



# FUTURE SCHOLARS CHRISTIAN ACADEMY

LEAD. SUCCEED. INSPIRE

## 2021-2022 Student and Parent Handbook

**NOTE: Regulations and Requirements due to Covid-19 May Require Changes throughout the Year. We will notify staff, parents, and students as quickly as possible if changes are required. Also, students will bring their own lunches, packed in lunchboxes to keep items at correct temperatures. We will not be heating items or storing in refrigerator.**

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## **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.
- 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.

## **History**

- Future Scholars Christian Academy was founded in March of 2015 and became operational August 10, 2015 through faith and prayer. God brought forth a vision that enabled F.S.C.A. to supply students with a Christian based education, gain purpose, and learn the principles of life. The visionaries of Future Scholars Christian Academy are so grateful for the many volunteers, project teams, community outreach outlets, and prayers put forth in the success of this academic ministry. Our motto is to LEAD-SUCCEED-INSPIRE.

## **Enrollment Study and Conclusions**

- Future Scholars Christian Academy's small enrollment provides for a low teacher to student ratio. This enables us to provide more one-on-one instructional assistance. The school received its accreditation during the 2019-20 school year and continue to provide both direct instruction and computer-based instruction. All teachers provide one-on-one assistance as needed and students have the opportunity to repeat work until mastery is met. Students attend Future Scholars through scholarship funding provided by Florida School Choice Program.

## **Philosophy**

- At Future Scholars Christian Academy, we believe that every student is entitled to a quality education regardless of to race, creed, gender, ethnicity, nationality, disability, religion or basis of background. The purpose of a Christian Education is to offer assistance to parents as they fulfill their Biblical calling to diligently teach God's commandments to their children (Deuteronomy 6:6-9). The ultimate responsibility for Christian Education belongs to the parents, but Christian educators work in harmony with the home and the church to "train up a child in the way he should go" (Proverbs 22:6). Future Scholars Christian Academy strives to provide a nurturing, educational environment that is Christ-Centered.

## **Statement of Faith**

- We believe that all things were created by God. Angels were created as ministering agents, though some, under the leadership of Satan, fell from their sinless state to become agents of evil. The universe was created in six historical days and is continuously sustained by God; thus it both reflects His glory and reveals His truth. Human beings were directly created, not evolved, in the very image of God. As reasoning moral agents, they are responsible under God for understanding and governing themselves and the world.
- We believe in 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 the Father to be the first person of the Trinity and the source of all that God is and does. From the Father the Son is eternally generated and from Them, the Spirit eternally proceeds. He is the designer of creation, the speaker of revelation, the author of redemption, and the sovereign of history.
- We believe that the Lord Jesus Christ is the second person of the Trinity, eternally begotten from the Father. He is God. He was conceived by the virgin Mary through a miracle of the Holy Spirit. He lives forever as perfect God and perfect man: two distinct natures inseparably united in one person.

- We believe that the Holy Spirit is the third person of the Trinity, proceeding from the Father and the Son and equal in deity. He is the giver of all life, active in the creating and ordering of the universe; He is the agent of inspiration and the new birth; He restrains sin and Satan; and He indwells and sanctifies all believers.
- We believe that 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.

### **Objectives**

- To present Jesus Christ as Lord and Savior so that every student has an opportunity to receive Christ.
- To help each student develop a Christian Worldview through knowledge and comprehension of the life-principles set forth in the Word of God.
- To help each student develop a proper understanding and acceptance of himself or herself as the unique individual God created him or her to be.
- To encourage the student to identify and develop his or her God-Given talents and abilities based on God's will for his or her life.
- To help the student gain a thorough command in the basic skills of oral, written, in listening communications, mathematics, and reading.
- To teach a God-Centered view of history, government, and other sociological studies and to relate current events to God's plan for man and the world.
- To teach each student to reason logically, think critically, and study independently by using Biblical Criteria for evaluation.
- To encourage each student to develop self-discipline and personal responsibility based on respect for and submission to God and those whom God has placed in authority over them.
- To teach that each student is personally responsible and accountable for his or her thoughts, words, and actions.
- To teach effective stewardship of time based on an understanding that time is a God-Given Gift.
- To promote and understanding and an appreciation for God's world and an awareness of man's role in his environment and to teach that man is to use creation wisely and properly.
- To teach that bodily discipline in pursuit of Godliness is profitable by promoting habits that contribute to good health and the wise use of the body as the temple of God.
- To teach good sportsmanship and teamwork by applying the Christian principles of self-control and character while participating in physical recreation.
- To develop physical skills of coordination, grace, and poise in movement, muscle tone, balance, endurance, and agility.
- To foster an attitude of community service and responsibility as a product of Christian Love.

### **Governance**

- Future Scholars Christian Academy is an independent family owned and operated private school located in Winter Haven, Florida. F.S.C.A. is a non-profit corporation governed by a Board of Directors consisting of a President, Secretary, Treasurer, and other entities. The Consultative Board of Future Scholars Christian Academy meets at least 3 times per year. This board is advisory to the Administrative Officers and is representative of a non-denominational governing body. It serves as an important instrument in support of education through oversight of the mission and vision of Future Scholars Christian Academy. The members have administrative jurisdiction only in matters pertaining to F.S.C.A. The daily operation of the school is the responsibility of the Principal and school Administration. Major duties of the Board Include:
  - To develop policies for the school within the framework of the school's vision and mission.
  - 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, recruitment, and fundraising programs for obtaining equipment, transportation and supplies
- To serve at the request of the school administration in other school-related areas as needed.

# FSCA Stands Strong In What WE BELIEVE

**We Believe** – All things were created by God and angels were created as ministering angels. 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 but distinct in person and in 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.

## **Admission and Fees**

- F.S.C.A. operates according to specific school policies and procedures and ask that all parents abide by them as well. After the administration has reviewed the application, an interview will be scheduled with the school's Principal and office administrator for both the student and parents/legal guardians. After the interview process, administration will notify via email the acceptance or denial of the child. 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 (90) days. 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. An entrance test to identify a student's basic reading, writing, and mathematics skills may be given within 30 days of acceptance. 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.
  
- **Fees for 2021-22 are as follows:**
  - Registration fee of \$500 per family, payable prior to enrollment (or through approval of scholarship.)
  - Registration forms must be completed each year to keep records up to date.
  - Parents/Guardians must sign a financial responsibility form each year.
  - Scholarship Students
    - Scholarships normally cover all fees, except uniforms.
    - Scholarships awards are not automatically renewable except Family Empowerment and McKay. Each parent must reapply annually within the appropriate windows in order to receive/renew scholarships for the following school year.
    - Most scholarship checks 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 days, parents will be responsible for assessing the fees of the scholarship check.
    - Tuition/Scholarship Rates
      - K-12 - \$9,400.00 annually; \$940 monthly
      - \$6,700 Instruction, \$1000 workbooks/supplies, \$500 Testing, \$200 other supplies
    - Non-Scholarship parents may pay weekly or monthly
      - K-12 - \$9,400/36 weeks = \$261.11 per week/\$940 per month, payable by the 1<sup>st</sup> day of each week/month. A \$35 late fee will be assessed.
  - Withdrawal Fees/Process
    - F.S.C.A. has financial and contractual arrangements with faculty and staff, etc., which are made before the beginning of each school year. For F.S.C.A. to fulfill its contractual obligations to faculty, staff, and others, tuition is charged through the 9-week quarter of withdrawal. Families on the 10-month payment plan (scholarship students) who decide to withdraw during the school year will be responsible for paying for the remainder of the 50 calendar days.
    - Withdrawals and student's records will not be considered for release until the parent/legal guardian has signed an official notice of withdrawal/transfer and met financial obligations.

