

# FLINT RIVER ACADEMY 2017-2018



## Student Handbook

**Dear Parents,**

**Since Flint River Academy's opening in 1967, the school has adhered to the principals and ideals of creating a challenging and supportive Christian learning environment that encourages high expectations for success through the development of the mind, body, and spirit.**

**Students at Flint River will experience a rigorous academic content that will prepare them for college and beyond. Students will learn the vital skills of leadership, perseverance, self-discipline and philanthropy. In addition to striving for high academic achievement, the students will be encouraged to participate within the athletic arena. Through athletics, students will learn good sportsmanship, team pride and a dedication to excellence.**

**I encourage you to peruse our website, as well as experiencing firsthand the unique family atmosphere that the Flint River Academy has to offer. I invite you to visit our campus and meet our dedicated staff that creates the "Love of Learning" in their classrooms.**

**If you have any questions, please contact me directly,  
GO WILDCATS!  
Tommy Amoroso, CMAA  
Head of School  
Flint River Academy  
headofschool@flintriveracademy.com**

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**FLINT RIVER ACADEMY  
PARENT AND STUDENT HANDBOOK**

Flint River Academy continually strives to update the accuracy of all written materials, including, but not limited to promotional information, brochures, handbooks and advertising. In an effort to do so, information included in the materials (including but not limited to, student-to-teacher ratios, teacher qualifications and specialization, teacher tenure, etc.) may change as our programs grow and develop and as our staff changes. Prior to relying on any written materials in making your decision to enroll or re-enroll your child(ren) in Flint River Academy, please verify the accuracy of information with Head of School. Please understand that even if the information was accurate at the time that you enrolled or re-enrolled your child(ren), the information may have changed prior to commencement of classes or during attendance at the school.

Only the Head of School or his designee has the authority to make commitments regarding the nature of the program, specific arrangements for your child(ren) or other changes from the school's regular curriculum.

**Flint River Academy, Inc.  
Notice of Nondiscriminatory Policy**

There shall be no discrimination by Flint River Academy Inc. in the selection of its governing board, in the employment of personnel, or enrollment of students because of race, color, religion, national origin, sex, age, sexual orientation, or handicapped status in violation of existing state or federal law or regulations.

## **INTRODUCTION**

### **MISSION STATEMENT**

Flint River Academy seeks to create a challenging and supportive learning environment in a Christian atmosphere. We encourage high expectations for success and academic excellence through the development of the mind, body, and spirit.

### **GOALS**

#### **MIND**

Provide an engaging and rigorous academic program that ensures Flint River Academy students achieve personal excellence and are fully prepared for the academic challenges of college.

Provide quality curricular programs that introduce all students to the arts and offer students especially interested in the arts meaningful opportunities to develop and excel.

#### **BODY**

Develop and implement for each school sport a comprehensive program that develops teams and student-athletes who are well prepared, well coached, committed to compete to the best of their ability, and who exhibit good sportsmanship.

#### **SPIRIT**

Develop and implement coordinated programs that develop leadership abilities and instill fundamental values of integrity, honesty and responsibility.

Develop and implement coordinated community service and service learning programs to instill in students an abiding commitment to service.

#### **COMMUNITY**

Recruit, retain and develop qualified and effective teachers who are passionate about teaching young people and committed to Flint River Academy's mission.

Increase enrollment by attracting new students and minimizing attrition for the purpose of improving school programs.

#### **DEVELOPMENT**

Increase giving to the school and foster relationships with the larger community.

### **ALMA MATER**

Hail to thee our Alma Mater,  
Hail the gold and white.  
Through the years thy precepts guide us,  
Keep our feet aright.

Hail to thee our Alma Mater,  
Flint River Academy  
For the high ideals you give us,  
We will cherish thee.

# Flint River Academy | 2017-2018 CALENDAR

7,8,9<sup>th</sup> Pre-planning  
10<sup>th</sup> Students return  
18<sup>th</sup> 1<sup>st</sup> home football game

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

19 Presidents' Day  
20 Winter Break  
21 Students Return

4 Labor Day - OFF

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

9 End of nine weeks  
12 Professional Learning no students

30 Good Friday - OFF

5 Fall Festival  
6 Fall Break - OFF  
9 Columbus Day - OFF  
13 End of 1<sup>st</sup> nine weeks  
31 Halloween

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 Easter Sunday  
2-6 OFF  
9 Students return

