Academy and during the summer break for our students and others as space permits. **Cost is determined annually and must be paid separately from tuition.**

Parents/Guardians are to register all students who wish to participate in the programs. Health and emergency cards must be on file for each child in the program. All students in these programs must also have a release form on file listing person/persons with permission to pick up and sign them in/out. If not listed on the emergency contact list for pick up or sign in/out, students will not be released from academy.

However, if the time for pick up exceeds the programs operation hours, parents will be deemed to late fees of \$1/ per minute.

If extenuating time permits and no one has come for the child within 30 minutes of operating hours, the Department of Children and Families may be contacted or the Winter Haven Police Department.

Separate fees apply for the programs listed below.

Before and After School = \$85 per student

Before or After School= \$75 per student

Summer Camp = \$100 per student (Cost covers meals and daily field trips)

***SIBLING DISCOUNTS ARE AVAILABLE**

The program hours are:

Extended Day (Morning) Hours (Before School)

6:00 AM – 7:30 AM

Extended Day (Afternoon) Hours (After School)

3:35 PM – 6:00 PM

Summer Camp Hours (students age 5 to age 16)

8:00 AM – 4:00 PM

A healthy afternoon snack is provided for students attending the Extended Day Afterschool Program

A healthy breakfast, lunch and snack are provided for students enrolled in the Summer Camp.

Students who arrive at school before 7:30 AM and /or who are not picked up by the end of dismissal time may be required to attend the Extended Day program. No student is allowed on the school premises unsupervised.

SPORTS/EXTRA-CURRICULAR ACTIVITIES

(AUGUST 2017)

Sports and extra-curricular activities will be announced at a later date. These activities will be apart of our curriculum, therefore are arranged prior to enrollment. Payment plans may be set up with office and MUST be met prior to first day of school of each year or within 3rd month of enrollment.

To be eligible for participation in these activities, a student must maintain 70 or higher in all subjects and “satisfactory” or above in effort/ work habits and conduct.

Students are encouraged to participate in all school and outside school sports and extra-curricular activities, e.g. soccer, basketball, football, baseball, softball or school events and programs, and to notify the school of accomplishments so that proper recognition may be made via appropriate means.

All sports and extra-curricular activities at FSCA are dependent on volunteer coaches.

FSCA is looking to initiate a local football league in our community. If you or you know of anyone interested in volunteer coaching or have further information on partnering stop by the school office.

VOLUNTEERS

We encourage any parent, senior citizen, retiree, relative, or friend to assist us through volunteer time in our school. Per Department of Education and Florida Department of Children and Families, all adult volunteers are required to pass a criminal background check.

If you are interested, please send information into your child’s teacher. The teacher or principal will then contact you for use of your volunteer services to the benefit of Future Scholars Christian Academy students.

VISITORS

All visitors are required to enter by the front door and to report to the school office before going elsewhere in the building. There is a sign in/out log at the office for all volunteers and visitors. Parents and/or visitors are not allowed to go the classrooms while class is in session. Teacher or room visitations may be arranged either by directly contacting the teacher or by requesting an appointment with the office or principal.

PARENT-TEACHER ORGANIZATION (Available August 2017)

FSCA will be forming a PTO Board in August 2017. Any parent interested in joining you may feel free to stop in to the school office and request to speak with an administrator. Every effort will be made to keep you informed and we highly recommend that you attend the meetings of the Future Scholars Christian Academy PTO to hear and learn more about how you can help serve your children. Attendance at meetings is an enjoyable experience. The meetings are usually 30-45 minutes long.

PTO Motto: EVERY CHILD. ONE VOICE.

PTO purpose is to make every child’s potential a reality.

This program is used to support educational needs of children and promote family engagement and strong partnerships between schools and the community.

