



FRESH START CHRISTIAN ACADEMY  
2024-2025 Parent/Student Handbook

A ministry of Fresh Start Fellowship  
Keystone Heights, Florida

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## INTRODUCTION

**Our Purpose Statement:**

Fresh Start Christian Academy believes each child is a treasure, bearing God's image. We are dedicated to providing our community with an excellent educational experience from a biblical worldview to produce the next generation of well-rounded servant leaders where knowledge is pursued with excellence, faith is rooted in Christ, and character is exemplified through service.

**Our Vision Statement:**

Fresh Start Christian Academy will be known as a diverse Christian community that under the guidance of the Holy Spirit provides families with Christ-centered education through dynamic programming and dedicated professional staff in order to develop responsible servants in God's world.

**Our Mission statement:**

The mission of Fresh Start Christian Academy is to transform the next generation through sound academic education, providing a Christ-centered, high-quality education, and work in unison with the home and the local church to nurture our student's intellectual, spiritual, social, emotional, and physical growth to prepare them for responsible service in the kingdom of God.

**Biblical Principals:**

Fresh Start Christian Academy uses Biblically based Abeka curriculum to equip teachers to teach their students about our loving God, which includes memorization of age appropriate Bible verses and teaching of Bible stories with character application, laying a biblical foundation for knowing and loving God.

**School Committee:**

Fresh Start Christian Academy is administered by the principle and is governed by the Fresh Start Fellowship School Board Committee. The committee is composed of (3) three elected church members. The School Board is accountable to the members of Fresh Start Fellowship. School Committee meetings are held quarterly at a date and time determined by the committee. Parents are welcome to meet with the school committee at the beginning of each scheduled meeting. Please contact the school office to be placed on the meeting agenda if you wish to address the committee with concerns.

**Statement of Nondiscrimination:**

Fresh Start Christian Academy admits students of any race, color, national or ethnic origin. Fresh Start Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, and any school-administered programs.



## ADMISSION POLICIES

## **Admissions:**

1. Fresh Start Christian Academy is a private ministry institution and reserves the right to set and maintain its own standards for student conduct, dress, academics, and all other matters.
2. Admission is not determined on the basis of race, color, or creed.
3. Fresh Start Christian Academy maintains the right to refuse admittance or re-admittance to any student who fails to meet entrance requirements, and to suspend or expel any student who violates the standard set forth in the mission, objectives, standards, policies, rules, OR regulations of Fresh Start Christian Academy.
4. Fresh Start Christian Academy may or may not admit any student who is suspected or known to be involved in immoral behavior, practices, or activities ( as determined by Fresh Start Fellowship). Students who have been expelled or reprimanded to alternative schools can only be admitted. The students and parents must meet with the Fresh Start Christian Academy school committee and a determination of acceptance will be made. Fresh Start Christian Academy students who are suspected to be involved in such behavior, practices or activities are subject to expulsion from Fresh Start Christian Academy.
5. Parents will be notified of the results of the admission within (7) days of returning an application and completing an interview with the principal and/or administrator. Interviews for a new school year are typically conducted in Late July and early August.
6. If a student fails to make acceptable academic process, or does not adjust to the Fresh Start Christian Academy program, the student may be required to go back a grade or to withdraw from Fresh Start Christian academy.
7. Fresh Start Christian Academy reserves the right to expel students of parents who are uncooperative or non-supportive of our teacher, staff, and / or administration, or the purpose, objectives, standards, policies, rules, or regulations of this school.
8. Students entering kindergarten must be at least 5 years old prior to September 1st of the current year or have written permission from the Principal.
9. All new students are required to take an admittance exam to determine proper placement and create a baseline of the students prior knowledge. Failure to do so can lead to refusal of admittance.
10. Fresh Start Christian Academy uses a 4.0 grading scale, therefore; all students must earn a 59.5% (D) in order to receive credit for the class. State Standards and College acceptance requires a 59.5% (D), therefore, Fresh Start Christian Academy requires the same.

## **Enrollment Procedures**

Enrollment will be finalized upon the completion of the following:

1. Submission of a properly completed application for enrollment form.
2. Payment of a non refundable registration fee.
3. Submitting to a formal interview. at least one parent (but preferably both parents) and the student must be present. The following information must be brought to the interview or provided to Fresh Start Christian Academy prior to the interview process:
  - a. The student's most recent report card.

- b. The students' most recent achievement test results.
  - c. The student's discipline records.
  - d. The student's attendance records.
4. Submission of a physical exam report if the student will be entering a Florida school or kindergarten for the first time.
  5. Submission of up-to-date immunization records is required prior to the first week of school. Students will not be admitted to class until the documents are received as per Clay County Health Department regulations.
  6. Submission of a copy of the student's Certificate of Live Birth.
  7. Submission of completed permission to treat a minor form. This form allows for minors under the care of Fresh Start Christian Academy to receive medical attention if needed. This form must be notarized.
  8. Submission of a certified copy of any court order of final judgment if parents are divorced or separated.
  9. Submission of a transcript request signed by the parent for the students complete transcripts from the previous School attended.
  10. Acceptance by the Administrator or School Committee as per admission policies.

