



This is why I continue to toil and struggle -
Because HIS amazing power and energy
SURGE within me.

2019 - 2020

ΓΝΩΘΙ ΣΕΑΥΤΟΝ – KNOW THYSELF

“Knowing yourself is the beginning of all wisdom.”
— Aristotle

SURGE CHRISTIAN ACADEMY

Parent – Student Handbook

SURGE Christian Academy

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School Mascot: Raptors

School Colors: Deep Steel Blue
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The policies, rules and regulations contained within this Parent & Student Handbook (“Handbook”) are not to be considered exclusive and are subject to change and revision during the school year. Parents and students are advised to check the school website (www.surgechristianacademy.com) for the most up-to-date version of the SURGE Christian Academy Parent-Student Handbook.

Parent-Student Handbook
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SECTION I: Introduction

1.00 Overview

As the sun's radiance illuminates our community each dawn, a new beginning unfolds. Daily, we gaze in awe at nature's relentless pursuit of perfection. Experiencing such grace in a glimpse with each passing day inspires us to continuously aspire to assist our students in achieving academic excellence.

It is this time of the year that many parents take a moment to pause and reflect on the type of education that their children should receive, in order to ensure that gains that have been achieved continue throughout their course of academic studies. In truth, the quality of education is defined by the degree of authentic opportunities readily available for each student to experience academic success.

These days parents are challenged to spend their financial resources wisely, when seeking an alternative education program for their children, as well as providing them with the essential skills for success in today's world, such as critical thinking, problem solving, communication, collaboration, real-world skills, a strong sense of ethics, and a broad range of abilities to successfully launch them into higher education, a career and a positive quality of life itself.

Certainly, every one of us throughout our time as students have experienced diverse education models. These experiences have shaped how we view and value education and how we think it should develop in the future. At SURGE Christian Academy, we critically examine a range of ideas around education, learning styles, and instructional methods. Our aim has been to think unconventionally and to be able to provide innovative methods of effectively delivering instructions to our students.

SURGE Christian Academy is a private, independent preparatory school dedicated to the intentional integration of Christian principles within a Classical Educational Methodology. As a community of learners, SURGE Christian Academy provides students with a rigorous and safe learning community that leads to intellectual, spiritual emotional, and character development necessary to successfully meet the challenges of our changing world.

At SURGE Christian Academy, we pride ourselves on a strong culture of caring, learning, achievement, high expectations, and spiritual enlightenment. Our commitment to our Christian-based academic community is rooted in our mission which values diversity, inclusion, and prepare students to become lifelong learners and leaders by providing students a challenging education that nurtures critical thinking rather than stifles intellectual - creative development and which intrinsically motivates students to reach their full potential.

At SURGE Christian Academy we assist our students in achieving their fullest potential by utilizing a student - centered, and tailored learning approach. This results in a customized plan that is advanced, accelerated, yet highly flexible, and diverse. Indeed, our sustained goal is to always strive to foster a successful school culture by forging enduring relationships and cooperative interactions among our school, students, parents, and surrounding communities. Currently, our traditional method of education, as we know it lies at a crossroad in our society. We have long endured a systems approach to teaching, learning, testing and above all administrative oversight. The difficulty encountered by schools to offer student - centered school cultures have impaired our ability to form long-lasting genuine relationships. Unfortunately, this is due in part to school size, inflexibility, and excessive bureaucracy or adherence to rules and formalities that promotes the "institutionalization" of our children's education. As a result, the traditional method of education has never changed. Each student continues to follow a rigid schedule moving around and about through vast hallways, staircases, and elevators trying to each reach his or her final destination at a frantic pace.

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At SURGE Christian Academy, we believe that education should never follow an "assembly-line" approach. We understand how our dynamic global, digital and knowledge-rich societies of the 21st century are transforming learning and calling for relevant innovations in educational practice, "NOT" educational logistics.

Our educators are responsive to changes in our communities. Transforming the lives of young people around the world is our primary goal. Globalization, the digital revolution and advancements in our understanding of students' unique learning styles, all present new opportunities.

Our collaborative learning community allows a parent and student to have an opportunity to work collaboratively with an interdisciplinary team comprised of educators, administrators, and student support services personnel to design an individualized instructional delivery plan that is both student-centered (directed) and one that complements the student's unique learning style(s). Indeed, we collaboratively try to provide our students with personalized support that will provide them opportunities to experience academic and behavioral triumphs. We believe that each student has an inherent curiosity and a passion to learn and each student has a unique intelligence, level of capability, and learning style restlessly waiting to be inspired. At Surge Christian Academy, we all tirelessly nurture our students to strive towards reaching their highest levels of capability (full potential) by integrating an education model which addresses students individual learning style, thus fostering within them a life-long love of learning

SURGE Christian Academy Classical Education Methodology invites its educators to examine what, where and how students should learn in order to thrive in a dynamic world. It invites administrators and community partners to reflect about the purpose of education in the 21st century and envision practical ways to promote relevant, deep and engaging learning for all. When teachers embrace learning for the future, they nurture expert thinking, collaboration and entrepreneurship. They foster intercultural understanding, environmental stewardship and global citizenship. They invite students to understand complex problems, create quality work and express themselves through traditional and new media—ultimately preparing students to live ethical, humble (modest), and reflective lives in rapidly changing environments is our purpose.

Therefore, as God's chosen people, holy and dearly loved,
clothe yourselves with compassion, kindness, humility, gentleness and patience.

- Colossians 3:12

Thank you for considering SURGE Christian Academy a viable option for your child's education.

2.00 SPIRITUAL LIFE

Our goal at SURGE Christian Academy is to nurture spiritual growth within each student. To that end, we have regularly scheduled times of sharing in God's Word as well as times throughout the day when spiritual principles are integrated within lessons and other activities.

SURGE Christian Ministry faith-based activities bring students together for special times of worship, teaching, and singing. In addition to school staff, ministry leaders from the community at large participate in these special times. Indeed, it is important that students involved in Christian education also attend spiritual worship activities on a regular basis. Indeed, active involvement provides a necessary complement to the Biblical instruction received in school.

One of the unique purposes SURGE Christian Academy is to prepare students to constructively service and honor Christ in whatever career they choose. Since effective Christian service can be performed only by those who have dedicated their lives to Christ, SURGE Christian Academy desires that each student develops a vital, personal relationship with God through faith, and ask all students to measure their lives by scriptural standards of conduct.

Each student should understand that attending SURGE Christian Academy is a privilege granted to those who are willing to demonstrate a spirit of Humility, Love, and Wisdom with the goals and philosophy of the school. By applying for admission to SURGE Christian Academy, the student indicates a desire to become a sincere, cooperative family member of the student body.

We believe that self-discipline and spiritual growth are never a result of superimposed rules; these goals can be attained only when students and their parents make the achievement of these attributes a priority. Therefore, SURGE Christian Academy standards of conduct are designed to serve only as an external guideline for student behavior; our ultimate hope is for students to grow into a fuller level of Christian maturity. To produce a school culture and environment which will encourage these goals, SURGE Christian Academy expects every student to be open and willing to be instructed by the school staff, and to demonstrate by attitude and behavior a life committed to following Christian ethics and morality. Certainly, character education is a priority at SURGE Christian Academy and involves the entire school community – school leaders, parents, teachers, staff, and students. Our collective effort is to focus on shaping the hearts of our students as we endeavor to instill biblically-based, positive ethical values, such as caring, good manners, respect, responsibility, fairness, and honesty.

3.00 STATEMENT OF FAITH

SURGE Christian Academy is an independent, non-denominational school. We are not opposed to diverse denominations, but we have consciously chosen to operate non-denominationally in order that through the genuine Love of God we can serve the entire Body of Christ, share in His Eternal Sacrifice, and take hold of His Spiritual Gifts. We believe that the only true basis of Christian Fellowship is His unconditional Agape or Love for humanity, which is greater than any differences we may have. (I Corinthians 12-13)

SURGE Christian Academy exists to support the home and church in a joint effort to lead each student to a personal relationship with Christ. The student body includes families who are members of churches of various denominations and doctrinal beliefs. Therefore, SURGE Christian Academy purpose is not to teach denominational doctrine, but rather to inspire students to search for their own unique meaning or interpretation of God' Word.

Certainly, all students are welcome to attend at SURGE Christian Academy – regardless of religious affiliation or denomination. However, all students, parents, support staff, instructors, and administration are expected to value our statement of faith, govern themselves by our code of conduct and be full participants in the SURGE Christian Academy community.

One of SURGE Christian Academy's primary objectives is to teach character qualities of Christ. We believe that studying the Bible is not an isolated matter. Its truths must be integrated into all subject areas. We desire to teach all students to become proactive critical thinkers so that they may acquire the knowledge to search the scriptures and learn to evaluate issues of life from a biblical perspective. Indeed, a Christian education does not end with the memorization of Bible verses. It must include an authentic application of scripture into one's daily living.

SURGE Christian Academy's statement of faith defines the essential beliefs that guide our school, and it does not exhaust the extent of our beliefs. Indeed, The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we hold dear and true.

SURGE Christian Academy's statement of faith can be summarized by the emphasis on three essential positive character traits – Humility, Love, and Wisdom.

HUMILITY – minimizes arrogance and removes pride. It is understanding our fallen nature and tendency to think that we are better than we are, and our striving to lift-up ourselves above others and God. It is admitting that others, and more importantly God is responsible for our achievements. Humbleness will enable us to be a teachable person who is willing to have the attitude of submission and servant hood, one who confesses sin and remembers how Christ served us! (Luke 22:27; Phil. 2:8; 1 Peter 5:3-5). Philippians 2:3, 3-4 "Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others."

LOVE – will enable us to appreciate our brothers and sisters in the Lord, and, of course, our family, and others around us. Love is taking the initiative to build up and meet the needs of others without expecting anything in return. (John 13:1; 15:13; 1 Corinthians 13:3)

John 13:34, 35 "Love one another. As I have loved you, so you must love one another. All men will know that you are my disciples if you love one another."

WISDOM – truly desires the knowledge of God's Word and the proper application to our life. This will enable us to make good judgments and decisions. (1 Kings 3:9; Psalm 119:97-98). Proverbs 4:7 "Wisdom is supreme; therefore, get wisdom. Though it cost all you have, get understanding."

Our Statement of Faith defines the essential beliefs that guide SURGE Christian Academy's beliefs. It is our desire that the students of SURGE Christian Academy become strong in spirit, in body, in mind, and in character, grow and mature in their knowledge and love of Christ, and live out their faith in their academic, personal and professional lives in ways that honor and pleases God. (Col 1:10).

Therefore, the following foundational beliefs are set forth as the basic, guiding Biblical principles of SURGE Christian Academy: God: We believe that there is one true

God: He is the Creator (Gen 1:1). He is Sovereign (Ps. 135:6, Dan. 4:34-35). He is the Lord who sustains, rules, and by grace, redeems (Ps. 54:4, Ps. 103:19, Ps. 34:22). We believe in the Trinity and that God eternally exists in three persons: Father, Son, and Holy Spirit (Matt. 28:19, Luke 3:22). We believe that God is loving, holy and just. He is immutable, (Heb. 6:18), omnipotent (Rev. 19:6), and He is passionate about His relationship with people. (Ex. 34:14).

Jesus Christ: We believe that Jesus Christ is the Son of God. "He became flesh" (John 1:14), being conceived by the Holy Spirit (Luke 1:31, 35), and born of a virgin (Matt. 1:23). He lived a life on earth holy and perfect, without sin (1 Pet. 2:22). He died a sacrificial death on a cross for our sins (2 Cor. 5:21). On the third day, by the power of God, He rose from the dead (Luke 24:39, 1 Cor. 6:14). He ascended into heaven and is seated at the right hand of God (Acts 2:33) where forever He lives to intercede for His people (Heb. 7:25).