## **Attendance, School Hours, Make-up Work, Tardiness, Withdrawal**

- All entrance/attendance requirements must follow the guidelines provided by the state for Covid-19.
- Regular attendance is crucial for the academic success of each child from the very first day of school. Consistent attendance contributes directly to academic success. Regular attendance is also required by the scholarships.

- The school normally follows the Polk County School District Calendar; however, due to this year's unusual circumstances, the school will follow the District's original calendar.
- School is from 8:00 a.m. until 3:00 p.m.
- Early release will be at 11:30 a.m. Parents who pick up their students must do so by 12:00 (noon).
- Students may arrive at 7:30 a.m. and must be picked up by 3:15 p.m. All parents are given (3) fifteen (15) minute grace period until 3:30 p.m. for pick up. A \$5.00 fee per minute will be charged for late pickups.
- When your child arrives, you must bring your child to the office to be sure that he/she is cleared to enter. There are two (2) on site supervisors each morning beginning at 07:30 am. Do Not Park or Drop Off in the area reserved parking spots in front of school building. Please park in the designated pick up/drop off areas locate at the west side of the school building and walk in your child, unless a staff member is outside the door to watch your student enter. No parent is allowed to walk beyond the school lobby. If you need to see a teacher, please make an appointment at the office.
- Parents must also come to the door to pick up their child/children. No student is to walk or run into the parking lot unescorted. Please notify the school in writing or in advance when someone new will be picking up your child or is needed to be placed on the pick-up list. Keep in mind, they will need a valid ID and must be 18 years old or your child will not be allowed to leave school.
- If a student is absent, they must return with a written and signed note by the parent or a note from the appointment office (doctor/dentist, etc.)
- More than 3 absences per month without medical documentation, may result in withdrawal, loss of scholarship and financial payment to be made by the parent/Guardian.
- Florida State Law requires that children attend school except when illness occurs. Therefore, we strongly discourage taking students out for appointments, try to schedule appointments after school 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 children 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(s).
- Make-up work for prolonged absences is at the discretion of the school. Students are required to make up all work and homework missed in all subjects because of short-term absence
- If a child is tardy, the parents/legal guardians are required to come in to the school office to sign the child (children) in to the school. A parent conference will be required after 5 tardiness to discuss enrollment status.
- If classes will not be held on a regularly scheduled school day for any reason, such as inclement weather, an announcement will be made via the school portal, through a recorded call, or by an 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 television announcements for the school closing decisions of Polk County School Board. Future Scholars Christian Academy follows the Polk County Public School closings or delays.
- Withdrawal from the school before the 50-calendar day will require the parent/Guardian to be financially responsible for the entire semester. The school hires personnel and plans based on the scholarship and enrollment based at the beginning of each semester. Transfer grades will be provided after all financial obligations are taken care of and a complete withdrawal form is completed.

## Behavior

- Every student is expected to be respectful to the staff and all others at all times. Failure to do so will result in discipline. Students are responsible for their own behavior.
- Every student is to respect the property of the school at all times and understand they will be charged for any damage to any property.
- Every student is to be attentive and at school for the purpose of learning. Any behavior that prevents the student or another student from learning is considered inappropriate behavior.
- 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.
- Students will receive a warning by their teacher for first three (3) minor incidents and teacher will notify parent. Teachers will document the first three incidents in portal and contact the parent by email, along with copying the administration.
- On the 4<sup>th</sup> minor incident or on the 1<sup>st</sup> major incident, administration will handle the behavior. Parent will be called and notified of discipline.
  - 1<sup>st</sup> office referred offense – 1-day suspension
  - 2<sup>nd</sup> office referred offense – 2-day suspension
  - 3<sup>rd</sup> office referred offense – 3-day suspension
  - 4<sup>th</sup> office referred offense – 4-day suspension
  - 5<sup>th</sup> office referred offense – 5-day suspension and possible withdrawal from school.
  - PARENT/GUARDIAN MUST PICK UP CHILD WITHIN 1 HOUR OF BEING CALLED CONCERNING A MAJOR INCIDENT OR MAKE APPROVED ARRANGEMENTS WITH ADMINISTRATION. FAILURE TO DO SO WILL RESULT IN INCREASING THE LEVEL OF SUSPENSION. FAILURE TO RESPOND TO THE SCHOOL'S CALL WITHIN 1 HOUR WILL ALSO RESULT IN INCREASING THE LEVEL OF SUSPENSION OR NOTIFYING THE APPROPRIATE AUTHORITIES.

## Chapel

- Chapel is a very important part of our school. Every Thursday, each child will be given a weekly lesson to read and study at school and at home with their parent for the following Wednesday chapel. Please take time to discuss this lesson with your student so that they are prepared to discuss in chapel. Teachers will review the lesson each day with the students for 10-15 minutes at the beginning of the day so that the students are prepared for Chapel. Students must be on time for Chapel.
- Failure to dress for Wednesday chapel:
  - 1<sup>st</sup> offense – Warning and Parent Notified
  - 2<sup>nd</sup> Offense – Parent must pick up child. Failure to do so will require a parent/administration conference to determine outcome.

## Child Abuse and Neglect

- Section 1006.061(1), **Florida Statutes, requires** each district school, charter school and private school that accepts scholarship students under ss. 220.187 or 1002.39, Florida Statutes, to post in a prominent place a notice that pursuant to Chapter 39 all employees and agents of the district school board, charter school **or private school have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect.**
- **Abuse Hotline Telephone: 800-962-2873**



## Classrooms

- No food or drink except at assigned times.
- Throw paper away in trash cans.
- If desk needs to be cleaned, wipes will be available.
- Custodians will wet mop the classroom floors each evening and handle any special cleaning requests.

## Cleanliness/Hygiene/Illness/Medication

- For the health and well-being of all students, please be sure that your child comes to school clean each day, with clean clothes and shoes that meet dress code. If your child is sick, please keep them at home. Due to the Covid-19, if your child has any fever, cough, or runny nose, they should stay at home.
- If the school calls concerning your child needing to be picked up due to illness, you must respond to the school within 1 hour and/or pick up child within 1 hour if needed.
- The school will not administer medication.

## Communication

- 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 will communicate in person, through email, through our school portal, and through our on-line Ignitia program. PLEASE CHECK YOUR EMAIL AND MESSAGES FREQUENTLY.
- The school office is open each school day from 07:30 a.m. to 3:30 p.m. To keep all families well informed of school events and holidays, F.S.C.A. will make such posts available through the school portal. Items such as calendars, administrative updates, news of activities, etc., will be posted on the front board located just inside the entrance on a regular basis as well.
- If you need to communicate with an administrator and/or a teacher, please schedule an appointment by contacting the front office. (863) 291-8002.
- 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 administration should also be placed in a sealed envelope.
- Dismissal changes should be provided to the office.
- Only parents/legal guardians will be provided with school information other than emergency pickup.
- The emergency card must provide at least two (2) emergency contacts in addition to the parent/legal guardian. This information must be kept current.
- Anyone asking for information for the child must provide photo identification.
- If calling in to change transportation, a question will be asked to verify identity of guardian.