6 no students ALL FRA  
Staff at Marist for GISA  
Professional Learning

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

13 Mother's Day  
18 Last Day of School  
21&22 Post-Planning  
28 Memorial's Day

Baccalaureate TBD  
Graduation TBD

20 Half day/end of nine weeks  
21 - 29 - OFF  
25 Christmas

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

17 Father's Day

1,2 New years - OFF  
3 Students return  
15 M.L. King Day - OFF

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Independence Day

## Staff

Head of School	Tommy Amoroso	headofschool@flinriveracademy.com
Athletic Director	Eugene Fries	Athleticdirector@flinriveracademy.com
Head Football Coach	Kirk Hoffman	khoffman@flinriveracademy.com
Counselor	Andrea Carroll	counselor@flinriveracademy.com
Finance Officer	Kathy Walton	kwalton@flinriveracademy.com
Administrative Assistant	Beth Duncan	secretary@flinriveracademy.com
Receptionist	Juanita Brown	
Art	Carrie Keller	ckeller@flinriveracademy.com
Performing Arts	Jennifer Bursch	Jbursch@flinriveracademy.com
Technology	Beth Buckley	bbuckley@flinriveracademy.com
Pre-K	Sue Perkins	
Pre-K	Margaret Goodwin	mgoodwin@flinriveracademy.com
Kindergarten	Tina Turner	tturner@flinriveracademy.com
First grade	Janet Fowler	jfowler@flinriveracademy.com
Second grade	Cherie Blount	cblount@flinriveracademy.com
Third Grade	Julie Harris	jharris@flinriveracademy.com
Fourth grade	Robin Smith	rsmith@flinriveracademy.com
5 <sup>th</sup> /6 <sup>th</sup> /7 <sup>th</sup> Grade	Nancy Riggins	nriggins@flinriveracademy.com
5th/6th/7th Grade	Kristen Phillips	cphillips@flinriveracademy.com
7 <sup>th</sup> /8 <sup>th</sup> Grade LA	Lisa Hall	<a href="mailto:lhall@flinriveracademy.com">lhall@flinriveracademy.com</a>
Physical Education	Josh Wirsu	fwirsu@flinriveracademy.com
Math	Kay Barnes	kbarnes@flinriveracademy.com
Math	Johanna Patrick	jpatrick@flinriveracademy.com
English	Jennifer Modlin	jmodlin@flinriveracademy.com
Science	Carla Nester	cnester@flinriveracademy.com
Science	Kathy Perdue	kperdue@flinriveracademy.com
Social Studies	Leanne Sears	lsears@flinriveracademy.com
Social Studies	Johnathon Reneau	jreneau@flinriveracademy.com
Spanish	Estrella Pomares (Star)	epomares@flinriveracademy.com
Maintenance Engineer	Ray Holley	
Custodian	Jeraline Barron	
Cafeteria Manager	Therris blount	tblount@flinriveracademy.com
Cafeteria Assistant	Lucille Dozier	

## **ADMISSION**

### **ADMISSION PROCEDURES**

1. Submit a completed application and record release form to the school office.
2. Schedule an entrance exam with the Counselor.
3. Once all school records and references are received, and the entrance exam is completed, you will be contacted by the Counselor.
4. Registration will be completed following the student's acceptance, submission of all pre-admission documents, an enrollment contract signed by the student's parents or legal guardian, payment of registration and new family fees, and an account established with FACTS, a tuition management provider widely used by private, faith-based, and public schools nationwide. Additional information is available from the Finance Office.

Attendance in a kindergarten program is mandatory for admission to first grade. A student entering kindergarten must be 5 years of age by September 1 of the year of enrollment.

Pre-K students must be 3 years of age by September 1 to enroll in the 3K program, or 4 years of age by September 1 to enroll in the 4K program for the year of enrollment.

Married students will not be admitted or kept on rolls. If a student is pregnant, has had a child, or has fathered a child, she/he will not be permitted to attend Flint River Academy.

We encourage interested students and parents to visit the campus; arrangements may be made by calling the office at (706) 553-2541.



## ATTENDANCE

### ARRIVAL AND DISMISSAL

Students must arrive for school no later than 8:10 A.M. each morning. Student dismissal for the lower school (Pre-K – 7<sup>th</sup> grades) is 3:00 P.M., and dismissal for students in the upper school (8<sup>th</sup> – 12<sup>th</sup> grades) is 3:10 P.M.

Students should not arrive at school before 7:45 A.M. Once a student has arrived on campus, he/she is must remain on school campus until dismissal. **Students must be picked up no later than 3:15 P.M. There are no faculty members available for student supervision after 3:15. Your child's safety is our goal! Please be on time to pick up your child.**

### Attendance

#### Absences and Tardiness

In order that students receive the full benefit of the educational opportunities offered by Flint River Academy, no student should be absent more than 10 days per semester or 20 days per year regardless of whether the absence is excused or unexcused. When a student reaches the limit, the student is ineligible to receive credit for the class. This applies to absences for any single class and not just for the school day. The cut off number does not include classes missed due to field trips or other school activities, which are not counted as absences. The student may appeal to a review committee. The committee will include the Head of School, the school counselor, and a teacher selected by the Head of School. When a student has been absent 5 days in a semester, parents/guardians will be notified and reminded of this policy. No action is required upon receipt of a reminder.

#### School Absence Policy

1. Parents must send a note to school the day their student returns after an absence. The note should explain the reason for the absence. A doctor's excuse is preferred documentation to justify an excused absence when sickness is involved.
2. A parent's explanation is not automatically an excuse. Excusing absences is the domain of the school.
3. Students may be excused lawfully for the following reasons: illness, death in the immediate family, religious holiday, instances in which attendance could be hazardous as determined the Head of School, service as a Page in the State of Georgia Legislature, a court order, to vote in an election, and up to 5 days per year for a student whose parents are in the military and are being deployed or on leave.
4. Planned absences, such as family trips, require prior clearance from the Head of School. These type absences, especially if they last more than two days, are not advisable. It is difficult for a child to recover from missing instruction and such absences place additional burden on the teacher. This request must be submitted at least one week before the absence. If the absence is approved, the student is responsible to make arrangements to make up work with each of his/her teachers.