Holy Spirit: We believe the Holy Spirit is active in regeneration, convicting us of sin and drawing us to the Savior (John 14, 15, 16). He continues the work of spiritual growth begun at the time of salvation. The Holy Spirit dwells in the hearts of those who are saved (Rom. 8:25), and produces in us the fruit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Gal. 5:22-23), and bestows gifts for ministry (1 Cor. 12:4-11).

Bible: We believe the Bible is the Word of God, the only rule of faith and practice. The Bible is profitable for teaching, for reproof, for correction and for training in righteousness (2 Tim. 3:15-17) and as such, the Bible shall be instructional and provide guidance in all matters of the organization. SURGE Christian Academy.

Salvation: We believe that salvation is by God's grace alone through faith in Jesus Christ (Eph. 2:8) and no other way. We believe that all who respond to the gospel in faith will be saved. Jesus said, "I am the way and the truth and the life. No one comes to the Father except through me." (John 14:6).

Prayer: We believe that prayer is an intimate (Matt. 6:6) and essential part of a person's growing and maturing relationship with Christ. (James 5:16b).

Servant Leaders: We believe that as followers of Jesus Christ we are called to serve God through serving others. We believe that whoever wishes to become great among you shall be your servant, (Matt. 20:26) and that we should model our lives after the life of Christ, in that the Son of Man did not come to be served, but to serve (Matt. 20:28).

Heaven: We believe that God will judge the living and the dead. We believe that heaven is the everlasting reward and the eternal home of all believers. We believe that every person who hears the gospel has a choice to accept Christ and spend eternity with Him in heaven, or to reject Him and spend eternity apart from Him (hell). Therefore, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain (1 Cor. 15:58).

For the purposes of SURGE Christian Academy's statement of faith, doctrine, practice, policy, and discipline, the School Principal/Headmaster and the School Board of Directors are our final interpretive authority on the Bible's meaning and application. These primary doctrines below are key elements of Christianity that are taught in various ways throughout all grade levels. SURGE Christian Academy encourages Christ honoring discussions and debates among SURGE Christian Academy students, in order to foster critical and creative thinking development. The school's official position on doctrinal issues is to have the students always go to the Scripture and then go to their family and church as they seek to define their own unique beliefs on doctrines.

Students asking doctrinal questions should be referred to their family and church. If asked by a student, staff members may state their own beliefs; however, personal doctrinal convictions are not to be imposed upon students. The spiritual goal is to develop a growing, personal relationship with Christ using the Bible as our guideline. Students who are taught to seek the truth by studying God's Word will be well prepared to defend their own faith.

SURGE Christian Academy's statement of faith does not exhaust the extent of our faith. We believe that The Bible itself, as the inspired Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final written source of all that we believe. For purposes of doctrine, practice, policy, and discipline, the School Principal/Headmaster, subject to review by the School Board of Directors as appropriate, shall be the school's final interpretive authority on the Bible's meaning and application.

4.00 PHILOSOPHY AND GOALS

We believe the entire process of education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him and to train him in godly living, so that he can fulfill God's total purpose for his life personally and vocationally. He must be taught the Bible and come to know God and His nature, learning to see all truth as God's truth. All learning shall center around Christian values integrated with and interpreted by God's Word. In the focus of the Christian faith, SURGE Christian Academy utilizes all of man's being as a study of God's revelation so that intellectual, social, emotional, and physical development is given balance, unity, and direction.

5.00 OUTCOMES

Our school's Christian-Faith-Based purpose is to provide our students with a firm foundation of Humility, Love and Wisdom for a lifetime of service to God. Indeed, by the time our students graduate from SURGE Christian Academy, we want to see growth in these key areas:

Spiritual:

- Accept Jesus Christ as their Lord and Savior;
- Seek to grow in their knowledge and understanding of Him resulting in a deepening love relationship characterized by living a life of love for Christ and the desire to proclaim His name in word and deed;
- Accept responsibility for their own spiritual growth, developing a dedication for prayer and devotion, utilizing God's Word and applying it to their daily life;
- Accept the Bible as the inspired Word of God and using it as a guide for daily living;
- Read, understand, and analyze scriptures, developing a Biblical world view on all aspects of life;
- Able to recognize faulty reasoning and/or truth claims and correctly apply biblical truth to the issue;
- Actively utilize their gifts in a faith-based community, serving God and others; AND
- Demonstrate growth in godly character specifically in the areas of self-control, integrity, responsibility, respect and perseverance.

Academic

- Identify their unique strengths and God-given gifts and abilities;
- Accept responsibility for their education;
- Become a life-long learner;
- Demonstrate proficiency in all grade level curricula areas;
- Find, examine, evaluate and use information as they become independent learners;
- Develop and demonstrate effective written and verbal communication skills;
- Possess an appreciation for the fine arts;
- Develop and utilize critical thinking skills; AND
- Possess the necessary learning/work habits and knowledge to be successful in post-secondary learning and in the workforce.

Personal (Physical, Emotional and Social):

- Demonstrate the ability to live in community with others learning to balance love, truth and grace in their relationships;
- Assume personal responsibility for attitude and actions;
- Develop skills for successful conflict resolution;
- Understand, value and practice the skills of effective citizenship while building life-long relationships;
- Show integrity and respect for others;
- Develop an understanding and acceptance of physical, social, spiritual and cultural differences without compromising the Truth;
- Practice responsible stewardship of God’s Creation; AND
- Realize that human beings are created in the image of God and that our body is the temple of the Holy Spirit.

6.00 Letter from School Administration

Each moment of each passing day, I ask myself, what really matters in the grand scheme of things?

I guess as the person responsible for the oversight of our school, one would expect that the importance of obtaining excellent grades would be the dominant theme of this introductory letter, but in truth, the responsibility of this job, the various obstacles that some of our students, families, and faculty have encountered over the years, and the various conversations I have had with one another, have made me ever more aware that in the grand scheme this has always been an aspect of education that has been expected without question. Indeed, achieving academic excellence has always been the standard, by which success has been measured.

But in these unsteady times, I have come to the realization what truly is important is keeping perspective of events in our lives that really make life worthwhile. Certainly, SURGE Christian Academy should not only serve to educate our students, but to transform into a permanent visible fixture in our surrounding community, one that will symbolize and foster encouragement and determination.

I have realized through the course of my life that one of the most effective forces in our lives that allows us to persevere is the experience of encouragement. Encouragement is an integral part towards achieving educational success, because it is life-altering. Not only for our students receiving it, but also for our instructors and parents providing it.

At times, SURGE Christian Academy represent a home away from home to many of our students, and we must embrace encouragement in our own and our students' lives by:

- **Providing encouragement to others:**

Never pass up the opportunity to encourage others. The simplest of words of encouragement can have a profound effect on someone's life. When we encourage our students, we are giving them a reason to pursue their goal or dream. We are saying you "get it". It's not some superficial dream wandering aimlessly in their heads. It's real. It has worth. Then, when the opportunity to shine comes their way, they've got the confidence to move forward and go for it. THEY BECOME INSPIRED. By showing your support to our students, you can be the one to open the door to a child's dream. If you see a student with a unique talent, point it out and lift it up. If you've learned something, share it.

- **Accepting encouragement from others:**

It is important that our students are able to accept and acknowledge encouragement from others. Hence, this will assist our students in building their level of confidence, as they embark on accomplishing their goals and aspirations. As students accept the encouragement from others, there is something in this process that may not be easily realized. For, it is not an "I" against a "Them" mentality. For, it is the power of what "We" can all accomplish together, against all odds. When our students accept encouragement from others, they are showing their commitment to their unique potential. Accepting the encouragement that people offer as an unconditional "gift" that it truly is can have a profound effect on a student's level of compassion and humility.

- **Believing in the potential of becoming the best “I” can be:**

Once our students have truly accepted and absorbed it, and owned it as true, then they are on the way to believing in themselves. Sometimes that's hard to do when any of our students are facing social rejection, encountering academic challenges, and life events aren't perfectly fitting together as hoped... just yet. Students can embrace and accept encouragement and believe in their potential by encouraging students to partner with someone who can hold up a mirror to their thoughts, plans, goals, hopes, and dreams. Indeed, when our students are affirmed, it is empowering. And then, it becomes infectious. It feels great receiving it, so before long each student wants another student to feel the way he or she does: “PAYING IT FORWARD.” GOD BLESS

Sincerely,

SURGE Christian Academy Administration

7.00 Vision

The vision for SURGE Christian Academy is to be a premier diverse and inclusive learning environment whose staff embraces students, families, and communities to nurture and develop well-rounded graduates who are intellectually prepared, possess high moral character, demonstrate outstanding citizenship and are servant leaders in their communities embracing Christian virtues.

8.00 Mission

The mission of SURGE Christian Academy is to value diversity, inclusion, and prepare students for lifelong learning and leadership by offering students a challenging education that nurtures critical thinking and intrinsically motivates students to reach their full potential.

9.00 Purpose

SURGE Christian Academy is a private, independent preparatory school dedicated to the intentional integration of Christian principles. As a community of learners, SURGE Christian Academy provides students with a rigorous and safe learning environment that leads to intellectual, spiritual emotional, and character development necessary to successfully meet the challenges of our changing world.

The purpose of SURGE Christian Academy is to provide an educational environment that equips students to lead fulfilling lives through learning, leadership, service, and by honoring God's genuine generosity.

10.00 Guiding Principles

SURGE Christian Academy is a comprehensive preparatory school with a significant core emphasis in the liberal arts. Its purpose is to offer a curriculum of studies and a program of student activities dedicated to the development of moral character, the enrichment of spiritual lives and the perpetuation of growth in Christian ideals.

SURGE Christian Academy was established under the direction and the power of faith in God with the conviction that there is a need for a preparatory school in our community that will expand the minds, train the body, develop the moral character and enrich the spiritual lives of students from diverse backgrounds and learning styles.

To assure the perpetuation of these basic concepts, it is determined that all those who become part of the SURGE Christian Academy family must believe in the inspiration that is attained by the Divine Scriptures and the Divine Purpose - that we all have within us the same essence of consciousness, and that the process of creativity, genius, and talent are attributes of our human consciousness that GOD has bestowed upon us. Therefore, the creativity, genius, and talent is a potential that lives within all of us which should be nurtured and used to worship, praise and glorify GOD.

11.00 Values

Based upon the beliefs expressed by our parents, community, teachers and staff, our identified values embrace the following beliefs of:

- Supporting students to achieve their full potential;
- Fostering strong academics and skills for learning at the core of a well-rounded education;
- Acknowledging and addressing the individual learning styles of our students;
- Supporting excellent teachers as the key to an outstanding education;
- Nurturing love for learning;
- Continuously improving and supporting innovative ideas;
- Teaching and modeling character;
- Making a positive difference for others and the world;
- Celebrating and respecting the academic and developmental of student achievements;
- Embracing a global perspective;
- Building a strong community support and involvement;
- Developing a small community campus, close-knit, family-oriented setting; and
- Viewing education as a respectful partnership among students, parents, teachers, and community.

SURGE Christian Academy seven values serve as a compass that guides our every decision, action, and focus. These values include:

1. *Leadership*: Our courage and perseverance to shape a greater future.
2. *Collaboration*: Leverage our collective genius and talents.
3. *Integrity*: Be real and honest (truthful).
4. *Accountability*: Ownership in our decisions and actions.
5. *Passion*: Committed in our heart and mind.
6. *Diversity*: Inclusive and reflective of the communities we serve.
7. *Quality*: What we do, we do well.

