# Fort Dale Academy

# 2026 – 2027

# Parent/Student Handbook

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Dear Students and Families,

Welcome to a new school year at Fort Dale Academy! Whether you are joining us for the first time or returning as part of our school family, we are grateful to partner with you in the journey of education and personal growth.

At Fort Dale, we are committed to providing a nurturing, challenging, and Christ-centered environment where students can grow academically, spiritually, socially and athletically. Our dedicated faculty and staff work each day to instill the values of integrity, responsibility and perseverance in every aspect of school life.

This handbook is intended to serve as a helpful guide for students and families throughout the year. It outlines the expectations, policies and procedures that help create a safe and orderly environment where all students can thrive. We encourage you to review it carefully and refer to it often.

We believe that strong communication and partnership between home and school are vital to each student's success. Please do not hesitate to reach out if you have any questions or concerns. Together, we can ensure that this year is one of purpose, growth, and lasting impact.

Thank you for entrusting us with your child's education. I look forward to an outstanding year ahead.

With Eagle Pride,
Greta Whiddon
Head of School
Fort Dale Academy

# FACULTY

GRETA WHIDDON — Administration

B. S., Troy University, Elementary Education
M. S., Walden University, Curriculum Instruction and Assessment

CINDY BURKHALTER — Administrative Assistant

ZOE WHEELER — Bookkeeper

LACEY SKIPPER — Computer
B.S., Auburn University, Elementary Education — Director of Instructional Technology

LINDSEY SLAGLEY — Counselor/Registrar
B.S, Auburn University, Nursing

ASHLEY DANIEL — Librarian
B.S., Auburn University, Human Development Family Studies

DANIELLE HOLLYFIELD — Kindergarten (Age 3)

ROBIN SETTLE — Kindergarten (Age 3)
B. S., Auburn University, Elementary Education

STEPHANIE CARTWRIGHT — Kindergarten (Age 4)
B.S., Troy University, Elementary Education
M.M., Troy University, Elementary Education

LISA PEAVY — Kindergarten (Age 4)
M.A., Alabama State University, Elementary Education
B.S., University of Southern Mississippi, Early Childhood & Elementary Education
Reading Certification

MALINDA BATES — Kindergarten (Age 5)
B.S., Troy University, Social Work
M.ED., Alabama State University, Elementary Education

DEBBIE HOLLYFIELD — Kindergarten (Age 5)
B.A., Huntington College, Elementary Education,
Special Education

MICHELLE HAMMONDS — First Grade
B.S., Auburn University, Elementary Education
M.S., Livingston University, Elementary Education

NICOLE DE LE REE — First Grade
B.A., Arizona State University, Education, Early Childhood

SYDNI MCLAIN — Second Grade
B. S., University of West Alabama, Elementary Education

MEG FOSSETT — Second Grade
B.S., Samford University, Elementary Education

WANDA KUHN — Third Grade
B. S., AUM, Elementary Education
M. A. Troy Montgomery, Early Childhood

JESSICA HICKMAN — Fourth Grade
B.S., Auburn University of Montgomery, Elementary Education
Certified in Science of Reading (LETRS)

DEBBIE TAYLOR — Fourth Grade
B.S., Auburn University of Montgomery, Elementary Education

EMMA LEE DESHIELDS PICKENS — Fifth Grade
B.S., University of South Alabama K-6 Education

CHANDA MCNAUGHTON — Fifth Grade
B. A., Auburn University of Montgomery, Elementary Ed
M. S., Auburn University of Montgomery, Elementary Ed
M. S., Alabama State University, School Counseling
M.S., Troy University of Montgomery, School Psychometry

JAMIE HARDEN — Sixth Grade
B.S., Troy University, Collaborative K-6

MARTHA WHIDDON — Sixth Grade
B.S., Auburn University, Education

BRIANNE BROADWAY — PE Aide
MELISSA NORRELL — Cafeteria Manager/Elementary Aide
KAYE BOWMAN — Elementary Aide
NATALIE DAY — Kindergarten Aide
TAYLOR SMITH — Kindergarten Aide

SCARLETT ANDERSON — PE/Health
B.S., Troy State University, Physical Education

JESSE ARNOLD — Electives/Softball
B.S., Keystone College LaPlume Pennsylvania,
Sports Athletics and Recreational Management

SALLY ANTHONY — Mathematics
B.S., Troy University, Mathematics

EVAN CLARK — PE/Baseball Coach
B.A., Huntingdon College, Exercise Science

HAYDEN DEAN — Science/Bible/ Soccer Coach
B.S., Faulkner University, Sports Management and Kinesiology
M.S., Faulkner University, Science and Management

SUSAN FOSTER — Mathematics
B.S., Auburn University at Montgomery, Mathematics
M.ED., Auburn University at Montgomery, Mathematics

HILARIE GARDNER — Science
B.S., Mississippi State University, Biochemistry
M.S., Mississippi State University, Plant Genetics

ROB HOLLINGSHEAD — Varsity Boys & Girls Basketball Coach & Asst Football Coach

ALISA HUGGINS — Spanish I/II
M. A., Auburn University, Spanish
B.S., Troy University, Spanish & Biology
A.A., Lurleen B. Wallace

CLINT LOWERY — History, PE/ Ath.
B. S., Troy University, Sports Management

MARCIA PAULK — Science
B.S., Auburn University at Montgomery; Education, Biology

KATHY PICKENS — Math
B.S., Auburn University Montgomery, Secondary Math & Science Ed
M.S., Auburn University Montgomery, Secondary Math

JAMIE SANDERS — Math

M.A., University of West Alabama, Mathematics
B.S., Auburn University of Montgomery, Education Mathematics
Secondary Education

REBECCA SHEPHARD — Electives

B.S., University of West Florida, Exercise, Physiology Sports Science

LAURA SIMMONS — Music/Theater/Art

B.A., Baylor University; Communications Specialist & English — Choral, Yearbook
University De Cuja Argentina; 16+ hours Spanish courses & fluency
written & spoken

LACI SLAGLEY — History

B.S., Auburn University, Secondary Social Science Education
M.S., Auburn University, Secondary Social Science Education

JACKIE THOMPSON — English

B.A., Auburn University of Montgomery, Early Childhood
Elementary Education

MARSHALL WATTS — Head Football Coach/Athletic Director

B.S., Auburn University at Montgomery; Physical Education

LISA WILLIAMS — English

B.S., Auburn University, Secondary Language Arts

STEPHANIE BEVERLY — Reading Intervention

M.S., Troy University, Elementary Education
B.S., Troy University, Elementary Education

| | |
|---|---|
| KEITHA DUKE | First Flight Learning Center Director |
| TAMI REVETTE | First Flight Learning Center Worker |
| AMAYA FRANKLIN | First Flight Learning Center Worker |
| MADISON TEAGUE | First Flight Learning Center Worker |
| GLORIA FOUNTAIN | First Flight Learning Center Worker |
| WILLIE GRIFFIN | Maintenance |
| AUDREY RYAN | Custodian |
| NANCY HOWARD | Cafeteria |
| WANDA MIMS | Cafeteria |

## BOARD OF DIRECTORS

Chairman……Patrick Skipper

| | | |
|---|---|---|
| Brad Ballew | Barry Boan | Dave Crenshaw |
| Lauren Smith | David Scott | Caleb Gardner |
| Mal Winters | LeAnn McLendon | Patrick Skipper |
| Rebecca Butts | Katie Bourne | Stinson Ellis |
| Brandon Slagley | Brandon Simmons | |

# FORT DALE ACADEMY
# 2026-2027 Calendar

| | | |
|---|---|---|
| August | 10 | Teacher In-Service |
| | 11 | First Day of School Full Day |
| September | 7 | Labor Day Holiday |
| | 9 | SGA Leadership Program Workshop at Vaughn Forest Church Montgomery |
| | 19 | ACT |
| October | 2 | Homecoming vs Pike Lib |
| | 9 | End of 1st Nine Weeks |
| | 12 | Columbus Day Holiday |
| | 13 | Begin 2nd Nine Weeks |
| | 15 | Report Cards |
| | 17 | ACT |
| November | 2 | Teacher Professional Development Day |
| | 5 | District Spelling Bee 4th & 5th Grade |
| | 23-27 | Thanksgiving Holidays |
| December | 1 | State Spelling Bee 6th – 8th Grade |
| | 3 | District Middle School Scholars Bowl |
| | 11 | Senior Christmas Program 1:12 & 2:06 |
| | 12 | ACT |
| | 16-18 | Semester Exams-students dismissed at 12:00 |
| | 18 | End of 2nd Nine Weeks and 1st Semester |