5. Seniors are allowed three college visitation days during the first semester of their senior year. The request to visit a college must be made to the counselor in writing, one week prior to the visit. The counselor will notify teachers at least two days prior to the student's absence. An official from the college must sign appropriate forms which the student shall provide to the counselor upon return. By exception and under unusual circumstances, the Head of School may approve requests during the second semester.
6. For athletic participation and perfect attendance, a student must be present the entire day, unless a doctor's excuse is provided and the student is present for at least four periods or half of the school day.
7. The student is tardy if he arrives after the bell rings at 8:10 A.M. Lower School students must sign-in at the main office. High School students must sign-in at the upper school office.
8. Every fifth tardy will be recorded as an unexcused absence.
9. Unexcused absences or tardies will result in students not being allowed to make up class work, quizzes or tests and zeroes will be given for missed work. Students with more than 2 unexcused absences in grades 8 – 12, will not be eligible for exam exemption in the second semester even if all other criteria are met.
10. Students are expected to be on time for school following any extracurricular activity. Exceptions are approved only by the Head of School. Failure to do so results in a penalty.

### **Early Dismissal**

Written notes for early dismissal of students in Pre K – 7grades must be presented to the main school office for approval. A written note for early dismissal of high school students must be presented to the upper school office for approval. All students must sign out in the office in which the early dismissal note was approved, before leaving campus. Students returning to school must sign in at the place where they signed out.

### **Make-up Work**

Students are allowed one day for each day of an excused absence to make up missed assignments. The Head of School and the teachers will determine the time-line for any variation of this procedure based on the length of absence, the reason for the absence, and the unique circumstances that may be presented. If the student was in attendance for all classroom presentations prior to a test, and is only absent the day of the test, the test should be taken the day the student returns. If a student misses class due to a school-sponsored activity or athletic contest, it is the responsibility of the student to turn in all assignments due during that time and to gather all assignments for the following day unless arrangements have made with the teacher prior to the absence.

## **Parent Notification of Absences**

Parents will be notified in writing when their student has exceeded five absences or tardies for the semester or ten absences or tardies for the year. By state statute, students may have no more than 10 absences per semester or 20 for the year, whether excused or unexcused. This includes “absence by tardy” unexcused absences. Only the Head of school may provide a waiver to policy when extreme circumstances exist and school work is satisfactorily completed. Without a waiver, students may not receive credit for their current grade level.

## **SCHOOL CLOSURE, DELAYED OPENING OR EARLY DISMISSAL DUE TO EXTREME WEATHER CONDITIONS**

Notification about school closure, delayed opening or early dismissal due to extreme weather or other circumstances, will be announced on local television stations, FRA Announcements via email and the ONE CALL phone notification system.

## **VISITORS**

Parents and visitors must check in at the Administration Office or the Upper School Office after the tardy bell rings. Items or supplies that need to be delivered to a student should be brought to the Administration Office or to the Upper School Office.

## **PROTECTION OF VALUABLES**

Students should not bring large amounts of money to school or wear expensive jewelry. Money or valuable personal property should never be left in a backpack, gym bag or in a student locker. Flint River Academy will not be responsible for the loss or damage of personal property or loss of money.

## **SERVICES**

### **AFTER SCHOOL CARE**

After school care is available for students in grades Pre K through 6th until 6:00 p.m. Information regarding registration and fees is available in the main office. All students must be picked up no later than 6:00 p.m. If a student is picked up after 6:00, a late fee of \$1.00 per minute will incur. After three late pick-ups, you will no longer be able to use the after school care program for the remainder of the current school year.

### **BUSES**

School Bus transportation is available for our students for a fee. Additional information is available on the Enrollment Form. Upper School students arriving by bus in the morning exit the bus in front of the Upper School building while Lower School students exit the bus in front of the Administration Building. Students riding a bus home in the afternoon board their bus in the gravel bus parking lot near the cafeteria.

Students who ride a bus to school must be at the designated stop on time and follow the directions of the bus driver. Students should walk to and from the bus at all times, remain seated while the bus is in operation, talk in a normal tone of voice, and obey the driver. The bus driver will assign seating as needed.

### **CAR RIDERS**

Students who are car riders should exit the vehicle along the front curb of the school between the High School building and the Cafeteria. **Please do not park along the curb during arrival as this blocks traffic and our school buses.**

### **WILDCAT CAFÉ**

Lunch is served daily, and breakfast foods are available during the morning break for students in grades 5 - 12. The price for breakfast and lunch is determined and published at the beginning of the school year.

Microwave ovens are available in the cafeteria for students to warm food brought from home. Drink machines are located in the cafeteria for students in grades 6-12 to purchase drinks. Students are expected to leave the tables clean after eating and must clean any spilled food or drink.

### **TEXTBOOKS**

Textbooks for each subject are currently provided at no charge to our students. Each student is responsible for the care of all assigned textbooks and will be assessed a fee for a lost or damaged book. Occasionally a teacher may require students to purchase a book or work book as a class requirement that has been approved by the Head of School.

