

**FREEDOMLAND**  
**CHRISTIAN ACADEMY**  
**STUDENT HANDBOOK**  
**2015-2016**



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## **FREEDOMLAND CHRISTIAN ACADEMY**

### **MISSION STATEMENT**

*To promote the mental, physical and spiritual growth of all the children in our Academy.*

### **FREEDOMLAND PHILOSOPHY**

*We at FCA believe in what the Bible has to say about raising children in Proverbs 22:6  
“Train up your child in the way he should go, and when he is old, he will not depart from  
it.”*

It is our goal to collaborate with each family in order to achieve the commandment that our Savior left us as parents.

### **THE PURPOSE**

*“TO KNOW CHRIST AND MAKE HIM KNOWN”*

Freedomland Christian Academy will assist parents in fulfilling the command of God to *“train up a child in the way he should live”* (Proverbs 22:6). According to this scripture, God has made clear that parents are responsible to teach and train their children to live daily according to His principles. The school will partner with the parents to carry out this instruction of the Lord. These principles are set forth in both His written word, the Bible, and through the Living Word, Jesus Christ. At Freedomland Christian Academy, The Bible is much more than a class added to the other subjects taught each day. It is the foundation upon which everything we teach is based. Professional, dedicated teachers integrate its principles and perspectives into every subject.

At Freedomland Christian Academy, biblical, spiritual, and moral values of the home and church will be reinforced in an educational setting. When the major influences in a child's

life are all pointing in the same direction, the result will be a child who whole-heartedly embraces God's ways in every arena of life.

## **ADMISSIONS GUIDELINES**

To qualify for admission to Freedomland Christian Academy the student must:

1. Have achieved at least a "C" grade point average or the equivalent.
2. Not have a history of discipline or emotional problems.
3. Have performed at grade level on past-standardized tests and on the Freedomland Christian Academy admissions exam.
4. Display a willingness to subscribe to the goals, philosophy, disciplinary and academic standards of Freedomland Christian Academy.

Students may be admitted to honors or advanced classes based on teacher recommendation and past performance.

Each applicant for admission to Freedomland Christian Academy will be tested to determine if he/she will be able to meet the academic standards of Freedomland Christian Academy. The administration will make an acceptance determination based on admittance test results, previous report cards, a student interview, and standardized test results.

### Steps in the Admission Process

1. Fully complete all pages of the enrollment packet and pay \$300.00 application fee.
  - All of the student's records must accompany the application including immunization and health records\*, past standardized testing and report cards.
2. Schedule testing and interview with Freedomland Christian Academy Office.
3. Pay enrollment fee and curriculum fee.
4. Sign tuition contract.
  - All immunization and health records and any special medical requirements must be submitted to the school before the student can be allowed to attend class. Your doctor has the necessary forms required by the Florida Department of Health. These forms must be originals and

must be signed by the student's physician. Please be sure to allow enough time to complete the Hepatitis B series.

## **PLACEMENT POLICY**

Student Placement will be based on the following factors:

1. Receipt of all required documents as listed on the enrollment packet.
2. Interview with the administration.
3. Admissions testing.
4. Examination of past testing, grades and classes completed.
5. Examination of past behavior and discipline records.

## **NON-DISCRIMINATION POLICY**

Freedomland Christian Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policy, or school-administered programs.

## **FINANCIAL POLICY**

### ***Fees***

Tuition is due according to the chosen payment plan. All tuition payments, with the exception of one annual payment and the bi-annual payment plan must be made via direct bank draft using the company that Freedomland Christian Academy has chosen.

***It is the policy of Freedomland Christian Academy that tuition and fees are non-refundable.*** Parents of students who receive scholarships from agencies such as ***Step Up*** or the ***McKay Scholarship Program*** must sign the checks for their child within three (3) days after the school has notified the parent that the check has been received. Please make arrangements to sign the check within three days. Those who have not signed the checks within the allotted time are subject to a late fee of \$10.00.

Students who have outstanding balances of more than 30 days will not be admitted to class until the account is made current.

## **WITHDRWALS AND REFUNDS**

If any student is withdrawn from Freedomland Christian Academy, at any time during the school year, tuition will be assessed to the end of the month in which the withdrawal occurs. Withdrawal will not be completed until the student's parent or guardian comes to Freedomland Christian Academy school office and complete a withdrawal form. Tuition and fees will continue to accrue until an official withdrawal date is established. For payment purposes, the school year begins on August.

This policy applies to students who are asked to withdraw by the school administration. This policy includes but is not limited to fees that may be assessed through the cafeteria, before/after-care, fees assessed by the school due to property damage any and all fees accrued. This process will take from 24-72 hours to be finalized.

Freedomland Christian Academy is a non-profit organization setting each year's budget on the students who have contracted for educational services each year. Due to early termination/withdrawal of a student contract will result in damages which are difficult to assess, a \$250.00 fee as liquidated damages is agreed between the school and the contracting party to be paid in the event of early termination of the contract, in addition to full regular tuition payment through the month of the withdrawal of the student. Tuition payments made in June, July and August are not refundable.

Fees that have accrued interest for over sixty (60) days may only be paid using one of the following methods: Cash, cashier's check, money order, and Visa or MasterCard credit / debit card.

## **LATE REGISTRATION**

Any student enrolling after the first day of classes will be responsible for paying \$500 at the time of enrollment. Subsequent tuition payments will be prorated.

## **EXTENDED CARE FEES**

### ***ELEMENTARY STUDENTS ONLY***

The extended care program is available, at an additional cost, for your convenience and for the safety of your child before and after regular school hours. No student will be

allowed in or around the school facilities without adult supervision.