### **Re-enrollment**

Fresh Start Christian Academy reserves the right to refuse re-enrollment to any student for any reason. current Fresh Start Christian Academy students who wish to re-enroll must:

1. Be in compliance with Fresh Start Christian Academy admissions policy.
2. Complete Re-Enrollment process.
3. Pay a non-refundable Registration Fee.
4. Complete an updated Permission to Treat a Minor form.
5. Pay all outstanding account balances.
6. Be accepted by the Administrator or Fresh Start Christian Academy School Committee.

### **Transfer Students**

Students who are transferring from other schools will be considered for admission by completing the following steps:

1. Take an entrance exam.
2. Submit transcripts
3. Submit behavioral records
4. Submit attendance records
5. Complete an Administration interview

Should the student's accomplishments (as shown by the test or records) be on the great level to which he/she has been promoted, he/she will then be admitted to that grade. Should the student's accomplishments (as shown by test or records) be on a lower level, he/she will then

be placed in the grade best suited for his/her achievement. Academic transcripts must be submitted upon enrollment. Transcripts must include all academic course work along with grades and credits earned.

### **Orientation**

Orientation is mandatory. All students must have at least one parent or guardian present for Orientation. Orientation is required whether you are a new or returning student. Orientation will be the Monday evening before school starts. Orientation will begin in the Fresh Start Fellowship Church sanctuary. Attendance will be taken to ensure that all students are represented. There is a penalty of \$25 per student who is not represented. Students may not attend their first day of class until either a parent has attended orientation or the \$25 penalty has been paid. Those families who miss Orientation two or more years may be subject to dismissal.

### **Withdrawal**

A student is not considered withdrawn from school merely because the student is no longer attending. No academic records or information will be released until all outstanding accounts are paid in full and all Fresh Start Christian Academy property returned. A student will be considered withdrawn from Fresh Start Christian Academy when:

1. The student is no longer attending classes at Fresh Start Christian Academy, and
2. A parent submits a Withdrawal Form and Exit Survey to the School Office.





## FINANCIAL INFORMATION

## Tuition

1. A current tuition and fee schedule may be obtained from the school office.
2. Tuition may be paid in ten (10), eleven (11), or twelve (12) monthly payments beginning on the 1st day in June, July, or August. The final monthly payment for the school year shall be due and payable on or before the 1st day of May. Although tuition may be paid in installments, that does not mean that the amount paid for a given month is computed on the number of school days in that month. Since the tuition is based on an annual rate, the monthly payments are the same regardless of the number of school days in a month. A student who is still enrolled on the first day of the month (or the first school day if the 1st falls on a weekend or holiday) will owe that month's tuition payment.
3. Scholarships:
  - a. The Florida tax credit scholarship, Florida empowerment scholarship  
Apply online at [www.stepupforstudents.org](http://www.stepupforstudents.org)
  - b. All scholarship checks must be endorsed by a parent/guardian within 30 days. Failure of endorsement will result in a fee incurred, as it is the parent/guardian's responsibility to pay.
4. All tuition payments are due on or before the 1st day of each month. It is imperative that we receive your tuition payment on time so that we, in turn, can promptly fulfill our financial responsibilities. If payment is not received by the 15th day of the month the student may be subject to removal from Fresh Start Christian Academy in addition to paying a late fee of \$25.
5. A \$25.00 fee will be assessed for checks returned for non-sufficient funds, for closed accounts, and for any checks on which there was a stop payment. A second returned check will be assessed for a \$30.00 fee and then only cash or money order will be accepted.
6. No school records, including health records or graduation diploma, will be released or forwarded for any student when there is a balance owed on the student's account or Fresh Start Christian Academy property (i.e., books, sports uniforms) has not been returned.
7. No student will be permitted to graduate until all tuition and fees are paid up to date.

## Fees

There are other fees, in addition to tuition, that will be charged as required or upon participation in various Fresh Start Christian Academy activities. These fees are laid out in the fee structure and schedule form.

## Refunds

The registration fee and book fees are non-refundable. Tuition is non-refundable once it is due. There are no refunds on any fees or tuition for early withdrawals or expulsions, regardless of what day the student withdrawals or is expelled. Tuition will not be prorated. The exception to this policy is when monies have been paid in advance and the student withdraws or is expelled before the monies are actually due.



## DISCIPLINE

## Philosophy of Discipline

1. **Set Boundaries:** Fresh Start Christian Academy believes firmly that discipline is absolutely necessary for effective teaching and learning. Classes run more effectively when students know what is expected of them. The discipline policy in effect is an endeavor to set boundaries and to help create an environment and atmosphere in which both the teaching and learning processes can be more effective and efficient.
2. **Develop Self-Discipline:** Fresh Start Christian Academy believes that good discipline involves self-discipline and self-control. This is best achieved when the school and the parent(s) work together. Fresh Start Christian Academy will attempt to instill self-discipline and self-control in our students by using external regimen, structure, guidelines, and through the teachings in God's Word. Here at Fresh Start Christian Academy, we believe in preventative as well as corrective discipline. This includes positive incentives as well as punitive correction measures.
3. **Corrective Procedures:** When there are discipline problems, they will be met with a standard of correctional procedures. If these steps are not productive in correcting the student's behavior and the parent(s) cannot correct the child's behavior; the student may be expelled from school after a meeting with the parent(s).