## Computers for Students

- F.S.C.A. has an established computer network with access to the internet for its students. This network has been established and limited for educational purposes only. By Agreeing to this policy, the student and the parents/guardians of the students fully agree to the following:
- There is NO RIGHT TO PRIVACY when using the school's computer resources. All administration, faculty, and other authorized persons will have the right to review all material saved, transmitted, accessed, or momentarily in use by the student. 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, webpage 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 to 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 when given permission and reviewed by a teacher before sending.
- 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 a security system that protects the school's computer resources.
- The student agrees to use only the software/hardware permitted by a member of staff to express educational purposes.
- The student agrees to never 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 and 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 downloading or installation of software from any files, 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 with all behavior that is constructed by another as unwelcome.
- The student agrees to never 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 to never post 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. In addition, no photos of any type can be posted without the school's written permission.
- The student agrees to honor the privacy of others and to never utilize their image without their express permission.
- Future Scholars Christian Academy 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.
- Each student will be assigned a computer and a password. Each student is only allowed to use this assigned computer. Use of any other computer or providing password so that any other student uses another student's information is in violation.
- A student found in violation of this policy will be subject to disciplinary action 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.

### **Confidentiality**

- All information (incident/accident reports, illnesses, progress reports, family information, etc.) concerning the staff and students is STRICTLY CONFIDENTIAL. Do not discuss issues concerning the staff/students with other parents or anyone outside of the Center. All files kept at the center are confidential. Do not remove files from the Center for any reason. Staff may request to review a student folder with the Director as needed.

### **Copying/Cheating/Plagiarism**

- Students will receive a 0 if caught copying/cheating/using plagiarism of another's work.

### **Curriculum and Instruction**

- Future Scholars Christian Academy's currently uses a combination of 180 Days of Learning Series and Abeka resources for Grade K-2, 180 Days of Reading and Ignitia Curriculum for Grades 3 – 5, and Ignitia for Grades 3-12. We focus on small classroom settings, with one-on-one instruction provided throughout the day. We strive to allow the children to learn individually and in groups to match their developmental needs and interests.
  - During the 21-22 school year, both face-to-face and on-line instruction might still be made available due to the Covid-19 pandemic. (TBA)
    - Face-to-face instruction
      - Students will attend classes at the school each day.
      - Students will be required to wear masks.
      - Students will have their temperature taken each day before entering bus/school. If the temperature is above 100, the child will not be able to attend school.
      - Social distancing will be maintained.
    - On-line instruction
      - Students must be on-line from 8:00 a.m. to 3:00 p.m. Students will follow the school day schedule, moving from subject to subject as printed on their schedule.
      - Students must meet the hourly requirements in order to receive credit for courses, and cannot be tardy signing in.

- Students will be required to communicate with their instructors from 8:00 a.m. to 3:00 p.m. through the email on Ignitia Curriculum (Grades 3-12), through email and discussion posts on Quick Schools (Grades K-12) , through use of on-line meetings (Grades K-12) and through the use of telephone (Grades K-12). An assisting/supervising adult will be required for all on-line instruction.
- Students (parents of students) will be required to set up appointments at the school for unit assessments so that teachers can monitor the students progress for grading purposes. (Approximately 1 day per week.)
- Students will need access to the internet, a computer, a printer, and a telephone
- Students/parents will need to be able to print assignments as needed and upload daily work and/or return the work to the school weekly.

### **Dress Code**

- Uniform clothing shall be clean, in good repair, and worn during the school day and at all school functions unless special permission is given by the school administration. By registering your children at Future Scholars Christian Academy, parents indicate their intention to accept and observe the following standard of dress.
- Each Thursday, the student may choose to wear their choice of appropriate clothing by providing a \$1 donation. This donation will be used to provide pizza for Friday lunch.
- Outerwear: No pullover or Hoodie; Navy or Black Sweater/Jacket preferred.
- Hair must be clean, neat and trimmed with no coloring, trendy or unconventional hairstyles; no eyebrow slashes
- Small earrings for girls; no earrings for boys, no tattoos. Watches permitted. Clear or pastel nail polish for girls only.
- Boys and Girls – Monday, Tuesday and Friday
  - Polo Shirt, any color, with School Logo; shirts tucked in
  - Tennis Shoes/Sneakers that can also be worn for PE
  - Khaki, Navy, or Black perma press dress slacks for boys and girls, or knee length skirts for girls. K-2 may also choose knee length shorts.
  - Black or Brown Belt
- Boys and Girls – Wednesday – Chapel attire
  - Khaki dress slacks for boys; Khaki or Navy knee-length skirt for girls
  - White dress shirt with school logo
  - Red Tie
  - Black or Brown Dress shoes, socks, and belt for boys; girls wear knee-high socks
- Boys and Girls -Thursday
  - Appropriate choice of dress with \$1 donation.
- If the attire of a student does not meet the requirements, a parent will be called to provide a proper change of clothing or pick the child up from school.

### **Drugs/Alcohol/Weapons**

- The unlawful possession, use, distribution, sale, or manufacturing of illicit drugs and alcohol on Center grounds is strictly prohibited. Any violation of this policy will result in immediate disciplinary action. Drugs prescribed by a medical professional and taken for legitimate medical reasons are excluded from this policy. If employees need to take prescribed medications during the school day, the owner/director must be informed in writing.
- The indoor and visible outdoor environments, and vehicles used by the program are designated as nonsmoking areas. The use of tobacco in any form, alcohol, or illegal drugs is prohibited in and visible area on the facility premises.

- The educational center consists of any site where educational or official duties are being performed. Any student or employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including student withdrawal or employee termination.

### **Electronic Devices**

- The school provides computers for instructional needs and each parent/guardian must sign the agreement provided in this handbook.
- Any student found using the computer for unassigned non-instructional purposes will be disciplined following the discipline procedures and receive a “0” on the current assignment.
- **We prefer students do not bring cell phones or computers to school.** However, if they do, they MUST turn their device in to the main office upon arrival of school each day. Cell phones and other electronic devices will be returned to the student’s care at dismissal of each day. If a student fails to turn in the electronic device, he/she will not be allowed to bring the item in the future.

### **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 an activity. Only the school permission slip may be used. 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.
- Students must be properly dressed to attend field trips.
- If a student does not attend afield a trip, he/she should still attend school unless specified by school principal.

### **Graduation and Recognition Events**

- Graduation for a student in Grade 12 will be met after meeting completion of the state’s requirements. A graduation fee may be required for each student. All fees are due (60) days prior to graduation. The fee covers the cost of diplomas, end-of-year awards, and/or additional graduation expenses. This is determined and announced at the start of each school year.
- Recognition/Award events may also be held at the end of the school year for all grades.

