

# Fort Dale Academy

2020 – 2021

Parent/Student  
Handbook

## TABLE OF CONTENTS

BOARD OF DIRECTORS.....	1
CALENDAR.....	2-3
FACULTY.....	4-7
MISSION STATEMENT .....	8
FORT DALE ACADEMY FACULTY PROFILE.....	9
ADMISSIONS POLICY.....	10
WEBSITE.....	10
ASBESTOS POLICY.....	11
STORM PROCEDURES.....	11
EMERGENCY CALL SYSTEM.....	11
FUNDRAISING POLICY .....	11
FINANCIAL OBLIGATIONS.....	12
TUITION GRADES K3–12.....	12
RETURNED CHECKS.....	12
BUILDING FUND.....	12
WORK / ASSESSMENT PROGRAM.....	13
CURRICULUM FEES .....	13
AFTER SCHOOL DAYCARE.....	14
SUMMER DAYCARE.....	14
DAILY SCHEDULE.....	15
LUNCH SCHEDULE.....	15
COURSE OF STUDY.....	16
COURSE SELECTION GUIDELINES .....	16-17
TESTING.....	17
REQUIREMENTS FOR GRADUATION.....	18
GENERAL DIPLOMA.....	18
ADVANCED DIPLOMA .....	18
COMMUNITY SERVICE.....	18
FINANCIAL REQUIREMENT.....	18
PROCEDURES FOR HONOR GRADUATES.....	19
GRADING.....	20
EXAMS.....	21
EXTRACURRICULAR / ATHLETIC ELIGIBILITY.....	22

SCIENCE FAIR.....	22
FIELD TRIPS.....	22
CHALLENGED MATERIALS.....	22
COMMUNICATION.....	23
PARENT TO TEACHER COMMUNICATION.....	23
SOCIAL MEDIA.....	23
REPRESENTATION OF FORT DALE WITHIN THE COMMUNITY.....	23
BEHAVIORAL GUIDELINES.....	24
HONOR SYSTEM.....	24
COURTESIES.....	24
RULES OF CONDUCT.....	24
ATHLETICS/UNDERAGE DRINKING NOTICE.....	25
CELL PHONES.....	26
ACCEPTABLE USE POLICY, TECHNOLOGY.....	26-30
DISCIPLINE MEASURES.....	31
APPEALS.....	31
DRUG TESTING.....	31
SEARCHES.....	31
LOITERING.....	31
DRESS CODE.....	32-33
ATTENDANCE / ABSENCES.....	34
PERFECT ATTENDANCE POLICY.....	34
TARDY POLICY.....	34
COLLEGE DAY ABSENCE.....	34
CHECK OUT POLICY.....	35
EXCUSED ABSENCES.....	35
SENIOR PRIVILEGES.....	35
PERMISSION TO USE PHOTOGRAPHS.....	35
OFFICE POLICY.....	35
MEDICATIONS.....	36
INFECTIOUS DISEASE POLICY.....	36
PHYSICAL EDUCATION POLICIES.....	36
SUMMER WORKOUTS FOR STUDENT ATHLETES.....	37
ATHLETICS AND ORGANIZATIONS.....	37
SPORTSMANSHIP.....	37
VARSITY ATHLETICS.....	37

VARSITY SPIRIT ORGANIZATIONS.....	37
JR. VARSITY & SPIRIT ORGANIZATIONS.....	37
PEE WEE PROGRAMS.....	37
CLUBS AND ORGANIZATIONS.....	38-39
ALMA MATER.....	40

Dear Parents:

This handbook is prepared and distributed to present an outline of the general rules and procedures of our school. Our goal is to provide a challenging academic program in a safe and nurturing environment. Your cooperation is important to our success as we operate our school in an orderly and disciplined manner.

I ask you to review this handbook with your children so that each of you can be familiar with our basic school operation. Please pay special attention to the Dress Code Requirements and Behavioral Guidelines so that disciplinary incidents can be minimized and unintentional violations avoided. It will be helpful to keep this book available for future reference.

Your Board of Directors and the faculty are looking forward to an excellent 2020-2021 school year. Please call us if we can be of assistance.

Sincerely,  
David Sikes  
Head of School

---

## **BOARD OF DIRECTORS**

Chairman.....Howard Meadows

Brad Ballew  
Gantt Hartley  
Van Huggins  
Rebecca Butts  
Brandon Slagley

Barry Boan  
Keith Gibson  
Justin Lovvorn  
David Scott  
LeAnn McLendon

Dave Crenshaw  
Caleb Gardner  
Patrick Skipper

## FORT DALE ACADEMY 2020-2021 Calendar

August	17	Annual Meeting
	18	Teacher In-Service
	19	First Day of School
September	3	School Day Pictures-Dress Uniform
	7	Labor Day Holiday
	12	ACT on Campus
	14	SGA Workshop
	23	Teacher In-Service – Students Dismissed at 1:18
	29	Senior Portraits
October	5	Professional Development Day-Student Holiday
	9	End of 1 <sup>st</sup> 9 Weeks
	12	Begin 2 <sup>nd</sup> 9 weeks
	13	District Oratorical Contest
	14	Report Cards
	15	Grid Iron
	16	Homecoming
	19	Parent/Teacher Conference
	20	State Oratorical Contest
	24	ACT on Campus
	29	State Volleyball Tournament
	31	All Star Volleyball Game