Any student who is involved in an after school activity, athletic program, or club must remain with the supervisor or coach at all times. It is important that students be picked up promptly after school and after school activities end.

Extended care is provided for students who arrive before school begins and for students who need to stay after school has been dismissed. There is no extended care on teacher workdays, holidays, or on any other day when class is not in session. *After care is not available on the last day of school.*

## **RATES**

<i>Before Care 7:30 am - 8:00 am</i>	<i>\$10.00 weekly</i>
<i>After Care 3:15pm - 5:00 pm</i>	<i>\$50.00 weekly</i>

## **RETURNED CHECK POLICY**

If your bank returns a check to the school, a \$35.00 service fee will be added to your account. If the school receives two returned checks from your bank within one school year, all future payments must be made in cash, cashier's check, money order, or Visa credit or debit card.

## **RE-ENROLLMENT**

During the month of February, enrollment for the next academic year is accepted during Jump –Start registration. Parents who re-enroll at that time will receive a discounted rate for registration. After the month of February, the regular registration fee will be charged for all other re-enrollments.

## **TEXT BOOKS AND MATERIALS**

All textbooks are the property of Freedomland Christian Academy. Students are responsible for all books and materials checked out to them. Students who lose or mistreat books resulting in more than normal wear and tear will be fined an appropriate replacement cost. Students may only write in workbooks assigned by the teacher. Students are also responsible for bringing books, paper, pencils, pens, and other materials to class each day.

## **GENERAL INFORMATION**

### **Administrative Hours**

Administrative office hours are from 7:30 am until 5:00pm when school is in session.

### **Regular School Hours**

Elementary School- 8:30am until 3:00pm

Middle/High School- 8:30am until 3:00pm

## **DROP-OFF AND PICK-UP PROCEDURES**

Students should not arrive more than 15 minutes early for class unless they are enrolled in the Extended Care Program. Students should be picked up within 15 minutes after class is dismissed, otherwise the charge will be one dollar a minute. Students should be picked up and dropped off at designated areas. Drop-off and pick-up traffic is congested.

***For your child's safety, all parents and students must comply with parking and pick-up procedures.*** All students and drivers should comply with instructions given by Freedomland Christian Academy personnel who are on duty. Please do not use pick up or drop off time to have conversations with teachers or other parents. Students should not walk across grass or road but must wait in designated area until an authorized person picks them up. Drivers who are waiting on a student should pull forward and park in order to allow other drivers to approach the pick up area. ***Elementary Students*** who are not picked up within 15 minutes of class dismissal will be taken to extended care and remain under supervision until they are picked up. Parents will be responsible for the appropriate charges. ***Middle and High School students\**** who are not picked up within 15 minutes of class dismissal will be waiting in the pick-up area unattended until parent arrives.

***\*Freedomland is not responsible for any students after school hours.***

## **EARLY PICK-UP PROCEDURES**

Students will be granted an early dismissal for emergencies and for medical or dental appointments when those appointments cannot be scheduled outside of school hours. Parents must sign students out at the school office. No student will be released to a person who is not listed on the student's registration packet.

High School Seniors may sign out and leave after completing their scheduled classes for the day with parent written authorization. Once a student has signed out, he/she is required to leave campus immediately.

### **HURRICANE / INCLEMENT WEATHER**

Freedomland Christian Academy follows the closing decisions of Osceola County Public School. If Osceola County Public Schools are closed due to hurricane warnings, FCA will be closed.

### **TRANSPORTATION**

Parents are responsible for their child's transportation to and from school on a daily basis. If a child is leaving school with another student or parent, the school must be notified in advance in writing.

### **STUDENT DRIVERS**

Students holding a valid driver's license and wishing to drive to school must apply for a parking permit at the school office. When granted, the parking permit must be displayed in the car at all times while on campus. Driving to school and parking on campus is a privilege that demands a high level of responsibility. Students who drive carelessly or inappropriately or who park in an undesignated area will have their driving privileges revoked.

### **LOST AND FOUND**

Parents are strongly urged to label all personal items of clothing, coats, lunch boxes, calculators and other personal items with the student's name. Parents have full responsibility for making sure that their child brings home all items each day. All unclaimed items are kept in the office for two weeks. At the end of two weeks, unclaimed items will be donated to an appropriate charity.

### **VOLUNTEERS AND GUESTS**

Volunteers are a vital part of Freedomland Christian Academy and are greatly appreciated and valued. All volunteers must complete a volunteer application form and a background check before the volunteer is allowed contact with the students.

For security purposes, each volunteer and guest should sign in at the school before proceeding to the classroom. All volunteers and guests must wear a badge obtained in the office at all times while on campus.

## **LUNCH**

Freedomland offers free lunch to all students. If your child brings lunch, please assure that all foods are packed in an airtight, leak- proof container. Please send juice, water, or milk with your child's lunch. Elementary students will not be allowed to purchase or drink carbonated drinks (soda) at school. Please do not send candy in your student's lunch. Chewing gum is prohibited at all times on campus. Do not send food that requires refrigeration or teacher preparation. Students will not be allowed to order out for delivery. Students will not be allowed to accept lunch from outside parties other than parents.

## **USE OF TELEPHONES AND OTHER COMMUNICATION DEVICES**

Students are limited to the use of the telephone in the Freedomland Christian Academy office during school hours. A student needing to contact a parent for any reason should obtain permission from the office and use the telephone. Parents are invited to call the school office to contact students throughout the academic day. Office personnel will convey the message to the student. Cell phones should be stored in the designated area authorized by the teacher upon arrival. Use of school phones should be limited to urgent calls. Transportation and after-school activities should be arranged before the school day. Cell phones seen by administration or faculty will be confiscated if seen during school. A parent will be contacted to retrieve the confiscated item.