### **Homework Policy**

- Homework is aimed primarily at reviewing, enriching, and developing greater understanding of matter already covered in class. Therefore, every child has homework every night. They should be reviewing what was covered during the day. Take time to talk with your child about what they learned. Have them write a summary of what they covered in each subject or have a family discussion with them. All students are also encouraged to read and/or discuss what they are reading with their parent/guardian each day.
- Assignments may also be distributed to the student. Grades K-2 will have a weekly agenda provided to parents on the portal or through email. Parents should use the portal daily to see that a child is doing his/her required work. Grades 3-12 will have emails sent through the Ignitia Program. Students in Grades 3-12 should read and study each day on the current lessons they are working on. Studying is an important part of success.

### **Incident Weather**

- Decisions to close the school will be made by the Director and generally follow Polk County Schools closure guidelines. If the decision to close is made prior to the school day, employees will not be paid. If the decision to close is made during the work day, employees will be paid for hours worked.

### **Lockers**

- Students in Grades 3-12 will be assigned a locker in the lobby. They may go to their locker before school, at lunch, and after school. Students must provide their own lock (with key or combination) and must provide an extra key and/or the combination to the office before a locker will be assigned. Lockers are considered school property and are subjected to searches at school's discretion or in the event illegal/prohibited items are suspected or found.
- Students in Grades K-2 will have a space provided in their classroom for their bookbags, etc.

### **Lunch/Break Rules**

- Sit in assigned areas/talk quietly, not disturbing others.
- No sharing food with other students due to allergies, etc.
- Ask for permission before getting up.

### **Non-Discrimination**

- It is the policy of the Center to provide equal employment and educational opportunities for all persons without regard to race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation.

### **Outside Food and Drinks/Snacks/School Parties**

NOTE: No outside food/drinks/snacks/school parties will be allowed at this time due to Covid- 19. Only lunches, properly packed in lunch boxes, will be allowed. If restrictions are lifted, we will follow the steps below.

- If a parent wishes to bring in outside food/lunch for the student, he or she may eat with the student in the front office during the child's designated lunch time or check the student out and back in.
- If a student brings his/her lunch, the lunch must be brought in an appropriate lunch box. Food will not be heated or kept in a fridge.
- Snacks must be kept in bookbag until designated class time for break. No food can be left at the school overnight.
- No food, drink, or gum in the classroom during class periods. A break time will be provided for Grades K, 1, & 2.
- Snack and soda machines are provided. Students can purchase a maximum of 2 items per day (1 from each machine). Items are \$1 each and can be purchased after lunch has been served or during break time. Parents may leave money with the financial secretary for snacks.
- If the school decides to host a school party/event for holidays, we will provide food/snacks. If we plan individual classroom events such as for birthdays, etc., parents must get PRIOR approval from office for a designated time and must provide items approved by the school that meet Federal Food Program requirements.

## **Parent/Teacher Organization**

- F.S.C.A. will hold its first PTO meeting in September. We highly recommended 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 will be 1 hour or less.
- **PTO Motto:** Every Child. One Voice.
- **PTO Purpose:** 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 no 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
  - Organizing Clubs/Activities for Students
  - Assist in Creation/Design of Years Books, etc.
- Note: Free Childcare is provided to parents/guardians while attending the "Informational Session". The meeting will be held in the school lobby area 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.

## **PE/Outside Activities**

- All students will have 1 period of PE/Health. We will encourage all students in Grades K-2 to participate in at least 30 minutes of physical activity on Monday, Tuesday, Thursday and Friday. For Grades 3-12, students will work on Health on computers on Monday and Wednesday and participate in PE on Tuesday, Thursday, and Friday.
- Since tennis shoes are allowed on all days except Wednesday, students will not change into PE attire.
- Show respect and follow directions of adult supervisors
- Stay in their assigned play areas
- Use playground equipment properly/share equipment in keeping with Christian values
- Never "rough-house" or play tackle football
- Never use vulgar language, tease/bully other students, throw items, or other objects
- Never deface property or equipment

## **Personal Items**

- Students should not bring personal items such as toys, phones, computers, etc. Any item brought to school will be collected at the beginning of the day and returned at the end of the day. Computers are provided for students. The office telephone can be used is needed by students. We prefer children do not bring any of these items and the school is not responsible for loss/damage.
- Any item brought to school that could be considered threatening, illegal, or not for school instructional use is PROHIBITED.

## Progress Reports and Report Cards

- Progress reports will be put on portal or emailed to parents at the middle of each 9-week grading period. Report cards will be issued at the end of each 9-week period. **Each subject should have at least 1 grade per week.**
- All parents are required to attend 2 teacher/parent conferences each school year. In addition, a parent can request a parent/teacher conference by emailing or talking with the administration. **Teachers will be required to attend at least 1 of the 2 conferences.**
- Grading Scale for Grade K
  - A four-tiered descriptive scale is utilized (E=Excellent, S=Satisfactory, G= Good, N=Needs Improvement).
- Grading Scale for Grades 1-12
  - Grading is provided in each subject area according to the traditional numerical grading rubric:
    - 90-100           A
    - 80-89            B
    - 70-79            C
    - 60-69            D
    - (Students in Grades 3-12 will be required to repeat any assignment with a score below 75 before being allowed to move forward with the work.)

## Safety

- Safety is our top priority. Doors will remain locked and parents must buzz to enter. In addition, anyone coming to see a student must provide a picture ID and be approved prior to talking or seeing a student. Students are not permitted in front lobby without adult supervision and are not permitted to open the outside door.
- Parents are not allowed past front office without a scheduled appointment.

## Sports/Extra-curricular

- Students are encouraged to participate in school sports and extracurricular activities. Students are eligible to participate in their zoned public school's events if they meet grade requirements.

## Student Promotion

- Promotion to the next grade will be granted to a student who has successfully passed all major core subjects for Grades K-8. Promotion for Grades 9-11 are as follows:
  - 9<sup>th</sup> to 10<sup>th</sup> – 5 credits
  - 10<sup>th</sup> to 11<sup>th</sup> – 11 credits
  - 11<sup>th</sup> to 12<sup>th</sup> – 17 credits
  - Students need 24 credits to graduate or 18 credits if working toward an 18-credit option. See the Florida Department of Education website for state graduation requirements.
  - Any student who fails a major core subject will be required to attend summer school (if applicable) at the charge of the parent or repeat the subject the following school year.
  - Failing grades are any grades below 60. Continued attendance at Future Scholars Christian Academy will be in jeopardy if a student fails two or more major core subjects. Major core subjects are English, Mathematics, Science, and Social Studies.



## Supply List

- **Grades K-2**
  - 4 boxes of tissues
  - 4 packages of Baby Wipes (75 count or higher)
  - 4 rolls of Clorox Wipes (75 count or higher)
  - 1 box of crayons (Jumbo preferred for K)
  - 1 pack of colored pencils
  - Pencils (Total of 20)
  - Clear Bookbag (small) to carry to and from school each day. Parent communication will be sent home in bookbag and should be checked and signed/returned as needed.
  - K & 1<sup>st</sup> – 1 change of clothing, each piece labeled with name (shirt, pants, underwear, socks) This will be kept at the school in case of accidents.
- **Grades 3-12**
  - 4 boxes of tissues
  - 4 rolls of Clorox Wipes (75 count or higher)
  - Pencils (Total of 20)
  - 1 pack of colored pencils
  - 28 single subject spiral notebooks (7 for each 9-week period – 28 total)
  - Clear Bookbag (optional)

## Testing

- Students may be tested by the teacher/school administration throughout the semester to determine academic needs or academic performance.
- Students are also selected by the state for standardized testing. After standardized testing, upon results parents will be provided with a copy of their child's results as well as explanation of scores. Any student that is absent during scheduled testing date will have to provide reasoning as to why state testing was not taken. A notarized letter will be provided to DOE for absence. Spring testing is typically assessed between the second and third week of April.