Any discipline that is administered is done FOR the child and not TO the child. Discipline is meant to correct a problem. We are here to work with the parent(s), but not to take the place of the parent(s). Fresh Start Christian Academy maintains high standards and expectations that provide an environment that is conducive to learning in a safe and non-threatening environment, while ultimately directing and instructing children to live the Christian character attributes evidenced by their daily actions, attitudes, and behaviors.

## Discipline Policies

Fresh Start Christian Academy uses progressive and assertive discipline principles that place the responsibility for behavior on the student. We believe that there are acceptable and unacceptable forms of behavior. We also believe that there are moral absolutes that children must be taught. In an assertive discipline program, children are presented with a set of rules and consequences if those rules are violated. This places the responsibility for behavior on the student. Although some methods of discipline would vary according to the student's age and maturity level, our goal would be to provide outward controls until self-control could be taught and then become an integral part of a child's character.

We at Fresh Start Fellowship Christian Academy believe that students should be taught to respect authority in the school, home and in society. We must all learn to respect the persons and rights of other people, and to respect ourselves as well. Students will be recognized in the classroom for good work and good behavior. The teacher will use a variety of methods and rewards to accomplish this. Discipline is an effort to steer students in the desired direction. Good discipline is ordained by God. "Train up a child in the way he should go: when he is old, he will not depart from it." Proverbs 22:6

An outline of the Fresh Start Christian Academy discipline procedures are as follows:

### **ELEMENTARY DISCIPLINE PLAN**

**LEVEL ONE:** Level 1 infractions are those that are infrequent and primarily impact only the individual student. These situations are under the control of the teacher and can usually be handled without outside intervention. On this level, the parents may be contacted by the teacher in writing or by phone if needed.

Guidelines for Level One:

1. Discipline will be under the control of the teacher on duty
2. Behaviors may include, but not limited to, being unprepared for class, off task, not completing classwork assignments, eating gum candy, Etc
3. Each teacher will submit a classroom discipline plan to be approved by the administration a hierarchy will be established with specific consequences of each level of response
4. The Final Consequence from each classroom will be elevated from level one to level two
5. Discipline consequences may include, but not limited to: student laying head down on table for a few minutes, moving seats, partial loss of privilege (5 minutes quiet time during recess), elevation to level two.

**LEVEL TWO:** Level 2 infractions are those that are infrequent, yet serious enough, to warrant the possible intervention of an Administrator. These behaviors are Chronic Level 1 infractions and/or interfere with the educational environment. On this level, parents are expected to be closely involved through verbal and written communication and conferences.

Guidelines for Level Two:

1. Discipline is under the control of the teacher on duty
2. Behaviors may include, but not limited to, disrespectful behavior, disruptive talking, inappropriate language, disruptive noises, throwing things, cheating, lying, not keeping hands, feet, and/or objects to yourself, etc.
3. A hierarchy will be established with specific consequences of each level of response.
4. The Final Consequence from each classroom will become a discipline notice or referral to the Principal's Office and then will become a level 3 infraction.
5. Discipline consequences may include, but are not limited to: parent contact, note home, phone call, etc. Writing out corrective lines on paper, an apology letter, extra work, essay, silent lunch, loss of privilege discussion with administrator elevation to level three.

**LEVEL THREE:** Level 3 infractions can be chronic Level 2 infractions and those that interfere with the educational environment. These infractions may also put others at risk or harm. This level *requires* Administrator involvement.

Guidelines for Level Three:

1. Discipline is under the control of an administrator
2. Behaviors may include, but not limited to, weapons, drugs, tobacco and/or vaping, vaping/tobacco paraphernalia, vandalism, inappropriate or discriminatory language,

verbal non-verbal intimidation, leaving the building without permission, threats to students or staff, sexual language or harassment, fighting, spitting, biting or other behaviors that may be deemed unsafe or illegal.

3. Discipline consequences may include but are not limited to: administrative referral, parent contact, extended silent lunch, loss of privilege, expulsion.

The following Discipline Policy is in effect at the discretion of the Administrators:

- All office referrals must be signed by the parents and returned to the school.
- At a maximum of three (3) trips to the office, the teacher will set up a conference with the child's parents, and Administrator. The record will be reviewed, and a warning letter of out of school suspension will be issued.
- At a maximum of five (5) trips to the office, the student is eligible for at least one day suspension and the student's enrollment for the year may be in jeopardy.
- At seven (7) trips to the office the student is eligible for a 3 to 5 day suspension, or expulsion based on the offense. At this point, the records and recommendations will be referred to the Administration for final approval and recommendations.
- Any single serious offense determined by the administration could immediately categorize the student for any of the above steps.
- Refusal to serve assigned suspension is caused for expulsion.