The use of CD players, MP3 players, game devices, iPods, and similar devices is prohibited during school. These devices will be confiscated if seen during school. A parent will be contacted to retrieve the confiscated item.

If brought to school, Freedomland Christian Academy will not be responsible for lost or stolen items.

## **ILLNESS / INJURY**

The school office is available for students should they become ill, injured or require medical attention during the school day. If it appears that a student is unable to participate in school activities because of illness, every effort will be made to contact a parent. If the school is unable to contact a parent, the office will attempt to contact the people designated in the emergency contact information provided in the enrollment packet. It is expected that any student will be picked up within thirty (30) minutes of being contacted.

Please inform the school office immediately if there is any change in contact information for yourself or for those designated to pick up your child.

## **ILLNESS**

No student should be brought to school while ill. Should your child become ill during the school day, every effort will be made to assist him/her. You will be required to pick up your child if the staff observes any of the following conditions.

- Fever of 100 degrees or higher
- Vomiting or diarrhea
- Runny nose (other than clear drainage from allergies)
- Rash of unknown origin
- Head lice or nits
- Pink, teary, itchy, stinging or burning eyes
- Multiple visits to the office due to illness or discomfort
- General illness or fatigue, which makes it impossible for the student to participate

in classroom activities.

## **INJURY**

Should a student become injured while at school, other than minor scratches, scrapes, or bumps, the parent will be contacted immediately. If the injury is serious enough to warrant a doctor's immediate attention, the EMS (Emergency Medical Services) will be called. For minor scratches and scrapes, a note will be sent home with the child explaining the circumstances of the injury.

## **MEDICATIONS**

If it becomes necessary to dispense any medication to a student at school, it is the responsibility of the parent to furnish the office staff with the following:

### **Prescribed Medication**

1) A medical release form giving Freedomland Christian Academy permission to dispense the medication during school hours. The release form must be signed and dated by a custodial parent. Information on the form will include the student's name, grade, teacher, dosage, physician information and contact phone numbers for parents.

2) Medications must be delivered to the school office and retrieved from the school office by a parent. No medication will be accepted from a student. A teacher will accept no medication. All prescription drugs must be in the original pharmacy container. The container must be labeled with the physician's name, the name of the medication and the correct dosage to be given.

### **Over-the-counter Medication**

1) A medical release form giving Freedomland Christian Academy personnel permission to dispense medication during school hours. The medical release form must be signed and dated by a custodial parent. Information on the form will include the student's name, grade, teacher, dosage, circumstances under which medication is to be given, and contact phone numbers for the parents.

2) Over-the-counter medications must be delivered to the school office and retrieved from the school office by a parent. No medication will be accepted from a student. A teacher will accept no medication. All medications must be in its original, unopened bottle. The bottle must be labeled with the student's name and the correct dosage for the student.

3) No medication will be administered by the school office without a medical release form. No Freedomland Christian employee will dispense medication of any kind based on a phone call.

4) No student may give medication of any kind to another student.

## **FIELD TRIPS**

Field trips are considered an important part of the educational program at Freedomland Christian Academy. All trips are carefully planned to give the students educationally enriching experiences that are not available in the confines of the classroom. Students may be required to complete assignments based on the field trips, which will count toward the student's grade. For that reason, participation in field trips is encouraged. If you choose not to have your child attend the field trip on that day, student must remain at home.

Parents will be notified in advance of any upcoming field trip. Students are expected to dress in the designated Freedomland Christian Academy uniform for all field trips. Student's should dress and conduct him or herself in a manner that will present a positive image of Freedomland Christian Academy. Chaperones will be expected to conform to the "non-uniform" dress code policy and set a Christ-like example in speech and behavior.

The cost of field trips will be kept at a minimum. Once payment for a field trip has been made, no refunds will be possible without a medical excuse from a doctor.

## **COMMUNITY SERVICE**

All middle school and high school students are required to complete community service hours. Community service is non-compensated service. The required hours must be completed before promotion to the next grade level and registration for the next year's classes. The following hours are required:

6th & 7th Grade- 10 hours per year

8th Grade- 15 hours per year

9th, 10th, 11th, & 12th Grade- 25 hours per year for a total of 100 hours

*\*Please note this is a requirement to be eligible for the Bright Futures Scholarship*

Examples of community service include non-compensated lawn care, house cleaning, babysitting, service to the elderly or shut-in, working in a church nursery, participating in youth work within the community, mission work, and volunteer work for organizations such as Habitat for Humanity, the Red Cross, The Salvation Army, etc. It is

the responsibility of each student to document their community service hours and turn them in to their Bible teacher.

## **ACADEMICS**

### **Teaching Staff**

Freedomland Christian Academy teachers are trained and equipped academically and spiritually to be Godly models for the teachers.

## **CURRICULUM**

With continuing evaluation of available Christian and secular curricula, Freedomland Christian Academy adopts curricula that are sound, developmentally appropriate, academically challenging and suited for the spiritual growth of each student.

## **MYSCHOOLWORX**

Freedomland Christian Academy uses myschoolworx for grading purposes in grades K5 through 12th. Myschoolworx is an online computerized system, which enables parents and students to have access to their grades 24 hours a day. We encourage all parents to obtain a user name and password from the school office to access their student's account.

## **REPORT CARDS**

Freedomland does not send report cards home. Parents are responsible to follow the student progress in myschoolworx. Report cards need to be electronically signed within 7 days from publishing date.