12.00 Collaborative Learning Community

SURGE Christian Academy Collaborative Learning Community invites educators to examine what, where and how students should learn in order to thrive in a dynamic world. It invites administrators and community partners to reflect about the purpose of education in the 21st century and envision practical ways to promote relevant, deep and engaging learning for all. When teachers embrace learning for the future, they nurture expert thinking, collaboration, teamwork, and entrepreneurship. They foster intercultural understanding, environmental stewardship and global citizenship. They invite students to understand complex problems, create quality work and express themselves through traditional and new media—ultimately preparing students to live ethical and reflective lives in their rapidly changing communities.

Our Collaborative Learning Community allows a parent and student to have an opportunity to work collaboratively and with an interdisciplinary team comprised of educators, administrators, and student support services personnel to design an individualized instructional delivery plan that is both student-centered and one that complements the student's unique learning style(s). Our goal is to ensure student success by believing in our student's potential, while at the same time fostering a culture that embraces "zero tolerance for failure and mediocrity." This is accomplished by providing our students a learning environment that is rich with opportunities for success. Indeed, "our students' academic failure is our failure."

13.00 Educational Model

The Utilization of a Two-Part Approach:

Part I. Socratic Method of Teaching and Inquiry: *Fostering Critical and Analytical Thinking*

The Socratic Method of discussion facilitates a student's quest for understanding by requiring him or her to answer questions on his or her own, to ponder the validity of what others have said or written, and (not the least of which) to give reasoned support for his or her own opinion to the other students in the group.

It is not enough simply to "learn" facts, to memorize lessons, or to recite lectures. To know truly, to seek wisdom, one must work toward understanding. If the question of "what" leads us to see what we do and do not know, then the question "why" leads us to understand our world in a holistic, fundamental manner.

Within the framework of scientific skepticism, the process of critical and analytical thinking involves:

- a. acquiring information,
- b. analyze information,
- c. evaluate information,
- d. reach a well-justified conclusion or answer,
- e. explain one's conclusion, and
- f. restructure one's thinking

Part of critical and analytical thinking goes beyond informal logic, for it includes the assessment of:

- beliefs,
- identification of bias,
- distortions,
- ethics,
- misinformation,
- prejudice,
- propaganda, and
- self-deception

We believe in focusing more on teaching our students critical and analytical thinking skills, intellectual standards, and cultivating intellectual traits such as, intellectual humility, intellectual empathy, intellectual integrity, and fair-mindedness than on memorizing facts by rote learning. The ability for our students to reason and analyze logically will survive long after the retention of memorized facts are lost.

Part II. Aristotle's Modes of Persuasion: *Integrating Effective Speaking and Writing*

Socratic Method of education of a student will also depend on Aristotle's three-part process training of the mind or modes of persuasion:

First, a student absorbs knowledge - information and language mechanics (grammar/structure) that systematically constructs the foundations for logical reasoning (The Development of the *Logos*).

Second, the student develops the skills to utilize the knowledge - information and language mechanics (grammar and structure) that has been learned in order to think through arguments or engage in dialects that result in the development of one's unique character or identity (The Development of the *Ethos*).

Lastly, through the exposure of various interactions and experiences the student learns to express him or her-self through the use of one's affect, feelings or emotions as distinguished from cognition, thought, or action. As a result, the process of a student's interaction, manipulation, and application of knowledge then, becomes clearly defined (The Development of the *Pathos*).

14.00 Course Format, Requirements, and Evaluation

Format:

To achieve success, students are expected to submit work on a regular basis (designated times-weekly).

To measure learning, this course integrates a variety of classroom teacher-directed instructional methods, including lectures, class collaborative discussions, group work, individual work, labs, field studies, student written and oral projects, and active student participation.

On a daily basis, students maintain regular contact with the instructor. The instructor (teacher) leads the class in discussions based on the material covered. This is a student-centered approach. In addition, the instructor leads the class to collaboratively discuss the material and share personal insights from real-world examples and experiences. This approach allows students to apply the information to their own situations, making the learning process more meaningful to them.

Requirements:

Students complete self-checks, practice lessons, answer closed and open-ended questions, write various forms of analytical essays, conduct research-based projects, perform self-assessments, and participate in collaborative discussions. Students are expected to participate in, and complete all aspects of required work to the best of their ability

Evaluation:

Student achievement will be evaluated in a holistic manner, and it will take in to account all aspects of performance. A cumulative open-ended – essay format assessment is given after the completion of every module (unit), and a comprehensive end-of-semester (segment) exam is given, at the conclusion of each semester.

At SURGE Christian Academy, we believe that when instructors, students, and parents work together, as partners – Students will have access to opportunities to achieve long-term holistic success.

SECTION II: Guiding Principles

1.00 Overview

The primary goal of SURGE Christian Academy is to ensure that each student's achievement is at the highest possible level. Education is to be provided in a manner that does not discriminate or cause harassment on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, or social and family background. In order for this to be accomplished:

- Every school staff member will strive to create a positive, safe environment that encourages and supports student success. Underlying causes for misbehavior will be explored, and when possible, positive redirection will occur and acceptable alternative behaviors will be taught. Such redirection may involve a collaborative effort of school, student, parents, and community members.
- It is the objective and policy of the Administration of SURGE Christian Academy to recognize, preserve, and protect the individual rights of all students; and, at the same time, to encourage and enforce the exercise of these rights within the framework of an orderly and efficient school program. Within this framework, it is the duty of the administrative staff, and the faculty of each school to prevent student conduct that is dangerous, disruptive, or destructive, therefore endangering the proper maintenance and function of the school program. Staff members are expected to model core value behaviors that set an example for students. It is expected that all disciplinary measures will be conducted in a manner that is respectful to the student and preserves that student's dignity wherever possible. It is the expectation that each student will behave in a manner that does not threaten, interfere with, disrupt or deprive other students of their right to an education. It is also expected students will learn to accept responsibility for their behavior. An effective school environment must be safe and free from disruption.
- The Administration further recognizes that students are protected and have certain rights extended to citizens under the United States Constitution and its amendments; and that these rights cannot be abridged except in accordance with the due process of law. Therefore, in order to clarify the guidelines of student behavior in the school and establish procedures to be followed, the SURGE Christian Academy's Code of Student Conduct (contained in this Handbook) has been adopted. It is essential that all students, their parents or guardians, teachers, and administrators understand and abide by the Code of Student Conduct.

2.00 Parent Responsibilities

Instructors and parents must work collaboratively, in order to maximize students' success at school. We are committed to working with and supporting families and we need parents to work with and support us.

As a parent you should:

1. Get to know the people at your child's school by attending teacher conferences, participating in scheduled meetings, joining committees, and volunteering.
2. Ensure your current telephone number, home address, work telephone number, and emergency contact number remains up-to-date at all times. Parents can satisfy this responsibility by updating the Emergency Contact Information via email or requesting an Emergency Contact Information Up-Date Form.
3. Understand and support the rules in this Handbook and talk to your child about them.
4. Supervise your child to ensure that he or she dresses neatly and appropriately for school because it is a place to work and learn.
5. Make every effort for your child to arrive at school on time every day, based on the school two session (track) hour indicated above.
6. Contact the school the day your child is absent and follow up with an email to administration.
7. Be aware when parents are divorced or separated, both parents have full rights to participate in the child's school activities and receive information in regards to what is happening at school unless there is a court document limiting that access. The office must have a certified copy on file of Court documents.
8. Provide the school written permission if you want a stepparent who is not the legal guardian of the child to have information about the child or sign forms related to the child.
9. Be prepared to pay for any damage done to school property by your child. If payment is not made and the amount is substantial, administration determines the final action.
10. Be aware that only people listed on the Emergency Contact form may take a student from school. Identification must be shown at the office.
11. Adhere to school's on-site traffic plan for drop-off and pick-up. Encourage your children, if they are walkers, bicyclists, or drivers to follow safety rules and use pedestrian-safety features where available.
12. Remain current on the payments of your student's tuition and fees. All tuition and fees are required to be submitted, on the agreed upon monthly payment plan and due date.

3.00 Student Responsibilities

To be successful, the student should:

1. Attend school each day,
2. Arrive on time,
3. Be prepared with proper materials and supplies,
4. Make sure important messages,
5. Complete all assignments to the best of your ability and on time,
6. Dress appropriately,
7. Be tolerant of and respectful to others,
8. See course instructors about makeup work and complete it in a timely manner,
9. Contact Administration and/or Instructor regarding conflicts or concerns,
10. Set goals for success,
11. Get enough sleep, and
12. Set responsible activity hours outside of school.

A student must participate in school crisis plan activities and practices such as lock-down and fire drill.

SECTION III: Code of Student Conduct

For the purpose of this Code of Student Conduct, when we talk about a "parent" that term also includes "legal guardian." When we use the term "stakeholder" it means any student, teacher, staff, school leader, or community member with an interest in the success of the school.

1.00 Academic Requirement for Sports Eligibility

It is the philosophy at SURGE Christian Academy that all students will work to their full potential. We are educating the whole student, not just academically. Indeed, behavior and manners are as important as grades. We also understand that all students achieve at different levels and as long a student is *doing their best* and working to their potential they will be allowed to participate. All competitive and recreational sports during and after school are considered a privilege to all students. To be a member of a team or sport, students must maintain appropriate conduct in ALL classes, during school activities, and on field trips. The Headmaster has the discretion to permit or prohibit students from participating in sports based upon the Headmaster's consideration of the whole child: academics, citizenship, and effort.

2.00 Bullying – Cyberbullying - Harassment Policy

SURGE Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion

SURGE Christian Academy is committed to the prevention of any cyberbullying/bullying behaviors and will take subsequent swift action in response to any reported cyberbullying/bullying or harassment incidents in accordance with Florida Statute 1006.147. Providing a quality education in an environment of safety is a core value to the administration and teachers at SURGE Christian Academy as referenced in our Mission Statement. Students shall adhere to the Code of Student Conduct policies in this Handbook. Bullying and/or Cyberbullying, as defined below, is prohibited during school, via school equipment, at school-sponsored events, or by any electronic act that results in the disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment.

Bullying - includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to: 1) Teasing, 2) Social Exclusion, 3) Threat, 4) Intimidation, 5) Stalking, 6) Physical violence, 7) Theft, 8) Sexual, religious, or racial harassment, 9) Public or private humiliation, 10) Destruction of property.

Cyberbullying - means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Please note that cyberbullying is a form of bullying (discussed above) and will not be tolerated. Harassing, dissing, denigrating, impersonating, hating, pranking, excluding, and cyber-stalking online are all examples of cyberbullying. Don't be mean and disrespectful. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Harassment - means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and Harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - (a) Incitement or coercion,
 - (b) Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system, or
 - (c) Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Cyberstalking" as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Reporting an act of bullying/cyberbullying, or harassment: Any student, staff, volunteer, or parent/legal guardian who witnesses bullying, or has reliable information that a student has been the victim of cyberbullying/bullying, as defined above, shall report the incident to the headmaster or designated representative immediately either in person, via email, or anonymously. Once the report has been received, the headmaster or designated representative will begin an investigation.

Consequences: Students who engage in bullying during school, on school property, during and/or while in route to or from any school function in connection to or with any school sponsored activity or event, or by an electronic act that results in the disruption of the orderly operation of the school or educational environment are subject to disciplinary action, up to and including suspension or expulsion from the school.

Prevention: SURGE Christian Academy shall work to sustain a healthy, positive, and safe learning environment for all students. This requires the efforts of everyone in the school environment – headmaster, teachers, staff, parents/legal guardians, and students.