### **Code of Conduct**

1. All Fresh Start Christian Academy rules and policies are applicable while the student is on Fresh Start Fellowship campus or involved in any Fresh Start Christian Academy sponsored activity. Issues of morality are always applicable, in all places, including the students' homes.
2. Chewing gum is not allowed on Fresh Start Christian Academy property.
3. Food and drink will be consumed in Teacher designated areas. Students may have a spill proof water bottle or cup in their desk
4. Students will not use profanity or off-color slang words at any time while on the school campus, at school events or at school sponsored events.
5. Students will not engage in public displays of affection. This includes holding hands, kissing, sitting on laps, hugging, etc. The 6" rule should always be observed between students.
6. Students will respect school property and will always be careful in its use. Vandalism will be dealt with severely and restitution will be made.
7. Students will be in class on time and will not be out of class without permission.
8. Students will respect the person and rights of other students and will refrain from behavior that endangers or threatens other people. This includes name calling, negative statements, ethnic slurs, and pushing or shoving.
9. Fighting is not tolerated at Fresh Start Christian Academy. Disputes will be settled in ways other than using violence.

10. Students will respect the authority of the teachers and administration at Fresh Start Christian Academy and are expected to follow instructions when they are given.
11. The classroom teacher has disciplinary discretion in the classroom, and students will follow classroom rules and procedures.
12. Students will abide by the dress code as outlined in the student handbook.
13. Weapons of any nature, including pocket knives, are prohibited at Fresh Start Christian Academy, and will resort to a Level Three (3) consequence. Threats or use of weapons will result in expulsion from the school
14. Students will not use alcohol, illegal drugs in any form, whether at school or away from school. Violation will result in expulsion.
15. Students will not use tobacco, e-cigarettes, vapes, or any other paraphernalia on campus or away from school. Violation will result in a Level Three (3) consequence.
16. Students will not possess pornography, unsuitable reading materials, or other material judged by the Administration to conflict with Fresh Start Christian Academy standards. In case of dispute, the decision of the Principal will be final.
17. Students will not apply hairspray, cosmetics, perfume, etc in the classroom or assembly areas. such activity will be restricted to the restroom areas or outside the school building.
18. Earrings will not be permitted for male students.
19. Students will take responsibility to complete their school homework assignments. Failure to complete assignments will result in loss of privileges.
20. Fresh Start Christian Academy reserves the right to dismiss any student whose behavior and morals do not reflect the standards of school. This decision can be made regardless of grades and/or and other considerations.
21. Fresh Start Christian Academy reserves the right to dismiss any students whose parent/guardian refuses to support the school and its policies and procedures. This action can be taken regardless of the student's grades or other considerations. See acceptable parent Behavior policy.

### **Standards of Ethical Conduct**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:

- a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees;
- a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
  - c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities. d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
  - e. Shall not make malicious or intentionally false statements about a colleague.



**Training Requirement** All instructional personnel, educational support employees, and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

**Reporting Misconduct** All instructional personnel, educational support employees, and school administrators have an obligation to report misconduct by instructional personnel, educational support employees and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors. Reports of misconduct of employees should be made to

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Reports of misconduct committed by administrators should be made to

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Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in

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and on our Web site at

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**Reporting Child Abuse, Abandonment or Neglect** All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800 96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

Signs of Physical Abuse: The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

Signs of Sexual Abuse: The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect: The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

**Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under P.S. Chapter 7SOL (F.S. 758.095)

## **Dress Code**

**Purpose:** No aspect of a Christian's testimony is as readily available as the matter of appearance. We believe that Christians should present themselves in a manner that Jesus Christ would be pleased and honored. Fresh Start Christian Academy has a student dress code for many reasons, including:

1. To aid students to appreciate the importance of modesty and decorum.
2. To aid students to understand that self-image and self-worth do not depend on outward appearances or current fads and styles.
3. To help eliminate distractions. Tight, revealing clothing, short skirts and dresses, loud, faddish, or eccentric clothing or hairstyles are often distracting. Removing such distractions will help students better concentrate on their school work.
4. To establish each child on equal standings. Students do not need differences in economic standing to be an issue at school. Students are free to better interact and socialize if they are not preoccupied with dress.

## **General Guidelines:**

1. All students are required to adhere to the Fresh Start Christian Academy dress code, throughout the school week.
2. Students are to be dressed in their proper school dress upon arrival at school. They are to remain in proper school dress until leaving school.
3. Boy's and girl's shirts may be untucked. The shirt tails of the shirt must be long enough that when the students arms are out to the side, parallel with the floor, the shirt should

not rise above the belt line. Shirts must be properly buttoned at all times. Shirts are to be solid colored.