## **GRADING SCALE**

The academic achievement of Freedomland Christian Academy students are assessed using a numerical grading scale, with 100% being a perfect score. Letter grades are assigned to scores within certain ranges as follows:

90-100    A

80-89     B

70-79	C
60-69	D
Below 60	F

## **ELEMENTARY ACADEMICS**

### **Academic Agreement**

In the event that a student is experiencing academic difficulties, and averaging below a C average, the following steps will be taken to communicate the child's needs to the parents and improve the child's academic performance:

### **Also required in Middle & High school.**

1) After evaluation of the Progress Report, the teacher will send a letter to the parents explaining the student's weakness or challenge, the steps being taken in the classroom to help the child and steps that the parents may take at home to improve performance.

2) If the student receives two (2) D's and/or one (1) F on a report card, Freedomland Christian Academy will take the following steps, a letter will be sent to the parents from the school administration notifying the parents about the academic difficulties of the student.

a) A date will be set for a conference that will include the child's teachers, the administration, and the parents.

b) The student will be placed on academic probation. This state will include mandatory tutoring and an academic plan. An Academic Agreement will be signed by the parents and teacher based on the results of the conference.

c) The teacher will continue to monitor the student's performance and send weekly reports to the parents and administration.

## **ELEMENTARY PROMOTION POLICY**

### *KINDERGARTEN*

The focus of kindergarten is to build a firm foundation through successful mastery of subject matter.

Recommendations for promotion or retention are based on Report Card grades, standardized tests, and progress in reading, writing, and mathematics. Students with satisfactory Report Card grades and standardized test results, but who require extra assistance to be on grade level, may be conditionally promoted based on documented tutoring. Students with unsatisfactory Report Card grades, standardized test results, and/or progress in reading, writing, and mathematics will be considered for retention.

#### *FIRST THROUGH FIFTH GRADE*

Students who have a yearly average of two D's or one F in a core subject area will be conditionally promoted based on documented tutoring. Students with a yearly average of three D's or two F's will be strongly considered for retention.

Promotion and retention of students is an educational decision made by the principal and teacher(s), after a careful examination of academic progress and contributing factors.

Freedomland Christian Academy will consult the parents for their input on this decision, however, it is the school's decision as to whether to promote or retain the student. The following will serve as the basis for this decision.

- 1) Insufficient Attendance: If a student is absent more than twenty (20) days within the school year, whether excused or unexcused, he/she may be retained.
- 2) Unsatisfactory Achievement: If a student has a failing grade in two or more subjects, he/she may be retained.
- 3) Other: If the administrator, teacher, and parents agree that retention is in the best interest of the child, he/she may be retained.

#### **MIDDLE/HIGH SCHOOL ACADEMICS**

The teacher or office will notify parents if their student is not completing assignments or is receiving low grades on assignments and tests. A teacher or the parents may wish to schedule a conference to discuss the academic progress of the student and steps that may be taken to improve student performance.

### *High School*

If a student receives a D or an F on a report card for any academic subject, he or she will be required to sign an Academic Contract for that subject. The contract will state that the student has until the next academic reporting period to raise the grade to at least a C average in that subject. The contract further states that the student will seek extra help in that subject. It is the responsibility of the student and parents to arrange for tutoring. The student must complete all assignments during the contract period. If the student fails to turn in any assignment, he/she will serve a lunch detention for each day that the assignment is late. If the grade is not raised by the next reporting period, the student will be placed on Academic Probation. If the student receives a failing grade for the semester, he/she will be required to repeat the subject.

### *Middle School*

A grade of D or F on a Report Card is considered unacceptable. If a student receives a D or F on a Report Card, the school will request that the student receive extra help and tutoring. It is the responsibility of the student and parents to arrange for the tutoring. If a student fails more than one academic subject, the student may not be promoted to the next grade. It is required that students receive a passing grade in English to be advanced to the next grade. Students who do not meet the promotion requirements may have to attend Summer School, at an additional cost to the parent, in order to be promoted to the next grade

## **ASSIGNMENT POLICY**

### *HOMEWORK*

Homework is an integral part of the school program and will provide for the child the opportunity to develop important skills, such as self-discipline, responsibility, and punctuality. Homework assignments are designed to provide repetition and practice of skills learned in the classroom and review. Other projects are assigned to develop creativity, study skills, and encourage further mastery of subject matter covered in the classroom. Each student will be expected to complete homework assignments neatly, accurately, and on time.

Each teacher will assign homework for practice and reinforcement. No homework should be too time consuming or too difficult for the student. Each student should use an agenda to organize assignments, keep track of due dates for assignments and scheduled tests, and to offer a means communication between parents and teachers. Parents should review the assignment notebooks each day to acquaint themselves with what their child is studying. Parents should provide assistance to students on assignments, but the child should do his/her work with a minimal amount of help.

### *LATE HOMEWORK*

Homework or class work that is not turned in because of an excused absence must be completed and returned to the teacher within two days of the absence. Homework that is not completed in the allotted time will be a 0.

We encourage parents to check *myschoolworx* to monitor their student's progress throughout the marking period.

Any major project or paper that is not turned in on time will receive a 0.

### *MAKE-UP TESTS AND QUIZZES*

After an excused absence, a student will have two days to complete all tests, quizzes. After two days any not completed work will be a zero.

### *PRE-ARRANGED HOMEWORK ASSIGNMENTS*

Should it be necessary for a student to miss class due to family activities, assignments may be given in advance. All teachers must be notified at least two weeks in advance of the expected absence. Notification should be in writing. Students are responsible to have all homework and projects completed within two days of his/her return to class. Tests and quizzes are to be taken within two days of the student's return to class.