PTO Board will be responsible for but not limited to:

- Meeting as scheduled and planned
- Planning, Organizing, and Overseeing fundraisers
- Recruiting and Coordinating Volunteers
- Provide Special Recognition in Award Ceremonies
- Organize Parent Education Events
- Planning Teacher Appreciation Activities
- Raise Funds through Organized School Programs, Functions
- Obtain Equipment and or Activity Programs

Initiate School Clubs
Create/Design Yearbooks

FREE child-care is provided for the parent information part of the PTO meeting. The meeting will begin in the cafeteria and notification is sent home prior to each meeting. We look forward to your participation in our school community. Remember, you are the one who makes a difference in your child's success.

APPENDIX A- STUDENT COMPUTER USE POLICY

FSCA has an established computer network with access to the Internet for its students. This network has been established for limited educational purposes only. By agreeing to this policy the student and the parents and/or guardians of the students fully agree to the following:

There is NO RIGHT TO PRIVACY when using the school's computer resources.

Administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work.

There is NO ABSOLUTE RIGHT TO FREEDOM OF SPEECH when using the school's computer resources, which is viewed by the administration as a limited educational forum.

All access to the school's network resources will be permitted only under the supervision of a member of the school staff.

- The student agrees that all information transmitted through the use of the school's computer resources (e-mail, web page publication, or other Internet postings) will be sent or received only under the direct, immediate supervision of a member of the school's staff and with the explicit permission of that staff member.
- The student agrees to stop using any and all of the school's computer resources whenever requested to do so by a member of staff or other authorized person.
- The student agrees never to transmit the personal information (name, age, gender, address, phone number, e-mail address and the like) of himself or herself as well as that of any other person.
- The student agrees never to arrange for a meeting with any person at any time using the school's computer resources.
- The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's computer resources.
- The student agrees never to access, transmit, or retransmit material which promotes violence or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.
- The student agrees never to access, transmit, or retransmit any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.
- The student agrees never to use the school's computer resources for commercial purposes. The student will never buy nor sell anything using the school's computer resources. The school's system will never be used for political lobbying, although it may be used to communicate with elected representatives to express opinions on political issues.
- The student agrees never to tamper with any software and/or hardware including software or hardware that guard the school's network from unmanaged Internet use. The student agrees never to tamper with any security system that protects the school's computer resources.

- The student agrees to use only the software and/or hardware permitted by a member of staff for express educational purposes.
- The student agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking). The student agrees never to access other user accounts using passwords or identifiers. The student agrees never to disclose personal account passwords or identifiers.
- The student agrees never to disguise one's identity, impersonate other users, or send anonymous e-mail messages.
- The student agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network. This includes the unauthorized installation of software from a floppy disk, CDROM, or other media.
- The student agrees never to use inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language. The student agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.
- The student agrees never to harass another person by use of any of the school's resources. Harassment is defined as any action that distresses or annoys another person. The student agrees to stop immediately any and all behavior that is construed by another as unwelcome.
- The student agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
- The student agrees to respect the right of intellectual property of other people and to respect all copyright laws. The student agrees that if he or she is unsure whether copyright law is being respected, he or she will bring this question immediately to the attention of a staff member.
- The student agrees never to participate in illegal activity using the school's computer resources.

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school's resources.

- The student agrees never to use photos of school associated activities in a way that would bring shame, pain and/or suffering to individuals in the pictures or to Future Scholars Christian Academy.
- The student agrees to honor the privacy of others and to never utilize their image without their express permission.

FSCA will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.

The school reserves the right to establish rules and regulations regarding the use of the system.

A student found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's system, permanent removal from the system, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or termination.

APPENDIX B- SCHOOL SUPPLY LIST 2017-2018

The following is a list of the school supplies each student should have and keep at their individual offices:

*Please be sure that EACH student has their own supplies daily.