4. No ripped, torn, cut off, acid washed, cargo or low-rise pants (pants that sit low on the hips) of any type will be allowed, this includes frayed holes, with patches on the pants legs. Slacks are defined as dress pants. Carpenter pants, corduroy pants, cargo pants (pants with pockets on legs) are not allowed. Denim and denim style pants that are brown, gray, black, khaki, or navy that look like dress pants, with regular or boot-cut hems, will be allowed.
5. Form fitting clothes are not permitted. Clothing must fit comfortably on the body. No leggings (except under skirts or skorts) , jeggings, stretch pants, skinny jeans, and super skinny jeans.
6. Belts are to be brown, gray, black, or the same color of pants being worn. They are not to have any studs, spikes or metal rings in them. K-2nd grade is not required to wear belts as part of the dress code to assist in bathroom issues.
7. Students may not write on their body( including their hands and arms) or clothing and may not have visible temporary tattoos at any school related function.
8. Socks or stockings and proper undergarments must always be worn. Stockings or leggings may be white, navy, black, brown, and be worn under skirts or skorts.
9. Hats, caps, hoods, and sunglasses are not to be worn inside any building. They will be allowed outside with Administrative approval.
10. Students may wear shoes with closed toes and closed heels. Shoes may not have excessive decorations, lights, wheels, or characters on them.
11. Students will be authorized to wear jackets, hoodies, or sweaters of any color during school hours. Outerwear must be clean, neat, properly fitted, and present a Christ-like appearance. Any outerwear that is deemed inappropriate, at the discretion of administration, will not be allowed.
12. Boy's and girl's personal hygiene and grooming are expected to present a neat, clean and Christ-like appearance.
13. Final decision on dress will be determined by the Principal or his designee.
14. The school administration reserves the right to initiate policies on new fads and changes and styles throughout the year.

## **Girls**

1. Dresses, skirts, skorts, capris, and jumpers are to reach below the knee and be loose fitting. Slacks may also be worn. Stockings, tights, pantyhose, or leggings may be white, navy, black, brown or appropriately colored (worn under skirts or skort).
2. Spiked, unnatural color hairstyles, and eccentric or faddish hairstyles are not permitted. Hair must be clean and neatly groomed.
3. Girls may have one visible earring in the lobe of each ear. Other piercings are not permitted. Students may not wear choker type necklaces. Girls may not wear nail extensions or press-on nails.
4. Makeup and jewelry should not be worn in excess. This shall be determined by school Administration.

5. Uniform Choices:
  - a. Navy blue, green, tan, brown, gray and black: pants, jeans, shorts, skirts, jumpers, capris (all must be below knee length).
  - b. Solid Colored: Polo style shirts, button-up front, collard knit blouses or tee-shirts.

## **Boys**

1. Boys must maintain a clean and neat haircut. Hair is to be neatly combed. Rat tails, mullets, bleached, braided, spiked, mohawks, man buns, unnatural hair colors, and eccentric or faddish hairstyles are not permitted. Hair must be combed off the forehead in such a manner that it is not touching below the eyebrows.
2. Boys may not wear earrings or any type of body piercing.
3. Boys may not wear makeup or nail polish.
4. Boys may not wear headbands, unless participating in physical education or athletic activity.
5. Boys may wear knee length shorts in addition to pants. Shorts or pants must not be the cargo or carpenter style.
6. Uniform Choices:
  - a. Navy blue, green, tan, brown, gray and black: Pants, jeans, shorts.
  - b. Solid colored: polo style shirts, button up front, collared dress shirts or tee-shirts.



## GENERAL INFORMATION

## General Information

**After-School Hours:** Parents/Guardians are required to pick up students promptly at the end of the school day. It is against school policy for students to stay after school in the parking lot, on the school grounds, or in the immediate area.

**Clinic:** Students will be considered sick if the following is present, but not limited to: having temperature of 100° F or higher, diarrhea, vomiting, a productive cough (a cough in which sputum is expectorated), a draining nose, red or draining eyes, suspicious lesions resembling impetigo or chicken pox, etc. Students who are sick should not be brought to school.

Please keep children at home if they have one or more of the following:

1. Flu-like symptoms: fever, body aches, severe cold symptoms
2. Fever In the past 24 hours (a temperature of 100° F or greater)
3. Vomiting or diarrhea in the past 24 hours
4. Severe cough
5. Strep or staph infection (strep throat, impetigo)~ May return 24 hours after the first dose of antibiotics. must be fever free
6. Eye infection (conjunctivitis)~ May return 24 hours after the first dose of antibiotics, and no eye drainage present
7. Severe cold symptoms

If it is determined that a student is sick, parents will be notified to pick up their child as soon as possible. If a student sustains an injury requiring medical attention or is involved in an accident, parents will be notified immediately.

**Medications:** School Personnel will not dispense prescription and non-prescription drugs unless it is brought in by the parent with Written instructions for administering. All medication must be in the properly labeled original container. Only parents may bring in medication, and when doing so, the parent must verify the count of the medication brought in. This will be verified by a Fresh Start Christian Academy staff person. No student should have any type of over-the-counter prescription medication in pockets, book bags, lunch boxes, etc. Parents are to bring in any over-the-counter medication that their child can take. Fresh Start Christian Academy will not provide medicine for students. Each time a student goes to the clinic complaining of illness or requesting medication parents will be notified. Students who are given over the counter medication will be given a clinic pass to be signed by the parent. No medication will be dispensed until a Medication Authorization pass is signed by the parent and returned to the office. Students may have cough drops on their person with a note from home explaining the need.