### *ACHIEVEMENT TESTING*

Students are evaluated each year by administration of the *Florida Standards Assessment* (FSA). This test is administered each spring. Other evaluation tools and tests may be utilized when appropriate. The *Florida Standards Assessment* (FSA) is a series of

comprehensive achievement tests designed to measure the outcomes of learning at different levels in the educational process. These tests provide dependable measures for use concerning the improvement of instruction and the evaluation of progress. The parent will receive the results of the test during the summer.

All students in grades 3rd- 10th who are on scholarship are required by the state to take the FSA test.

All high school students are required to take the SAT or ACT at least once before graduation. Students are encouraged to take these college entrance exams multiple times. Colleges and scholarship committees accept the highest scores from multiple tests. All college entrance exam scores will be kept in the student's cumulative file.

### **GRADUATION REQUIREMENTS**

Freedomland Christian Academy meets or exceeds the state requirements for high school graduation. The guidelines for the requirements are listed below.

<b>Subject</b>	<b>Credits</b>
Mathematics	4
Science	3
History	3
English	4
Fine/Practical Art	1
Foreign Language	2
Bible 4 Electives	8

See the High School administration for more details on individual classes and requirements.

### **MINIMUM GRADE POINT AVERAGE**

The minimum of a 2.0 grade point average is required for graduation from Freedomland Christian Academy. This grade point average is also necessary to participate in extra-curricular activities such as sports, clubs, etc.

## **DUAL ENROLLMENT**

Dual enrollment is a privilege and therefore subject to strict standards. All students must be enrolled at Freedomland Christian Academy while they are at Valencia. All students must have good attendance records, which includes tardies. It is important that a student is on time and in class while at Valencia and at Freedomland Christian Academy.

All courses must be approved by Freedomland Christian Academy administration. All students must maintain a C or better to remain at Valencia. Any student, who falls below a C, will not be able to enroll in classes the next semester.

All students must sign an agreement form. Please see the administration for this form.

## **CHEATING**

Students must do their own work. Copying of another student's work is a blatant deception and will not be tolerated. During any test or quiz, a student must work quietly, without looking at another student's paper or any material not specifically allowed by the teacher. Helping another student to cheat is unacceptable behavior, and will receive the same penalty. This may be through means of online websites, texting other students for answers, using chat to communicate during class on sites such as google hang-outs, kik, instagram, and any other form of social media used to cheat in any way.

Cheating may result in the following penalties:

**First Offense -**        Zero on the test or assignment  
                                 Parental Contact

**Second Offense -**    Zero on the test or assignment  
                                 Three-day suspension  
                                 Parental Contact

**Third Offense -**        Expulsion

Penalties for suspicious or disruptive behavior during a test or quiz will include:

- First Offense -** Verbal Warning  
Office Referral
- Second Offense -** Lunch detention for three days  
Grade reduction at the teacher 's discretion  
Parental Contact
- Third Offense -** Office Referral Possible suspension Parental Contact  
Possible grade reduction at the teacher's discretion

## **DISCIPLINE: PHILOSOPHY AND CONSEQUENCES**

### *CODE OF CONDUCT*

To assure the ability of each student to receive a quality education, which brings glory to God, and to maintain the dignity and individual rights of each student, parent, teacher, and school staff member, a code of conduct has been established for Freedomland Christian Academy students. Freedomland Christian Academy follows the example set by *God, the perfect Father, for the well being of all His children (Hebrews 12:5-11)*

*“These are the commands, decrees and laws the Lord your God directed me to teach you to observe in the land that you are crossing the Jordan to possess, so that you, your children and their children may fear the Lord your God as long as you live by keeping all His decrees and commands that I give you, and so that you may enjoy long life. . .These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” (Deut. 6:1-2, 6-7)*

*“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.” (Eph. 6:4)*

The vision of Freedomland Christian Academy is to meet the needs of students and families in planning for a successful future. The disciplinary policies of the school are intended to achieve that vision by:

1. Providing a safe environment for all students and employees.

Students should feel that they are protected from violence, threatening behavior, bullying, and sexual harassment.

School rules and classroom policies will be enforced which protect the safety of each student and employee. Any student who by word or action threatens another person will be removed from the school immediately. Use of alcohol, tobacco and drugs constitutes a danger to the individual as well to others around him/her. Further, use of these items is against the law and will result in immediate expulsion. Sexually suggestive language, contact, or images are a danger to the body and soul (1 Corinthians 6:18-20). Any student who engages in such activity will be disciplined.

2. Providing an environment conducive to learning and promoting academic excellence. Spending too much time on classroom management robs teachers of time they might put to better use in instruction, class discussion, and educational activities.

Students are expected to behave in such a way as to not disrupt class. Students who continually disrupt class by talking at inappropriate times, making noises, passing notes, or doing other things instead of participating in class will be disciplined. Students who come to class late distract other students and miss valuable class time, so excessive tardiness will not be tolerated. Students are expected to come to class prepared, to have material needed, and to have homework assignments completed. Teachers will make an effort to assist struggling students in order to bring them up to grade level, challenge students who are more advanced, and recognize students who are working hard and achieving.

3. Fostering character development. Respect for rules authority, consideration for others, self-respect, and self-discipline will lead students to successful lives.

Students will be taught and shown that victorious living as a Christian is characterized by self-discipline and consideration for others. Students must learn to submit to authority, and by doing so they will be prepared to exercise authority over others in the future. In order to train students to take pride in their appearance, dress codes will be strictly enforced. Students will be expected to take pride in their school by maintaining order and cleanliness in the school. Students will be led in positive directions by the examples of their teachers, to help others, to take pride in doing excellent work, to encourage, to serve, and to love one another.

Student behavior policies apply at all times on school campus, including before and

after school, off-campus, at any school related activity off- campus, and while students are being transported to and from off-campus activities.