### **ACADEMIC REGULATIONS**

#### **CURRICULUM**

In the lower school emphasis is placed on teaching the basic skills of reading, writing, math, science, and social studies. Discipline, moral values, and appreciation of our relationship to others are stressed.

The high school curriculum is a college preparatory program with emphasis placed on disciplined skills, creative ability, advanced preparation for a college career, continuing appreciation of moral values, and understanding of our system of laws.

#### **Advanced Placement (AP) and Dual Enrollment (DE)**

Students are eligible to participate in AP classes on the basis of PSAT scores, teacher and counselor recommendations, and grades. AP classes are taught on a college level and are designed to prepare students to successfully pass the AP exam required to receive college credit. Students, at their own expense, may take the AP exam since college credit cannot be given unless the exam is passed. The Counselor will notify students and parents about the cost of each A.P. exam.

DE classes are actual college classes that count toward both high school and college credit. Students must be HOPE eligible, have a minimum 3.0 in core classes, and attain a combined score of at least 970 on the critical reading and math portions of the SAT for the University of West Georgia. Minimum SAT scores of 450 on the critical reading section and 440 for math are required by West Georgia Technical College. Additional information is available from the school counselor.

## GRADING

Numerical grades are given in all classes:

A	90 – 100	Superior
B	80 - 89	Above Average
C	70 - 79	Average
F	Below 70	Failing

## REPORT CARDS

Report Cards are issued electronically after each 9 week grading period. **The report card for any student with a delinquent financial account will be held by the Head of School until the account has been paid.**

## PROGRESS REPORTS

Progress Reports are issued electronically at the mid-point of each 9 week grading period.

## EXAMS

Tests are given at the teacher's discretion during each grading period. All students in grades 9 -12 are required to take semester exams which make up 20% of the semester grade for the student. A student who misses any semester exam due to an excused absence will have no more than one week to complete a make- up exam. Seniors with an average of 93 or above in a course will be exempt from a final exam at the teacher's discretion.

## HONOR ROLL

**Regular Honor Roll:** Students who have achieved an average of 90 – 92 in all subjects for a nine week grading period.

**Headmaster's Honor Roll:** Students who have achieved an average of 93 or above in all subjects for a nine week grading period.

*Eligibility for either Honor Roll begins at the start of the second semester of First Grade.*

## PROMOTION CRITERIA FOR GRADES K -8

Students in K or 1<sup>st</sup> Grade must meet reading and math standards.

Students in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> Grades must pass reading and math to be eligible for promotion.

Students in grades 5 – 8 must pass at least 3 of the 4 academic classes (language arts, math, science and social studies). If a student fails either math or language arts, the student must score above the 50<sup>th</sup> percentile in Total Language or Total Math on the Iowa Test of Basic Skills.

The decision to retain a student will be determined by a committee made up of the student's teacher(s), the Head of School, the school counselor, a teacher from the next grade and the parents of the student. The decision may be appealed to the Board of Trustees.

## REQUIREMENTS FOR HIGH SCHOOL STUDENTS

A minimum of twenty five Carnegie Units is required for a regular diploma plus service hours. A minimum of twenty seven Carnegie Units is required for an honors diploma plus service hours. All students must take one Math, English, Science, and Social Studies course each year in grades 9 – 12. The units must be for the courses that follow:

SUBJECT	REGULAR DIPLOMA	HONORS DIPLOMA
English	4 Units	4 Units
Social Studies	4 Units	4 Units
Mathematics	4 Units	5 Units
Science	4 Units	5 Units
Foreign Language	2 Units	2 Units
Fine Arts	1 Unit	1 Unit
Health/Physical Ed.	1 Unit	1 Unit
Technology	1 Unit	1 Unit
Speech/SAT Prep	1 Unit	1 Unit
Electives	<u>3 Units</u>	<u>3 Units</u>
	25 Units	27 Units *

A Student must also earn at least 10 service hours per year of high school.

**\*Honors Diploma:** A student must have earned at least 27 Carnegie Units, earned at least one unit in an A.P. class, maintained a 90 or above average in Math, Science, English, Social Studies and Foreign Language, and completed the 11<sup>th</sup> and 12<sup>th</sup> grades at Flint River Academy to be eligible for an Honors Diploma.

## REQUIRED COURSES OF STUDY

English:	English I, II, III, and IV
Social Studies:	World History, U.S. History, Government and Economics
Mathematics:	Algebra I(usually taken in 8 <sup>th</sup> grade), Algebra II, Geometry, and 2 of the following: Algebra III, Pre-Calculus, or Calculus
Science:	Physical Science, Biology, Chemistry and at least one of the following: Human Anatomy and/or Physics.
Foreign Language:	Spanish I and II
Fine Arts:	Humanities, Art, or Music
Health/P.E.	
Technology	
Speech/SAT Prep	
Electives:	Humanities, Chorus, Art, Advanced Art, Yearbook, Aide, Weight Training A.P. Calculus, A.P. English Literature, A.P. Government, Introduction to Computer Science

## PROMOTION CRITERIA FOR GRADES 9 – 12.

- Students in 9<sup>th</sup> Grade must earn at least 6 units and 10 service hours to be promoted to 10<sup>th</sup> Grade.
- Students in 10<sup>th</sup> grade must have earned at least 13 units and 10 additional service hours for promotion.
- Students in 11<sup>th</sup> grade must have earned at least 20 units, 10 additional service hours, and have taken the SAT or ACT to be promoted.