**Head Lice:** If a student is found to have head lice (active and/or nits) parents will be called to pick up the student. Before returning to school, the parent must provide either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof. For

information on prevention and treatment you may access the CDC website at [www.cdc.gov/parasites/lice/head/schools](http://www.cdc.gov/parasites/lice/head/schools)

**Emergency and disaster drills- Implementation.** Each public and non-public school shall conduct fire, tornado, and other emergency drills, including lockdown drills. 15.1-06-12

1. **Fire drills:** Practice fire drills will be held monthly during the school year. student participation and cooperation is expected. At the sound of the alarm, students are to stand, walk out of the building in an orderly fashion in a straight line to a designated place. At the direction of the staff, the students may return to the building in the same orderly manner. Students must walk in line and are expected to refrain from talking, pushing, running, or crowding. Each teacher will be with his/her group.
2. **Incident weather drills:** Incident weather drills will be held once each semester. student participation and cooperation is expected. At the sound of the alarm, students are to stand, quickly and orderly walk to their classes designated area. students should get into a kneeling position facing the wall, their heads should be down, and hands should cover their heads with fingers interlocked. at the direction of the staff, students May return to their classes in the same orderly manner. Each teacher will be with his/her class.
3. **Lockdown drills:** A school lockdown confines all staff and students to the classroom due to a perceived or real threat; isolation of staff and students inside the school limits exposure to risk from outside sources: people, exposures or situations. The practice of lockdown drills acclimates both staff and students to the process and probability, and ultimately avoids unnecessary responses.

**Lost and found:** Fresh Start Christian Academy is not responsible for the theft of or loss of any items. Parents are encouraged to write the student's name in an inconspicuous place on all clothing and personal articles. Fresh Start Christian Academy will keep Lost and Found items for a period of 30 days at the School Office for parents/students to reclaim. All items not claimed after 30 days will be either disposed of, given to the needy, or another non-charitable organization.

**Toys/Games/Electronics Etc:** Toys are not permitted on campus. Possession of games and toys will be confiscated and returned to parents at the end of the day. The use of electronic devices is not permitted during school hours. Students are not permitted to have any laser pointers. Cell phones should be turned off and put in a backpack before school begins. Fresh Start Christian Academy telephones are for school use only and are available to students for emergencies. Should a parent need to contact their child in an emergency situation, the parents should call the school office. Students who are found with their cell phones out at unauthorized times will have their phones confiscated and returned to parents at the end of the day.

**Visitors:** Office hours are from 7:55 a.m. to 2:45 p.m., except when school is dismissed early. all parents are welcome on campus but must obtain approval from the school office before going to any classroom. All volunteers must wear a visitor badge. a visitor is considered anyone who

is not on the clock. This includes previous staff members, substitute teachers not working, or staff family members. If admitted as a visitor, he/she must respect the authority of the teacher and leave any discipline to the teachers. If you wish to speak with your child's teacher, please make an appointment through the school office or send in a written note requesting a private conference. Do not detain a teacher from his/her responsibilities before, during, or after school. Only family members on the authorized pick-up list may eat lunch with students. Lunch, homework, books, or other items may be dropped off at the school office and will be delivered by the staff to your child. For liability reasons non-Fresh Start Christian Academy students will not be admitted to play, eat lunch, or otherwise hang-out on the playground or on other Fresh Start Christian Academy property while waiting for Fresh Start Christian Academy students.

**Solicitation:** Because Fresh Start Christian Academy is a Ministry of Fresh Start Fellowship, no flyers, advertisements, literature, posters, etc., are to be passed out or posted.

**Searches:** Fresh Start Christian Academy is a Ministry which seeks to maintain law, order, discipline, decorum and Public Safety during school and during authorized School functions; therefore, substances and / or subjects that threaten these things are prohibited. Such material or objects include but are not limited to alcoholic beverages, illicit drugs, tobacco, vapes, e-cigarettes, and/or paraphernalia, stolen property, weapons - either restricted or prohibited by law, and object which may be used as a weapon or cause injury, hate literature, racist material, pornography, etc. Consequently, the Principle, Administrator, and/or Pastor is authorized, on the basis of reasonable grounds, to conduct searches and, where necessary, to seize prohibited substances or objects of any student or visitor. Fresh Start Christian Academy reserves the right to search items including, but not limited to, backpacks, purses, pockets, cubbies, desks, and persons. Such a search will be conducted by a staff member without the student or parents verbal permission. Enrollment of the student constitutes parental consent to such searches.