3.00 Cheating and Plagiarism

Cheating/malpractice definition: Behaviors that result in or may result in a student gaining an unfair advantage over another student and includes the following:

- *Plagiarism:* the representation of the ideas or work of another person as the student's own. Student who have questions regarding whether or not something constitutes plagiarism have a responsibility to consult with the teacher prior to submitting the work/assignment.
- *Collusion:* the supporting of malpractice by another student, as allowing one's work to be copied or submitted for another.
- *Duplication of work:* the presentation of the same work for different assignments
- *Other:* includes but is not limited to:
 - Engaging in misconduct during an exam, test, quiz or other assessment situation
 - Falsifying any records, documentation
 - Copying, paraphrasing, reusing or submitting another's work without acknowledging the source, including information from the Internet
 - Identical answers on passages on tests, reports, essays

4.00 Citizenship Policy

SURGE Christian Academy provides its students with a safe, supporting, challenging, and enthusiastic learning environment. Creating such an environment is the result of good citizenship. To help guarantee this environment exists, SURGE Christian Academy students are required to meet behavior expectations outlined above in this handbook. Adults are expected to respect the following Citizenship policies:

- As citizens within an academic community focused on providing students with a learning environment that is enthusiastic, supporting, challenging, and safe, SURGE Christian Academy employees, parents, and community members will demonstrate the concept of “Citizenship” in their dealings with all SURGE Christian Academy stakeholders, including students, parents, school employees, and visitors.
- Physical or verbal acts that are hostile, threatening, or harassing in any way will not be tolerated. Profanity and insults are not constructive and unacceptable
- Whether it is face-to-face or over the phone, through texts, blog posts, or emails, good Citizenship requires an attitude that is productive and strives for harmony.
- Destructive criticism is unacceptable.
- Employees and parents should report any behavior that falls below this standard of Citizenship using the grievance procedures outlined above. Our students deserve good role models.

5.00 Commitment to Character

SURGE Christian Academy has adopted a program that creates a safe learning environment for all students with the focus on the core traits of responsibility, honesty, respect, and self-motivation. Each month the school will focus on one specific trait that will mold our students in becoming better citizens of the world as they grow and become our future leaders.

6.00 Damage to School Property

Parents are responsible for the cost of replacing or repairing school property, including computer equipment, damaged by their child(ren). This includes classroom and library items, furniture, textbooks, playground equipment, P.E. equipment, and school buildings. Report cards will be held until all fees are paid.

Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, furnishings etc. of SURGE Christian Academy, as well as the property of faculty, staff and other students.

7.00 Discipline & Misconduct

Misconduct that may result in discipline (including suspension, reassignment or dismissal):

In General:

Students are expected to behave well at school and school-sponsored activities. Students may be disciplined if they do anything at school or at a school function (or attempt to do anything) that violates a school rule or may:

- Hurt, harass or threaten others
- Damage property
- Disrupt class or school
- Violate a criminal law
- Show disrespect of any kind towards another person: teacher, parent, staff, volunteer, visitor, or student

Specific Acts:

Listed below are some acts that fall within the above five types of misconduct. These acts are not the only acts that may result in discipline, including suspension, or dismissal (expulsion).

Some, but not all, of the acts that may result in discipline are:

1. Cheating (teacher shall also record a “zero” for each act of cheating), including plagiarism
2. Falsifying or altering records (i.e. forging a signature)
3. Improper use of computers or electronic devices
4. Threatening to hurt someone
5. Hitting someone
6. Using physical force against someone
7. Stealing
8. Fighting
9. Extortion
10. Blackmail
11. Misconduct
12. Arson
13. Vandalism
14. Interference with school personnel
15. Interference with the movement of another student
16. Cyberbullying/Bullying
17. Gambling
18. Trespassing
19. Defiance
20. Verbal abuse of another
21. Profanity
22. Failure to give correct name
23. Participation in disruptive demonstration
24. Leaving school grounds without permission
25. Sexual activity at school or at a school function

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26. Sexual or other harassment
27. Making a false alarm (this includes pulling a fire alarm)
28. Possession of common objects that could hurt someone (such as self-defense chemical spray, nail files, silverware, screwdriver, etc.)
29. Possession of toy or replica gun or knife
30. Possession of drug paraphernalia
31. Possession of tobacco or alcohol
32. Possession of illegal narcotics
33. Possession of over-the-counter medications (if prescribed, these must be delivered to the front office with a doctor's note)
34. Possession of prescription medications (if prescribed, these must be delivered to the front office with a doctor's note)
35. Possession of hazardous material
36. The unauthorized use of electronic items such as, but not limited to, the following;
 - Cell phones (including the camera that may be part of the phone)
 - Tape player/recorder
 - Radio
 - Camera
 - Camcorder
 - Television
 - MP3 player or any upgraded one
 - Pager or beeper
37. Violation of a school rule
38. Other serious misconduct
39. An incident involving illegal substance at school or at a school event
40. Involvement in the making of a bomb threat or a bomb
41. Possession of a gun (real, toy, pellet, or BB) at school, or at a school function
42. Possession of any object brought to school that could be used against others with the intent to do harm even if for self-defense
43. Possession of any type or style of knife
44. A violent act resulting in an injury
45. Possession of brass knuckles at school or at a school function

8.00 Dress Code Policy

SURGE Christian Academy is a private school choice, which means parents of our students have made a careful and committed decision about where to send their child. SURGE Christian Academy holds that a higher standard of dress and grooming encourages greater respect for individuals, students, and themselves, thereby promoting a positive educational environment. The dress code policy will be carefully enforced. In order to promote an orderly and safe learning environment while preparing students for success in the world of work, dress guidelines have been established. Students are expected to give proper attention to personal cleanliness and to dress appropriately for school. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, and makeup shall be safe, appropriate and shall not disrupt or interfere with the educational process. Administrators will determine the appropriateness of student dress. Dress that is disruptive, distracting, revealing, or interferes with the educational process will not be acceptable.

Indeed, SURGE Christian Academy recognizes that the dress and grooming of students are significant factors in the successful administration of our school. Furthermore, it is recognized as an educational responsibility of SURGE Christian Academy that students are made aware that appropriate dress, appearance, and hygiene are conducive to their personal well-being (respect) and the well-being of others (respect). Generally, common sense and good taste should prevail in matters of dress. Because of safety and other concerns in some of our specialized programs, a specific type of dress code must be established and enforced. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment, until acceptable apparel can be secured. Students who report to school out of dress code will have parents called to come to the school to bring the proper attire. Students and parents are expected to honor these guidelines.

Please note that SURGE Christian Academy understands and fully supports students' right to self-expression. But, SURGE Christian Academy also has an obligation to create a culture and learning environment where all members of our school community are comfortable and not offended by inappropriate dress. The dress code is designed to provide appropriate guidelines so that all students may dress in a manner that is respectful of themselves and our community.

Dress Code Policy

The dress code policy shall be fully enforced for each academy school day (Monday through Thursday), with Friday designated for dress casual, or spirit wear attire.

MONDAYS THRU THURSDAYS

This dress code policy has been established with the approval of Administration and Academic Instructors (Mondays thru Thursdays).

The goal of SURGE Christian Academy (Mondays thru Thursdays) dress code is that students present themselves in a clean and neat manner as a representation of SURGE Christian Academy. While we recognize the uniqueness of each student and seek to develop individuality, it is also important for each student to understand the concept of appropriate dress for particular situations.

Student Dress Code and Special Circumstances:

Certainly, some classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such changes will be explained by administration and Specialized Area Instructors. Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities may be related to: field days, theme days, field trips, physical education, cheerleading, casual Fridays, band, etc.

Unless a special dress code exception is indicated, students are required to adhere to the dress code below. In all cases clothing must be in good repair, properly fitted (no clothing that is too tight or too loose), be void of unnecessarily, obvious logos, and not contain images/writing that others may find offensive.

General Uniform Attire:

- Solid Color shirts.
- Pants must be appropriate length and fit, solid color, free of rips, stains, and tears.
- All clothing must be clean, neat, hemmed, and size appropriate.

Girls:

- Hair must be neatly combed, out of the face, of a natural color, and styled in a conventional manner.
- Tops must be solid color shirts. Tops must have sleeves and be long enough that, with arms raised above the head, no midriff shows. Students must be able to button shirts to the collarbone without material pulling or stretching. No undergarments should be visible at any time, including tank tops, camisoles, brassieres, underwear, or compression shorts.
- Bottoms must be capri pants, peasant skirts, cargo pants or walking shorts. All bottoms must be of solid color (e.g. khaki, blue, black), but may not be white. Peasant skirts may be of a pattern. Bottoms should not be too loose or too tight in fit, and the pocket-size should not be exaggerated. Bottoms that are prohibited include spandex/stretch leggings, dresses, skirts (bar peasant skirts), jeggings, blue denim, cotton jersey material (yoga pants), or athletic material.
- Shoes must be dress shoes, casual dress shoes and athletic shoes only. For safety concerns, open-toed shoes, clogs, Crocs, and “slippers” are unacceptable.
- Hats are not allowed during the school day.
- Visible body piercings and inappropriate tattoos are unacceptable. Students will be required to cover inappropriate piercings or inappropriate tattoos with a neutral color band-aid, during the academic day.

Boys:

- Hair must be neatly combed, out of the face, of a natural color, and styled in a conventional manner. Hair must be above the collar. Facial hair is prohibited.
- Tops must be solid color shirts. The list of tops that are not dress code appropriate includes T-shirts, Henley shirts and denim shirts. Students must be able to button shirts to the collarbone without material pulling or stretching. Tops must be tucked at all times.
- Bottoms must be cargo pants, cargo shorts or walking shorts. All bottoms must be of solid color (e.g. khaki, blue, black), but may not be white. Bottoms should not be too loose or too tight in fit, and the pocket-size should not be exaggerated. Bottoms that are prohibited include spandex/stretch leggings, jeggings, blue denim, cotton jersey material, or athletic material. All boys are expected to wear belts.
- Shoes must be dress shoes, casual dress shoes or athletic shoes. For safety concerns, open-toed shoes, clogs, Crocs, and “slippers” are unacceptable.
- Hats are not allowed during the school day.
- Visible body piercings and tattoos are unacceptable. Students will be required to cover inappropriate piercings or tattoos with a neutral color band-aid during the academic day.

Requirements for student dress on Monday thru Thursday are listed below:

The following regulations shall be observed in order to foster a proper attitude toward dress and grooming by each member of our school campus community:

I. Grooming/Hair/Appearance:

- Cleanliness of person and attire is required.
- Hair must be neat and clean.
- Unnatural hair colors are not acceptable during the academic school week (Mondays thru Thursdays). These include jet black, burgundy, pink, purple, blue, green, silver, orange, etc.

II. Overall Clothing:

- Clothing must be appropriate size, with the waist of the garment worn at the student’s waist.
- Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears will NOT be permitted.
- Slits, splits, cuts, and holes in uniform clothing will NOT be permitted.
- Oversized uniform clothing that causes sagging pants, skirts, shorts, or skorts will NOT be permitted.

A. Non - Shirts:

- Tank tops, halter tops, tube tops or other top garments defined as revealing and inappropriate, scooped out at the neck and shoulder, and/or showing excessive amounts of skin area are types of inappropriate dress. Any selected apparel must cover all undergarments.

B. Non - Pants:

- "Baggy" uniform pants or sloppy (inappropriate) dress will NOT be permitted.
- Uniform pants worn low on the hips so that undergarments or bare skin is exposed will NOT be permitted.
- Leggings/Jeggins without a dress, skirt, or shorts will NOT be permitted.
- Lounging pants will NOT be permitted.

C. Non - Footwear:

- Appropriate footwear (shoes) are to be worn at all times. Strapless sandals, high heels, or flip flops will NOT be permitted. May be allowed by Administration, only on designated dress-down days, such as casual Fridays.
- Heelies or footwear with wheels will NOT be permitted.
- Cleats will NOT be permitted.
- Safe and appropriate footwear must be worn at all times.
- Bedroom slippers will NOT be permitted.