## **STUDENT RELATIONSHIPS**

Freedomland Christian Academy is a co-educational institution and realizes the importance of developing wholesome relationships. Scripture is very clear in this matter and the academy stands on God's Word as its guideline. Students are not to have any physical contact such as holding hands, placing arms around each other, or kissing. Violations will result in detention, and possible suspension or dismissal.

## **SOCIAL NETWORKING**

Social networking is public and students should be held accountable for what they place on the Internet at home or school. Students should not express inappropriate things about FCA, House of Freedom INC, or its students or staff. They should not violate any of the standards or principles set forth in the student handbook, such as using profanity, on network sites which include, but not limited to, online instant messaging, internet chat rooms, personal sites such as MySpace, Facebook, Twitter and many others that serve the same purposes. If the school is made aware of inappropriate conduct on the Internet we will make parents aware of such instances. Please be aware that discipline consequences will be enforced if a student breaks policy. We will ask the student to remove said material from their site. If student refuses to remove the material, they will be subject to expulsion.

## **RACISM**

Racism in any form will not be tolerated. Racial slurs, slang, comments, or any action that may be construed as derogatory to any race will result in immediate disciplinary action. "I was just joking" is not an acceptable defense. As a Christian school, it is the stated policy to treat all students equally, respectfully, and with the love of God.

## **VERBAL/PHYSICAL THREATS**

All types of threatening speech or behavior will be taken seriously. Students should never threaten a classmate or any other person, even as a joke. Students who threaten

another person, the property of a person, the school, or the school building in any form will face immediate dismissal and the authorities will be notified.

### **PHYSICAL PLAY/ ROUGH HOUSING**

Play fighting, wrestling, pushing, or any sort of physical aggression in form of play will not be tolerated and will be means for immediate 3-day suspension.

### **CLASSROOM MANGEMENT- ELEMENTARY SCHOOL**

Each teacher in the elementary school will establish classroom management procedures with rewards and consequences for appropriate and inappropriate behavior. Continual misbehavior in the classroom will result in the following possible consequences.

#### **Level 1 Referral**

- Verbal warning
- Alteration of Environment (time-capsule, isolation, i.e.)
- Notification of Parent by note
- Office Referral

#### **Level 2 Referral**

- Communication with parent
- Parent/Teacher Conference
- Behavior Agreement between student, parent, and teacher

#### **Level 3 Referral**

- Parent conference with principal
- Removal from the classroom
- Suspension or expulsion

There may be instances of extreme or serious behavior where one or more of the levels of the discipline procedure must be by-passed. The administration and faculty are confident that such clearly stated and thorough expectations will teach students to be responsible for their actions and will build Christ-like character. In some cases parents will

be asked to withdraw their student from school.

## **CLASSROOM MANAGEMENT- MIDDLE SCHOOL/HIGH SCHOOL**

Each teacher in the middle school and high school will establish classroom management procedures that are in line with the general school guidelines. Any member of the Freedomland Christian Academy faculty or staff is in a position of authority over the students and may discipline accordingly.

## **MIDDLE SCHOOL/HIGH SCHOOL DISCIPLINE POLICY**

**Level 1** (warranting verbal warning, discipline report, reduction of participation grade, lunch detention and/or office referral)

- Tardiness to class (Excluding 1st period - see attendance policies)
- Classroom disturbances
- Coming to class unprepared

### **Disrespectful behavior**

- Uniform infractions
- Cell phones, music players, or game devices in class
- Eating or drinking in class
- Talking back to a teacher / disrespectful remarks, attitude, disobedience

### **Level 2**

- Profanity
- Teasing
- Skipping class
- Horseplay (roughhousing)

### **Level 3**

- Defiance
- Stealing

- Skipping class
- Inappropriate touching
- Destruction or damage to school property
- Leaving campus without permission
- Bullying

**Zero Tolerance (results in expulsion)**

- Fighting
- Bringing/using tobacco, alcohol, drugs
- Threatening comments
- Bringing a weapon on campus
- Shoplifting

**Inappropriate sexual behavior**

*Consequences\*\**

**Level 1** - detention and \$5.00 fee (multiple infractions will result in Saturday work detail)\*

**Level 2** - in school suspension (\$15.00 if paid on the day or \$25.00 if billed) and/or Saturday work detail (\$30.00 fee\*)

**Level 3** - 3 day suspension and Saturday Work Detail\*\* (\$30.00 fee for each)

After multiple infractions, discipline levels are progressive and consequences to be determined by administration.

\* Saturday work detail will be held at the academy from 8:00A.M. to 10:00 A.M. on one Saturday per month. Payment of \$30.00 in cash is due on the day of Saturday work detail. Please note the academy has the right to choose between Saturday work detail or suspension.

\*\* The administration has authority to modify consequences when it is deemed necessary.

**STUDENT GRIEVANCE PROCEDURES**

In the event that any student shall feel aggrieved on account of any policy of Freedomland Christian Academy or actions of its agents or employees, said student or

students shall be entitled to use the following methods of obtaining redress.

- The student, parents or their agents shall file a written refute with the Administrator of the Academy setting forth in detail the action or policy which is the basis of the grievance. The Administrator may initiate a hearing or discussion because of this written request.

- The Matthew 18 principle must be followed at all times in accordance with the Biblical Resolution Management Plan of the school.

- Parents dissatisfied with the decision of the administration have the right to appeal to the Director/ Principal of Freedomland Christian Academy.

## **ACADEMIC AND DISCIPLINE REQUIREMENTS FOR ATHLETICS PARTICIPATION GRADE REQUIREMENTS AND PROCEDURES**

1. FHSAA, the Florida High School Activities Association requires each student athlete in sixth through twelfth grade to maintain a cumulative grade point average of 2.0.