**Social Networking and Open Forum Internet Sites:** It is acceptable for Fresh Start Christian Academy students and parents to have and use such sites as, but not limited to, Facebook, Twitter, Instagram, etc., it is, however, unacceptable for parents and/or students to post slanderous statements about Fresh Start Christian Academy or Fresh Start Fellowship, staff, volunteers, students or parents. It is also unacceptable for a student to have immoral pictures, sayings, comments, etc., posted on any social media site they are a member of. To do so is a violation of the Fresh Start Christian Academy's Student Code of Conduct, the Acceptable Parent Behavior Policy, and the Fresh Start Christian Academy Parent Cooperation Agreement. Not following these policies is considered grounds for dismissal from Fresh Start Christian Academy. **As the Fresh Start Christian Academy student represents the school at all times, on and off campus, it should be understood that conduct which brings discredit to the student, his/her family, the reputation and stature of the school and its community, or the Lord Jesus Christ may result in disciplinary action and expulsion by the school.** Please direct any concerns or questions to the principal.



**Student Images and Promotion:** Students will have their pictures taken at various times during the school year. enrollment at Fresh Start Christian Academy constitutes parental permission to use those images for advertising and promotional purposes, such as flyers, ads, and websites.



## ATTENDANCE

**School Hours:** The school day for students is from 8:00 a.m. to 2:30 p.m. Students will be marked tardy if not in their seats or designated areas when the 8:00 a.m. tardy bell rings. Students may be dropped off at school up to 10 minutes early ( 7:50 a.m.) and picked up, up to 10 minutes late (2:40 p.m.) without paying an additional fee.

**Please do not take your child to his classroom. It is best to say goodbye at the outside doors. If you need to speak to your child's teacher, you must make an appointment.**

**Attendance Defined:** Florida law (Florida statute 1003.24) mandates regular School attendance for children of compulsory attendance age. Please strive to minimize absences or early dismissals from class for reasons other than serious illnesses or emergencies. Schedule doctor, dentist and any other appointments after school hours, when possible.

**Absences:** Absence means not being present either in school, class, assembly, program, event, or activity. Students must be in school at least 3.5 hours of a school day to be considered in attendance. Parents must telephone as soon as possible in the day or send a written note when it is necessary to take the child out of class for any reason. All students leaving early must go to the school office before leaving the building. Parents must sign their child out at the School Office. Absences are only excused if appropriate documentation is provided upon the day of return to school.

1. Excused absences: The following are considered excused absences.

- a. Student Illness: A note from a healthcare provider or parent should indicate date(s) of illness. If the student is absent for three (3) consecutive days or more, a written note from a doctor is required for the student.
- b. Medical Appointment: A note from the healthcare provider should indicate date(s) and time of appointment.
- c. Non-School Sponsored Activity
- d. Death: Parents should provide documentation of date(s) needed for absence
- e. Court Appearance: Parents should provide documentation and updates of court appearance.
- f. Parental Approval (special circumstances determined by parent): a note provided by parent for absences not considered an illness or requiring a doctor's visit, or any other days not covered by a through f, must be provided upon return of school. **These notes are not to exceed five in a semester.**
- g. Head Lice: Students who are found to have head lice (nits, eggs, etc.) must bring in either a doctor's note stating that the child has been treated and is released to come back to school or proof of treatment done at home. An empty box from lice treatment is sufficient for proof.
- h. Special reasons to be determined by Administration

2. Unexcused Absences: The following are considered excused absences.

- a. Any absence that does not meet the above criteria
- b. any absence that does not have documentation, as described above, within three (3) days of return.

**Tardiness:** Tardy is defined as: a student not being in the assigned classroom when the tardy bell rings. Tardiness and early departures can impact grades and attendance, and will be addressed by the Principal as needed. Your child will be considered late for school after 8:00 a.m.



## ACADEMICS

**Curriculum:** Abeka Curriculum is used in kindergarten. The curriculum chosen is built upon the Firm Foundation of scriptural truth and is written by dedicated and talented Christian Scholars who are well grounded in the Practical aspects of classroom teaching.

**Grading:** Grading scale

90 to 100 A

80 to 89 B

70 to 79 C

60 to 69 D

59 & below F

**Report cards:** Grades will be determined based upon daily work, quizzes, tests, projects, attendance, behavior, and participation. what part will be issued within one week of the quarter endings. report cards will not be issued to students whose parents have overdue accounts with the school. the final report card can be picked up or will be mailed after the school year ends.

**Cheating:** Cheating is defined as anything that would give a student an unfair advantage over his peers. students who are found to have cheated overtly or covertly will be subject to suspension or expulsion.



## PARENT INFORMATION

## Acceptable Parent Behavior Policy

Fresh Start Christian Academy is committed to providing its students with the very best educational experience possible, ensuring the safety, and the overall well-being of all parents, students, faculty/staff, and volunteers. To achieve this goal, the support of parents and a strong positive relationship with the school is imperative. Therefore, ALL parents are expected to conduct themselves in a Christ-like manner consistent with the values of integrity, open communication, and mutual respect. In doing so, they not only show their children how to appropriately express and address issues and concerns, but they ensure that there is no disruption to the educational process. The acceptable Parent Behavior Policy is designed to inform parents of Behavioral Expectations when visiting the school and/or when interacting with school personnel. The policy provides a description of a broad range of behavior considered to be detrimental to effective school/home relationships and/or which serve to disrupt the educational process and are therefore inappropriate. The behaviors listed below are not all inclusive. The parents/guardian(s) who display inappropriate behavior which disrupts the educational process will compel administrative action, which may lead to the expulsion of their child(ren) from Fresh Start Christian Academy.