**December 21-January 1 Christmas Holidays**

| | | |
|---|---|---|
| January | 4 | Teacher Work Day |
| | 5 | Return to school / Begin 3rd Nine Weeks |
| | 7 | Report Cards/District Science Fair |
| | 15 | State Science Fair |
| | 18 | Martin Luther King Holiday |
| | 20 | State Middle School Scholars Bowl at Troy University Montgomery Whitley Hall |
| | 29 | State Middle School /High School Math Contests at Faulkner Montgomery |
| February | 15 | President's Day Holiday |
| | 24 | State High School Scholars Bowl at Troy University Montgomery, Whitley Hall |
| | 27 | ACT |
| March | 5 | End of 3rd Nine Weeks |
| | 8 | Begin 4th Nine Weeks |
| | 11 | Report Cards |
| | 26 | Good Friday Holiday |
| | 29-April 2 | Spring Holiday |
| | 31 | District Art Show |

| | | |
|---|---|---|
| April | 1-2 | Spring Holiday |
| | 7-9 | Camp McDowell |
| | 9 | Prom |
| | 10 | ACT |
| | 14 | State Computer Science Competition at Vaughn Forest Church Montgomery |
| | 23 | State Art Show at Eastwood Christian Montgomery |
| May | 7 | 1st Grade Mother's Day Program 2:00 In the Library |
| | 10 | 12th Grade Honors Program at 1:15/Class Night at 7:00 |
| | 12-14 | Senior Exams/seniors dismissed at 12:00 |
| | 13 | Honors Program for 7th-11th at 1:30 |
| | 14 | 6th Grade Graduation at 8:30/Elementary Honors Program 10:30 |
| | 16 | Baccalaureate Service at Southside Baptist Church 3:00 |
| | 17 | Kindergarten Graduation in the gym 10:00 |
| | 18-20 | Semester Exams students dismissed at 12:00 |
| | 20 | Last Day of School/ Dismissed at 12:00 / Graduation at 7:00 |
| | 21 | Teacher Workday |

# Philosophy of Education

Fort Dale Academy recognizes that children come to school with individual interests, abilities, and patterns of growth and development. Understanding these differences, each child is encouraged to grow to his or her optimal potential. Appropriate programs and activities are designed to promote patriotism, awareness of social issues, and moral values based on Christian traditions. The mission of Fort Dale Academy is to prepare our students for college and career in an environment that is academically vigorous, nurturing, safe, and morally, socially and emotionally supportive.

## Kindergarten through Grade 4:

Grades Kindergarten through Grade 4 are the most important grades in school, for it is in these grades that the child's foundation for future learning will be determined and his/her enthusiasm for learning will be established. Critical thinking skills as well as the basic skills of reading, math, and writing are taught. Individual needs and abilities are important considerations in teaching these grades.

## Grade 5 through Grade 8:

In these intermediate grades, the skills taught in kindergarten and the first four grades are sharpened and developed to prepare the students for more advanced studies. The students are introduced to classical reading material, more detailed history, mathematics, and science.

## Grade 9 through Grade 12:

During the final phase students are allowed, within reasonable limits, to specialize. Our course of study is college preparatory. A broad range of mathematics courses is furnished, which will allow a student the necessary background for future study. In the natural and physical sciences, students are prepared to enter a world which is increasingly complex and provided a sound basic foundation for advanced study. The humanities, which consist of social studies, history, and literature, have two objectives. The first objective is that our graduates be able to write the language fluently. The second objective is to furnish our students with the background to understand and participate in intelligent dialogue. To this end, extensive coursework in grammar, writing, and literature is required.

# MISSION STATEMENT

Fort Dale Academy recognizes that children come to school with individual interests, abilities, and patterns of growth and development. Understanding these differences, the mission of Fort Dale Academy is to prepare our students for college and careers in an environment that is academically vigorous, nurturing, safe, and is morally, socially, and emotionally supportive.

# FORT DALE ACADEMY FACULTY PROFILE

The Fort Dale Academy Faculty:

- realizes the awesome responsibility entrusted to them by parents;
- understands their influence will have a lifelong effect on students and carefully considers the long-term effects of actions, words, and discipline on each student;
- communicates high expectations for learning as well as the development of moral and ethical behavior;
- accepts the responsibility of helping students develop their knowledge and skills so they will reach their academic potential;
- realizes students have different learning styles and strives to meet their needs regardless of learning style;
- understands their role in providing a safe, caring, and nurturing environment;
- maintains high personal and professional standards for high performance as an example for students to follow;
- constantly seeks to improve their level of excellence as an educator;
- strives for a cooperative working relationship with fellow teachers;
- believes attending school should be a pleasant experience for a child;
- maintains professional standards of conduct including appropriate boundaries in their relationship with students;
- speaks and acts toward students with respect and dignity;
- avoids sharing sensitive and confidential information about students or students' families with others;
- believes that every decision should be based on the question, "*Is this in the best interest of the student*

# Enrollment/Withdrawal

To register a child at Fort Dale Academy, a parent or guardian must complete the registration process, meet with the Head of School, pay a one-time membership fee of $125.00 per family, and pay an annual, nonrefundable registration fee of $185.00 per child. Transfer students must submit a transcript, discipline record and attendance to the Head of School before registering. **All students must present a copy of their social security card, a certificate of immunization (blue slip) with all shots up to date and a copy of their birth certificate. The application protocol must be completed before the student may attend school.** A student entering Fort Dale Academy must be eligible to return to his/her former school.

Prior to being admitted to Fort Dale Academy, the student and his/her parents must complete the admissions process. See bulleted points below.

- tour/ initial visit
- submit discipline report
- submit attendance report
- submit completed enrollment packet
- complete entrance exam/ scheduled through FDA
- complete interview / scheduled and conducted through FDA
- report card/transcript

Bearing in mind that the purpose of the school is to educate, students are not accepted who are incapable of reasonably absorbing the material that will be presented, or who are otherwise disruptive of an atmosphere conducive to learning. Married or pregnant students and expecting fathers will not be allowed to enter or remain in school. Students who are parents cannot enroll nor remain enrolled.

A student must be six (6) years old by October 1st to enter First Grade.
A student must be two (2) years old by February 1st and completely potty trained before entering K3 and four (4) years old before October 1 to enter K4.

Our school participates in continuous enrollment; therefore, a student is assumed to be returning unless informed otherwise by the parent. The reenrollment fee of $110.00 will automatically be charged to your account in the spring. If you do not plan to reenroll your student, please notify the office by March 19th to avoid your account being charged the non-refundable amount of $110.00.

Parents who wish to withdraw a student, must complete the withdrawal process in person by signing the required withdrawal form. All outstanding account balances must be paid in full and the student cleared before any student records will be released. Withdrawal does not release families from their financial obligation; full tuition for the academic year remains due.

**********

**FORT DALE ACADEMY**
**Does not discriminate on the basis of race,**
**color, creed, national or ethnic origin.**

# WEBSITE

The Fort Dale Academy website offers a wide variety of information for parents and students. Announcements are posted daily along with schedules of school events. You are encouraged to visit www.fortdale.com to keep up to date on the activities of the school.

## ASBESTOS MANAGEMENT PLAN

An asbestos abatement management plan is on file in the school. This plan is available for review by interested parents and/or employees.

## STORM PROCEDURES

Fort Dale Academy has an extensive procedure to follow when under the threat of severe weather. Students are placed in a secure setting with mobile communication between the teachers and the office. When under alert, the office phone will be placed on an automatic answering system so that office personnel can be available to monitor the situation. If you feel the need to get your child, you must report to the office. The teacher will be informed, and you will be asked to go to the secured area to get your child. No student will be allowed to leave the secured area unless retrieved by a parent. Your cooperation is important in maintaining the safety of our students. A copy of the plan can be reviewed in the office.

## EMERGENCY CALL SYSTEM

Fort Dale Academy has an emergency call system. If severe weather or other circumstances make it necessary to alter the schedule for the school day, each parent will receive a call on their home phone and cell phone to notify them of pertinent information.

## FUNDRAISING POLICY

Any funds generated by the school or student activities are under the control of the Head of School. The Head of School must approve fundraising activities. Children in elementary grades are prohibited from door-to-door fund raising activities sponsored by the school or by a school related organization.

# FINANCIAL OBLIGATIONS

**Tuition Rate for K3-6th grade pay on 5th or 20th by bank draft**

| | Annually | 12 Month Payments (Sept-Aug) |
|---|---|---|
| First Child | $6324.00 | $527.00 |
| Second Child | $5724.00 | $477.00 |
| Third Child | $5184.00 | $432.00 |
| Fourth Child | $4704.00 | $392.00 |

**Tuition Rate for 7th-11th grade**

| | | |
|---|---|---|
| First Child | $6516.00 | $543.00 |
| Second Child | $5916.00 | $493.00 |
| Third Child | $5376.00 | $448.00 |
| Fourth Child | $4896.00 | $408.00 |

Seniors must be paid in 9 months, September-May
Annually------$6516.00 Monthly------$724.00

**Family Membership Fee**

$125 **All **NEW** FDA families pay a one-time membership fee per family upon initial registration.