2. Grade Point Averages are reviewed every nine weeks in accordance with FHSAA standards. This review deems a student eligible or ineligible according to the 2.0 standard.

3. Coaches and the Athletic Director review all athletes grade point average at each grading period. If a student/athlete receives a D or an F on a Progress Report, he/she will be required to attend help class sessions/tutoring before participating in practices or team related activities. If at the time of the next reporting period, the student is again placed on academic probation, he/she will be suspended from the team. The suspension will last until the student has raised grades sufficiently to be released from academic probation.

4. Athletes must attend at least 1/2 day of school in order to participate in games or practices.

## **CONSEQUENCES OR STUDENT/ATHLETES WHO VIOLATE THE STUDENT CODE**

1. All student-athletes must maintain a grade point average of at

least 2.0

2. Student with outstanding assignments will not be allowed to participate in athletic events until all assignments have been completed.

3. Students ejected from an athletic event will be suspended from participation in the next two athletic contests.

4. A student-athlete who receives a detention will be referred to the athletic department for further consequences in addition to serving the detention.

5. A student-athlete who is suspended from school because of behavioral problems will be suspended from participation in team activities and practices for 3 games.

### **SPECTATOR GUIDELINES**

1. Freedomland Christian Academy is a Christian school. As such, the behavior of all students should display a positive witness of Jesus Christ.

2. Do not be negative. Use only those cheers that encourage the team and individual players.

3. Remember that school athletics are learning experiences for the students and mistakes are made. Praise athletes in their attempts to improve themselves as students, athletes, and people.

4. Learn the rules of the game so that you may understand why certain situations take place.

5. A ticket is a privilege to observe an athletic contest. It is not a license to verbally assault others and display an obnoxious attitude.

6. Respect the integrity and judgment of the game officials. Understand that they are doing their best to promote the student- athlete. Admire the official's willingness to participate in full view of the public.

7. Recognize and show appreciation for an outstanding play by either team.

8. Refrain from use of any controlled substances (alcohol, drugs, etc.) on or near the site of an event before, during or after the game.

Freedomland Christian Academy's campus is closed during after-hours home games with the exception of the gym and locker room bathrooms. No one is allowed in other areas

of the building for any reason.

## **SUBSTANCE ABUSE POLICY**

Freedomland Christian Academy has adopted a zero tolerance policy for any substance abuse activity on or off school grounds. Being under the influence of illegal drugs, alcoholic beverages, mood altering substances, in possession of drug paraphernalia, the abuse of prescription drugs, or the use of any tobacco products by any student on school property, while attending or participating in any school sponsored activity, or while attending or participating in any activity that may be associated in any way with Freedomland Christian Academy (including but not limited to parties at a student's home) is forbidden and will result in disciplinary action which may include dismissal from Freedomland Christian Academy. This policy includes the first offense. The administration has the authority to expel a student due to strong suspicion of alcohol or drugs use at all times or require them to take a drug test, at their expense and have the results of the test brought to the school.

## **THE FREEDOMLAND CHRISTIAN ACADEMY PROCESS**

Freedomland Christian Academy is committed to a drug-free environment. This commitment may, under some circumstances, prompt the need for mandatory or random drug testing of students at the parents' expense. It is the hope of the academy that such measures will never have to be implemented. Every student should understand, however, that if the administration deems it necessary, the administration may require at any time during the school year (A) mandatory drug testing of any student at prescribed times, or (B) unannounced random drug testing at any time during the school year. If such testing is ever required, failure to submit drug testing will result in immediate dismissal of the student.

Other measures may be necessary to ensure that the school has taken every reasonable step to eradicate substance abuse and to be in a position to identify and help (must complete a counseling program before returning to the academy and meet all other requirements) students who are in need. Therefore, the administration reserves the right to implement any or all of the following measures:

- Mandatory drug testing before a student may be accepted to Freedomland

## Christian Academy

- Unannounced drug sweeps at any time
  - Unannounced searches of a student's locker at any time
  - Unannounced searches of all possessions including vehicles driven by students
  - The parents/guardians will be notified immediately and a consultation with the parents and the student will occur
- A mandatory drug test will be required at an independent laboratory of the school's choice and at the parent's expense. The results of the testing will be sent directly to the administrator.
- A mandatory assessment by a certified drug abuse counselor may be required.

## **ATTENDANCE POLICY**

If a student must leave campus during school hours, the parent must come to the school office and check out the student. Please know that any missed quizzes or tests will not be excused.

## **ABSENCES-ELEMENTARY STUDENTS**

A student who misses more than ten days in a semester or twenty days in a school year may be retained in the current grade. Students returning to school after an absence must bring a note to the school office before reporting to class. All missed work must be completed to the teacher's satisfaction.

## **ABSENCES- MIDDLE SCHOOL AND HIGH SCHOOL**

Freedomland Christian Academy feels that class attendance is essential for academic growth and therefore reserves the right to refuse credit to students who miss ten or more classes in any course during a semester. Teachers will keep a current record of class absences for every student. The teacher will notify the parents and the administration after a student has missed class five times. The administration will call the parents when a student has missed class nine times. The administration will notify the parents when a student has exceeded the allowable absences per semester in a course and must appeal for credit in the course. The student may be required to petition the administration in order to

receive credit for the class. If a period of extended illness causes a student to exceed ten classes in a semester, a written verification from the doctor should be included in the appeal for course credit. Such appeals will be considered in a called meeting, where the student and parents meet with the principal, and the classroom teacher where a joint decision will be made if the student receives credit.

We ask that the parents call or send in a note if their students are absent.