D. Hats - Headgear:

- Hats, caps, do-rags, and other headgear must be removed when in classrooms, school offices and the surrounding designated educational areas.
- Hats or other head coverings may be worn during outside Athletic/Personal Fitness activities, but may not be worn during any portion of the regular school day without permission from School Administration.
- Headbands may only be worn if holding hair back and may not be worn across the forehead.
- Hats, bandannas, head covers, sweatbands, sun visors, and sunglasses may be worn, unless prior arrangements are made with Administration for medical or religious reasons.
- Sweatbands are not allowed to be visible on school grounds during the regular school hours, unless permitted for personal fitness and conditioning and/or athletic training.

E. Jewelry - Accessories:

- All jewelry shall be free of the following: profanity, violent images, wording, or suggestion; sexually suggestive phrases or images; gang-related symbols; alcohol, tobacco, drugs, or advertisements for such products
- Jewelry or accessories that advertise, glorify or symbolize any illegal substance, alcohol, drugs, tobacco, or illegal acts NOT permitted.
- Jewelry or accessories that contain vulgar, derogatory, violent, or suggestive diagrams, pictures, words, or slogans will NOT be permitted.
- Jewelry or accessories with gang insignia or symbols NOT permitted.
- Wallet Chains that exceed six inches will NOT be permitted
- Heavy chains worn as jewelry or belts and free-swinging chains will NOT be permitted
- Spiked jewelry and accessories will NOT be permitted

F. Sunglasses:

- Sunglasses may not be worn inside school, unless a parent provides a doctor's note to the school.

Dress Code Policy

FRIDAYS ONLY – DRESS DOWN FRIDAYS

This dress code has been established with the approval of Administration and Specialized-Area Instructors (Fridays ONLY)

Student Dress Code and Special Circumstances:

Certainly, some classroom activities and curriculum may require specific dress guidelines (e.g., physical education). Any such changes will be explained by administration and Specialized Area Instructors. Administrators, coaches, and sponsors may suspend portions of the dress code and allow students to wear other appropriate attire at special activities. Such activities may be related to: field days, theme days, field trips, physical education, cheerleading, casual Fridays, band, etc.

Requirements for student dress are listed below:

The following regulations shall be observed in order to foster a proper attitude toward dress and grooming by each member of our school campus community:

I. Grooming/Hair:

- Cleanliness of person and attire is required.
- Hair must be neat and clean.
- All clothing must be clean, neat, hemmed, and size appropriate.

II. Overall Clothing:

- All clothing shall be free of the following: profanity, violent images, wording, or suggestion; sexually suggestive phrases or images; gang-related symbols; alcohol, tobacco, drugs, or advertisements for such products
- Dress that is neat, modest and casual is the minimum requirement at all times in all public and school areas.
- Use of offensive, obscene, and/or abusive words or symbols on clothing will NOT be permitted. This includes the use of emblems, insignias, badges, or other symbols or lewd or vulgar words where the effect is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of our school community. The supervising administrator shall determine if the particular mode of dress results in disruptions or interference.
- Clothing that is provocative (revealing) or contains obscene messages or messages that are contrary to the mission of SURGE Christian Academy will NOT be permitted.
- Clothing must be appropriate size, with the waist of the garment worn at the student's waist.
- Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears will NOT be permitted.
- Slits, splits, cuts, and holes in clothing shall not exceed 5 inches above the top of the knee
- Oversized clothing that causes sagging pants, skirts, shorts, or skorts will NOT be permitted.
- Clothing that advertise, glorify or symbolize any illegal substance, alcohol, drugs, tobacco, or illegal acts will NOT be permitted.
- Clothing that contain vulgar, derogatory, violent, or suggestive diagrams, pictures, words, or slogans will NOT be permitted.
- Clothing with gang insignia or symbols will NOT be permitted.
- Sheer or transparent clothing will NOT be permitted.
- Spiked clothing will NOT be permitted.
- Clothing that exposes undergarments will NOT be permitted.
- Trench coats will NOT be permitted.
- Pajamas will NOT be permitted

A. Shirts:

- Tank tops, halter tops, tube tops or other top garments defined as revealing and inappropriate, scooped out at the neck and shoulder, and/or showing excessive amounts of skin area are types of inappropriate dress are NOT permitted. Any selected apparel MUST cover all undergarments.
- Any selected shirts and blouses MUST cover midriff, back, and sides. Dress shirts MUST be tucked in the pants. Polo shirts may be worn outside the pants. Colored bras, boxers, and t-shirts MUST not be visible. All shirts, tops, and dresses shall have sleeves and cover the shoulders.
- Revealing, immodest necklines, strapless tops or any top with shoulder straps less than three or more inches from the lower part of the collarbone (the width of a 3 x 5 inch index card) will NOT be permitted.
- Tops that are cut so short that bare skin in the midriff area is exposed will NOT be permitted.
- Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts (these types of shirts may be worn over a shirt with sleeves) will NOT be permitted.

B. Pants:

- "Baggy" pants or sloppy (inappropriate) dress will NOT be permitted.
- Pants worn low on the hips so that undergarments or bare skin is exposed will NOT be permitted.
- Leggings/Jeggins without a dress, skirt, or shorts will NOT be permitted.
- Lounging pants will NOT be permitted.

C. Dresses- Shorts-Skirts- Skorts:

- Shorts shorts, tight (spandex) shorts and running/gym shorts will NOT be permitted.
- Shorts or skorts shorter than five inches (the length of an index card) above the knee cap when standing will NOT be permitted.
- Dresses and skirts shorter than three inches above the knee cap when standing will NOT be permitted.
- Shorts or skorts worn low on the hips so that undergarments or bare skin is exposed will NOT be permitted.

D. Sweatpants/Warm-Up Pants:

- Any type of warm-up pants or spandex band will NOT be permitted during instructional time, unless permitted for personal fitness and conditioning, athletic training, and Administrative permission.

E. Footwear:

- Appropriate footwear (shoes) is to be worn at all times. Strapless sandals, high heels, cleats, slippers, or flip flops will NOT be permitted. May be allowed by Administration, only on designated dress-down days, such as casual Fridays.
- Heelies or footwear with wheels will NOT be permitted.
- Safe and appropriate footwear MUST be worn at all times.
- Bedroom slippers will NOT be permitted.

F. Hats - Headgear:

- Hats, caps, do-rags, and other headgear **MUST** be removed when in classrooms, school offices and the surrounding designated educational areas.
- Hats or other head coverings may be worn during outside Athletic/Personal Fitness activities, but **MUST** not be worn during any portion of the regular school day without permission from Administration.
- Headbands may only be worn if holding hair back and may **NOT** be worn across the forehead.
- Hats, bandannas, head covers, sweatbands, sun visors, and sunglasses may be worn, unless prior arrangements are made with Administration for medical or religious reasons.
- Sweatbands are not allowed to be visible on school grounds during the regular school hours, unless permitted for personal fitness and conditioning and/or athletic training.

G. Jewelry - Accessories:

- All jewelry shall be free of the following: profanity, violent images, wording, or suggestion; sexually suggestive phrases or images; gang-related symbols; alcohol, tobacco, drugs, or advertisements for such products
- Jewelry or accessories that advertise, glorify, or symbolize any illegal substance, alcohol, drugs, tobacco, or illegal acts will **NOT** be permitted.
- Jewelry or accessories that contain vulgar, derogatory, violent, or suggestive diagrams, pictures, words, or slogans will **NOT** be permitted.
- Jewelry or accessories with gang insignia or symbols will **NOT** be permitted.
- Wallet chains that exceed six inches will **NOT** be permitted.
- Heavy chains worn as jewelry or belts and free swinging chains will **NOT** be permitted.
- Spiked jewelry and accessories will **NOT** be permitted.

H. Sunglasses:

- Sunglasses may not be worn inside school, unless a parent provides a doctor's note to the school.

ENFORCEMENT OF SCHOOL POLICIES:

Dress Code Violation Consequences

To keep and establish a professional academic atmosphere where students focus, learn, and lead, consequences will be administered to students who violate our uniform/dress code policy. Students' uniforms will be carefully monitored daily by teachers, advisors, and administrators.

Our dress code policy will be strictly enforced with NO exceptions.

- When a student is in violation of the uniform policy, a parent or guardian will be contacted and must bring the proper uniform items to school. If we are unable to contact a parent or guardian, student will be asked to return to his or her regularly scheduled course.
- After one (1) uniform violation, a parent or guardian will receive a call from the Headmaster.
- After two (2) uniform violations, a parent or guardian must come in for a conference with the Headmaster. Students must report to Saturday detention. Date and time will be decided, during the conference.
- After three (3) uniform violations, the student will be withdrawn (expelled) from the school.

Please Note:

Any distracting or prohibited items, such as hats or excessive jewelry, will be confiscated by a teacher or administrator and returned to the student at the end of the day. Based on degree and frequency of infractions, the school may determine to keep the confiscated item until a parent/guardian picks it up.

9.00 Expulsion

Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will be dismissed or asked to withdraw. A student may be expelled from school for a major infraction, and/or repeated minor infractions or poor academic performance.

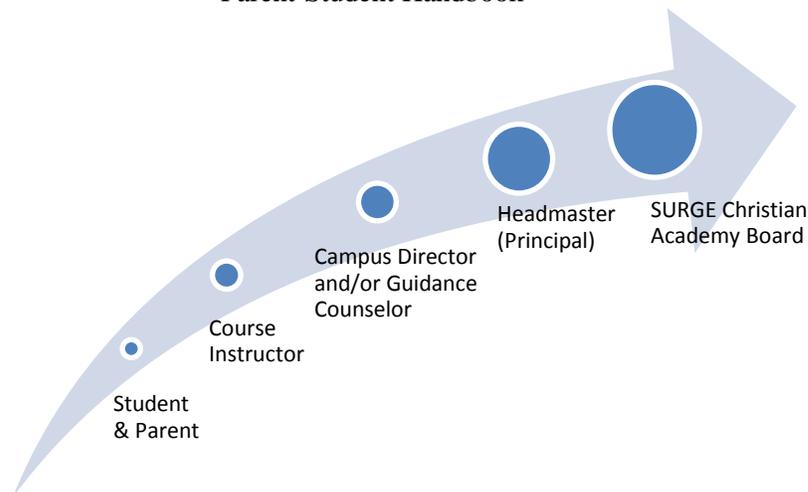
Expulsion will be recommended if a student's behavior is hindering (preventing) a conducive academic environment or conflicts with the philosophy, culture, and objectives of SURGE Christian Academy. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

10.00 Grievance Policy

All SURGE Christian Academy complaints will be addressed in a timely and consistent fashion. Disagreements should be solved whenever possible among the people most closely involved while preserving positive relationships. Therefore, when parents have complaints or disagreements with any parties at SURGE Christian Academy, they should observe the following guidelines:

1. If the complaint involves a situation in the classroom, parents should seek to resolve the issue with the instructor in a manner that is not disruptive to the learning environment via email or a scheduled meeting.
2. If a resolution with the instructor is not possible, or if the complaint is with a school-wide policy or procedure, the parent should seek to resolve the issue with the School Campus Coordinator or guidance counselor via email or a scheduled meeting.
3. If resolution is not possible with any of the parties above, parents should address a complaint to the School Headmaster (Headmaster).
4. If resolution is not possible with any of the parties above, including the School Headmaster parents should address a complaint to the SURGE Christian Academy Board.
 - a. Complaints should be made in writing—email is preferable because of its speed. This allows all parties involved to work from a consistent body of information.
 - b. The SURGE Christian Academy Board, in general, will not address a complaint based on hearsay (second-hand conversation) or made on behalf of another parent or family.
 - c. The SURGE Christian Academy Board, in general, will not address a complaint if resolution with the appropriate individuals in Items #1 and #2 has not yet been attempted in good faith.
 - d. The SURGE Christian Academy Board reserves the right not to address a complaint that is made anonymously.
 - e. The SURGE Christian Academy Board in general, will not address specific complaints about the performance of individual school employees in a public meeting. If such a complaint is brought at a public meeting, the Board will take the complaint under advisement and will provide an appropriate response at a later time.
 - f. The SURGE Christian Academy Board reserves the right to notify individual school employees about complaints brought against them. Parents may request that they are not personally identified as the party bringing the complaint, but, a thorough investigation and complete resolution of the issue requires, in most cases, that all parties communicate with one another (See Citizenship Policy – Section 10).
 - g. The SURGE Christian Academy Board will respond to a complaint via a written letter or email. This will occur within 10 business days of receiving the complaint.