**Registration Fees for New Students**

$185 per child

**Registration Fees for Returning Students**

Automatically enrolled in the spring with a fee of $110.00 charged to their account

**School Uniforms**

Required for students in grades 1-12, must be Lands' End school uniforms

**After School Daycare (K3 through 3rd grade only)**

| | |
|---|---|
| Hours | 3:05-5:30 p.m. Monday-Friday |
| Registration Fee | $50.00 per family |
| Fees | $45.00 per week, $15 per day for drop in, per child **for grades K3 through 3rd grade only** |

**Summer Day Care (K3 through 3rd grade only)**

| | |
|---|---|
| Hours: | 7:30-5:30, Monday-Friday, dates TBA |
| Registration Fee: | $50 per family |
| Fees: | $150 per week, $35 per day for drop in, per child |

Available for students through 3rd grade and must be enrolled for the 2026-2027 school year to attend summer daycare.

**Tuition rates include curriculum fees, building fund and yearly athletic pass for students to all regular season home games.**

**The following forms are needed for registration:**

Completed Admission Application
Immunization Blue Slip with all shots up to date (required by the State of Alabama)
Copy of Birth Certificate
Copy of Social Security Card

Tuition payments begin in September. Payment plans for every family must be set up online through FACTS Management. Payment plans are created during the re-enrollment process. New families will be sent invitations to create a FACTS account during the enrollment process.

Fort Dale Academy relies on tuition and fee payments to operate. Therefore, it is imperative that all accounts remain current. All documents, to include transcripts and diplomas, will be withheld on delinquent accounts. Tuition is due at the time of enrollment, with flexible payment options available through FACTS Management. **Any student withdrawing during a school year remains responsible for the full year's tuition and fees.** Exceptions can be made in extreme circumstances at the discretion of the Head of School.

## WORK / ASSESSMENT PROGRAM

The program was created to stimulate participation and involvement in Fort Dale Academy maintenance activities and activities to raise money, and was approved by the entire membership of the organization. Families who do not desire to actively participate in maintenance, repair, and other projects which save the school operating expense or make money for the school may elect to pay the optional assessment of $400 per year.

1. Details of work completed should be entered on the family portal on FACTS Management. For WORK ASSESSMENT PROGRAM PURPOSES ONLY, the school year is June 1st through May 31st.

2. Assessment will be prorated according to hours worked:

Example:

| | |
|---|---|
| Work hours done from each family | 20 x $20.00 = $400.00 |
| Work hours credited to your family | 18 x $20.00 = $360.00 |
| Assessment due for the year | = $40.00 |

3. Charges for assessments will be posted by June 10th and are due for payment within thirty (30) days.

4. Work on school grounds, school buildings, fund raising projects, concessions, providing transportation for student groups, or other approved work will count as work credits. Any person having trouble meeting their required hours may contact the school office for work assignments.

## AFTER SCHOOL DAYCARE

After-school daycare is offered Monday through Friday from 3:05–5:30 p.m. for K3-3rd grade students enrolled in the 2026-2027 school year only. An annual registration fee of $50.00 per family is due at registration. The cost for this program is $45.00 per week or $15.00 per day for drop ins per child. Children K3 through 3rd grade that are not picked up from school by 3:15 P.M. will be put in daycare, and the parents will be billed accordingly.

## SUMMER DAYCARE

Daycare is available during the summer months for Fort Dale Academy students K3 through 3rd grade only. Hours are 7:30-5:30. A registration fee of $50.00 is due at registration for new families. The cost will be $150.00 per week or $35.00 per day for drop ins per child. All drop ins must have a completed daycare registration on file and registration fee paid before the child can stay. A snack and drink will be provided in the afternoon. Parents are responsible for providing a morning snack and lunch with a drink.

## DAILY SCHEDULE (Grades 7 – 12)

| | | | |
|---|---|---|---|
| First Bell | 7:55 | 4th Period | 11:03-11:54 |
| Homeroom | 8:00-8:05 | Lunch | 11:54-12:19 |
| 1st Period | 8:08–8:58 | 5th Period | 12:22 1:09 |
| 2nd Period | 9:01-9:52 | 6th Period | 1:12-2:03 |
| Break | 9:55-10:10 | 7th Period | 2:06-3:00 |
| 3rd Period | 10:13-11:00 | | |

*Students are tardy at 8:00

Children not in organized sports programs are not supervised after school. Parents should make sure their children are picked up promptly by 3:15 p.m. each day. Students on campus unsupervised will go to daycare and parents will be charged accordingly.

## LUNCH SCHEDULE

Students may bring their lunch or order meals. During lunch and break, students may use the courtyard or lunchroom. On inclement weather days, seniors will not be allowed to leave campus for lunch. Lunch accounts are a debit account. Funds must be loaded on your FACTS Management account.

Lunch Schedule

Kindergarten – 11:00-11:25

1st & 2nd - 11:25:11:54

3rd & 4th - 12:19-12:49

5th & 6th - 12:40-1:05

7th - 11th – 11:54-12:19

Seniors may go off campus for lunch-11:50-12:20

# COURSE OFFERINGS

## Grades 7-12

### English

| | |
|---|---|
| 7th – 12TH | English |
| 10th – 12th | Honors English |

### Mathematics

7th Mathematics
Pre-Algebra
Algebra I
Algebra II
Algebra II/Statistics
Geometry
Pre-Calculus
Calculus
General Math/Consumer Math

### Science

| | |
|---|---|
| 7th | Earth Science |
| 8th | Life Science |
| 9th | Physical Science |
| 10th | Biology |

Anatomy/Physiology
Advanced Biology/Microbiology
Chemistry
Physics
Environmental Science
Forensics
Exercise Science
Nutritional Science
Psychology

### Fine Arts

Speech
Choral/Music
Drama

### Social Studies

| | |
|---|---|
| 7th | World History/Geography Ancient Civ. |
| 8th | World History/Geography Middle Ages/Enlightenment |
| 9th | World History/Geography age of Revolutions/Present |
| 10th | United States History to 1920 |
| 11th | United States History 1920 to present |
| 12th | American Government |
| | Principals of Economics |
| 10th & 11th | Dual Enrollment History 201/202 |

### Foreign Language

Spanish I
Spanish II

### Business

Computer Applications
Advanced Computer Science/Intro to Engineering
Finance

### Other

Office Aide/Teacher Aide
PE Aide
8th Student Success
Health
Yearbook
Bible
Life Skills
Current Events/Ethics
Vocational Ag I/II
Math Lab
PE

# Course Selection Guidelines

1. In the spring, each 9th–11th grade student is required to complete a course selection form. The completed form must be signed by one or both parents and returned to the school prior to the final school day.
2. Each student is required to take six academic courses in Grades 9–12. Students may take more than six academic courses with a B+ Average (required courses must be taken at Fort Dale Academy).
3. Students are required to take Math, Science, English and History each year. Courses must be taken in sequence. The only time in the sequence a student can take two math courses in the same year is with Geometry and Algebra II.
4. Students may take more than one science per year but they must have at least one science each year.
5. Students may not take coursework in advance or simultaneously for failed coursework. All make up options for coursework must be approved by the Head of School in advance.
6. Honors English or dual enrollment English is required all three years for the Advanced Diploma.
7. A second year of foreign language is required for the Advanced Diploma.
8. Elective credits consist of any courses a student takes beyond those credits that are required. For example, a student takes P.E. for 4 years. One year counts as a required credit; the other three count as three elective credits.

## Testing

The following standardized tests are given at Fort Dale Academy:

- The **SAT 10** to each student in grades 2, 4 & 6.
- The **PreACT** is given to each student in the 8th and 10th grades**.**
- The **Preliminary Scholastic Aptitude Test (PSAT)** may be offered to select students in the 11th grade.
- The **ACT** is administered in September, October, December, February, April, June and July to students who have registered for the test. Register through ACT.org.
- One day in the Spring Fort Dale offers on campus ACT during the school day

# REQUIREMENTS FOR GRADUATION

## General Diploma

| | |
|---|---|
| English | 4 credits |
| Math | 4 credits (including Algebra I and Geometry) |
| Science | 4 credits (including Biology and Physical Science) |
| Social Studies | 4 credits |
| Physical Education | 1 credit |
| Health | ½ credit |
| Computer Applications | ½ credit |
| Finance | 1 credit |
| Fine Arts | 1 credit |
| Foreign Language | 1 credit |
| Electives | 6 credits |
| Total | 27 credits |

## Advanced Diploma

| | |
|---|---|
| English | 4 credits (Honors English for grades 10,11 & 12) |
| Math | 4 credits (including Pre-Calculus, excluding General Mathematics/Consumer Math) |
| Science | 4 credits (including Biology, Physical Science, excluding Forensics and Environmental Science) |
| Social Studies | 4 credits |
| Physical Education | 1 credit |
| Health | ½ credit |
| Computer Application | ½ credit |
| Fine Arts | 1 credit |
| Foreign Language | 2 credits |
| Electives | 6 credits |
| Finance | 1 credit |
| Total | 28 credits |

**Financial Requirement**

Each student's tuition must be paid in full before graduation. All fees, dues and financial obligations must be paid in order to participate in **any** graduation activities. Also, all financial obligations must be current for all family members.