## Transportation

- Transportation is available for all students from surrounding cities of Auburndale, Eagle Lake, Winter Haven, Bartow, Haines City, and Lakeland. Other meeting areas may be available for transportation upon request. Additional fees may be accrued by office administrator for this service depending on location.
- Schedules are determined by the school office and may be altered as needed by school personnel. Any questions regarding schedules, articles left on the bus, etc. must be directed to the school van driver or school office.
- Students should be at the transportation stop 10 minutes prior to assigned time. Transportation will not wait on students.
- Students must wear seat belts at all times and behave in a quiet and safe behavior.
- Any student who damages the bus/van in any manner will be charged for the damage.
- No food or drinks open or eaten on bus/van.
- Failure to follow transportation rules will result in a suspension from transportation as follows:
  - 1<sup>st</sup> Offense – Warning and driver will notify parent
  - 2<sup>nd</sup> Offense – 1-day suspension
  - 3<sup>rd</sup> Offense – 2-day suspension
  - 4<sup>th</sup> Offense – Transportation will have to be provided by parent for child to remain at school. No exceptions.

### **Visitors**

- All visitors are required to use the front entrance of the school and go directly to the office window. There is a sign in/out station for all of our volunteers and visitors. Parents and/or visitors are not allowed to go to the classrooms without requesting an appointment with the office or principal.

### **Volunteers**

- We encourage any parent, senior citizen, 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 Level 1 and 2 Criminal Background Check.
- If you are interested, please contact the office.

## Future Scholars Christian Academy Instructional Calendar-2021-22

Teachers Work Day.....	Monday, August 9, 2021
FIRST DAY OF SCHOOL FOR STUDENTS .....	Tuesday, August 10, 2021
HOLIDAY (Labor Day) – Student and Teacher .....	Monday, September 6, 2021
<u>1<sup>st</sup> Interim Report</u> .....	September 8, 2021
<b>Teachers Work Day, HOLIDAY – STUDENT</b> .....	<b>Monday September 13, 2021</b>
End of First 9-Week Grading Period .....	Thursday, October 14, 2021
<b>Distribute Report Cards (1<sup>st</sup> 9 Weeks)</b> .....	<b>Monday, October 18, 2021</b>
HOLIDAY (Veterans Day) – Student and Teacher.....	Thursday, November 11, 2021
<u>2<sup>nd</sup> Interim Report</u> .....	Wednesday, November 17, 2021
HOLIDAY (Thanksgiving) – Student and Teacher .....	Monday-Friday, November 22-26, 2021
Storm Make-Up Days (As needed) .....	Monday & Tuesday, Nov. 22 and 23, 2021
END OF 1ST SEMESTER/Last Day of Second Grading Period	
* <u>(Last Day before Winter Break-Early Release Schedule)</u> .....	Friday, December 17, 2021
Teachers Work Day, STUDENT Holiday .....	Monday, January 3, 2022
STUDENTS Return after Winter Break .....	Tuesday, January 4, 2022
<b>Distribute Report Cards (2<sup>nd</sup> 9 Weeks)</b> .....	<b>Friday, January 14, 2022</b>
HOLIDAY (Dr. Martin Luther King, Jr. Day) .....	Monday, January 17, 2022
<u>3<sup>rd</sup> Interim Report</u> .....	February 7, 2022
HOLIDAY (Presidents’ Day) – Student and Teacher .....	Monday, February 21, 2022
End of Third 9-Week Grading Period .....	Thursday, March 10, 2022
<b>Distribute Report Cards (3<sup>rd</sup> 9 Weeks)</b> .....	<b>Friday, January 14, 2022</b>
<b>SPRING BREAK</b> .....	<b>Monday-Friday, March 21 – March 25, 2022</b>
Holiday, No School (Good Friday).....	Friday, April 15, 2022
<u>4<sup>th</sup> Interim Report</u> .....	Wednesday April 21, 2022
LAST DAY OF SCHOOL FOR STUDENTS/EARLY DISMISSAL,	
<b>End of Fourth 10-Week Grading Period/Report Cards Issued</b> .....	<b>Thursday, May 27, 2022</b>
Teachers Work Day .....	Friday, May 28, 2022

Designated Storm Make-Up Days: 11/22/21, 11/23/21

The following dates have been chosen as the seven Student Early Dismissal days for school year 2021-2022:

- Wednesday, September 22, 2021
- Wednesday, October 20, 2020
- Wednesday, January 19, 2022
- Wednesday, February 2, 2022
- Wednesday, March 9, 2022
- Wednesday, April 20, 2022

## Daily Schedule

<b>Morning Arrival</b>	<b>7:30 – 8:00</b>
Period 1	8:00 – 8:55
Period 2	8:55 – 9:50
Period 3	9:50 – 10:45
Period 4	10:45 – 11:40
<b>Lunch Break</b>	<b>11:40 – 12:10</b>
Period 5	12:10 – 1:05
Period 6	1:05 – 2:00
Period 7	2:00 – 2:55
<b>Afternoon Dismissal</b>	<b>2:55 – 3:30</b>

## Early Release Schedule

Morning Arrival	7:30 – 8:00
Period 1	8:00 – 8:30
Period 2	8:30 – 9:00
Period 3	9:00 – 9:30
Period 4	9:30 – 10:00
Period 5	10:00 – 10:30
Period 6	10:30 – 11:00
Period 7	11:00 – 11:30
<b>Early Dismissal/Lunch</b>	<b>11:30 – 12:00</b>

### Early Release Days:

Wednesday, September 22, 2021  
Wednesday, October 20, 2021  
Wednesday, January 19, 2022  
Wednesday, February 2, 2022  
Wednesday, March 9, 2022  
Wednesday, April 20, 2022

# FSCA Enrollment Application 2021-2022

(Page 1 of 6)

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Last Name (Jr., III, etc.)      Student's First Name      Student's Middle Name      Grade

\_\_\_\_\_  
Student's Cell Number      Mother's Cell Number      Father's Cell Number      Home Telephone #

Student Lives with:

Both Parents: \_\_\_\_\_ Mother Only: \_\_\_\_\_ Father Only: \_\_\_\_\_ Parent & Step Parent: \_\_\_\_\_

Foster Care: \_\_\_\_\_ Legal Guardian Name/Names: \_\_\_\_\_

Is student: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Student Birthdate: (mm/dd/yyyy) \_\_\_\_\_

Student Birthplace: \_\_\_\_\_

City      State      County      Country

Mother's Name on Birth Certificate: \_\_\_\_\_

Father's Name on Birth Certificate: \_\_\_\_\_

Ethnicity of Student: Hispanic/Latino – Yes or No      Language Spoken at Home: \_\_\_\_\_