Parent-Student Handbook



This Grievance Policy is not designed to supersede or supplant federal law and parent rights under The Individuals with Disabilities Education Improvement Act of 2004, the Family Educational Rights and Privacy Act (FERPA) as amended, 1996, or section 504 of the Americans with Disabilities Act.

11.00 Internet Policy

SURGE Christian Academy provides students with access to the Internet during school hours. Access to the Internet is provided for the purpose of educational research and learning.

Student Internet Usage Responsibilities:

When accessing the Internet with SURGE Christian Academy equipment at school or at home students and parents should know:

- Internet access should be for educational purposes while using SURGE Christian Academy equipment.
- SURGE Christian Academy will provide Internet blocking of inappropriate materials as able with a restricted Wi-Fi network and a content filter. The school will utilize and install filtering technology to help provide a safe digital environment for students both onsite and offsite from school. Unfortunately, SURGE Christian Academy is not able to guarantee perfect restrictions/filters for non-school Wi-Fi networks. Parents are strongly urged to monitor student technology usage and agree to be responsible for proper supervision of their children while away from school. SURGE Christian Academy is not responsible for inappropriate student use of technology or Wi-Fi services.
- Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should alert a member of school faculty or administration.
- All activity over the school network or using SURGE Christian Academy equipment may be monitored and retained indefinitely.
- Students are expected to follow the same rules for good behavior and respectful conduct online as they are offline.
- Misuse of school resources or equipment can result in disciplinary action.
- SURGE Christian Academy makes a reasonable effort to ensure students' safety and security online while at school, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the SURGE Christian Academy network or other technologies are expected to alert school faculty or administration immediately of any concerns for safety or security.
- Students are not permitted to connect to the Internet using a detected hot spot or 3/4G account while at school. We will be able to detect this on our network.

- Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images from any electronic or print media. Users should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of the materials. Research conducted should be appropriately cited, giving credit to the original author.
- School network: SURGE Christian Academy makes no guarantee that its network will be up and running 100% of the time. In the infrequent case that the network is down, SURGE Christian Academy will not be responsible for lost or missing data.
- Home networks: Students may access Wi-Fi networks outside of school with parent permission, approval, and supervision. The school cannot provide any technical support in connecting a technology device to a non-SURGE Christian Academy network.
- Students are reminded that this Technology and Equipment Use Policy applies to activities at home and at school when a SURGE Christian Academy technology device is used.
- Parents are responsible for providing any content filtering or restrictions on their own networks and for monitoring usage at home.
- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should also recognize that along with valuable content online there is also unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.
- Users should not post anything online that they would not want parents, teachers, or future colleges, or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Parent/Guardian Responsibilities:

We encourage you to talk to your child (children) about values and the standards that one should follow on the use of the Internet just as you do on the use of all media information sources such as television, cell phones, videos, movies, literature, and music.

Internet Security:

- Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.
- If you believe a computer or mobile device you are using might be infected with a virus, please alert a teacher, your headmaster, or tech support. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Personal Safety:

- Users should never share personal information, including phone number, address, social-security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission.
- If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

12.00 Locker Use Procedures

Lockers—**if applicable**—are made available for students as a privilege—not a right—to use in storing school supplies and personal items necessary for use at school. Lockers are not to be used to store items that cause, or can reasonably be foreseen to cause, an interference with school purposes or educational functions. Nor should lockers be used in any way forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectation of privacy in that locker or the locker's contents. The following rules and regulations shall be enforced throughout the school year:

- **Locks**—Locks will be permitted at the discretion of Administration. The school may retain access to student lockers by keeping a master list of combinations or retaining an extra key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed. Students may not trade lockers or locks with other students. Failure to follow such requests will result in a student forfeiting his or her locker privileges for, perhaps, an entire school year.
- **Locker Use**—Lockers are to be used to store school supplies and personal items necessary for use at school. No material that violates the Student Code of Conduct is allowed in the locker. Students will be expected to keep their lockers in a clean and orderly manner. Failure to follow such a request will result in a student forfeiting his or her privilege in accessing a school locker for a designated amount of time up to the entire school year.
- **Locker Inspection**— Pursuant to Florida statutes, school lockers are the property of the school. At no time does the school relinquish its exclusive control of lockers that are provided for the convenience of students. The school retains the right to inspect lockers to ensure they are being maintained in accordance with these rules, or upon a reasonable suspicion that the locker contains items that may interfere with school purposes.
- **Law Enforcement Officials**—Administration may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required. Inspection of the interior of lockers may be conducted by school officials for any reason and at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched, unless disclosure would impede on ongoing investigation by police or school officials.

13.00 Public Notoriety

Students are expected to represent SURGE Christian Academy in a positive manner, even when they are not on school grounds or attending school functions. The administration will deal directly with any student who draws attention to SURGE Christian Academy in a negative manner. Negative actions, which cause notoriety, could result in a student's expulsion from the school.

14.00 Search and Seizure

Authorized school personnel may conduct a reasonable search of a student or his/her locker, and/or belongings when they have reasonable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of this state, or other items prohibited by school rules. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. The Administration of SURGE Christian Academy reserves the exclusive right to have Pinellas County (Clearwater) Police Department do routine and random checks for illegal drugs anywhere on campus. Please note that these are safety precautions designed to give SURGE Christian Academy students a safe and healthy school in which to learn.

Students also understand and agree that SURGE Christian Academy shall have the right to monitor or examine any electronic device at the school or any SURGE Christian Academy activity. Additionally, SURGE Christian Academy may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example "Facebook, Instagram", or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

15.00 Sportsmanship

Competitive team experiences contribute significantly to the development of respectful character, mutual support, and school spirit. Sportsmanship is an important part of this training. We expect our coaches, players, parents, and students to represent SURGE Christian Academy in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

16.00 Course Assignment(s) Expectations

Missing Assignments:

1. After an absence, a student must arrange with the instructor time to complete missing assignments.
2. If an instructor assigns an assignment, examination, and/or research project, prior to the absence, the assignment, examination, and/or research project shall be completed at an agreed upon time by the instructor. The completion of all required course assignments, examinations, and research projects is mandatory.

Course Assignment Guidelines:

SURGE Christian Academy recognizes the importance to reinforce content already taught in the course collaborative discussions, to assist students to further develop independent work and study habits, to build self-discipline, to instill a sense of responsibility, to identify any area of difficulty for the student, and to involve parents/guardians in the learning process. We also believe in the importance for students to develop and foster positive social networks.

Our philosophy of course work assignments has always been that a student needs to perform in the “work-place”, and be able to access immediate assistance at school, when rigorous assignments require some level of guidance. In order to provide students with a “real-world” experience, all students will be required to complete all assignments in school. Similar to any type of work environment, all “work related tasks” have to be completed in the work-place (school), in order to ensure quality and efficiency. Students may elect to complete assignments at home, but failure to submit any assignment on time (deadline) will result in a student remaining in school for an extended period of time, until assigned work has been completed to a level of acceptability (to an acceptable level). We have a “zero tolerance for mediocrity” policy. We strongly believe that that the first time we accept mediocrity is the last time we will see excellence.

Therefore, we respect and have empathy for our students, while expecting them to perform to the best of their abilities and never allow them settle for less, by providing them with “real” opportunities to succeed that are not hindered, by our own personal biases, limitations, or unbending practices due to our personal time limitations. Our instructional team, under the guidance of the administrator sets the expectations and passes them on in such a way that everyone – students and instructors - know the expectations are not arbitrary or debatable, but not punitive either.

17.00 Student Attendance

SURGE Christian Academy operates under the State of Florida Educational Code which states that school attendance is required. Consistent attendance is essential if a student is to successfully acquire the necessary skills, concepts, strategies, and content for his/her grade level.

Regular attendance and punctuality are very important habits that all students need to acquire. Attendance is important to learning because when a student is absent, they miss the strategies necessary to master skills being taught in class that are needed to be successful. SURGE Christian Academy places great emphasis on regular attendance and arriving to school on time. SURGE Christian Academy will NOT differentiate between excused and unexcused absences.

In addition to the school holidays and breaks that students are offered throughout the school year, students will be allotted a total of five (5) student personal days per academic grading period (quarter) OR a total of ten (10) student personal days per semester. Any unused student personal days may NOT be carried (rolled) over to subsequent semester. Parents and students are encouraged to use the student personal days to schedule important medical appointments and family activities or outings. Failure to adhere to the SURGE Christian Academy attendance policy will be subject to disciplinary action up to including course grade reduction and/or immediate student withdrawal (expulsion).

A. Absences:

Consequences:

1. A student accumulating more than five (5) absences per academic semester as a result of any other reason(s) will be subject to disciplinary action up to including course grade reduction and/or immediate student withdrawal (expulsion).

An excused absence shall only be granted with proper documentation if:

- A student is ill or injured (Original Physician's Note or Report Required);
- Major illness in the immediate family (Original Physician's Note or Report Required);
- Death in the immediate family of the student; and
- A major disaster as determined by the administration.

B. Early-Pick Ups:

Consequences:

1. Every two (2) early pick-ups during each semester will result in one (1) out of the five (5) student personal day off for that semester being used.
2. A student accumulating more than five (5) absences per academic semester as a result of early pick-ups or for any other reason(s) will be subject to disciplinary action up to including course grade reduction and/or immediate student withdrawal (expulsion).

An excused early pick-up shall only be granted with proper documentation if:

- A student is ill or injured (Original Physician's Note or Report Required);
- Major illness in the immediate family (Original Physician's Note or Report Required);
- Death in the immediate family of the student; and
- A major disaster as determined by the administration.

C. Lateness:

It is imperative that all students follow their individual course schedule, are in their designated classrooms, and prepared to begin learning. A student will be considered late, if a student does not follow his or her individualized course time schedule. Please keep in mind that a tardy student not only distracts from that student's learning, but from the learning of other students.

In General:

Consequences:

1. Every two (2) latenesses during each semester will result in one (1) out of the five (5) student personal day off for that semester being used.
2. A student accumulating more than five (5) absences per academic semester as a result of latenesses or for any other reason(s) will be subject to disciplinary action up to including course grade reduction and/or immediate student withdrawal (expulsion).

An excused lateness shall only be granted with proper documentation if:

- A student is ill or injured (Original Physician's Note or Report Required);
- Major illness in the immediate family (Original Physician's Note or Report Required);
- Death in the immediate family of the student; and
- A major disaster as determined by the administration.

18.00 Technology and Electronic Device Use Policy

SURGE Christian Academy believes that technology is necessary for our students to succeed in the 21st Century.

The following is the school's Technology and Electronic Device Use Policy to which all students and families must abide. Private electronic devices may be used during school hours at the discretion of the instructors and administration.

- Private Electronic Devices blatantly used during school hours or that are audible, although out of view, at the discretion of the instructor may be confiscated and sent to administration with disciplinary consequences.
- All contact between parent and students MUST be made through the administrative office for proper documentation of such contact. Electronic Devices that violate this policy will be confiscated and kept in the front office until a parent arrives to retrieve it directly from administration. Violating this policy may result in suspension because of the level of disruption it creates to the learning environment.