Required for students in 9th-12th Grade

Bible (New King James Version)
Mechanical Pencils/ #2 Pencils (12 pk)
Blue or Black Pens (1 pack)
Colored pencils (12 pk)
High lighters
College Ruled Notebook Paper (4 pk)
Composition Books (2)
Blue pocket folders (2)
Protractors/ Compasses
Graph Paper
Scientific Calculator/ TI-30 or TI-90 INSTRUMENTAL (Only used in upper level math)
Cap Erasers (2 pack)
Kleenex (for personal hygiene)
Pen cup/Pencil Box
Ruler (12 inch with cm on opposite side)
Scissors
Small Sized Stapler
P.E. bag/backpack (Gym clothes, shoes, personal hygiene items)

Required for students in 6th-8th Grade

Bible (New King James Version)
Mechanical Pencils/ #2 Pencils (12 pk)
Blue or Black Pens (1 pack)
Colored pencils (12 pk)
High lighters
College Ruled Notebook Paper (3 pk)
Blue pocket folder (2)
Composition Books (2)
Protractors/ Compasses
Graph Paper
Scientific Calculator/ TI-30 or TI-90 INSTRUMENTAL (Only used in upper level math)
Block Eraser/Cap Erasers (2 pack)
Kleenex (for personal hygiene)
Pen cup/Pencil Box
Ruler (12 inch with cm on opposite side)
Scissors
Small Sized Stapler
P.E. bag/backpack (Gym clothes, shoes, personal hygiene items)

Required for students in 2nd-5th Grade

Bible (New King James Version)
#2 Pencils (24 pk)
Blue or Black Pens (1 pack)
Crayons (12 pk)
Colored pencils (12 pk)
High lighters

Wide Ruled Notebook Paper (3 pk)
Blue Pocket Folder (2)
Composition Book (1)
Block Eraser/Cap Erasers (4)
Scissors (1 pk)
Kleenex (for personal hygiene) (4 pk)
Office Organizer Bin
Pen cup/Pencil Box
Ruler (12 inch with cm on opposite side)
Scissors
P.E. bag/backpack (Gym clothes, shoes, personal hygiene items)

Required for students in Kindergarten and 1st Grade

Wallet Sized Picture of Student (current)
#2 Pencils (12 pk)
Dry Erase Markers (1 pk)
Magic Markers (1 pk)
Crayons (24 pk)
Glue Sticks (1 pk)
Elmers Liquid Glue (2)
Scissors (1 pk)
Construction paper (1 pk)
Wide Ruled Notebook Paper (2 pk)
Pocket Folders with clasps (4)
Note Cards (2 pk)
Block Eraser (2 pk)
Kleenex (for personal hygiene) (family-sized)
Office Organizer Bin
Pencil Box
Ruler (12 inch)
P.E. bag/ backpack (Gym clothes, shoes)

*Please be sure your child has supplies needed for their grade level. Students will not be allowed to share supplies. Parents are subjected to a \$25 supply fee at the beginning of each quarter.

SIGNATURE PAGE

After reading the information contained in the handbook, complete the section below. Print the entire page and return it to your homeroom teacher.

My child(ren) and I have read and reviewed **Future Scholars Christian Academy's Policies and Procedures Handbook**. We understand the contents of the documents and agree to abide by them.

Parent's Name/Signature _____ / _____

Photograph

Your child may be photographed (video or still image) at school activities/functions. This image may be used in school publications, Future Scholars Christian Academy's website or on the field trip board of the school.

_____ I DO NOT give my consent to have my child photographed for the uses stated above.

Parent's Name/Signature _____ / _____

Before and After School Policies

I have read the **Before and After School Policies and Procedures** and do hereby promise that I will abide by such policies and I will follow all expectations of FSCA.

Parent's Name/Signature _____ / _____

School Safety Rules

I and my child(ren) understand and agree to uphold the **School Safety Rules**. (These rules also apply to fieldtrips or other school or district trips).

Parent's Name/Signature _____ / _____

We understand that riding the van is a privilege and may be revoked if my child does not follow expectations of appropriate behavior.

Parent's Name/Signature _____ / _____

Parent's Name (please print) _____

Date _____