Race of student: (Note: Hispanic/Latino is not a race)

White: \_\_\_\_\_ African American/Black: \_\_\_\_\_ American Indian/Native Alaskan: \_\_\_\_\_ Asian: \_\_\_\_\_

Native Hawaiian or Pacific Islander: \_\_\_\_\_

\_\_\_\_\_  
Residential Address – Street Name & #/Apt. #      City      Zip Code

\_\_\_\_\_  
Mailing Address – Street Name & #/Apt. #      City      Zip Code

\_\_\_\_\_  
Student's Last Name (Jr., III, etc.)    Student's First Name    Student's Middle Name    Grade

Transportation – Morning:            Car \_\_\_\_\_    School Bus/Van \_\_\_\_\_

Transportation – Afternoon:        Car \_\_\_\_\_    School Bus/Van \_\_\_\_\_

Brothers or Sisters in School:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School if other than FSCA: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School if other than FSCA: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School if other than FSCA: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ School if other than FSCA: \_\_\_\_\_

Yes \_\_\_ No \_\_\_ Has student ever repeated any grades? If so, what grade/s \_\_\_\_\_.

Yes \_\_\_ No \_\_\_ Has student ever been expelled from any school, had an arrest which resulted in a charge, had any other Department of Juvenile Justice actions against him/her, or been referred for mental health services? Florida Statute 837.06 provides that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

Yes \_\_\_ No \_\_\_ Has student been in an exceptional student education (ESE) or any other special education program?

Yes \_\_\_ No \_\_\_ Has student been determined eligible under Section 504 and/or has a Section 504 plan?

Yes \_\_\_ No \_\_\_ Has student been in any ESOL or ELL program or class?

Yes \_\_\_ No \_\_\_ Is your family residing in any of the follow situations: Sharing the housing with others, living in a motel due to loss of housing, staying in a shelter, or homeless in any manner?

Previous School Name: \_\_\_\_\_

Previous School Address: \_\_\_\_\_  
Mailing Street Address            City            State            Zip Code

\_\_\_\_\_  
Student's Last Name (Jr., III, etc.)      Student's First Name      Student's Middle Name

<b>Contact 1 Must be Parent or Guardian</b>	<b><u>Contact 1</u> <u>Parent/Guardian</u></b>	<b><u>Contact 2</u></b>	<b><u>Contact 3</u></b>	<b><u>Contact 4</u></b>
<b>Relation to Student:</b> <b>-Circle One-</b>	Parent Step-Parent Guardian Other: _____	Parent Step-Parent Guardian Other: _____	Parent Step-Parent Guardian Other: _____	Parent Step-Parent Guardian Other: _____
<b>First Name:</b>				
<b>Last Name:</b>				
<b>Cell Phone:</b>				
<b>Home Phone:</b>				
<b>Work Phone:</b>				
<b>Email:</b>				
<b>Notify if Sick/Injured*</b>	Y or N	Y or N	Y or N	Y or N
<b>Receives Automated Emergency Calls*</b>	Yes Only	Yes Only	Y or N	Y or N
<b>Notify if Absent</b> <b>-Circle One-</b>	Cell / Home / Work	Cell / Home / Work	Cell / Home / Work	Cell / Home / Work
<b>Pick Up Allowed*</b>	Y or N	Y or N	Y or N	Y or N
<b>Records Access Allowed*</b>	Y or N	Y or N	Y or N	Y or N
<b>Lives With</b>	Y or N	Y or N	Y or N	Y or N
<b>Personal Contact Allowed at School*</b>	Y or N	Y or N	Y or N	Y or N

*\*Each parent has the right to pick-up, visit, and meet with his/her student at school, without interference of or the need for consent from the other parent, unless the school has received a certified copy of an enforceable court order that provides to the contrary. In addition, a court order is necessary to deny records access to parents/guardians.*

<b>Student's Last Name (Jr., III, etc.)</b>	<b>Student's First Name</b>	<b>Student's Middle Name</b>

**Voluntary School Messenger Opt-In Consent Form for General Messages**

Future Scholars Christian Academy utilizes an automated parent notification system to quickly and efficiently notify parents of important school and district information. Such notices may include information regarding **school closures/delays, security alerts, absence notifications, and upcoming school information.**

Due to recent changes to the Telephone Consumer Protection Act (TCPA), parents are now **required to provide prior expressed consent to receive automated communications on their mobile device.** This means parents must provide express consent to receive general messages through automated calls and/or SMS text messages on their mobile device(s). Consent is not required if the call or text is for emergency purposes or if made directly from a principal, teacher, or other staff member.

PARENT/GUARDIAN SCHOOL MESSENGER CONSENT FOR GENERAL MESSAGES:

I, \_\_\_\_\_, consent to give Future Scholars Christian Academy permission to contact me via my cellular device for automated phone calls or SMS text messages for general messages. I understand that emergency notifications are excluded from this permission and will be sent as normal. **By signing, I am stating that I am the owner of this cellular device and its user contract. I also certify that I will notify the school immediately if I change or deactivate this number.**

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cellular number: \_\_\_\_\_

**STUDENT ENTRY FORM**

**NOTICE: You are required to complete the Emergency and Contact Information Form and update information annually or any time the information changes. School personnel will contact you to pick up your child if he/she is unable to remain at school due to illness or accident. If school personnel are unable to reach you, one of the adults listed on the Emergency and Contact Information Form designated to pick up your child will be contacted. School personnel will contact Emergency Medical Services in an emergency situation to take whatever action is deemed necessary for the health and safety of your child. Parents are financially responsible for any emergency care and/or transportation your child needs. It is the parent/guardian's responsibility to notify FSCA if changes to this form need to be made and to provide the school with information if there are any custody restrictions involving your child. Forms must accurately reflect your child's court order, if applicable.**

*I certify that the information provided on this Student Entry Form/Emergency and Contact Information Form is accurate, true, and correct.*

<b>Date</b>	<b>Enrolling Parent/Guardian Signature</b>	<b>Relationship to Student</b>



\_\_\_\_\_  
**Student's Last Name (Jr., III, etc.)      Student's First Name      Student's Middle Name**