**Community Service**

Students will be required to perform the following number of hours of community service. 10th grade-5 hours, 11th grade-5 hours and 12th grade-10 hours of community service. Students may pick up a form in the office for documentation. The completed forms will be filed in the office at the end of each year.

# PROCEDURES FOR HONOR GRADUATES

Honor graduates, based on a student's 9th through 12th grade averages, have the distinction noted on their final transcript. Honor graduates are subject to the following minimum requirements:

1. The student's course of study must be for an advanced diploma.
2. The student must have an exact 90 average or above, with grade weighting. (No fraction is rounded up)
3. The student must have completed all requirements for graduation.

Averages are calculated as follows:

*Class Ranking is calculated upon completion of the 3rd quarter.
*All P.E., Choral Music and Yearbook grades are excluded*
*A weight of 10 points is given to each semester grade for the following courses:

| | |
|---|---|
| U.S. History, Dual Enrollment | Anatomy and Physiology |
| Advanced Biology | Pre-Calculus |
| Calculus | Physics |
| Honors English 10, 11, 12 | Chemistry |
| Dual Enrollment English | Dual Enrollment Pre-Cal |

*All P.E., Choral Music and Yearbook grades are included in the GPA that is reflected on the transcript and report card.

To qualify for Valedictorian or Salutatorian, a student must have attended FDA for the entire freshman through senior year. **The Valedictorian is the Honor Graduate with the highest numerical average. The Salutatorian is the honor graduate with the second highest numerical average.**

Note: Transfer students are subject to the FDA 10 point "honors" or "advanced" course addition for GPA and class rank. The FDA list of weighted courses will be the sole criteria for class rank calculations

# GRADING

The FACTS Program is designed to give parents and students a way to check grades and communicate with teachers on a regular basis. Teachers are asked to post grades on Monday for the previous week. Also, teachers use the program to post announcements of major assignments such as tests and projects. The office uses the program as well to inform parents and students of pertinent information. Each parent is given an account to access their information. If you have questions concerning your FACTS account, you should contact the school office.

Students report cards are issued three days following the end of each nine-week period. Paper copies will be sent home for all students.

Students in grades 1–2 are given numerical and letter grades. Students in grades 3 –12 are given numerical grades on the report cards. A copy of the transcript is placed in their permanent records. Credit is earned by semesters. Any student in grades 9–12 failing a required subject must make up the credit before being admitted into the next grade level.

**High School Semester Grades (Grades 9-12)**

Once a numerical semester grade has been posted, it is considered final and may not be changed except in the case of a documented clerical or calculation error.

In rare cases involving documented extenuating circumstances, a grade of Incomplete (I) may be assigned with the approval of the Head of School. All requirements necessary to remove the Incomplete must be completed before the progress reports for the following nine-week grading period are issued.

If the Incomplete is not cleared by that deadline, the grade will automatically convert to a failing grade (F), and the student will be required to repeat or make up the semester's work in accordance with school policy.

A student is not allowed to change or drop a course later than the end of the 1st full week of the course. A course dropped later will be listed on the student's permanent record and report card with the notation "W" (Withdrew) or "WF" (Withdrew Failing). Dual enrollment courses may vary according to the college.

**Grades 7-8**

Semester grades are averaged to determine the final yearly grade. Therefore, semester grades remain subject to adjustment until the annual average has been calculated and finalized.

The grading system is as follows:

| | |
|---|---|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 65-69 | D |
| Below 65 | F |

Note: The following values will be used to convert the GPA (grade point average) to a 4.0 scale:

| | |
|---|---|
| 90-100 | 4 points |
| 80-89 | 3 points |
| 70-79 | 2 points |
| 65-69 | 1 point |

**Semester grades are determined by adding the first and second nine-week numerical grades, doubling the sum, adding the semester exam, and dividing the result by five.**

**Dual Enrollment grades of less than C (70) will place a student on probation for the next semester, and the student will not be allowed to take a dual enrollment class.**

There is no honor roll for the First Grade. Students with no lower grades than an "A" or no lower grade than a "B" are honored as "A Honor Roll" students and "A-B Honor Roll" students, respectively. Conduct grades are included.
Handwriting, oral reading and effort grades are not included.

# EXAMS

All students will take exams (except P.E. and specified electives) during the First Semester. Comprehensive semester exams covering the entire semester will be given to Grades 7–12. Teachers are required to give review sheets or notes on the material to be covered. **Semester exams will count 1/5 of the semester grade.**

Nine weeks tests will be given during the exam schedule to Grades 5-6. No regular tests are to be given during the nine week test schedule.

| **1st Semester Exams** | | |
|---|---|---|
| Wednesday, Dec.16 | 1st Period Exam | 8:08 a.m.– 9:52 a.m. |
| | Break<br>4th Period Exam | 10:13 a.m.–11:54 |
| Thursday, Dec. 17 | 2nd Period Exam | 8:08 a.m.– 9:52 a.m. |
| | Break<br>5th Period Exam | 10:13 a.m.–11:54 |
| Friday, Dec. 18 | 3rd Period Exam | 8:08 a.m.–9:52 a.m. |
| | Break<br>6th & 7th Period Exam | 10:13 a.m.–11:54 |

Students will be dismissed at 12:00 noon each day of exam schedule.

| **2nd Semester Exams** | | |
|---|---|---|
| Tuesday, May 18 | 1st Period Exam | 8:08 a.m.– 9:52 a.m. |
| | Break<br>4th Period | 10:13 a.m.–11:54 |
| Wednesday, May 19 | 2nd Period<br>Break<br>5th Period Exam | 8:08 a. m.- 9:52 a.m.<br><br>10:13 a.m.–11:54 |
| Thursday, May 20 | <br>3rd Period Exam<br>Break<br>6th & 7th Period Exam | <br>8:08 a.m.– 9:52 a.m.<br><br>10:13 a.m.–11:54 |

## Seniors' 2nd Semester Exams

| | | |
|---|---|---|
| Wednesday, May 12 | 1st Period Exam | 8:08 a.m.-9:52 a.m. |
| | Break | |
| | 4th Period Exam | 10:13 a.m.-11:54 |
| Thursday, May 13 | 2nd Period Exam | 8:08 a.m.-9:52 a.m. |
| | Break | |
| | 5th Period Exam | 10:13-11:54 |
| Friday, May 14 | 3rd Period Exam | 8:08 a.m.-9:52 a.m. |
| | Break | |
| | 6th & 7th Period Exam | 10:13 a.m.-11:54 |

## EXEMPTION POLICY

Students with a minimum 90 semester average with no more than 3 unexcused absences in the semester and no more than 3 unexcused tardies in the particular class may be exempt from the second semester exam. Extraordinary circumstances may be exempted with approval of the Head of School.

## EXTRACURRICULAR / ATHLETIC ELIGIBILITY

Student athletes must meet all requirements of the AHSAA Eligibility Rules (as published in the AHSAA Athletics Handbook) in order to participate in AHSAA interscholastic athletic events. Individual Fort Dale Academy organizations may have additional academic requirements for participation. A student who is absent from school all or part of the day of an event or activity is not eligible to participate in that event or activity (including athletic participation, practices, banquets, etc.) Part of the day is defined as any one class period. Absences previously approved by the Head of School along with regularly scheduled dental/doctor appointments are the only exceptions to this rule.

## SCIENCE FAIR

Participation in the science fair is required in Grade 6, Grade 8 and Biology. In these classes, the score will count as two (2) major test grades that nine weeks.

## FIELD TRIPS

Parents are often needed to go on field trips and will have the opportunity to sign up to do so. **DO NOT BRING YOUNGER BROTHERS OR SISTERS ON FIELD TRIPS.** It is imperative that each child be buckled individually in a seat belt when being transported on field trips. We cannot “double buckle” children. Parents must provide a copy of their driver’s license and current proof of insurance to the teacher before driving on a field trip. All traffic rules and speed limits must be observed and adults must refrain from smoking.
Please do not make extra stops for gas, drinks, treats, etc. School dress code will be enforced for all field trips.

## CHALLENGED MATERIAL

Parents who object to required material should submit their written objections to the Head of School. Alternate material will be made available. The teacher and the Head of School must approve the alternate material.
If the objection warrants such action, the material may be removed from the school material list by action of the Board of Directors.

## COMMUNICATION

In a school setting, a certain amount of conflict and disagreement is inevitable. When questions and concerns arise, parents are encouraged to discuss the issues directly with school personnel. In most cases, problems are resolved between the parent and the teacher with no involvement by the administration. To that end, parents are to direct concerns to school personnel in the following order:

1. Teacher/Coach
2. Athletic Director (if issue involves a coach/sports)
3. Head of School

Please understand that the school administration, to include the Head of School, has an expectation that this chain of command has been followed, and that each of those listed in this chain has had ample opportunity to resolve an issue before the matter is elevated through the administrative ranks. The Head of School is the final authority on all matters of conflict regarding faculty, staff, and students at Fort Dale Academy.