## VALEDICTORIAN AND SALUTATORIAN CRITERIA

Eligible students must have been enrolled at Flint River Academy for their Junior and Senior years, and be on track for an Honors Diploma (see Requirements for Honors Diploma)

## STUDENT OPERATION OF VEHICLES

- This is a privilege that can be revoked.
- Students who drive to school are expected to be aware of younger students who may run across traffic lanes without looking and visitors to our campus.
- A student must have a valid Georgia Driver License.
- The speed limit in our parking lots is 5 MPH.
- Vehicles driven by students must be parked in designated areas: the gravel lot in front of the school near the road is used by underclassmen and the upper lot is used by senior students only.
- A student should not be sitting in a parked vehicle at any time.
- Once a student has arrived on campus and parked their vehicle, the student must remain on campus until dismissal or until they have permission to check out early.
- All student vehicles may be searched at any time.

## **DRESS CODE**

Flint River Academy students are expected to dress and be groomed in such a way as to reflect neatness, cleanliness, and good taste while attending school and school events. Student dress should not distract or cause disruption in the educational program or orderly operation of the school. School administrators will be responsible for determining dress code violations. The Head of School reserves the right to interpret or add to these provisions in the best interest of the school, student, or the educational process.

### **DRESS CODE FOR STUDENTS PK - 4**

Clothing must be neat, clean, and reflect good taste.

Boys' shirts must be tucked in pants or shorts.

Boys' hair must be cut above the eyebrows, no longer than midway of the ears, and above the collar.

Girls should not wear clothing that exposes skin at the waist.

Athletic shoes must be worn for Physical Education.

### **DRESS CODE FOR STUDENTS 5<sup>TH</sup> -12<sup>TH</sup>**

#### **BOYS**

- Hair must be cut above the eyebrows, no longer than midway of the ears, and above the collar.
- Hair color must be natural or if colored must not draw undue attention.
- Face must be shaved with no beard, mustache, or goatee.
- Earrings are not permitted.
- All Shirts must be tucked in pants or shorts
- Tank Tops and Mesh Shirts can only be worn underneath or over a shirt.
- Clothing containing inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or pictures advocating/glorifying death and/or violence are prohibited.
- A belt must be worn with pants or shorts that have belt loops, and the belt and/or waist band must be visible.
- Clothing that has holes or that has been cut off is prohibited.
- No sweat suits or warm up suits. \*
- No visible tattoos or body piercing
- Hats, headbands, bandannas, or stocking caps may not be worn in the building and must be kept in a locker or book bag until the end of the school day.
- Athletic shoes must be worn for Physical Education



## **GIRLS**

- Hair color must be natural or if colored must not draw undue attention.
- No more than 2 earrings per ear.
- Shirts and/or dresses must cover the waist, shoulders, back, and chest.
- (Sleeveless shirts must cover the entire width of the shoulders. Backless or strapless dresses or shirts are **NOT** permitted. No skin may show at the waist. No low-cut necklines) The only exception will be formal wear at the prom or homecoming.
- Skirts and Shorts must be no shorter than 3 inches above the knee.
- Leggings, jeggings, and tights may only be worn with an outer garment of appropriate length that comes to the fingertips when the arms are down by each side.
- Clothing containing inappropriate language; advertisement of drugs, alcohol, tobacco, or sex; suggestive lettering or pictures advocating/glorifying death and/or violence are prohibited.
- Clothing with holes or that has been cutoff is prohibited
- Appropriate undergarments must be worn and may not be worn as outer garments.
- Tank Tops and Mesh Shirts can only be worn underneath or over a shirt.
- No sweat suits or warm up suits \*
- No visible tattoos or body piercing
- Athletic Shoes must be worn for Physical Education.

\*High School students may wear sweat suits or warm up suits on final exam days only.

## **CONDUCT CODE**

School administrators and teachers will follow age –appropriate progressive discipline which takes into account the student’s discipline history, the age and developmental level of the student, and any other relevant factors. It is our goal to be firm, fair and consistent with our expectations for student behavior and discipline. Disciplinary actions are designed to teach students self-discipline and to replace inappropriate behaviors with actions that are considered appropriate. Beginning this school year, disciplinary offenses will be classified Class I, II, or III with consequences described for each.

### **Disciplinary System for Grades 6 - 12**

Class I offenses consist of minor violations that will be administered by teachers. Demerits will accumulate for Class I offenses, and consequences will occur as more demerits are accumulated. Accumulation of demerits will continue throughout the semester, but will begin again on the first day of the next semester.

Class II offenses have set consequences for each offense listed. There are no demerits associated with this class of offenses which are separate from the progressive consequences of Class I offenses. All Class II offenses will be referred to the Head of School.

Class III offenses are the most severe and will be referred to the Head of School. Specific consequences are listed for these offenses.

Time spent on the school bus, field trips, and any school-sponsored activity is considered school time whether on Flint River's campus or not. Demerits may accumulate or other consequences may ensue if students break rules during those times.

### Class I Offenses

Demerits may result from the following behaviors. Teachers may or may not, in their discretion, issue warnings prior to assigning demerits. Each offense will be assigned one demerit per occurrence.

- Failure to comply with corrections by teachers or other faculty and staff for the following violations:
  - Classroom disruptions
  - Failure to bring required materials/supplies to class
  - Dress code violations
  - Eating or drinking in classrooms
  - Out of class without permission
  - Report card, progress report, or other papers sent home not signed on time
  - Actions with disregard to common manners or social graces
- Consequences are as follows:
  - 3 demerits – After school detention with parent notification
  - 4 demerits – Two days After school detention with parent notification
  - 5 demerits – In-school suspension (ISS) with parent notification

### Class II Offenses and Consequences with parent notification

- Offenses:
  - 6 demerits – ISS
  - Cell phone/communication device violations
  - Using social media during school hours (tweeting, posting, reading, etc.)
  - Using tablets or personal computers without permission and supervision
  - Disrespect to peers (abusive language, etc.)
  - Insubordination or disrespect to teachers
  - Misbehavior with a substitute teacher in charge
  - Public display of affection
  - Profanity
  - Skipping class
  - Character infractions: Dishonesty or failure to adhere to teacher instructions
- Consequences:
  - First offense – After school detention and parent notification. A cell phone/communication device will be confiscated on the day of the violation and must be picked up in the office of the Head of School.
  - Second offense – ISS and parent notification. A cell phone/communication device will be confiscated on the day of the violation and must be picked up in the office of the Head of School.
  - Third offense – two or more days ISS with parent notification. A cell phone/communication device will be confiscated on the day of the violation and must be picked up in the office of the Head of School.

- Fourth offense – Discipline referral and Out of School Suspension (OSS) with parent notification. A cell phone/communication device will be confiscated on the day of the violation and must be picked up in the office of the Head of School, and the student must drop off the cell phone/communication in the office of the Head of School and pick it up after school for the remainder of the school year.

#### Class III Offenses and Consequences with parent notification

- Repeated Class II Offenses - OSS
- Cheating – Next day OSS
- Bullying –ISS and Discipline Referral
- Fighting –ISS and Discipline Referral; possible OSS
- Disrespect for the dignity, rights, safety and well-being of others –ISS
- Viewing inappropriate video content on school or personal electronic devices –ISS
- Reckless driving –OSS
- Sexual harassment – Automatic ISS and discipline referral
- Theft –OSS – referral to the Board of Trustees for possible expulsion.
- Truancy of any nature –ISS
- Vandalism of school or personal property – Automatic OSS and restitution - referral to the Board of Trustees for possible expulsion.
- Alcohol and Drug Policy Violation Automatic OSS and possible Expulsion. Notification of Law Enforcement - referral to the Board of Trustees for possible expulsion.
- Weapons – Automatic OSS and possible Expulsion. Notification of Law Enforcement,

Students may face expulsion for repeated or serious Class III violations.

#### In-School Suspension (ISS) - PARENTS WILL BE NOTIFIED

In-suspension (ISS) may be utilized as deemed appropriate by the administration and will usually be served on the day after the offense. Any student serving ISS will not be eligible to participate in any extracurricular activity on the day ISS is served. An offense on Friday results in Monday ISS. In exceptional circumstances, a student may be required to serve ISS at a later date; however, ineligibility for extracurricular events will be for the date assigned.

Students will be required to turn in their cell phones to the headmaster's office before beginning their ISS. While in ISS, a student is expected to do all classwork and homework. The student is responsible for getting notes and other information given in class from another student. Teachers are not expected to spend time during study hall or after school assisting a student to make up work missed due to ISS. Students who have served ISS will not be granted extra days to study before taking a test or quiz upon their return to class.

#### Out of School Suspension (OSS) – PARENTS WILL BE NOTIFIED

Out of School Suspension (OSS) will be utilized as deemed appropriate by the administration and will be classified as an unexcused absence. Students will not be allowed to make up class work, quizzes or tests, and zeros will be given for missed work. In addition any student serving OSS will not be permitted on the FRA Campus during the suspension.

## *Disciplinary System for Grades 1 – 5*

The disciplinary measures described below have been designed to accommodate a broad list of behaviors which interfere with the learning environment of our school.

### Class I Offenses:

- Failure to listen
- Failure to follow directions
- Excessive Talking
- Disrupting the classroom
- Unprepared for class
- Playing in restroom
- Inappropriate Language
- Physical Contact with another student (not fighting)
- Disrespect of a teacher
- Disrespect of a student

Consequences of Class I Offenses will be managed and documented by the classroom teachers and will include:

- Verbal Warning
- Loss of Recess or break time with parent notification
- Silent Lunch with parent notification
- Phone Call or Parent Conference

### Class II Offenses

- Repeated Class I Offenses
- Fighting
- Cheating

Consequences of Class II Offenses will be referred to the Head of School and will include:

- Phone Call or Parent Conference
- ISS with parent notification
- Loss of special activities
- More than one consequence may result if the behavior continues

### Class III Offenses:

- Repeated Class II violations
- Theft
- Bullying or intimidating others
- Destruction of School Property or the property of others

Consequences of Class III Violations will be referred to the Head of School and will include:

- Parent Conference with teacher and Head of School
- After School Detention
- ISS or OSS

## **Disciplinary System for Pre – K and Kindergarten**

- Class I Offenses and Consequences as described for Grades 1 – 5
- Biting: Immediate attention will be provided since this behavior is serious.
  - 1<sup>st</sup> Offense: The incident will be documented for the child biting and for the child who was bitten. Parents will notified by phone.
  - 2<sup>nd</sup> Offense: Parents of the child biting will be contacted to immediately pick up child who may not return to school for the remainder of the day.
  - 3<sup>rd</sup> Offense: Parents will be required to meet with the teacher and the Head of School to determine the appropriate punishment for future violations.
- Spitting/Kicking/Bodily Harm
  - 1<sup>st</sup> Offense: Incident will be documented and parent notified
  - 2<sup>nd</sup> Offense: Parent will be contacted to immediately pick up child who will be suspended for the remainder of the day.
  - 3<sup>rd</sup> Offense: Parents will be required to meet with the teacher and the Head of School to determine appropriate punishment for future violations.
- Inappropriate Touching will be reported to Head of School parent required to meet with teacher and Head of School.

## **BULLYING**

The Head of School and the Board of Trustees recognize the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment. Bullying is not tolerated on the school campus, at school-sponsored events and activities, on school busses or at school bus stops.

Bullying is repeated behavior by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending self. Bullying can take many forms, including physical, verbal, social/relational and /or cyber bullying. Bullying occurs in several forms, including but not limited to the following:

- Written, verbal, or nonverbal threats
- Intimidating or threatening gestures
- Unwanted physical contact, violence, or assault
- An intentional display of force that would give the victim reason to expect or fear physical contact or injury
- Jeering, taunting, or mocking
- Teasing
- Degrading, insulting, or derogatory comments

- Extortion
- Theft of money or possessions
- Vandalism of a student's personal property
- Unauthorized exercise of control over a student's personal property
- Intentional exclusion from activities or play.

## **REPORTING PROCEDURES**

- Victims/Targets:** Any student who believes they have been the victim/target of bullying should immediately report the bullying incident to a teacher or to the school administration.
- Parents/Guardians:** All parents/guardians who become aware of a bullying incident, should report details of the incident to a teacher or to the school administration.
- Student Witness:** A student or students who witnesses or become aware of a bullying incident, should report the details of the incident to a teacher or to the school administration.
- School Personnel:** Any FRA Staff Member who witnesses a bullying incident must intervene and take appropriate action to stop the bullying incident. Any FRA Staff Member who witnesses a bullying incident, or receives a report of a bullying incident must inform either the Head or Assistant Head of School immediately or no later than the end of the school day.
- Administration:** Any report of a bullying incident by a student, parent, or staff member must be investigated and the appropriate action taken as soon as possible. The parents of the bullying victim and the parents of the bully will be informed.

## **ALCOHOL AND DRUG POLICY**

Any student in possession of, selling or furnishing drugs or alcohol on campus or at any Flint River Academy activities shall be subject to permanent expulsion and prosecution.

If a student must take a prescription medication at school, the parent/guardian must complete a release form available in the office and leave the medication in the office. The medication must be in a prescription bottle labeled with the student's name required dosage. Students may not be in possession of any medicine at school.

From time to time, drug dogs may be brought in by law enforcement to check vehicles, lockers, any area throughout the building, or personal possessions. This may be done with or without the approval of the administration.

The school administration has the legal obligation to search students and their personal possessions when reasonable suspicion exists that a student may be in possession of alcohol or drugs. If a student is found to be in possession of alcohol or drugs, their parents/guardians and law enforcement will be contacted. The student will be subject to the consequence listed in the Student Code of Conduct.

The school administration may require a student to submit to drug or alcohol testing if there is reasonable suspicion of the violating the Alcohol and Drug Policy. The following circumstances could constitute reasonable suspension:

- Uncharacteristic physical appearance on campus or at school sponsored activities.
- Uncharacteristic behavior such as sleeping, aggressiveness, radical mood swings, slurring of speech or consistently failing to comply with school rules on campus or at school sponsored activities.
- Uncharacteristic pattern of deteriorating academic performance.
- Possession of alcohol or drugs on school campus or at school sponsored activities.

When the school administration determines that a student must submit to a drug or alcohol test, the administrator will:

- Notify the parent/guardian
- Require the student to be tested that day at a certified lab determined by the school under the supervision of a school official. The results will be reported directly to the school.
- The expense of the lab test will be paid by the school if the student does not test positive for alcohol or drugs.
- The expense of the lab test must be paid by the parent/guardian of the student if the test is positive.
- The student will be subject to the consequence listed in the Student Code of Conduct.
- If the parent/guardian of the student refuse for their student to be tested, the student will be immediately suspended and may be expelled.