**2021-2022 CONFIDENTIAL MEDICAL INFORMATION**

1. Allergy to:  Food: \_\_\_\_\_
2. Allergy to:  Medicine: \_\_\_\_\_
3. Allergy to:  Ants,  Wasps,  Bee stings,  Environmental or other.  
Please list: \_\_\_\_\_
4. Specify reaction to allergy or allergen:  Rash,  Swelling,  Hives,  Trouble Breathing,  Vomiting,  
 Diarrhea,  Other \_\_\_\_\_
5. Takes medication for any allergies. Name of Medication(s): \_\_\_\_\_
6. Does child need a special diet?  Yes  No (If yes, the school will require a Diet Modification Form from a doctor. Obtain the Diet Modification Form on-line or from the School Nutrition Manager.)
7. Asthma. Diagnosed at age: \_\_\_\_\_ Under doctor's care now?  Yes  No List triggers: \_\_\_\_\_  
Takes medication for asthma. Name medication(s): \_\_\_\_\_
8. Attention Deficit/Hyperactivity Disorder (ADD/ADHD). Takes medication.  
Name medication(s): \_\_\_\_\_
9. Autism Spectrum Disorder  Diagnosed by Medical Doctor  Takes medication.  
Name medication(s) \_\_\_\_\_
10. Autoimmune Disease (Lupus, etc.) Explain: \_\_\_\_\_
11. Blood disorder  Sickle cell anemia  Bleeding condition. Specify: \_\_\_\_\_
12. Cancer. Explain: \_\_\_\_\_
13. Cardiac/ Heart condition. Explain: \_\_\_\_\_  
Under doctor's care for this condition?  Yes  No; Any physical restrictions?  Yes  No  
If yes, explain: \_\_\_\_\_
14. Cystic Fibrosis  Takes medication. Name medication(s): \_\_\_\_\_
15. Diabetes. Does child require insulin?  Yes  No Does child require insulin at school?  Yes  No   
Takes medication. Name medication(s): \_\_\_\_\_
16. Hypoglycemia (low blood sugar).  Takes medication. Name(s) \_\_\_\_\_
17. Digestive disorders. Explain: \_\_\_\_\_
18. Head injury (serious). Explain: \_\_\_\_\_
19. Hearing problem  Uses hearing aid.  Right ear  Left ear
20. Heart condition. Explain: \_\_\_\_\_  
Under doctor's care for this condition?  Yes  No; Any physical restrictions?  Yes  No  
If yes, explain: \_\_\_\_\_
21. High Blood Pressure (Hypertension)  Takes medication. Name medication(s) \_\_\_\_\_
22. Kidney or bladder disorder. Explain: \_\_\_\_\_  
Requires catheterization. Explain or type of catheterization: \_\_\_\_\_
23. Mental Health Condition.  Takes medication. Name of medication(s) \_\_\_\_\_
24. Migraines. Under doctor's care for migraines?  Yes  No;  Takes medication.  
Name medication(s) \_\_\_\_\_
25. Muscle/bone/mobility disorder.  
Explain: \_\_\_\_\_
26. Seizure Disorder. Type of seizure(s): \_\_\_\_\_  
How long ago was the last one? \_\_\_\_\_  Takes medication.  
Name medication(s) \_\_\_\_\_
27. Vision problems. Explain: \_\_\_\_\_ Glasses  Contacts
28. Other medical condition not listed. Explain: \_\_\_\_\_
29. Other medications taken not listed above: \_\_\_\_\_
30. My child \_\_\_\_\_ does not have any conditions or illnesses.  
Child's Name

\_\_\_\_\_

**Student's Last Name (Jr., III, etc.)      Student's First Name      Student's Middle Name**

31. Does your student have insurance coverage? (Private, Medicaid, etc.) Yes or No

a. Provider of Insurance: \_\_\_\_\_(Company)

I certify that the information I have provided on this Enrollment Application Form is accurate and true. I understand the school keeps all personal and medical information and records in accordance with law.

Date: \_\_\_\_\_

Enrolling Parent/Guardian Signature: \_\_\_\_\_

Print Enrolling Parent/Guardian Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

## **Handbook Statement of Agreement for Student and Parent/Guardian 2021-2022**

We, the student and parent/guardian, have received and read the Future Scholars Christian Academy Parent/Student Handbook and agree to abide by and support the beliefs, procedures, duties, regulations, and responsibilities therein.

The student understands that he/she will maintain behavior which exemplifies courtesy, kindness, morality, and honesty. The student will also strive to be of unquestionable character in dress, conduct, and other areas of life and will abide by and support the school's mission, philosophy, and Statement of Faith.

I have read and understand the requirements for Face-to-Face learning and Virtual Learning. I understand that the choice I make at this time is for the fall semester of 2021-2022. I will be able to change my decision for the spring semester in December.

**MY CHOICE FOR INSTRUCTION FOR 21-22 FALL SEMESTER IS:**

\_\_\_\_\_ On-line – Working at home with parent/guardian assistance

As parent/guardian, I will work with the school from 8 a.m. to 3 p.m. and assist my child as needed to be sure they understand how to do their schoolwork. I will be responsible to read emails throughout the day with my child, print materials as needed, upload assignments to the teacher, and bring my child in for weekly assessments as requested.

\_\_\_\_\_ Face-to-Face – Physically at FSCA, 222 East Central, Winter Haven, FL

\_\_\_\_\_  
Parent (Mother)/Guardian/Date  
(Printed Name and Date)

\_\_\_\_\_  
Parent (Father)/Guardian/Date  
(Printed Name and Date)

\_\_\_\_\_  
Parent (Mother)/Guardian/Date  
(Signature)

\_\_\_\_\_  
Parent (Father)/Guardian/Date  
(Signature)

\_\_\_\_\_  
Student Last Name/First Name/Date  
(Printed Name and Date)

\_\_\_\_\_  
Student Name/Date  
(Signature)

# Financial Responsibility Form for Parent/Guardian

I (the parent/guardian) am responsible for any fees or expenses charged by the school. These fees are listed in the student handbook or may be charged due to damage to the school's property.

I (parent/guardian) am also aware that if I withdraw my child who is on a scholarship, I am responsible to pay all fees for the required 50-day scholarship period. These fees are outlined in the Student Handbook.

Type Of Scholarship: \_\_\_\_\_

Non-Scholarship Student Payment: \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly  
(\*\$35 late fee)

\_\_\_\_\_  
Parent (Mother)/Guardian/Date  
(Printed Name and Date)

\_\_\_\_\_  
Parent (Father)/Guardian/Date  
(Printed Name and Date)

\_\_\_\_\_  
Parent (Mother)/Guardian/Date  
(Signature)

\_\_\_\_\_  
Parent (Father)/Guardian/Date  
(Signature)

# Student Computer Use Agreement

## Grades 3-12 only

**2021-2022**

We, the student and parent/guardian, have received and read the Future Scholars Christian Academy Parent and Student Handbook, including the computer requirements, and agree to abide by the policies and procedures therein.

If student is checking this assigned computer out for Virtual Education, the computer is to be used only for the assigned instructional purposes. Should the computer be damaged in any manner, the parent/guardian is responsible for the financial cost of replacement. No course grades will be posted or school records released until the financial obligation is cleared.