**Parent to Teacher Communication**

The administration of Fort Dale Academy strongly supports the concept that through cooperation and communication among the various staff members, students, and parents, essentially all problems can be resolved on an in-house basis. Although teachers will gladly discuss a child's progress with his/her parents, parents are discouraged from contacting teachers at home. A parent may request a conference with a teacher at any point in the school term. Parents who wish to schedule an individual conference with a teacher may contact the teacher using his/her official Fort Dale Academy email address, which can be found at www.fortdale.com, or by contacting the school office. If a teacher conference does not resolve the problem or concern, then a meeting with the Head of School is the appropriate next step.

**Social Media**

Social media platforms are not appropriate outlets for dealing with school conflicts, concerns, or criticism. Fort Dale Academy students and their family members are expected to refrain from using social media to make negative or disparaging comments regarding Fort Dale Academy, its students, employees, members of the Board of Directors (individually and/or collectively), and the policies and procedures adopted and enforced by the school.

## BEHAVIORAL GUIDELINES

Acceptable student behavior is necessary in the creation of a school environment conducive to learning. The authority to control student behavior extends to all activities of the school including all games and athletic events, trips, excursions, and all other school sponsored activities of the Fort Dale Academy student body. Each student is expected to show respect for the rights and feelings of fellow students and to behave in such a manner as to gain the respect of others.

**Honor System**

1. Each student is expected to act honorably. Cheating, lying, or stealing will not be tolerated.
2. Students should tell the truth at all times.
3. Students should conduct themselves as ladies and gentlemen.
4. Students should respect law and order in every phase of life.
5. The school reserves the right to dismiss any student whose presence is considered detrimental to the student or the school's best interest.
6. Any student caught cheating, lying, or stealing will be severely disciplined, and a second offense will be considered grounds for expulsion.

**Courtesies**

1. Students are expected to conduct themselves with decorum, showing proper respect for faculty members, treating each other with courtesy, and displaying an agreeable disposition and attitude.
2. Students shall hold open doors and allow adults to precede them.
3. Students shall introduce their guests to chaperones at social functions.

**Rules of Conduct**

1. Students are expected to respect school property. Anyone caught damaging school property will be responsible for complete restitution in addition to any other discipline imposed. Parents will be notified.
2. Students are expected to keep the campus clean at all times.
3. The following activities are prohibited on campus and will result in disciplinary measures:
   (a) Littering
   (b) Disrespectful or insubordinate behavior
   (c) Chewing gum on campus during school hours (7:30 a.m.–3:15 p.m.) or at any time in academic buildings
   (d) Permitting more occupants in a vehicle than the number of properly installed, functional seat belts
   (e) Occupying any academic building during lunch or break unless otherwise specified by administration
   (f) Using profane or vulgar language
   (g) Sleeping in class
   (h) Public display of affection
   (i) Downloading any software to school computers including screen savers, search toolbars, music sharing software, instant messaging, chat or internet mail
4. The following activities are prohibited and will result in parent notification and possibly more severe disciplinary measures such as a parent conference, On Campus Intervention, suspension, or expulsion (suspension and expulsion are usually reserved for severe cases):
   (a) Repeated violations of any rule of conduct, or four office referrals in a semester
   (b) Cheating-Students are to demonstrate pride in their own work and growth. We are committed to fostering a culture of honesty, responsibility, and personal integrity. Academic dishonesty undermines the learning process and violates the trust between students, teachers and the school community.

**Consequences for cheating:**

**First offense:**
Zero on the assignment or assessment
Parent / guardian notification
Conference with teacher and or administrator
Documentation on the student's record

**Second offense:**
Zero on the assignment or assessment
Parent / guardian notification
In-school disciplinary action
Academic probation and loss of honors eligibility if applicable

**Third offense:**
Possible removal from leadership positions, clubs or honor societies
Additional disciplinary consequences up to suspension
Possible expulsion

(c) Stealing
(d) Intentional destruction of property
(e) Bringing or possessing any device, such as firearms, knives, fireworks, etc., which may endanger the lives or well-being of anyone on campus or any other act in conscious disregard of the health or safety of others
(f) Possession or use of tobacco products on campus results in automatic in-house suspension and notification of parents.
(g) Possession or drinking alcoholic beverages or being under the influence of alcohol or any illegal intoxicating substance on campus or at any school related activity or function will result in immediate removal from the school campus or school activity. In addition, there will be immediate notification of law enforcement officials and parents. School consequences for the student will range from a minimum three-day suspension to expulsion at the discretion of the Head of School.
(h) Vaping/Use of E-Cigarettes

Vaping or the use of electronic cigarettes is a health issue for teenagers. In addition, anyone below the age of 19 is banned from vaping or the use of e-cigarettes by Alabama law. Because of health concerns and Alabama law, e-cigarettes, vaping, selling of vapes or possession of associated paraphernalia at school or school events will result in school discipline and possible suspension. Parent notification is mandatory. Also, vaping, the use of e-cigarettes, or possession of associated paraphernalia outside school activities subjects the student to disciplinary action.

**Vaping On Campus**

1st Offense 3 Days OCI
2nd Offense 2 Days Suspension
3rd Offense 5 Days Suspension
4th Offense Possible Expulsion/Recommendation

**Vape In Possession**

1st Offense-2 Days OCI
2nd Offense-5 a Days OCI
3rd Offense-1 Day Suspension
4th Offense-3 Days Suspension
5th Offense-Possible Expulsion

(i) Gang related activity
(j) Skipping class/school
(k) Sexual harassment
(l) Fighting/violence
(m) Driving recklessly

5. The following activities are prohibited and will result in expulsion from school:
   (a) The use or possession of illegal substances (drugs) at school or school sponsored activities. Any student found using or possessing drugs shall be expelled from school and will only be allowed to re-enter upon approval of the Board of Directors.
   (b) Any other extreme or repeated violation of rules
6. Possession of the following items is prohibited and will result in confiscation:
   (c) Personal Electronic Devices, i.e., Playstation, iPods, etc.
   (d) Playing Cards
   (e) White Out
   (f) Beverages, except bottled water in classroom buildings
   (g) Food in classroom buildings
7. Students are accountable and subject to disciplinary action for postings on social media (Facebook, Twitter, TikTok, Instagram, Snapchat,etc.)

8. Unauthorized video recording and/or posting on social media of any activity at FDA or FDA activities is strictly prohibited.
9. A coach/PE teacher is to closely supervise locker room activity at all times by being in or having close proximity to the locker room. Supervision includes visible and/or audible observation. Students are not allowed to engage in horseplay or careless behavior at any time. Hazing of any kind is absolutely prohibited.

## REPRESENTATION OF FORT DALE ACADEMY WITHIN THE COMMUNITY

Appropriate student conduct and decorum away from campus as well as on campus is an expectation for Fort Dale Academy students. A student's conduct should promote the general welfare and reputation of the school and community. The student's conduct must not reflect poorly on the school, its name or the community in general. Fort Dale Academy reserves the right to take disciplinary action at the discretion of the administration if a student's conduct is a poor reflection of the school.

## ATHLETICS/UNDERAGE DRINKING NOTICE

Understanding the danger of underage drinking, if the school administration and/or coaching staff become aware and has conclusive knowledge of a student-athlete being involved in underage drinking, that student-athlete will be suspended from athletic competition for a period of two weeks. This action is to emphasize the risk of underage drinking. The athletic department is committed to action that is in the best interest of our student-athletes.

## CELL PHONE POLICY

To maintain a focused and academic environment, cell phones and smartwatches (including Apple Watches) are not permitted on campus during the school day. Students are expected to leave all devices at home or turn them in as instructed.

Violations of this policy will be handled as follows:

**First Offense:**

Student will be sent to the office

Parent will be contacted

Device will be held for the remainder of the school day and returned to the student at dismissal

**Second Offense:**

Student will be sent to the office

A parent conference is required by the end of the day of the infraction

The student must turn in their device to the office each morning for the remainder of the year

**Third Offense:**

Any attempt to bypass the policy (e.g., using a "fake phone" or an alternate device not linked to the student's regular account) will be considered a serious offense.

Disciplinary action may include suspension and loss of all phone privileges for the remainder of the school year.

Seniors may also lose off-campus lunch privileges for a time period determined by administration.

**Additional Consequences:**

Further disciplinary action may be taken at the discretion of school administration based on the specific circumstances of the violation

# ACCEPTABLE USE POLICY TECHNOLOGY

Fort Dale Academy is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--
a vital skill for our 21st century learners. iPads and campus computers are strictly for educational use consistent with the educational goals of FDA. Along with the opportunity this provides comes responsibility. This Acceptable Use Policy (AUP) is designed to give students and their families' clear and concise guidelines regarding the appropriate use of iPads as well as other technology while enrolled as a student at FDA. The underlying premise of this policy is that all members of the FDA community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to exercise good judgment and to utilize technology with integrity.

**Electronic Communication**

- Electronic communication is defined as any communication that uses technology as a medium of transfer. This includes, but is not limited to email, SMS, and MMS messaging.
- The use of electronic communication on campus is prohibited except as part of an assigned, in-class activity that is supervised by faculty or administration or is a school-related communication.
- Students should always use appropriate language in their electronic communication.
- No inappropriate content is allowed, including derogatory, obscene, or harassing messages and media. Electronic communication of an abusive or harassing nature will be regarded as a major violation and will be subject to the appropriate disciplinary action as stated elsewhere in the handbook.
- Chain letters and spam of any kind are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account.
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved email programs may be used for student mail.
- Blogging is to be utilized on campus only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.
- The school reserves the right to delete any apps from student iPads.

**Audio and Video**

- Audio on computers should be turned off unless required as a part of an assigned, in-class activity.
- Listening to music either aloud or with earphones/airpods/earbuds is not permitted on campus unless required for the activity being conducted.
- The use of iPads to watch movies and videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject to appropriate consequences

**Games**

- Students may not view and /or play electronic games of any kind during school hours except as part of an assigned, in-class activity
- No games that are "played" over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or "played" on school-owned devices
- The school reserves the right to remove any application from a school-owned device that is considered inappropriate or impeds the educational purpose of the iConnect@FortDaleAcademy initiative.

**iPads**

- iPads are supplied by Fort Dale Academy for student use.
- Student iPads must not be left unattended at any time. If an iPad is found to be unattended, it will be turned in to the office.
- iPads must be in a student's possession or secured in a locked classroom or locker at all times.
- Do not lend your iPad to other students.
- Do not borrow an iPad from another student.
- Students are entirely responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.
- No iPad is permitted during an assembly.
- iPads should be handled with respect and care. Inappropriate treatment of school iPads is not acceptable.
- iPads/cases are not to be written on or to be defaced in any way.
- Don't remove, move or write on the identification sticker on the iPad.
- Students are not allowed to create any administrative passwords on their iPads. This does not include the passcode lock enabled by the student for security purposes.
- All stickers must be removed when the iPad and case is returned.
- iPads are the property of Fort Dale Academy and must be returned upon administrative request, withdrawal or graduation

**Network Access**

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs are strictly prohibited.
- Students may not use the school network for personal or private business reasons including, but not limited to, online ordering and purchasing.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer

- hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- FDA is not responsible for damaged or lost data transferred through our network or stored on iPads, computers or our file servers.
- Use of personal wifi hotspots is prohibited on the FDA campus

**File Sharing**

- File sharing is the public or private sharing of computer data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on school computers including iPads (or installed from personal computers to the iPad). Examples of this type of software are Limewire, Bearshare, Kazaa, iMesh, etc. Although these types of programs are software downloads, they automatically create file sharing connections.

**Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize. (This includes all profiles loaded by FDA, including MDM and content filter.) Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.
- Any attempt to alter any profiles or content filter will result in an office referral.

**Downloading and Loading of Software**

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the iPad program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the iPads nor may copyrighted movies be downloaded to the iPads from the Internet.
- Only commercial videos (such as television programs or movies) legally purchased from the iTunes music store or another like entity may be downloaded to the iPads, and only if that user has a profile allowing such privileges.

**Wallpaper and Screensavers**

- Inappropriate or copyrighted media may not be used as a screensaver or wallpaper.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drugs, and gang related symbols or pictures will result in appropriate disciplinary action as stated elsewhere in this handbook Screensavers that include gaming content are prohibited.

**Internet Use**

- All FDA iPads will come equipped with a content filtering system that requires authentication by students email address and password.
- Students are responsible for all internet traffic used by their own email account.
- Students are strictly prohibited from accessing inappropriate content via the Internet. Such content includes, but is not limited to items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, and images intended to harass or abuse others. Students must not access, display, or store this type of material on any device.

- Information obtained through the Internet must be properly citied and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Plagiarism includes the use of any information obtained from any source that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as all other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, the Network Administrator, or the Technology Coordinator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

**Privacy, use and safety**

- FDA will collect and use students' personal information insofar as is required to create student accounts for educational purposes. As a result of the Child Online Privacy Act, FDA request parental consent for student information to be used in this way.
- FDA provides a Google account for every student in grades seventh through twelve. The use of a student's account is subject to this AUP as well as Google's Terms of Service.
- Students may not give any personal information regarding themselves or others through email or the Internet including names, phone numbers, addresses, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating.
- In many cases, the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide email addresses or other personal information regarding other students, faculty, or administration to anyone outside of the school without prior consent.
- Students must secure and maintain private passwords for access to various accounts created for instructional purposes. This is important in order to protect the privacy of each student. Do NOT share personal passwords or usernames.
- FDA respects the privacy of every student, faculty member, and administrator regarding stored files and email accounts. However, if inappropriate use is suspected, the administration reserves the right to view the content of these files and accounts in order to investigate suspected inappropriate behavior.
- The school will monitor computer activities that take place on school-owned devices including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from accessing faculty, administration, and staff devices as well as school file servers for any reason without explicit permission from the user or administrator of that device.
- Students are prohibited from jailbreaking iPads.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing between computers unless authorized by the technology staff.
- No identifiable photographs of students, faculty, or administration is allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

- Cyberbullying is the use of electronic information and communication devices to willfully harm any person or persons through an electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
    1. Sending/posting false, cruel, hurtful or vicious messages/comments.
    2. Creating or contributing to websites that have stories, cartoons, pictures, and/or jokes of a hurtful nature.
    3. Breaking into an email account and sending vicious or embarrassing materials to others.
    4. Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
    5. Posting an identifiable picture of a student without the pictured individual's consent/permission.
    6. Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the students' and staff members' right to be safe and secure. Actions deliberately threatening, harassing, and/or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated and will result in appropriate disciplinary action as stated elsewhere in this handbook.
- Devices that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy (AUP) including; the right to view the content of the device at any time; right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence.

## ABUSE OF ARTIFICIAL INTELLIGENCE (AI)

Any AI generated image of a student, faculty or staff member used to bully or harass is strictly prohibited and will result in disciplinary action that may include suspension, expulsion or other disciplinary action deemed necessary by the Head of School.

**Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of privileges on the iPad, the loss of the use of the computer for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.
- These consequences apply to students participating in the iPad lease program at FDA as well as to students who are using the school's iPads and other devices on campus.
- In the case of repeated iPad abuse and/or damages, the school has the right to revoke the use of the school's iPad and the student will be restricted to using only on-campus computers. Repeated AUP offenses or iPad abuses may lead to the loss of a student's privilege of using an iPad on campus.
- Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student iPads will be conducted throughout the year to ensure that these policies are being followed.
- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited

- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

Students with repeated violations of AUP will be placed on the most restrictive profile possible and subject to additional consequences by administration

## DISCIPLINE MEASURES

Teachers will handle routine classroom discipline. Repeated or serious breaches of discipline will be handled by the Head of School.

1. Detention Hall: Students may be assigned to detention by the Head of School. Talking or any other disorder will not be tolerated. Students should bring study materials as they may be allowed or required to study during their detention time.
2. Mandatory Parent Conference: Required disciplinary meeting by custodial parents with the Head of School for a discussion of the problem and potential solutions.
3. On Campus Intervention: Isolation of a student from his/her peers at school during the school day, with isolated breaks. The OCI day begins by reporting to the Head of School prior to 8:00 a.m. for instructions. Teachers will provide lessons or other school work to be performed during the day. Missed lessons or tests may be made up, except when performed as an alternate to regular suspension. A percentage penalty on work and tests may be imposed by the Head of School on second or subsequent occasions.
4. Suspension: Removal of the student from the school setting. The student stays home, receives a zero on all missed work, and can only resume attendance after a parent conference with the Head of School.
5. Expulsion: Removal of a student from the student body. An appeal to the Board of Director is the only means of gaining readmission.

**Appeals**

Appeals of punishment shall be made by application, in writing, to the Board. The Board, or a designated Board Committee, shall hear the appeal as soon as possible after its filing. The ruling from the Board shall be final. All punishment shall be suspended during the appeal process.

## DRUG TESTING

Mandatory drug testing for students in grades 7-12 may occur at least twice per school year. Specifics of the drug testing policy and procedures will be available for review in the school office.

## SEARCHES

The school reserves the right to search book bags, lockers, automobiles, and other personal property on the school campus or at school events and activities that are not on the FDA campus. The searches may be random or with probable cause.

## LOITERING

Loitering is not allowed on school campus including school parking lots. Students are prohibited from being on campus at any time without proper authorization and supervision.