SECTION IV: Essential Information

1.00 Administration of General Medications

SURGE Christian Academy does not currently have a nurse on staff, so we do not dispense any medication to students, nor are students allowed to bring prescription/over-the-counter medications or etc. on campus. If a student has a medical condition that requires them to take medication daily, we recommend giving the student their medication before coming to school. A parent will be allowed to administer their child's medication at school, in a secure - designated area. In the event that a child is sick and requires further treatment, parents will be notified and asked to pick up their child from school, as well as bring a physician's note.

2.00 Athletics

All students participating in SURGE Christian Academy athletics are required to have, on file, proof of insurance and a current medical release (physical form - found on our website under Athletics, Forms and Resources) Student fees (if any) related to athletics must be paid before a student can compete in a sport.

3.00 Bring You Own Device (BYOD) Requirement

SURGE Christian Academy requires the use of technology (i.e. personal laptops, tablets and smartphones) in the classroom as a means of supplementing the curriculum and accessing course content. Course Instructors can decide the frequency and duration when mobile devices will be utilized in the classroom. Other devices, such as MP3 players and gaming devices are NOT allowed on Core-Academic Instructional Days (Monday thru Thursday).

The choice of operating system (or platform) is left to the students and/or their parents. Students must know how to operate their own devices and are responsible for keeping their own devices charged and ready for use in the classroom. Students are responsible for safe-guarding and protecting their own devices. Please note that SURGE Christian Academy is not responsible for the damage, loss, or theft of any electronic devices.

4.00 Carpool

Arrival and dismissal times are generally busy with a lot of vehicles and students moving in and about the parking lot areas. Please follow the directions offered by each school crossing guard.

All parents and student drivers are expected to follow the traffic flow patterns, directional signage on campus and the direction of crossing guard staff assigned to monitor and direct traffic in the parking lot during peak times

5.00 Change of Address, Telephone Number, and Email

It is very important for the school to have current information at all times. Any change of contact information, address, telephone number, and/or email should be immediately up-dated by the parent. Please request and complete our emergency contact form in order to up-date any necessary changes.

6.00 Child Abuse

SURGE Christian Academy personnel are mandated by Florida State law to report any observed or suspected instances of child abuse to the appropriate public authorities.

7.00 Child Custody

If legal custody stipulations apply to your child, it is required that copies of this information be provided to the appropriate school office in order to be enrolled and in attendance at SURGE Christian Academy. Additionally, we will need copies of any custody changes.

8.00 Classroom Observations and Visits

As an educational institution committed to providing our students with the best educational environment, we strive to minimize interruptions and distractions. In addition, the school is sensitive to the issue of security and supervision of classes. Parents and other interested persons are always welcome to observe in a classroom by contacting administration (Headmaster).

Parents and visitors are not permitted to go directly to a classroom to deliver lunches, messages, a forgotten assignment, an article of clothing or any other reason. Parents and visitors are required to drop off any deliveries at the school front office which will make arrangements for all deliveries to students.

9.00 Communication

SURGE Christian Academy is committed to keeping open lines of communication with its families. SURGE Christian Academy is constantly improving its digital capabilities, including communications with parents via its school website: <http://www.surgechristianacademy.com>

It is a parent's responsibility to regularly check the school website and email for announcements from school administration or from instructors.

In addition, Parents are expected to regularly use <https://www.igradeplus.com> — SURGE Christian Academy online, interactive student grading system.

All students shall be directed to deliver all school communications to his or her parent. The parent should expect to assist their student in forming the good habit of delivering all papers and communications home and back to school on time as directed by the teacher. Students are accountable for delivering and returning all communications on the day they are given to them. New communication technologies will also be employed throughout the school year to provide communications between home and school.

SURGE Christian Academy communicates with parents in the following ways and requires parents to note their awareness with a signature:

1. Notes in sent from teachers or staff;
2. Injury or Accident Report forms;
3. Notes in device sent from teachers or staff;
4. Parent signatures on student's work when applicable;
5. Behavior forms that have been sent home;
6. Report Cards and Progress Reports; and
7. Parent conferences including, but not limited to phone, or in person.

10.00 Disaster and Lockdown Drills

Fire, Lock Down and tornado drills will be held regularly during the school year. Instructions will be given at the beginning of the school year, and instructions will also be posted in each room. Students should recognize the seriousness of the drills and refrain from disorderly behavior.

In case a disaster occurs during a regular school day, students will be released only to their parents or those listed under SURGE Christian Academy Emergency Contact Information. Photo identification will be required if someone is not known to school personnel.

It is impossible in a time of disaster to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed under SURGE Christian Academy Emergency Contact Information. Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

Activation of the fire alarm will immediately notify the fire department. Careless or malicious initiation of a false alarm is an illegal action that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action, which may include expulsion.

11.00 Field Trips

Educational field trips are an important part of the student's school year. Each trip is an outgrowth of the instructional program designed to support and enrich the curriculum. Permission forms, with information about locations, cost, etc. are sent home for parents to read and sign prior to any field trip. Money will not be refunded after the field trip. Students who do not have a signed permission slip in on the designated deadline will not be permitted to attend the field trip. Due dates are very important and permission slips cannot be turned in late. Students on disciplinary probation or students who have violated fundamental discipline guidelines may lose the privilege to attend field trips. Dress for field trips will always be school dress uniform--unless stated otherwise by teachers and approved by administration.

All field trip drivers and chaperones must have completed the required school background screening form and be approved to attend the field trip. Any vehicle used to transport students under this policy shall be: 1) currently registered in the State of Florida, 2) insured for personal injury protection and property damage liability in at least the minimum amounts required by law, and 3) in good working order. All field trip drivers must have and provide a copy of a valid driver's license and insurance card. Prohibited vehicles for student transportation include convertibles and SUVs with a wheelbase of 10" or less (which per Federal Law will have a rollover warning label displayed). Students are required to wear seat belts at all times.

Instructors will assign students to each car and students may not switch cars. Please do not make any stops to or from a trip. If you volunteer to chaperone on a trip, please stay with the group of children assigned to you and do not leave until the designated time without approval. Students will not be dismissed to parents at the field trip venue unless approval is obtained. Due liability issues and the supervisory responsibilities of all chaperones, younger and older siblings cannot be brought on class field trips. Smoking or use of other tobacco products is not allowed on field trips or on school campus by adults. Chaperones must adhere to all rules and guidelines of the field trip venues.

12.00 Health/Immunization Policy

All students enrolled at SURGE Christian Academy are required to have up-to-date immunization records on file at the beginning of each school year and a Medical Authorization form must be completed on and updated. All new admissions will have immunizations up-to-date prior to attending the first day of school. The Office of Admissions will notify parents by e-mail in advance of immunizations needing to be updated.

Follow-up e-mails and phone calls will be made, if necessary. It is the parent's responsibility, not your child's responsibility, to deliver an updated immunization record to the admissions office. Students who are delinquent in obtaining their immunizations, **after the first 30 days of school**, will not be allowed to attend classes.

Exemptions from immunizations are allowed for reasons of conscience in the state of Texas. You may elect to not immunize your child/children via the following ways –

- An affidavit, available from the Florida Department of Health, must be submitted to the Office of Admissions.
- Medical exemptions from obtaining immunizations are allowed. To claim an exemption for medical reasons, a student must have a statement signed by their physician who has examined the student and states that the vaccine requires is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household.

SURGE Christian Academy adheres to Florida State Law which requires that immunizations be up to date. Any student participating in sports must have an annual physical and turn in a signed physical form. This form is located on the website and can be provide by administration upon request.

13.00 Lost and Stolen Items

SURGE Christian Academy discourages students from bringing personal and valuable items from school, for it is the school's policy to not be responsible for any damaged, lost, and stolen items.

Student's medication **MUST** be kept locked up in the school office. The office staff will follow appropriate procedures for dispensing all medication. School personnel do not normally dispense medication. The student dispenses the medication with office staff supervision. However, if a child is required to take any type of medication at school, it must be authorized by a physician and parent. Medication must be in the original container. Parents must submit the form and medication to the office. Teachers are not to dispense any other medications, including any over the counter remedies such as cough drops or aspirin.

Students may not carry medications in their book bags or on their persons. They may not keep medications in their lockers. All medications for students shall be held and delivered to students by designated school personnel. Students will then dispense medications to themselves.

- School personnel may administer medication(s) only to those students who have an official authorization form on file at the school. The Administration of Medication form shall provide for both the physician's and parent's signatures for administration of over-the counter medications in original/new sealed container including dietary or herbal supplements or only the parent's or guardian's signature for administration of prescription medications and shall indicate the kind of medication, dosage and time to be given at school and any special instructions. A new authorization form shall be required each school year.
- Approval for self-administration of medication(s) (Inhaler, Epi-pen, Insulin) shall be written by the physician under special instructions on the Administration of Medication Form available from the Headmaster.
- It is the parent's responsibility to pick up all unused medication as soon as possible. Any medication remaining at the end of the school year shall be destroyed.

14.00 Lunch Options and Procedures

A student attending SURGE Christian Academy will have two available lunch options:

First Option: A student can pack his or her own lunch.

Parents are welcome to have lunch with their student and may bring an outside lunch for their child only (to be eaten during their designated lunch time). Parents may not bring food for other students, unless permission is granted by the student's parent or legal guardian. A student may have an opportunity to go to lunch off site.

Second Option: A student can purchase a hot or cold lunch from a SURGE Christian Academy approved catering provider (vendor). A weekly or monthly lunch calendar will be provided at the school.

A student allowed to select this option is one who:

Has not previously abused or lost privileges due to:

- more than two cumulative tardies per quarter, returning from lunch to school;
- misconduct violations while off campus; and/or
- other school disciplinary infractions

15.00 Online Course Content

Online Course Content is one of a variety of teacher-directed instructional materials used at SURGE Christian Academy.

16.00 Report Cards - Progress Reports – Grading

Report Cards are completed by administration four times per year and are provided to the student or guardian who must sign and returned, unless otherwise noted by administration. A student's course progress and grades can be viewed online on a regular basis online throughout the academic year by logging into an iGrade Plus personal student and/or parent account.

Online Gradebook Website: <https://www.igradeplus.com>

17.00 School Closing in an Emergency

SURGE Christian Academy will do all that it can to protect the health and safety of its students. Residents in Florida know the dangers of inclement weather especially during the hurricane season. While very infrequent, there may be times when our school may have to close to protect our students and be reopened as emergency shelters for the community. Local television and radio media inform the public when school closings occur. In emergency situations, SURGE Christian Academy will close when surrounding Private Schools and Pinellas County Schools issues a school closure.

In emergency situations where schools are closed, SURGE Christian Academy will send out emails to families, post current information on its website, and make phone calls to families notifying them of the closure.

The following media outlets, among others, will also provide up-to-date information to the public in the event a school closing occurs or if the student day must be shortened due to emergency conditions:

- WFLA-Ch. 8
- Bay News-Ch. 9
- WTSP-Ch. 10
- WTVT-Ch. 13
- WFTS-Ch. 28
- WUSF 89.7 radio

18.00 Student Drop Off /Pick-Up Procedures

Parents/Guardians are expected to provide transportation for their children back and forth from school. Students should NOT arrive before 8:00 a.m. for school. Students arriving prior to 8:00 a.m. will NOT be under the direct supervision of any administrator and/or instructor. SURGE Christian Academy believes all students have a right to a safe environment and we strive to ensure that by not allowing any student to be unattended on campus.

All students are expected to be promptly picked up by a parent and/or legal guardian, and not roaming around the school campus. SURGE Christian Academy may be forced to consider a child as "Abandoned" when the parent responsible for the child's welfare rejects parental obligations, leaving the child at school after the school day, and has not told the child or the school that the parent will be late. In such cases, SURGE Christian Academy may call the appropriate officials.