Computer Assigned: \_\_\_\_\_

\_\_\_\_\_  
Parent (Mother)/Guardian/Date  
(Printed Name and Date)

\_\_\_\_\_  
Parent (Father)/Guardian/Date  
(Printed Name and Date)

\_\_\_\_\_  
Parent (Mother)/Guardian/Date  
(Signature)

\_\_\_\_\_  
Parent (Father)/Guardian/Date  
(Signature)

\_\_\_\_\_  
Student Last Name/First Name/Date  
(Printed Name and Date)

\_\_\_\_\_  
Student Name/Date  
(Signature)

**GENERAL RELEASE OF LIABILITY – PARENT/STUDENT**

I, (parent/guardian name) \_\_\_\_\_, the parent/guardian of \_\_\_\_\_, (student), (Hereinafter the “Releasor”), for and in consideration of the privilege of my child’s enrollment and attendance as a student at Future Scholars Christian Academy, located at 222 E. Central Avenue, in Winter Haven, Florida 33880, and under the terms of this Agreement and sufficiency of which is hereby acknowledged, do hereby release and forever discharge the owner(s), instructional and noninstructional staff and management of the Future Scholars Christian Academy, (Hereinafter the “Releasee”) including their agents, employees, successors and assigns, and their respective heirs, personal representatives, affiliates, successors and assigns, and any and all persons, firms or corporations liable or who might be claimed to be liable, whether or not herein named, none of whom admit any liability to the undersigned, but all expressly denying liability, from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, which I now have or may hereafter have, arising out of or in any way relating to any and all injuries and damages of any and every kind, to both person and property, and also any and all injuries and damages that may develop in the future, as a result of or in any way relating to the Global Pandemic resulting from the influx and exposure of and to COVID-19. This general release of liability both generally and specifically pertains to any and all scenarios and/or events wherein you, your child, your relatives and/or others with whom you may reside, or associate with in close and/or remote proximity, test positive for COVID-19, and/or become ill with any ailments or other maladies associated with and/or resembling COVID-19, at any time. You understand and acknowledge that you waive and release the Releasee from any and all damages and claims associated with any current, or future status wherein you or others previously referenced, test positive for COVID-19. I understand that this waiver and release of liability includes any claims based on negligence, action, or inaction of the Releasee, and I further understand that this waiver and release of liability is intended to encompass all forms of negligence, simple or gross. It is understood that the terms of this Agreement are contractual and not merely a recital. Furthermore, this Release shall be binding upon the undersigned, and his respective heirs, executors, administrators, personal representatives, successors and assigns. This Release shall Document prepared by Charlann Jackson Sanders, Esq., 2225 East Edgewood Drive, Suite 8, Lakeland, Florida 33803. be subject to and governed by the laws of the State of Florida. This Release has been read and fully understood by the undersigned, and in my discretion, I have had the opportunity to have legal counsel of my choice review and advise me regarding this Agreement.

EXECUTED this \_\_\_ day of \_\_\_\_\_, 20\_\_

Releasor’s Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF POLK

Sworn to or affirmed before me, appeared \_\_\_\_\_, who is either personally known to me, or who provided \_\_\_\_\_ as identification.

\_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ NOTARY PUBLIC

Commission Stamp:

## Checklist of Forms

Child's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Scholarship Type/Private Pay: \_\_\_\_\_

Application (6 Pages): \_\_\_\_\_ Yes    Need

Includes Student and Parent Information, Emergency Contacts and Persons allowed to be contacted/pickup/visit child, Medical Background, Consent for Messages

Handbook Statement of Agreement: \_\_\_\_\_ Yes    Need

Statement of Faith is part of the Handbook

Financial Responsibility Form: \_\_\_\_\_ Yes    Need

Student Computer Use Agreement (3-12): \_\_\_\_\_ Yes    Need

General Release of Liability (Notarized): \_\_\_\_\_ Yes    Need

Birth Certificate Provided: \_\_\_\_\_ Yes    Need

Proof of Residence Provided: \_\_\_\_\_ Yes    Need

School Physical Examination: \_\_\_\_\_ Yes    Need

Initial Enrollment and Yearly if child is on medication

Immunization Record Up-to-Date: \_\_\_\_\_ Yes    Need

Student's Social Security Card/Number: \_\_\_\_\_ Yes    Need

Copy of Parent's ID: \_\_\_\_\_ Yes    Need

Parent Social Security Number: \_\_\_\_\_ Yes    Need

Copy of Scholarship Award Letter: \_\_\_\_\_ Yes    Need

Title 1 Paperwork (2 pages): \_\_\_\_\_ Yes    Need

Parent Conference Sign Off Sheet: \_\_\_\_\_ Yes    Need

\*No medications will be administered at school due to Covid-19.





# Income Verification Form School Year 2021-2022

School Name: Future Scholars Christian Academy

Child/children attending this school:

Name/Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name/Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Name/Grade: \_\_\_\_\_ Birth Date: \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

- |  |     |    |
|--|-----|----|
| 1. Are you receiving Temporary Assistance to Needy Families (TANF) assistance? (Formerly Aide to Families with Dependent Children or Public Assistance)? | Yes | No |
| 2. Is your family qualified for food stamps?   | Yes | No |
| 3. Do you currently have a Foster child/ren in your home?  | Yes | No |

\*If you answered "No" to all 3 questions above, please complete the form by answering Yes or No to the question below.

Find your family size on the chart below. Is your total household income equal to or less than the amount listed under gross yearly income?

Yes	No	Family Size	Gross Yearly Income Cap	
		1	\$ 48,300	
		2	\$ 65,352	
		3	\$ 82,350	
		4	\$ 99,375	
		5	\$116,400	
		6	\$133,400	
		7	\$150,450	
		8	\$167,475	

To calculate yearly income:

1. If you get paid every week, multiply the total gross income by 52.
2. If you get paid every two weeks, multiply the total gross income by 26.
3. If you get paid twice a month, multiply the total gross income by 24.
4. If you get paid monthly, multiply the total gross income by 12.

Remember: The total household income before taxes, social security, health benefits, union dues, or other deductions must be considered when determining your Gross Yearly Income above.

By signing, I, \_\_\_\_\_, the parent/guardian of the above named student(s), certify this information correct to the best of my knowledge.

Parent/Guardian Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

SW/ Per USDA billing code 3410-30-P April 18, 2019

## Parent/Student Orientation

I and/or We \_\_\_\_\_, parent/s/guardian/s of the students listed below, have met with the administration for orientation and reviewed the handbook and completed all needed forms.

Each item that I have checked below was covered by the administration, and I/we and our student/s had the opportunity to ask and have my questions answered.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Admission and Fees	General Release of Liability – Parent/Student	Statement of Faith
Attendance, School Hours, Make-up Work, Tardiness, Withdrawal	Governance	Staff Goals for Students
Behavior	Graduation and Recognition Events	Student Checklist of Forms
Calendar	Handbook Statement of Agreement for Student and Parent/Guardian 2021-22	Student Computer Use Agreement 2021-22
Chapel	History	Student Promotion
Child Abuse and Neglect	Homework Policy	Supply List
Classrooms	Inclement Weather	Testing
Cleanliness/Hygiene/Illness/Medication	Lockers	Title 1 Forms
Communication	Lunch Breaks/Rules	Transportation
Computers for Students	Mission	Visitors
Confidentiality	Non-Discrimination	Volunteers
Copying/Cheating/Plagiarism	Objectives	A check mark indicates the handbook was covered in each of these items and all forms completed.
Curriculum and Instruction	Outside Food and Drinks/Snacks/School Parties	
Daily Schedule	Parent/Teacher Organization	Parent Signature: _____
Dress Code	PE/Outside Activities	_____
Drugs/Alcohol/Weapons	Personal Items	2 <sup>nd</sup> Parent Signature: _____
Electronic Devices	Philosophy	_____
Enrollment Application	Progress Reports and Report Cards	Student Signature _____
Enrollment Study and Conclusions	Safety	_____
Field Trips	Sports/Extra-curricular	_____
Financial Responsibility Form for Parent/Guardian		_____

Notes: