

Student Handbook

2024 - 2025



Flint River Academy
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Woodbury, GA 30293
(706) 553-2541
Head of School: Alton White

Table of Contents

Introduction	3
Nondiscriminatory Policy	3
Mission Statement	3
Goals	3
Accreditation and Memberships	3
Strategic Plan	4
Directory	5
Advice to Students	7
Alma Mater	7
Admission	7
Arrival and Dismissal	8
Absences and Attendance	8
Extreme Weather	11
Visitors	11
Valuables	11
Services	11
Textbooks	12
Academic Regulations/Curriculum	12
Grading	12
Honor Roll	13
Grade Replacement	13
Promotion/Retention	13
Graduation Requirements	14
Honor Graduate/Distinguished Honor Graduate	15
Valedictorian/Salutatorian	15
Student Operation of Vehicles	15
Dress Code	16
Code of Conduct	18
Sexual Harassment Policy	22
Alcohol/Drug Policy	23
Tobacco/Vaping Policy	23
Cell Phones/Smart Watch/Other Communication Devices	24
Pregnancy Policy	25
Code of Sportsmanship	26
Requirements for Student Athletes	26
Athletic Fees	26
Middle School Sports	27
Eligibility	27
Miscellaneous	28
Student/Parent Acknowledgement Form	29

FLINT RIVER ACADEMY STUDENT/PARENT 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. To do so, information included in the materials, including but not limited to student-to-teacher ratios, teacher qualifications, specialization, teacher tenure, etc., may change as our programs grow and develop and our staff changes. Before relying on written materials to enroll or re-enroll your child(ren) in Flint River Academy, please verify the accuracy of information with the Head of School. Please understand that even if the information was accurate when you enrolled or re-enrolled your child(ren), the information might have changed before the 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 in the 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.

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

MISSION STATEMENT

Flint River Academy is a college preparatory school focused on the development of the mind, body, and spirit in a Christian environment.

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.

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 competing to the best of their ability, and who exhibit good sportsmanship.

Spirit

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

ACCREDITATION ON MEMEBERSHIPS

Flint River Academy meets all the necessary standards in grades K5 - 12 and is fully accredited by both Cognia and GISA. Flint River Academy is a member of the Georgia Independent School Association (GISA) and the Georgia Independent Athletic Association (GIAA).

STRATEGIC PLAN

Goal 1: Enhance the Learning Experience

Increase academic rigor
Increase professional development opportunities and resources
Increase student programs and opportunities

Goal 2: Enhance Communication

Increase Alumni outreach
Improve stakeholder communication
Promote consistently FRA community relations

Goal 3: Increase Focus on Christian Values

Expand Character Education Program
Create more biblical based student opportunities
Emphasize Service requirements and opportunities

Goal 4: Improve facilities

Develop a proactive facilities improvement plan. (Buildings, fields)
Assess and update the current Crisis Management Plan and campus safety. (safety procedures, consider school culture)

Flint River Academy Staff Directory

Head of School	Alton White	alton.white@flintriveracademy.com
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Flint River Academy Staff Directory

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Cafeteria Assistant	Wanda Rodriguez	

ADVICE TO STUDENTS

It is easier to keep grades up than to pull them up. Be prepared.

Be friendly and you will make friends. Please help our new students to feel welcome.

Participate in school functions and activities.

Be punctual to school and classes.

Don't waste valuable time.

Avoid absences. You must arrange to make up for missed work at your teacher's convenience.

Remember to bring books, pencils or pens, and paper to all classes.

Adjust to all teaching situations. Don't be influenced by opinions of others; form your own.

Help keep your books, building and campus clean.

Follow the dress code.

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,

and We will cherish thee.

ADMISSION

Admission Procedures

Submit a completed application and record release form to the school on-line.

Schedule an entrance exam with the counselor.

Once all school records and references are received, and the entrance exam is completed, the counselor will contact you.

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 five years of age by September 1 of the year of enrollment.

Pre-K students must be three years of age by September 1 to enroll in the 3K program or four 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.

ARRIVAL AND DISMISSAL

Students must arrive at school no later than 8:00 a.m. each morning. Student dismissal for the 3K through 5th grade is 2:45 p.m., grades 6th -12th is 3:00 p.m.

Students should not arrive at school before 7:45 a.m. (Early arrivals must report to the cafeteria). Once a student has arrived on campus, he/she must remain on school campus until dismissal. **Students must be picked up no later than 3:15 p.m. (Students not picked up after this time will be sent to the after-school program and a \$25 fee will be added per occurrence per child). There are no faculty members available for student supervision after 3:15 p.m. Your child's safety is our goal! Please be on time to pick up your child.**

Daily Bell Schedule

The school day will be from 8:00 – 2:45 for 3K through 5th grade. For 6th – 12th grade, the school day will run from 8:00 - 3:00. The bell schedule for middle school and high school is:

8:00	9:02	1st Period
9:06	10:06	2nd period
10:06	10:22	Break
10:22	11:22	3rd Period
11:26	12:26	4th period
12:26	12:56	Lunch
12:56	1:56	5th Period
2:00	3:00	6th period

ABSENCES AND ATTENDANCE

Student attendance is critical to the attainment of high academic expectations and efficient use of time. School attendance is the responsibility of both parents and students. It is the responsibility of the student to make up any schoolwork missed. All missed work must be made up within the time frame allotted by the teacher for excused absences only. Students with unexcused absences will not be allowed to make up missed assignments, **including tests and quizzes.**

Both excused and unexcused absences are counted and will be reported as absences on the report card. Written notice from parent/guardian or physician should be brought to the office upon returning to school after being absent. Parents should keep a copy of excused absences in case an appeal needs to be made for excessive absences.

The school year consists of 170 school days. The maximum number of days a student may miss in any class, excused and unexcused combined, is 20 days. 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

cutoff 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 Assistant Head of School, the school counselor, and a teacher selected by the Head of School. When a student has been absent five days a semester, parents/guardians will be contacted, and a meeting will be held with the Head of School to go over the attendance policy.

Excused absences are for the following reasons only:

1. Parents must send a note to school the day their student returns after an absence. This note should explain the reason for the absence. A doctor's excuse is preferred documentation to justify an excused absence when sickness is involved. A parent's explanation is not automatically an excused absence. Excusing absences is the domain of the school.
2. Student absences may be excused for the following reasons: Personal illness, Death in the immediate family, Doctor's appointment, Family emergency, Hazardous weather conditions which could endanger a student's health or safety, To vote, Serve as a Page in the Georgia Legislature, Court Order, Up to 5 days per year for a student whose parents are in the military and are being deployed or on leave, or other circumstances individually approved by the Head of School
3. Unexcused absences are defined as any absences that do not fall in one of the above categories.
4. Planned absences, such as family trips, require prior clearance from the Head of School. **These 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 burden the teacher. This request must be submitted at least one week before the absence. If the absence is approved, the student is responsible for making arrangements to make up work with each of his/her teachers.
5. Students are not counted absent while attending school functions or when they are on a college visit. It is the responsibility of the student to make up any work missed due to any school activity and will be due at the individual teacher's discretion.
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. (For any athletic event, competition, or any other school events held on a Saturday, the student must be present for at least four periods or half of the school day on the Friday before).
7. 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 before the visit. The Counselor will notify teachers two days before the student's absence. An official from the college must sign the appropriate forms the student shall provide to the Counselor upon return. By exception and under unusual circumstances, the Head of School may approve additional days.
8. Late arrivals are disruptive to the learning environment. Classes begin promptly at 8:00 a.m. Teachers cannot be responsible for important work missed because of tardiness. **Lower School** students who are not present in class at 8:00 must check in with the lower school office with a parent. Excessive tardies in the lower school may require a meeting between a parent and school administration. **Middle School** students who are not in class by 8:00 must check in through the lower school office with either a parent or a note from a parent. Excessive tardies in middle school may require a meeting between a parent and school

administration. **High School** students who are not in class by 8:00 must check in with the high school office and receive a pass to class. High School students will be assigned a day of ISS on the 4th unexcused tardy in a semester, and subsequent tardies. After the 6th unexcused tardy in a semester, other consequences may be at the discretion of the Head of School.

9. Unexcused absences or tardies will result in students not being allowed to make up class work, quizzes, and zeroes will be given for missed work. Students with more than two unexcused absences in grades 9th -12th 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 either an Unexcused Tardy or Unexcused Absence.**

Early Dismissal

Written notes for early dismissal of students in Pre-K – 8 grades must be presented to the main school office for approval by the end of breakfast. 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 where the early dismissal note was approved before leaving campus. Students returning to school must sign in where they signed out.

Students Who Are Medically Unable To Attend In-Person School

A student who is unable to attend school for face-to-face instruction, or is receiving school services at a doctor's request, shall not be allowed to attend any Flint River Academy event such as, but not limited to, athletic events/practices, dances, banquets, Prom, school presentations, or academic team events/practices of any kind. There might be an instance where a team wants to honor a teammate who has been seriously ill, in which case the Head of School will be allowed to permit that to occur.

Make-up Work

Students are allowed one day for each day of an excused absence to make arrangements with their teacher to make up missed assignments. The Head of School and the teachers will determine the timeline for any variation of this procedure based on the length of an absence, the reason for the absence, and the unique circumstances that may be presented. If the student was in attendance for all classroom presentations before a test and is only absent on the day of the test, the test should be taken the day the student returns. If a student misses a 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 been 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 ten 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 the policy when extreme circumstances exist, and schoolwork 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 Attendance Office after the tardy bell rings and must be issued a visitor pass. Items or supplies that need to be delivered to a student should be brought to the Attendance Office or the Administration 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 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 administration 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 be incurred. After three late pickups, you will no longer be able to use the after-school care program for the remainder of the school year.

Buses

School Bus transportation is available for our students for a fee. 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 who ride a bus home in the afternoon board their bus in front of the cafeteria.

Students who ride a bus to school must be at the designated stop on time and follow the bus driver's directions. 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 or dismissal as this blocks traffic and our school buses (7:30-8:00 a.m. and 2:30-3:00 p.m.)**

Wildcat Cafe

Lunch is served daily, and breakfast foods are available during the morning break for students in grades 6 - 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 bring food 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 are provided at no charge to our students. Each student is responsible for caring for 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 workbook as a class requirement that the Head of School has approved.

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 with others are stressed.

The high school curriculum offers a college preparatory program with an emphasis placed on disciplined skills, creative ability, advanced preparation for a college and 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 based on PSAT scores, teacher and counselor recommendations, and grades. AP classes are taught on a college level and are designed to prepare students to 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 AP exam.

Dual Enrollment (DE) classes are actual college classes that count toward high school and college credit. Students taking DE core classes must be HOPE eligible, have a minimum 3.0 GPA in core classes, and attain the minimum score required by the college. Students taking DE technical and vocational courses must have a 2.0 GPA and acceptable scores for the college attending. Additional information is available from the school counselor.

FRA GRADING

Grades at FRA will be based on 3 categories:

1. Formative – these are the grades during the learning process including classwork, homework, short quizzes etc.
2. Summative – these are the grades at the end of a unit or topic such as major tests or projects.
3. Soft Skills – these are character traits or personal attributes that enhance a person’s ability to be a successful and contributing member of society.

Numerical grades are given in all classes:

90 -100	Superior
80 - 89	Above Average
70 -79	Average
Below 70	Failing

Dual Enrollment Grading

All colleges submit a final letter grade, and these grades will be transcribed as follows (see scale below). Some instructors, but not all, will provide a final numerical grade. Sometimes a numerical grade will result in a slightly higher final grade. It is the student's responsibility to submit documentation of a final numerical grade from their instructor. Since the colleges provide a transcript with a letter grade at the end of the course, FRA will not remind students to complete this task, which is optional.

A = 95

B = 85

C = 75

Report Cards

Report Cards are issued electronically after each grading period. **The Head of School may hold the report card for any student with a delinquent financial account until the account has been paid.**

Progress Reports

Progress Reports are issued electronically at the mid-point of each 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 a final exam which makes up 20% of their final average. Seniors with an average of 93 or above in a course, two or fewer unexcused absences and two or fewer office referrals are exempt from the final exam in that course.

HONOR ROLL

A/B Honor Roll: Students who have achieved A's and B's in all subjects.

Honor Roll: Students who have achieved an average of 90 – 92 in all subjects

Headmaster's Honor Roll: Students who have achieved an average of 93 or above in all Subjects.

GRADE REPLACEMENT

A high school student who fails a class will be eligible to retake the course for a grade replacement. However, if a student fails any high school or dual enrollment level course beginning the current school year, he/she will not be eligible to be valedictorian or salutatorian when he/she graduates from Flint River Academy.

PROMOTION/RETENTION CRITERIA

Once a student has enrolled in FRA, he/she will only be allowed to repeat a grade once. If a student does not meet promotion requirements for a 2nd time in the same grade, he/she shall not be enrolled at FRA for the following year.

A committee will determine the decision to retain a student made up of the student's teacher(s), the Head of School, the school counselor, a teacher from the next Grade, and the student's parents. The monitoring of possible students to be retained will begin at the end of the first semester. A decision made by the committee may be appealed to the Board of Trustees

Grades K -8th

Students in K - 1st Grade must meet reading and math standards.

Students in 2nd - 4th Grades must pass reading and math to be eligible for the promotion.

Students in grades 5th – 7th must pass at least three of the four academic classes (language arts, math, science, and social studies). If a student fails math or language arts, the student must score above the 50th percentile in Total Language or Total Math on a national norm referenced test.

Students in 8th Grade must pass at least three of the four academic classes (language arts, math, science, and social studies). If a student fails math or language arts, the student must score above the 50th percentile in Total Language or Total Math on a norm-referenced test.

Students enrolled in 9TH Grade Before 8/15/24

Promotion Criteria for grades 9th – 12th

Students in 9th Grade must earn at least six units and ten service hours to be promoted.

Students in 10th Grade must have earned at least 13 units and ten additional service hours to be promoted.

Students in 11th Grade must have earned at least 20 units, ten additional service hours to be promoted.

Students enrolled 9TH Grade on or After 8/15/24

Promotion Criteria for grades 9th – 12th

Students in 9th Grade must earn at least six units and ten service hours to be promoted.

Students in 10th Grade must have earned at least 12 units and ten additional service hours to be promoted.

Students in 11th Grade must have earned at least 18 units, ten additional service hours to be promoted.

GRADUATION REQUIREMENTS

A minimum of twenty-four Carnegie Units is required for a Flint River Academy diploma plus required service hours.

18 of these units are required courses and 6 are electives. The required courses are:

- 4 Units of ELA - Literature (American, English, World) integrated with grammar, usage and advanced composition skills
- 4 Units of Math - Algebra I, Geometry, Algebra II/Advanced Algebra, and a 4th unit of advanced math, or equivalent courses
- 4 Units of Science - Must include two courses with a laboratory component. At least one unit of Biology, one unit of Physical Science or Physics, one unit of Chemistry, Earth Systems, Environmental Science, or an Advanced Placement or International Baccalaureate course or the equivalent, and an approved 4th science unit.
- 4 Units of Social Science - Must include one unit of U.S. History, one units of Economics, one unit of American Government studies and one unit focusing on world studies.
- 2 Units of a Foreign Language

HONOR GRADUATE/DISTINGUISHED HONOR GRADUATE CRITERIA

Honor Graduates will be determined using a simple GPA calculation at the conclusion of the first semester of the senior year. Students earning a simple GPA of 3.5 or above (without rounding) will receive the Honor Graduate distinction. Only students having attained the status of Honor Graduate will be considered for Distinguished Honor status. Distinguished Honor Graduates, Valedictorian, and Salutatorian will be determined at the conclusion of the third grading period of the senior year.

In order to be recognized as a **Distinguished Honor Graduate**, must earn an A in the following courses:

- 4 units of math
- 4 units of ELA
- 4 units of social studies
- 4 units of science
- 2 units of a foreign language

Additionally, Distinguished Honor Graduates must take a minimum of 3 AP and/or Dual Enrollment classes and earn a score of 3 or better on at least 1 AP Exam.

VALEDICTORIAN AND SALUTATORIAN CRITERIA

The Valedictorian will be the Honor Graduate with the highest numeric average of all math, science, social studies, English and Foreign Language on their high school transcript. Grades in these areas at the end of the 3rd grading period of the student's senior year will also be included in these calculations. The Salutatorian will be the honor graduate with the second highest numeric averages calculated as above. In the case of a tie, the first tie breaker will be the highest number of AP and academic dual enrollment courses taken. The second tie breaker will be the numeric average in these courses.

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.
- Loud music from student vehicles will not be tolerated on campus
- A student must have a valid Georgia Driver's 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 anytime.
- 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
- Certain violations of the Code of Conduct may lead to restrictions being placed on the student driving privileges.
- Weapons are not permitted in your vehicle

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 disrupt 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.

3K – 5th

- Clothing must be neat, clean, and reflect good taste. Boys' shirts must be tucked in pants or shorts.
- Boys' must be cut above the eyebrows, no longer than the bottom of the ears, and above the shoulder unrestrained natural length.
- Girls should not wear clothing that exposes skin at the waist. Athletic shoes must be worn for Physical Education.
- Skirts, dresses and shorts must be fingertip length.
- Leggings, jeggings, and tights may only be worn with a shirt or dress that covers the buttocks and no shorter than fingertip length.
- No spaghetti straps allowed

6th -12th

Boys

- Hair must be cut above the eyebrows, no longer than the bottom of the ears, and above the shoulder unrestrained natural length
- Hair color must be natural or, if colored, must not draw undue attention.
- Facial beards, mustaches, or goatees must be well-groomed at the discretion of administration.
- Earrings are not permitted.
- All Shirts must be tucked into pants or shorts. Shorts must be fingertip length
- Tank Tops and Mesh Shirts can only be worn underneath or over a shirt.
- Clothing containing inappropriate language; advertisements of drugs, alcohol, tobacco, or sex; suggestive lettering, or pictures advocating/glorifying death and/or violence are prohibited.
- Clothing that has holes or that has been cut off is prohibited.
- No gym shorts, 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 two earrings per ear.
- Shirts and/or dresses must cover the waist, shoulders, back, and chest.
- No spaghetti straps allowed. 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 fingertip length.
- Leggings, jeggings, and tights may only be worn with a sweatshirt, skirt, dress or t-shirt that covers the buttocks and no shorter than fingertip length.
- Clothing containing inappropriate language; advertisements 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 cut off 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 gym shorts, 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 or warm-up suits on final exam days only.

STUDENTS OUT OF DRESS CODE MAY BE SENT HOME UNTIL THEY RETURN IN FULL COMPLIANCE WITH THE DRESS CODE.

CODE OF CONDUCT

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. We will 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 as Class I, II, or III, with consequences for each.

P K, and Kindergarten

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

Grades 1st – 5th

The disciplinary measures described below have been designed to accommodate a broad list of behaviors that 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 (Once students have met the documented consequences by the classroom teachers)
- Fighting
- Cheating

Consequences of Class II Offenses will be referred to administration 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 (Once students have met the documented consequences by administration)
- Theft
- Bullying or intimidating others
- Destruction of School Property or the property of others

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

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

6th - 12th

Class I offenses consist of minor violations that teachers will administer.

Class II offenses have set consequences for each offense listed. With this class of offenses, which are separate from the progressive consequences of Class I 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. These offenses may accumulate, or other consequences may ensue if students break the rules during those times.

Class I Offenses

Consequences may result from the following behaviors. Teachers may or may not, in their discretion, issue warnings before assigning consequences.

- 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
- Actions with disregard for common manners or social graces

Consequences are as follows:

- 3 Offenses – After-school detention with parent notification
- 4 Offenses – Two days After school detention with parental notification
- 5 Offenses – Office referral

Class II Offenses and Consequences with parent notification

Offenses:

- 6 Class I Offenses – In-School Suspension (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.
- Second offense – In-School Suspension (ISS) and parent notification.
- Third offense – two or more days ISS with parent notification.
- Fourth offense – Discipline referral and Out of School Suspension (OSS) with parent notification.

Class III Offenses and Consequences with parent notification

- Repeated Class II Offenses – Out of School Suspension (OSS)
- Cheating – Next day OSS
- Bullying –ISS and Discipline Referral
- Fighting- Up to 5 Days OSS at the discretion of the Head of Schools.
- 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 Discipline Committee 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 Discipline Committee for possible expulsion.
- Weapons (Including Pocket knives with blades longer than 2 inches) – 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-School 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 in making 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.

BULLYING

Flint River Academy recognizes the negative impact of bullying 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 education and is unacceptable in the educational environment. Bullying is not tolerated on the school campus, at school-sponsored events and activities, on school buses, or at bus stops.

Bullying is repeated behavior by an individual student, an individual student within a group of students, or a 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 themselves. Bullying can take many forms, including physical, verbal, social/relational and /or cyberbullying. 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.

SEXUAL HARASSMENT POLICY

Sexual harassment is inconsistent with a positive, productive learning environment and will not be tolerated. Any Flint River Academy student who is guilty of sexual harassment or witness to sexual harassment is subject to appropriate discipline, which may include expulsion.

According to federal regulations, sexual harassment includes unwelcome sexual advances, requests for sexual favors, or verbal or physical acts of sexual or sex-based nature which can make a student uncomfortable or impair a student's ability to perform academically and athletically.

All Flint River Academy students are expected to behave in a dignified manner at all times. If this guideline is followed, students should rarely, if ever, be subjected to the offensive behavior of others. Flint River Academy students should refrain from any initiation of a discussion or any action with other students if the student knows that the discussion or action will result in an uncomfortable, even hostile, situation for the student.

Finally, a student who is the victim of sexual harassment or who simply notices such behavior should report the misconduct to an administrator. This is the responsibility of all students.

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 becomes aware of a bullying incident should report the details of the incident to a teacher or 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 and leave the medication in the office. The medication must be in a prescription bottle labeled with the student's name and required dosage. Students may not be

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 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 consequences 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 violating the Alcohol and Drug Policy. The following circumstances could constitute reasonable suspicion:

- 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.
- An uncharacteristic pattern of deteriorating academic performance.
- Possession of alcohol or drugs on the 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 school will pay the expense of the lab test 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 consequences listed in the Student Code of Conduct.
- If the parent/guardian of the student refuses for their student to be tested, the student will be immediately suspended and may be expelled.

TOBACCO AND VAPING POLICY

Any student in possession of, selling, or furnishing tobacco or vape products on campus or at any Flint River Academy activities shall be subject to Out of School Suspension, Expulsion, or Prosecution in violation of state laws.

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

CELL PHONES, SMART WATCHES, AND OTHER COMMUNICATION DEVICES

Students are urged to leave their phones at home or in their vehicles. If students choose to bring their communication devices (cell phones, smart watches, headphones, earbuds, etc.) into the building, they will be required to turn them off before going into any classroom. Cell Phone use during class is prohibited. An administrative storage fee will be added to any cellphone offense after the second infraction.

Cell phone use during the academic day, as well as headphones, are permitted only with faculty or administrative permission. To avoid interrupting instruction, parents are asked to refrain from calling or texting students on student cell phones during the academic day. Parents should contact the appropriate Division receptionist to communicate with their child during the academic day.

Student cell phones **may only be used** during the following approved times during the school day: before 8:00 am, during morning break, during lunch, and after Seventh Period is completed. Students **may not use their cell phones at FRA during class** unless approved by the teacher, between classes, or during any assembly program. All student phones should be on “silent” mode at all times during the academic day. All upper school students will place their phones in a central location, determined by the teacher upon entering each class, including Study Hall. The students will retrieve their phones as needed with teacher approval during class and as they leave that class. Phones and headphones are not to be in use when traveling from class to class. Any misuse of a cell phone will result in the phone being turned into the Dean of Students and held until the student leaves school for the day. Parents will be notified of the incident. The student will lose phone privileges for the next five (5) school days. Days absent will not count toward the five days. Any subsequent incidents of phone misuse will result in extended loss of phone privileges and potential additional consequences to be determined by the Dean of students. Any upper school student who is tardy unexcused to school will be required to turn in his/her phone upon signing in. The phone will be returned when the student leaves school for the day. **It is expected that there will be no misuse of cell phones at Flint River Academy.**

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 the communication mentioned above devices outside the buildings before school, during break and lunch, and after 3:35 p.m. Violation of this policy results in Class II disciplinary action as described in the Student Code of Conduct.

6th-12th

- **First offense** – Warning + cell phone/communication device will be confiscated on the day of the violation and will be given back to the student by the teacher at the end of the class period or the end of the day. The parent will be notified of the incident by the teacher.
- **Second offense** – 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 by the parent at the end of the day. One day of ISS and the parent will be notified of the incident by the Head of School. **A \$10.00 administrative storage fee will be added to the second offense.**
- **Third offense** - A cell phone/communication device will be confiscated on the day of the violation, must be picked up in the office of the Head of School by the parent at the end of the day. Two or more days of ISS and the parent will be notified of the incident by the Head of School. **A \$20.00 administrative storage fee will be added to the third offense.**
- **Fourth offense** – A cell phone/communication device will be confiscated on the day of the violation, must be picked up in the office of the Head of School by the parent at the end of the day. Up to 5 days of OSS

and the parent will be notified of the incident by the Head of School. **A \$20.00 administrative storage fee will be added to the fourth offense.**

If a student is found to be in possession of a phone or smartwatch on their person, during a quiz, test, or exam, the student will also be written up for cheating.

1st – 5th Cell Phone Policy

Students are to turn in their communication devices to the teacher upon arrival and will pick them back up at the end of the day, when checked out early, or leave for a ballgame.

PREGNANCY POLICY

On those occasions in which the atmosphere or conduct within a particular home is counter to, or in opposition to, the life preparation the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

When a pregnancy results, neither the female nor the male student responsible for the pregnancy will be permitted to attend on-campus at FRA. For senior students, the administration will attempt to provide an alternative method for completion of the requirements for graduation. Additional costs, if any, will be the responsibility of the parents/guardian of the students involved. If one, or both, of the students, are graduating seniors, the senior students will not be permitted to participate in graduation ceremonies. Until graduation, a child born before that time will not be allowed on campus or at any school function.

A student who has previously given birth or fathered a child and makes an application to FRA will be considered on an individual basis for enrollment, provided the student meets all other applicable criteria in this policy. All final decisions regarding school participation and admissions, will be at the discretion of school administrators.

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 various extracurricular athletics and literary events.

Varsity and Junior Varsity sports include:

Football	Golf
Softball	Tennis
Basketball	Track
Cheerleading	Twirl
Shotgun	
Bass Fishing	

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 respect due to 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 positively.
- 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.

Weekly grade /behavior reports from the coach

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
Varsity Cross Country	\$ 50	J.V. Cross Country	\$ 50
Golf	\$ 50	C-Team Football	\$100
Bass Fishing	\$100		
Shotgun			

MIDDLE SCHOOL SPORTS

Sixth-grade students will not be allowed to play any sport at the middle school level unless there are not enough 7th and 8th graders participating in fielding a team. The goal for each level of each sport is to develop the athletic abilities of each student to the fullest. Having too many players on a team can be just as detrimental to this goal as not having enough. We want our coaches to develop the player, the team, and the program.

This will more than likely affect middle school basketball more than other sports. In the event there are more than twelve 7th and 8th graders coming out for basketball, 6th graders will be allowed to play Jr. Pro basketball.

ELIGIBILITY FOR PARTICIPATION

Students at FRA are expected to remain in good academic standing 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 grades 8-12 must meet the eligibility rules set by GIAA not included in the FRA policy.

Beginning with the 9th Grade, a student has eight semesters of eligibility and must not have attained their 19th birthday before May preceding the school year of participation.

5th-grade students who meet promotion requirements will be eligible for participation at the beginning of the 6th 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, the driver's charge, etc. Flint River Academy students and chaperones only are allowed to participate in an approved field trip. Student dress must comply 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. Fundraising projects, soliciting funds or collecting money may only be carried out by those designated by Board approval.

Party Invitations

Students should only pass out party invitations when all class members or homeroom members 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 it to your student's teacher by Friday, September 6, 2024.**

Student	Grade	Date
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Parent/Guardian	Date
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