# DRESS CODE

1. The Board of Directors recognizes the need for continuity year to year with the uniform and is under an extended contract with Lands' End. All students are expected to be dressed in the appropriate Fort Dale Academy uniform every day. Hats and visors are not permitted at any time while in uniform. If attending a school event at which the uniform is not required, wearing of hats/ caps is allowed, but hats/caps must always be worn properly (no hats worn backwards, etc.) in such cases. If it is necessary for a student to be out of uniform, he/she must bring a note of explanation from a parent to the office. Students will be issued an "out of uniform pass" only for extenuating medical conditions with a note from their physician. Students who are out of uniform without permission will not be allowed to return to class until appropriately dressed. School uniforms must be appropriate for the school setting and reasonably relate to safety, modesty, hygiene, discipline and neatness.

2. Used uniform information may be found on Facebook at "Fort Dale Eagles–Exchange."
3. Uniforms are expected to be clean, neat, without tears or holes.
4. Boys shirts are to be tucked in.
5. Boys will wear a belt, brown, black or cordovan, plain or braided, no letters no stitching or logos.
6. Tee shirts and undergarments worn under shirts/blouses must be solid white; no writing or logos
7. Students are not permitted to wear oversized or undersized shirts, blouses, or sweatshirts.
8. Girls may wear chino style khaki pants.
9. Girl's skirt/skort length must be fingertip length with arms relaxed at their side.
10. There will be certain days that students will be required to wear their "dress uniform." Advanced notice will be given.
11. Days that require the dress uniforms, students should wear appropriate dress shoes.
    Boys: loafers or dress shoes. **NO BOOTS OF ANY TYPE, NO TENNIS SHOES AND NO HEY DUDES.**
    Girls: loafers, bucks, flats or dress shoes (brown, black, or navy only).
12. **Students must wear a school uniform shirt at all times. For example: under sweatshirt or jacket**

**Outerwear**

Available from Lands' End

1. Rain Jacket
2. Sleeveless Vest
3. Long Sleeved Sweater
4. Navy School Uniform ThermoPlume Jacket

Available from local retailers

1. Pullover crew neck sweatshirt with FDA logo (not to be worn on dress days)
2. Hoodie Sweatshirt with FDA logo. Hoods are not to be pulled over the head during school hours. (not to be worn on dress days)
3. FDA football letter jacket/sweater

No other outerwear may be worn during the school day.

**Shoes**

Girls: athletic shoes with appropriate laces, closed toe and closed heel, 2" maximum heel height
Boys: athletic shoes with appropriate laces, closed toe and closed heel

**Other**

1. Hair should maintain a neat, professional appearance consistent with the standards of Fort Dale Academy. The administration reserves the right to determine whether a hairstyle is inappropriate or does not meet school expectations.
    a. No oddly dyed or styled hair
    b. No hair bonnets or rollers to be worn in school or at school sponsored events.
    c. Boys: sideburns not to extend pass the middle of the ear, no beards or mustaches. Hair must be neat, clean, well-groomed and styled in a manner that reflects a positive and appropriate appearance for school. Hair must be kept above the collar, out of the eyes, and neatly maintained above the ears. Extreme hairstyles, distracting designs, excessive height, unnatural colors, excessively long hair, dreadlocks, unkept or matted hairstyles, or any style deemed disruptive to the educational environment are not permitted. Neat, well-maintained cornrows are permitted provided they are clean, conservative, do not extend below the collar, and comply with length requirements.
2. Jewelry
    a. Girls: No visible body piercing other than earrings.
    b. Boys: No earrings or other visible body piercings.
3. No sunglasses worn or visible
4. Socks: Solid socks should be worn: blue, black, gray, or white, except on spirit day.
5. No visible tattoos
6. No camo or rain boots of any kind to be worn with school uniforms
7. Girls may wear navy leggings **only** with skirts or skorts in the winter months, no other color and no yoga pants

**Dress Uniform Requirements**

**Boys:** Khaki pants, black or brown belt, white oxford button down FDA shirt, tie (red, navy, or a striped red and navy), navy blue blazer (optional), navy or black socks, black or brown dress shoes or loafers only (no boots of any kind).
NO athletic wear (sweatshirts, etc.)
**Girls:** FDA plaid skirt/skort (**must be appropriate length**), white oxford FDA button down, black, brown or navy loafers, bucks, flats, or dress shoes. If socks are worn, they must be navy, white or black.
**Grades 1- 4:** Plaid jumper and white blouse with a peter pan collar must be worn.
**August 27 will be dress uniform day practice.** Wear dress uniforms to make sure they are correct.
**Dress Uniforms will be worn for Chapel or any other specified event.**

Students attending any on or off campus event, whether academic or athletic, will dress in a manner representing our school in the most appropriate way. The administration will make periodic announcements concerning out of uniform options when deemed necessary due to severe weather or other events.

Fridays are designated as Eagle Spirit Days. Students will be permitted to wear jeans and a Fort Dale spirit shirt on Fridays unless directed otherwise by the Head of School. Jeans must not have holes. Athletic shoes or closed toe shoes (no crocs) must be worn. For boys, shirts must be tucked in and belts must be worn.
**THIS IS A PRIVILEGE; NOT A RIGHT.**

**The administration reserves the right to make final decisions regarding any area not covered in the Uniform Policy as outlined above.**

# ATTENDANCE / ABSENCES

Regular attendance is expected and is essential to the success of students. Please note the absence policy is per class. Parents are encouraged to cooperate with school authorities to limit absences unless absolutely necessary. If a student must be out of school for any reason other than illness or family emergency, the Head of School must be notified several days in advance for approval.

A written excuse or email from the parent with reason for absence is required for all absences. **If a student does not present an excuse within three days**, the absence will be unexcused. Upon returning to school, the student must present to the office a written account of the absence, signed by a parent or guardian. An admission slip will then be issued to the student and must be signed by each classroom teacher throughout the day. Students will not be admitted to class without the admission slip.

Students who are absent from class due to athletic or other extracurricular student activities are responsible for keeping up class work on a day-to-day basis. Students who are absent from class and miss a review for an exam are to take the exam within two days after returning to school.

Tests may be made up if missed during an excused absence. Following a one or two day absence, the test must be made up the day the student returns. Following an extended absence, it is the student's responsibility to make arrangements with his/her teachers for all make up tests to be taken within two days following the absence. In the event a student does not make arrangements with the teacher for a make-up test, the missed test will be scored zero. Teachers should consider extending their two-day policy if the student has multiple make-up tests or assessments.

The school will be open from 7:30 a.m. until 3:30 p.m. Teacher supervision is available between these hours. Students may be dropped off at 7:00 a.m. and report to the cafeteria. Students are not to go to classrooms or stand outside the classroom door **until 7:40.**

**Excused Absences**

a. Personal illness
b. Family illness temporarily requiring student's aid
c. Death in the family
d. Recognized religious holidays
e. School approved activities
f. Advance parental request approved by the Head of School in writing
g. Regularly scheduled doctor/dentist appointments.
h. Counseling, mental health issues

**Perfect Attendance Policy**

Perfect attendance certificates are awarded to students who are present each day for the entire school day. The entire school day means not being tardy to school and not checking in or out of school.

**Tardy Policy**

Any student not in the classroom, including homeroom, at the end of the tardy bell is considered tardy. The homeroom tardy bell rings at 8:00 a.m. for elementary and secondary students. The homeroom or classroom teacher will record the tardy and forward the information to the office. Three unexcused tardies will count as one unexcused absence. Students' tardy for the fourth and subsequent times during the semester will remain at school for Detention Hall or On Campus Intervention within one week as scheduled by the administration. Failure to show up may result in a one-day suspension or in On Campus Intervention.

**College Day Absence Policy**

Beginning the junior year, students are allowed to miss school to visit a college campus. Permission forms can be picked up in the guidance office at which time the counselor must sign the form authorizing the absence. Then, the student must have his/her teachers as well as his/her parent sign the form giving their permission and serving as notification of the absence. If possible, the form must be completed and turned in to the Head of School's office at least one week prior to the visit. Customarily, juniors and seniors receive two College Day absences although circumstances may require more. These absences do not count on the students' record.

**Checkout Policy**

Checkouts should be kept to a minimum. Office personnel must receive **verbal authorization** from the parent or the parent's designee before the student is allowed to check out. Students must come to the office and sign out with the reason for checking out before they leave campus after having the proper slip signed.