- Using behavior or comments which are profane, insulting, harassing, sexist, racist, or disrespectful
- Threatening the safety of school personnel, students, visitors, volunteers, and/or other parents
- Failure to abide by rules and regulations
- Cheating (This includes doing students homework, course work, etc.)
- Taking students out of the classroom or off school grounds without the permission of school personnel and/or the appropriate parent or Guardian
- Posting or distributing unauthorized materials on school grounds
- Any other acts that interfere with the orderly educational process in the classroom or the school
- Using any behavior or making unbecoming comments about Fresh Start Christian Academy on social media and/or websites.

## Parent Communication

Teacher to Parent: Teachers will attempt to communicate by phone, letters/note, text messages, or conferences with parents of all students in their class.. The main form of communication will be email and text messages.

Parent to Teacher: If you wish to speak or meet with your child's teacher, call the school to speak with the teacher or send written notice that you would like to speak with the teacher and at what number you can be reached. If, at any time, you have questions or concerns about your child's education, we expect that you will not permit a problem to grow while waiting for a teacher to contact you. We expect for you to telephone the school to speak with the teacher or send in a note to schedule a parent/teacher conference. If you have spoken to the teacher and still believe the matter to be unresolved, telephone the school to speak with the Principal or to schedule a conference with the Principal. If you have spoken with the Teacher and the Principal and still believe the matter to be unresolved, call the school to obtain the contact number for the School Committee Chairman, to schedule a conference with the School Committee. Please do not come on campus unannounced and expect a conference.

**Parent Correctional Procedures:** If your child comes home complaining about a policy or discipline, please follow the outline procedure:

1. Give the staff the benefit of the doubt



2. Realize that your child's reporting is emotionally biased and may not include all the details or information.
3. Realize that the school has reasons for all rules and that they are formed without partiality.
4. Support the Teachers and Administration and call the school for all the facts.

**Parent Involvement:** Each class is permitted to have parents to assist the teacher on a volunteer basis.

1. Selection: The Administration and Teachers will select parents based on willingness, availability, reputation, and Christian testimony and upon approval. Parents will be given advance notice of at least one week before his/her assistance is needed, time permitting.
2. Duties: Parents may not plan or undertake activities on their own. The exception to this rule is if the parents are planning something special for the teacher.

Under the supervision of the Principal parents may:

- Assist the teacher and planning, supervising class during recess.
- Assist in the classroom during periods when the teacher may desire additional assistance.
- Telephone parents of class members to remind them of field trip requirements, School events, soliciting refreshments for events, and any other contacts with which the teacher may need assistance.



## RESERVATIONS

**Reservations:**

**Determination:** Fresh Start Christian Academy reserves the right to make final determinations and judgments regarding all matters covered herein concerning the school.

**Enforcement:** Fresh Start Christian Academy reserves the right to enforce all policies.

**Enrollment:** Fresh Start Christian Academy reserves the right to refuse enrollment or re-enrollment to any student for any reason.

**Revisions:** Fresh Start Christian Academy reserves the right to update, change, or otherwise revise this manual at any time during the school year. If revisions are made a written notice of the changes will be sent home with the student.

**Retention/Promotion:** Fresh Start Christian Academy reserves the right to retain / promote a student without parent consent based on the students' academic performance, maturity level, and/or standardized test scores.

**Standards:** Fresh Start Christian Academy reserves the right to set and maintain standards for student conduct, dress, academics, and all other Fresh Start Christian Academy matters as determined in accordance with Fresh Start Christian Academy mission, beliefs, values, objectives, and understanding of Scripture.

**Standards:** Fresh Start Christian Academy reserves the right to dismiss students who do not follow Fresh Start Christian Academy's standards for student conduct, dress, academics, and all other Fresh Start Christian Academy matters as determined in accordance with Fresh Start Christian Academy's Mission, Vision, Purpose, beliefs, values, objectives, and understanding of Scripture.

# Fresh Start Christian Academy

## Acknowledgment of Student/Parent Policy Handbook

Students Name: \_\_\_\_\_

By signing below, I am stating that I have read and understand the Fresh Start Christian Academy Student/Parent Policy Handbook and fully support the contents and policies herein. I will support Fresh Start Christian Academy and prepare my child mentally, emotionally, socially, and physically, and most of all spiritually to be successful in life. I also give permission for images of my children to be used for Promotional and advertising purposes by Fresh Start Christian Academy.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

By signing below I am stating that I have read and understand the Fresh Start Christian Academy student parent policy handbook and will follow all the procedures and rules as long as I am enrolled as a student. If a rule or policy is broken I understand the consequences.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date