19.00 School Supplies

SURGE Christian Academy uses a common supply list. The following items are required in order to prepare your child for a successful academic school year. Students/Parents will be notified throughout the year, if there is an added need for school projects, student shortages, etc... If you have trouble obtaining these supplies, please notify school administrator.

- Backpack
- # 2 Pencils
- Colored Pencils (Optional)
- Hand Held Pencil Sharpener
- Erase Pens (Optional)
- Pens: red, blue, black
- Highlighter
- 12 inch ruler
- Calculator
- Protractor, Student Compass, and Graph Paper
- Merriam-Webster Dictionary AND Roget's or Merriam-Webster Thesaurus
- Pocket Folders
- Six (6) Single-Subject Spiral Notebooks: 50 – 75 pages per notebook (College Ruled) OR a single

Five (5) to Six (6) Subject Wire-bound Notebook (College Ruled) OR Electronic Folders-Documents - Recommendations in order to assist students who experience organizational challenges:

1. Red - English/Language Arts
2. Black - Mathematics
3. Yellow - Science
4. Green – Social Studies
5. Blue – World Languages

6. Purple (or any other color) - Electives and/or Personal Daily Journal

- Sticky Notes
- Loose Leaf Ruled 3 Hole Filler Paper AND Graph Paper (Math Grids)
- Tabbed Subject Dividers
- Wire Bound Weekly Planner (Optional)
- 3-Ring Binder (3 inches) (Optional)

Please note that the binder shall be used to keep all six (6) spiral notebooks together.

- USB Flash Drives (for creating, organizing, storing, and sharing files) instead of binders and/or spiral notebooks.
- A Personal – Portable Electronic Device with Earphones (Headphones) that can access online content, assist a student to collaborate, communicate and create. The device should also, assist a student to examine, organize, and research, as well as satisfy with the FLVS *Global* (BRAINHONEY) System Requirements:

20.00 School Visitor Policy

SURGE Christian Academy welcomes and encourages visits to school by parents, other adult residents of the community, interested educators, and representatives of the news media. These visits must be confirmed and approved in advance in order to preserve the ongoing educational programs at each school and to prevent any disruptive intrusions at the school and on the campus. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools or into the student's learning environment, it is necessary to institute procedures regarding visitors. All visitors must sign in at the main administration building of the school and present a photo I.D. before being granted access. Each guest will be required to sign in, indicate the purpose of the visit, wear a name badge, and sign out when they are leaving school grounds. The headmaster or his/her designee has the authority to prohibit the entry of any person to a school or a student's learning environment or to expel any person when there is reason to believe the presence of such person would disrupt the orderly and efficient operation of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the headmaster or his/her designee is authorized to issue a trespass warning and/or and thereafter request from the local law enforcement agency whatever assistance is required to remove the individual.

21.00 Standardized Testing – SAT10 and PSAT

The SAT – 10 (Stanford Achievement Test – 10th Edition) is administered during the first week of June to all students in grades 6- 12. Students are automatically enrolled in the assessment process and there is no fee for the testing. SAT - 10 is a test written by Pearson Assessment (Educational) Services. Score reports will be returned by mid-July.

The PSAT is administered in October to all students in grades 9-11. Students are automatically enrolled in the testing and there is no fee. PSAT is a College Board test and is the practice test for the Scholastic Aptitude Test (SAT), college entrance examination. The junior year PSAT is the qualifying exam for the National Merit Scholarship Competition. Scores will be returned by January. Score reports contain an individual online access code to the student's answers. Students are encouraged to use the access code to identify their weaknesses and to practice and prepare for the SAT.

22.00 Student Progression Guidelines:

Our instructors will challenge each student with motivating, engaging instruction in a safe learning environment. The curriculum is based on the content and performance strategies that will nurture high academic standards along with the love of learning. Our philosophy is to encourage critical thinking skills that will prepare our students to become productive, contributing citizens in our multicultural society. In reality, we know that students are individuals and they learn at different levels. In order for a student to be promoted, the teacher and administration will look at these criteria:

- Course grades,
- Report card grades,
- Teacher recommendation and observations, and
- Standardized Assessments.

23.00 Student Vehicle Registration

All students who drive to school and park their vehicle in the SURGE Christian Academy/SURGE Christian Academy parking lot MUST:

- register their vehicle with the Registrar's Office by completing a Student Parking Permit and Vehicle Registration Application,
- display their parking permit face up on the driver's dashboard,
- park only in designated student parking areas,
- provide proof of insurance, and
- provide a copy of a valid Florida Driver's License and Vehicle Tag information.

A permit tag will be issued by the Upper School Principal's Office once the application has been received, reviewed and approved. Students are responsible for keeping this information up-to-date by notifying the office of any changes in their license, insurance and/or vehicle within 5 working days of the change.

Both students who drive to school and their parents will be required to sign the:

Statement of Acknowledgement on the Application for Student Parking Permit and Vehicle Registration Application annually and which reads as follows:

"I understand that driving to school and parking in the campus parking lot is a privilege and not a right. I will properly register any and all vehicles I drive to school. I will drive safely and responsibly, and I will not violate any school guidelines concerning vehicle operation and/or parking. I also understand that school administration has the right to revoke and/or suspend my driving and/or parking privilege for failure to comply with the guidelines stated above. I further understand that I am parking on campus at my own risk and that SURGE Christian Academy assumes no responsibility for any damage to my vehicle due to theft, vandalism, accidental or malicious actions of others, acts of nature, etc.... "

Driving and Parking on Campus:

- Speed limit is 10 mph.
- All students must park in their assigned student parking space. Cars must display the parking permit face up on the driver's dashboard.
- Reckless behavior and/or careless driving will not be tolerated on campus at any time.
- Students are not permitted to go to their cars during school hours without administrative approval.
- Cars will not be permitted to be moved between the time a student arrives on campus and the time that the student leaves campus for the day without administrative approval.
- Drivers will not transport other students during school hours or to school activities without administrative and parent knowledge or approval.
- Drivers will not permit another student to drive their vehicle while on school property.
- Students holding temporary permits or no permits are not allowed to be behind the wheel of a vehicle unless accompanied by their parent(s).
- Current driver's license information and vehicle insurance information must be provided.
- Students must be courteous, attentive and compliant to any instruction, request or limits given them by the carpool monitors.
- Use of Third Party Security Enforcement: the school shall retain the right to utilize third party resources such as security guards, police departments, canine units, etc. to further establish a secure zone on the SURGE Christian Academy campus.

Additionally, writing, pictures, or symbols displayed on any vehicle, which promotes a philosophy contrary to the philosophy of SURGE Christian Academy is not permitted. Loud music is not permitted to be played in the vehicles while on school property or at school activities.

Violation of any of the above regulations may result in not being able to drive on school property for a specified period, or other disciplinary action.

Any student who drives without a valid driver's license will have their keys confiscated, and contact will be made with the parents immediately. This violation will result in disciplinary action.

24.00 Student Withdrawal

To withdraw a student, the parent or guardian must notify the school office and complete a withdrawal form. Withdrawal forms are to be submitted to the Registrar's Office.

The school follows checkout procedures. The student needs to turn in all textbooks and other school property to the school office. The withdrawal form will be processed internally at SURGE Christian Academy through the office, athletic department, and business office.

Fines will be assessed for lost or damage of any school property such as, (academic and/athletic) equipment, devices, and /or textbooks.

No records will be released until proper forms are completed and financial matters are resolved.

Students may be asked to withdraw from school if it is concluded that SURGE Christian Academy is unable to meet a student's educational and behavioral needs.



PARENT – STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Statements of Cooperation

We at SURGE Christian Academy are dedicated to assisting our students in achieving their full potential by requiring and nurturing high academic and behavioral standards in a safe, supporting, challenging and enthusiastic environment fostered by a commitment and cooperative effort between the school, students, parents, and community. Accordingly, we ask that each parent and student carefully read and review (for younger students please review them) the SURGE Christian Academy Parent & Student Handbook (“Handbook”). The Handbook is posted online at www.surgechristianacademy.com and is revised from time to time. Parents and Students are to acknowledge the following:

Student Responsibilities and Acknowledgements:

1. I understand the importance of abiding by the SURGE Christian Academy Codes of Student Conduct and agree to adhere to them as well as the other policies and procedures in the SURGE Christian Academy Parent & Student Handbook (“Handbook”) (revised from time to time and available on-line on the school’s web site www.surgechristianacademy.com)
2. I promise to work hard every day to achieve my personal best.
3. I will arrive at school each day prepared, ready to learn, and on time.
4. I will complete and turn in all class assignments and homework when due.
5. I will strive to honor my school and my family by exhibiting exemplary behavior at all times and in all places, as I understand that my behavior is a direct reflection me, my family, and the school.
6. I will always demonstrate proper courtesy when speaking to faculty, staff, and other students.
7. I will not use any personal electronic devices during the school day, including making or receiving phone calls, texting, or communicating with others (including family members). School phones are available if needed.
8. I will not disrespect other students, fight with them, or encourage other students to fight.
9. I will refrain from using inappropriate language.
10. I will not intimidate, harass, or threaten others.
11. I will exhibit the principles of good sportsmanship.
12. I will abide by all technology, equipment, and Internet usage policies and procedures.
13. I will adhere to the school uniform policy described in the Handbook.
14. I will deliver all announcements, messages, and reports to and from school.
15. I am responsible for taking care of all books, materials, and equipment loaned to me by the school. I will replace anything that is misused or lost, unless otherwise agreed.
16. I understand that the Handbook can be updated from time to time and that it is my responsibility and my parents’ responsibility to keep informed of changes by visiting the website. I understand that additional policies that are found in the Handbook and sent out via school or student newsletters must be adhered to. I agree to cooperate with all the established policies and procedures at SURGE Christian Academy.

Turn Page Over

Parental Responsibilities, Acknowledgements and Consents:

1. I will abide by and ensure that my child complies with the Handbook and the SURGE Christian Academy Codes of Student Conduct.
2. I will upload any changes on the emergency contact form (addresses, emails, telephone numbers, etc).
3. I will abide by and ensure that my child complies with all applicable technology, equipment, and usage guidelines, policies, and procedures.
4. I will ensure that my child arrives punctually at school daily. I understand that students must be in their seats by the start of class. Any student arriving after this time will be considered late.
5. I agree to contact the school office if my child is going to be absent. On the day the student returns to school, the student must bring a note from a parent or guardian explaining the reason for the absence.
6. I agree that it is my responsibility to update my online profile with any change of home address, phone numbers, and emergency contact information.
7. I agree to ensure that my child wears the proper uniform attire from the designated uniform vendor every day as stated in the uniform policy in the Handbook.
8. I agree to arrange for my child to have a daily, nutritious lunch. Lunch may be brought from home or purchased from the school.
9. I understand that SURGE Christian Academy holds the belief that parents play an integral role in their children's educational and social lives and asks that a parent or guardian personally transport their child to and from school. Carpooling is permitted since it also positively contributes to the child's socio-educational life.
10. I agree to read all information sent home from the school so that I will be informed of activities and academic opportunities provided by the school.
11. I give my permission to allow my child to be photographed or videotaped for use in school and classroom newsletters and news stories, school yearbook, news stories and/or promotional materials that relate to SURGE Christian Academy that may be displayed in print or via electronic means, such as on the school's website via the Internet. Unless rescinded, this permission will remain in effect in subsequent years.
12. I acknowledge that the Handbook details the responsibilities of staff members, students, and parents or guardians. I understand that the Handbook can be updated from time to time and that it is my responsibility to keep myself informed of changes by visiting the website periodically. I understand that additional policies that are found in the Handbook and sent out via school or student newsletters must be adhered to.

I have read this handbook and agree to all of its terms and conditions:

Parent Signature

Date

Student Signature

Date