## **CELL PHONES AND COMMUNICATION DEVICES**

At Flint River Academy, we fully understand that we live in the age of technology, and we enjoy the benefits of advancing technology. We also understand the importance of communication with your child. However, due to these advancements it is increasingly difficult to monitor the activities of cell phones and smart devices that enable the student to use text messaging, cameras, and social media platforms during the course of class. While we will continue to allow our students to employ the use of technology to enhance personal learning and academic growth, that use must be under the supervision and direction of our faculty.

Due to privacy issues, students are not allowed to take photographs or make video and/or audio recordings while on campus unless it is done under the supervision of a teacher. Flint River Academy students are only allowed to use cell phones and smart devices for communication and recreational uses outside the buildings before homeroom period, during break and lunch, and after 3:10 P.M. Violation of this policy results in Class II disciplinary action as described in the Student Code of Conduct.

## **INTERSCHOLASTIC ATHLETICS/ACTIVITIES**

Interscholastic athletics and literary events are vital parts of the total educational program and a means of developing wholesome attitudes and good human relations, as well as knowledge and skills. FRA students are encouraged to participate in a variety of extracurricular athletics and literary events.

Varsity and Junior Varsity sports include:

Football	Golf
Softball	Tennis
Basketball	Track
Cheerleading	Baseball

## **CODE OF SPORTSMANSHIP**

Sportsmanship is respect for self, our school, and guests to our school. Sportsmanship helps build a positive image not only with the community, but also with all those who participate in competitive activities in our school. Responsibilities of participants and parents/guardians include:

- **Use appropriate language.**
- **Treat opponents with the respect due them as guests or hosts.**
- **Exercise self-control at all times.**
- **Respect the officials' judgment and interpretation of the rules.**
- **Respect the coaches' judgment and authority.**
- **Accept the responsibility of representing your school in a positive manner.**
- **Act in a manner that will create a positive attitude in the audience.**

## **REQUIREMENTS FOR STUDENT ATHLETES**

A student athlete must be a registered FRA student and owe no outstanding financial obligations to the school.

A student athlete must have a physical examination for the current school year.

A student athlete must provide proof of Health Insurance.

A student athlete must pay the Annual Athletic Fee for participation:



### ANNUAL ATHLETIC FEE SCHEDULE

SPORT	FEE	SPORT	FEE
Varsity Football	\$200	J.V. Football	\$ 100
Varsity Softball	\$200	J.V. Softball	\$ 100
Varsity Cheerleading	\$100	J.V. Cheerleading	\$ 50
Varsity Basketball	\$200	J.V. Basketball	\$ 100
Varsity Baseball	\$200	J.V. Baseball	\$ 100
Varsity Track	\$ 75	J.V. Track	\$ 75
Varsity Tennis	\$ 50	J.V. Tennis	\$ 50
Golf	\$ 50		

#### **Eligibility for Participation**

Students at FRA are expected to remain in good academic standing to be able to participate in athletic and literary events. A student in grades 6-12 must pass all academic subjects each semester to be eligible to participate in athletics or literary events the following semester. A student who has lost eligibility for the second semester, may regain eligibility for the last 9 week grading period by passing all academic subjects for the third 9 week grading period. A student who loses eligibility after the second semester, will not be eligible for the first semester of the following year.

Students in grade 8-12 must meet the eligibility rules set by GISA not included in the FRA policy.

Beginning with the 9<sup>th</sup> grade, a student has 8 semesters of eligibility and must not have attained their 19<sup>th</sup> birthday prior to May preceding the school year of participation.

5<sup>th</sup> grade students who meet promotion requirements will be eligible for participation at the beginning of the 6<sup>th</sup> grade.

A student who is ineligible during one semester may try out for an athletic team or literary event held the following semester if it appears likely that their eligibility will be regained. The student cannot participate in any competition between schools while ineligible.

## **MISCELLANEOUS**

### **Graduations Fees**

No student will be able to participate in graduation activities nor awarded a diploma unless all tuition and graduation fees have been paid by May 1 of the graduation year.

### **Responsibility for School Property**

It will be the responsibility of the students and parents of Flint River Academy to keep school property from being damaged or defaced. Any destruction of school property that has been damaged or defaced shall be paid for or repaired by the parent/guardian of the student or students involved. Wanton destruction or defacing may result in suspension and /or expulsion.

### **Field Trips**

All Field Trips are scheduled for instructional purposes and approved by the Head of School. Each student must pay fees for a field trip that may include admission, bus fuel and the driver charge, etc. Flint River Academy students and chaperones only are allowed to participate in an approved field trip. Student dress must be in compliance with the School Dress Code.

### **Fundraisers**

Any solicitation of funds or collection of money in the name of Flint River Academy must have the approval of the Head of School and the Board of Trustees. Fund raising projects, solicitation of funds or collection of money may only be carried out by those designated by Board approval.

### **Party Invitations**

Students should only pass out party invitations when all members of a class or homeroom receive an invitation.

### **Animals or Pets**

Permission must be granted by the Head of School and the Classroom Teacher before any animal or pet is brought to school. No animal or pet can be transported on the school bus.

## Student and Parent Handbook Acknowledgement

We, the undersigned, have read the Flint River Academy Student Handbook and understand the rules and procedures for this school year. **Please sign and return to your student's teacher by August 31.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date