**White check out slips**-Students must visit each class that will be missed and get the teacher to sign them out.

**Slips must be returned to the office before the student leaves campus.**

**Parents are asked to limit checkouts to absolute necessities.**

**Check in slips**-Students must visit each class that was missed and get the teacher to sign it.

## SENIOR PRIVILEGES

Because being a senior denotes more responsibility and indicates more maturity, the following privileges (unless revoked for abuse or punishment) are reserved for seniors:

1. Lunch-leaving campus for lunch
2. Special parking area
3. Designated days for early dismissal to be determined by Head of School.
4. One day to take yearbook pictures
5. Two days absence for college/career purposes (prior arrangements should be made with the Head of School one week before the visit unless special circumstances arise)
6. Special section at assemblies
7. Half-day off for Junior-Senior Prom
8. Ten (10) minutes extra for lunch. (Five minutes each at the beginning and end of lunch)
9. Senior Service Day-same day as in school testing

## PERMISSION TO USE PHOTOGRAPHS

Frequently pictures of our students are taken at school and school functions, including field trips. Unless written instructions to the contrary are received, parents are giving permission for these pictures to be used on the school website and other school social media sites and newspaper articles authorized by the school

## PUBLIC STATEMENTS AND REPRESENTATION OF THE SCHOOL

To ensure clear, accurate, and consistent communication, faculty nor students may not speak on behalf of Fort Dale Academy regarding matters that could reasonably be considered controversial, sensitive, or of significant interest to the school community without prior approval from the Head of School. This includes, but is not limited to, statements made to the media, community organizations, public meetings, social media, or other public forums on matters that may affect the reputation, operations, policies, or interests of Fort Dale Academy.

## OFFICE POLICY

1. No change will be given. Checks cannot be cashed.
2. Students cannot borrow money from the office.
3. All visitors to the campus must check in at the office. Unauthorized visitors are not allowed on campus.
4. To protect instructional time and minimize classroom disruptions, students will not be called out of class to retrieve delivered items. They may pic up items from the school office during lunch, between classes, at the end of the school day, or at another time approved by school staff. It is the responsibility of the parent or guardian to inform the student that the item has/will be delivered. School faculty/staff is not responsible for items delivered to students.
5. Flowers or gifts of any kind will not be accepted on the student's behalf

## MEDICATIONS

If a child is on medication, the parent should make arrangements with the Head of School or designee to see that the child receives their medication.

## INFECTIOUS DISEASE POLICY

A detailed policy dealing with infectious diseases is on file in the Head of School's office for review upon request.

Based upon the determination made with respect to the level of contagiousness and the seriousness of the infectious disease, the Head of School shall determine what, if any, restrictions should be placed on attendance at school and/or participation in school activities and athletic events. When dealing with students, the age, maturity, and level of responsibility of the individual student should be taken into consideration. It is recognized that an older, more mature student with a highly-developed sense of responsibility will be able to make better decisions and exercise more caution in the prevention of transmitting a disease to a fellow student. Younger or less mature students or students with a less highly-developed sense of responsibility will require supervision to eliminate the possibility of a disease transmission. Every effort will be made to prevent an infected person from being subjected to any unfair or embarrassing situations. However, it is understood that a disease which is more highly contagious, or which is more serious in its effects, will warrant greater restrictions on a person's attendance or participation in school activities. Restrictions on school attendance should be reserved for infectious diseases which have a high level of contagion or which pose a serious health risk to persons who might become infected. Any person who violates this policy may be restricted from attendance at school or school activities.

Children who have head lice are to be nit free before returning to school.

We will follow the guidance of the State Health Department and local medical officials.

## PHYSICAL EDUCATION POLICIES

All students in grades 5–12 are required to dress out for Physical Education (PE) classes. PE uniforms may be purchased through the BSN Team Store. Students may purchase additional uniforms if desired.

Students are also required to wear appropriate athletic footwear, including socks, during PE activities.

Students should not miss PE class to complete assignments or make up work for other courses. In special circumstances, accommodations may be arranged through consultation among the Head of School, the PE coach, and the classroom teacher involved.

A student must obtain approval from the Head of School to be excused from PE for any reason other than a documented medical excuse from a physician. Any tests, assignments, or other coursework missed due to approved absences should be completed before or after school.

## SUMMER WORKOUTS FOR STUDENT ATHLETES

In an effort to condition student athletes and to build team camaraderie for the next year's sports seasons, rising 7th–12th grade students who intend to participate in athletics must complete a summer workout program outlined by the coaching staff in order to be eligible to compete in sports in the upcoming school year. Information regarding dates and other specifics will be sent to all parents in the spring. Questions regarding the workouts should be addressed with the athletic director as soon as possible.

# ATHLETICS & ORGANIZATIONS

**Sportsmanship**
All students and their families are expected to show good sportsmanship at all competitions, both athletic and academic, on campus and at other schools or facilities. Individuals displaying poor sportsmanship face the possibility of being banned from Fort Dale Academy athletic events, both home and away.

**Varsity Athletics**

**Boys Sports**
Basketball
Baseball
Track
Tennis
Golf
Football
Soccer
Sporting Clays (7-12 grade)
Weight Lifting

**Girls Sports**
Basketball
Softball
Track
Tennis
Golf
Volleyball
Soccer
Sporting Clays (7-12 grade)
Cheerleaders
Weight Lifting

**Spirit Organizations**
Water Girls
Pep Squad/Mascot
Twirlers/Majorettes
Water Girls

**Junior High**
**Grades 7-9**

**JH Boys Sports**
Football
Track
Basketball
Soccer
Tennis
Golf
Baseball

**JH Girls Sports**
Track
Cheerleaders
Tennis
Basketball
Softball
Golf
Volleyball

**Pee Wee Programs**
**(Grades 4-6)**
Boys Football
Boys Basketball
Soccer
Twirlers (Majorettes)
Girls Basketball
Cheerleaders

## Definition of Gender
A student's gender will be determined by the gender listed on the original birth certificate.

# Clubs and Organizations

Each organization is governed by its individual constitution and bylaws. Copies are available in the office. A brief description is listed below.

**Senior Beta Club**
Honor Society for students in grades 9-12. Beta Club requirements are A or B average (85 average or higher) for the three preceding semesters. Students must have high leadership and character abilities. Other academic requirements also apply.

**Elementary Beta Club**
Honor Society for students in 6th grade. Beta Club requirements are A or B average (85 average or higher) for the three preceding semesters. Students must have high leadership and character abilities. Other academic requirements also apply

**National Honor Society**
Academic Honor Society requires a 93 average (excluding P.E., Yearbook, and Music) along with other stringent academic, leadership, character and service requirements. **Average will not be rounded up; must be exact 93 or higher.**

**Junior Beta Club**
Honor Society for grades 7-8. Beta Club requirements are A or B average for the three preceding semesters. Students must have high leadership and character abilities. Other academic requirements also apply.

**Key Club**
A service club sponsored by the Greenville Kiwanis Club. Members assist with various service projects, including the Blood Drive.

**Student Government Association**
A service organization whose members are elected as representatives of the various grades. Two members are elected from grades 7-12 and assist the faculty and administration as well as acting as a student forum.

**Varsity Cheerleaders**
Cheer team consisting of girls who are selected for the following year by judges based on performance during cheerleader tryouts conducted in the spring.

**Yearbook Staff**
Elective course for students in grades 10-12. Must have approval of sponsor. Students will receive 1 credit per year.

**Math Team**
Superior math students compete in local and state competitions.

**Scholars Bowl**
Selected students compete as a team in local and state competitions.

**Eagle Reps**
High school students selected to serve as hosts/hostesses for school activities.

**Spanish Honor Society**

A Spanish Honor Society for students in grades 10-12. Spanish Honor Society requirements are A or B average for the proceeding semesters. The organization stimulates interest in Spanish by promoting various Spanish activities.

**Tri M Music Honor Society**
The Tri-M Music Honor Society is a program of the National Association for Music Education which focuses on creating future leaders in music education and music advocacy. This is offered to students' $6^{th}$ – $12^{th}$ grade.

**Twirlers (Majorettes)**
Select group of girls who are trained and skilled in twirling to perform at football games or other events.

**Mu Alpha Theta**
A math honor society for students in grades 10-12. Mu Alpha Theta requirements are A or B average for the three preceding semesters. The organization stimulates interest in mathematics by promoting various mathematical activities.

**Choral Music**
For students in grades 7-12. Must have sponsor's approval. Students receive ½ credit per year.

## FORT DALE ACADEMY ALMA MATER

In the heart of Dixie so new and yet so old

Stands our Alma Mater as the years unfold

Her lamp of wisdom shining a light for all to see

Dear Alma Mater Fort Dale Academy

Dear Alma Mater always will be true

Holding to the ideals we have learned from you

You gave us vision taught us pride and dignity

Dear Alma Mater Fort Dale Academy

We treasure the hours we have spent with you

Hallowed are the memories dear red white and blue

Hold high your banner your wisdom will prevail

Dear Alma Mater Academy all hail

**Parent/ Student Handbook Acknowledgement Form**

We have received and reviewed the student handbook for the current school year. We understand that it is our responsibility to read and follow the policies, procedures, and expectations outlined in the handbook.

I understand that I am responsible for paying the entire year tuition if I withdraw my child before the end of the year.

Student Name:_____Grade:_____

Parent Guardian Signature_____

Date:_____

Student Signature:_____

Date:_____

Please sign and return this form to the school office.

**Please note the automatic re-enrollment policy on page 16 that will begin this year.