### **Student Tardy to School Policy (Middle and High School)**

Any student arriving late to school (after 9:00 a.m.) must report to the office to sign in. Teachers will not allow students to enter their first period class without a note from the office. Freedomland Christian Academy recognizes that unforeseen circumstances may arise from time to time that will cause a student to be late for school. For this reason, a student will bear no consequences for the first 3 tardies during a nine-week marking period. With a fourth tardy during the same nine-week marking period, a student will be given a detention (\$5.00 fee). After being tardy multiple times during a nine-week period, the student will be assigned a Saturday work detail. Each Saturday work detail will be from 8:00-10:00 a.m. There will be a \$30.00 charge for Saturday work detail. This must be paid in cash the day served. Tardiness to school will be excused only if the student brings a note from a doctor or dentist.

### **DRESS CODE POLICY**

Freedomland Christian Academy has elected to adopt a dress code. All selections are chosen to present a professional look for the student. Freedomland Christian Academy believes that neatness in appearance leads to excellence in behavior. The dress code is to be followed at all times while on campus or on field trips.

Information on school uniforms and how to purchase them is available in the school office. The school administration may elect to change uniform styles or providers when it is deemed necessary or advantageous to do so.

Freedomland Christian Academy reserves the right to contact parents in the event the dress code policy is not adhered to and request that said parent pick up their student or

bring the proper uniform to school.

**GENERAL GUIDELINES FOR ALL FREEDOMLAND CHRISTIAN ACADEMY STUDENTS:**

- Students may only wear enclosed shoes. No sling backs, slippers, high heels, boots, or sandals are allowed.
- Jewelry must be minimal and modest. No piercings other than ears for girls are allowed. No more than one pairs of earrings may be worn.
- No permanent or temporary tattoos.
- No hats, hoods, bandanas, or sunglasses
- No body piercing of any sort (other than girl's earrings). \*
- Under shirts must be white or black.
- Girls must wear make-up in a modest fashion.
- Boys' hair must be neat and trimmed at all times.
- Any coat may be worn to school. Upon arrival at school it should be put away in backpacks. The only jacket worn in class must have academy logo on it.
- student hair color must be of a natural shade and tone.
- Facial hair is permitted but must be kept neatly trimmed.
- No extreme hairstyles, such as Mohawks, shaved heads with designs, etc. are permitted. Extreme hairstyles are up to the administration to determine.

*\*If a student comes to school with a body piercing on, he/she will receive a written disciplinary report on the first incident. The second time they will be sent home. A Band-Aid cannot be used to cover up the piercing. Parents we ask that you do not allow your students to get a body piercing within the school year.*

**ELEMENTARY DRESS CODE**

Girls

- V neck FCA pleat jumper
- Light blue peter pan collard (short or long sleeved)

- White peter pan collard for chapel days (short or long sleeved)
- Adjustable tie

#### Boys

- Navy blue uniform pants
- Blue FCA oxford shirt
- Long sleeves white oxford shirt for chapel
- Plaid tie

*\*Closed black shoes or tennis shoes*

*\*\*All students must purchase their uniforms from Uniform Cottage Store.*

### **Middle/High school dress code**

#### Girls

- FCA pleat skirt
- Blue FCA vest
- **Middle school** light yellow peter pan collared (short or long sleeve)
- **High school** white peter pan collared (short or long sleeve)
- White peter pan collared for chapel days (short or long sleeve)
- Adjustable tie

#### Boys

- Navy blue uniform pants
- **Middle school** yellow FCA oxford shirt
- **High school** white FCA oxford shirt
- Long sleeves white oxford shirt for chapel
- Plaid tie

*\*Closed black shoes or tennis shoes*

*\*\*All students must purchase their uniforms from Uniform Cottage Store.*

## **NON-UNIFORM DRESS DAYS**

### *Boys:*

- Pants - Dress pants, clean, no holes, tears, or frayed edges.

Nothing extremely loose, no baggy pants. No sweatpants are allowed.

- Shirts - must have collar, cannot promote drugs, sex, alcohol products, tobacco products, music groups or profane messages. No t-shirts or tank tops are allowed.

### *Girls:*

- Dresses - Modest Length - skirts should be no more than 4 inches above the knee. No mini skirts, tight skirts, or slits are allowed

- Pants - Dress pants are allowed. Clothes should be clean with no holes, tears, or frayed edges. No clothing may be extremely loose or extremely tight. No clothing should be more than four inches above the kneecap. No sweatpants are permitted.

- Shirts- any nice shirt is allowed. No t-shirts or tank tops should be worn. Shirts may not promote sex, drug use, alcohol products, tobacco products, music groups, or profane messages. No halter-tops, open backs, sleeveless shirts, or low cut shirts are allowed. Tops may be worn out provided that no skin shows when standing, sitting, or raising a hand.

- Shoes - no open toe, sandals, high heels or sling back shoes are permitted

The administration reserves the right to ban any clothing deemed inappropriate.

## **DRESSY OCCASIONS**

Some occasions require a more formal appearance. Guys will wear suits and ties or tuxedos. Girls will wear formal dresses. All clothing must be modest in appearance. They must not compromise the Christian values of Freedomland Christian Academy.

## **ADMINISTRATIVE PREROGATIVE**

The intent of this handbook is to provide general guidelines to which the students and parents should adhere. In the course of the school year, situations may arise which are not specifically covered in this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new circumstances.

**STUDENT/PARENT SIGNATURE PAGE**

Please sign and return to your homeroom teacher by August 29, 2015

**I have read and understand the Freedomland Christian Academy Student Handbook,  
and I will abide by the rules and regulations stated within.**

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Student Name

Student Signature

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Parent Name

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Parent Signature