\*\*\* Building Fund Due-Sunday, November 1 \*\*\*

November	6	1 <sup>st</sup> Round Football Playoffs
	10	District Spelling Bee
	11	Veteran's Day
	13	Football Semi-Final Games
	18	Teacher In-Service – Students Dismissed at 1:18
	20	State Football Championship Games
	23-27	Thanksgiving Holidays
	30	School Day Pictures/Senior Portrait remakes
December	1	State Spelling Bee
	2	District Middle School Scholars Bowl
	4	All Star Football Game
	12	ACT on Campus
	16-18	Semester Exams – Dismiss at 12:00
	17	State Writing Competition Due
	18	End of 2 <sup>nd</sup> 9 Weeks and 1 <sup>st</sup> Semester

December 21 – January 3 Christmas Holidays

January	4	Return to School/Begin 3 <sup>rd</sup> 9 weeks
	6	Report Cards
	12	District Middle/High School Math Contests
	15	State Drama Festival
	18	Martin Luther King/Robert E Lee Holiday
	21	District Science Fair
	22	State Middle School Scholars Bowl

	23	Jr. High Basketball Invitational Tournaments
	29	State Science Fair
February	2-4	Regional Basketball Tournaments
	5	State Middle and High School Math Contest
	6	ACT on Campus
	8-10	State Basketball Elite Eight
	11-13	Final Four Tournament
	15	President's Day Holiday
	17	District High School Scholars Bowl
	19	All Star Basketball Game
	20	Cheer Tryouts
	26	State High School Scholars Bowl
***	March 1-12	*** Pre-Registration for the 2021-2022 School Year
March		
	6	FDA Beauty Pageant
	12	End of 3 <sup>rd</sup> Nine Weeks
	15	Begin 4 <sup>th</sup> 9 weeks
	17	Report Cards
	22-26	Spring Holidays
	30	Parent/Teacher Conference
April		
	2	Good Friday Holiday
	12-13	State Tennis Tournament
	15-16	State Track Meet
	15-17	JV Baseball/Softball Invitational Tournaments
	16	State Technology Fair
	17	ACT on Campus
	21	Teacher In-Service – Students Dismissed at 1:18
	22-23	State Soccer Tournament
	23	District Art Show
	26	State SGA Convention
May		
	7-8	State Softball Tournament
	11	State Art Show
	11-13	State Baseball Championship Game
	15	Prom
	20	Honors Day (7 <sup>th</sup> – 12 <sup>th</sup> Grades)
	20	Senior Class Night
	21	6 <sup>th</sup> Grade Graduation/Elementary Honors Day
	23	Baccalaureate
	24	Kindergarten Graduation
	25-27	Semester Exams – Dismiss at 12:00
	28	Teacher Workday/Graduation

## FACULTY

DAVID SIKES Ed.S., Auburn University, Montgomery; Educational Leadership M.ED. Jacksonville State University; Physical Education M.S., Jacksonville State University; Guidance Counseling K-12 B.S., Samford University; Business Administration	Administration
Greta Whiddon B.S., Troy State University; Elementary Education M.S., Walden University; Curriculum Instruction and Assessment	Curriculum Coordinator College Counselor
PAT SIMS B.S., Auburn University; Business Administration	Bookkeeper
AUDREY RYAN B.S., East Carolina University; Early Childhood	Librarian
CINDY BURKHALTER Attended Troy University	Secretary
JAN LOWERY  B.A., Faulkner University; Elementary Education IOS Certified, Apple, Inc.	Director Instructional Technology
<hr/>	
RHONDA STEVENS	Kindergarten (Age 3)
AMANDA WESLEY B.S., Walden University, Child Development	Kindergarten (Age 4)
AMY SALTER B.S., Auburn University Montgomery, Communication Disorders Minor in Psychology	Kindergarten (Age 4)
DEBBIE HOLLYFIELD B.A., Huntington College; Elementary Education, Special Education	Kindergarten (Age 5)
ELLINOR NELSON B.S., Huntington College; Elementary Education	Kindergarten (Age 5)
MICHELLE HAMMONDS B.S., Auburn University; Elementary Education M.S., Livingston University; Elementary Education	First Grade

NICOLE DE LE REE B.A., Arizona State University; Education, Early Childhood	First Grade
NANCY BRANUM B.S., Auburn University; Elementary Education M.A., Auburn University at Montgomery; Elementary Education	Second Grade
MEG FOSSETT B.S., Samford University; Elementary Education	Second Grade
MARY ANN FAIL B.S., Auburn University; Special Education M.S., Auburn University of Montgomery; Special Education Ed. S., Auburn University of Montgomery; Special Education	Third Grade
JACKIE THOMPSON B.A., Auburn University of Montgomery; Early Childhood Elementary Education	Third Grade
MICHAELA GARDNER B.S., Auburn University, Psychology	Fourth Grade
REGINA PARKER B.S., University of Mobile; Early Childhood; Elementary Education	Fourth Grade
DENISE NORRELL B.S., Auburn University at Montgomery; Elementary Education	Fifth & Sixth Grades
LACEY SKIPPER B.S., Auburn University; Elementary Education	Fifth & Sixth Grades
JACKIE FRENCH B.S., University of Kentucky M. Ed., Xavier University, Early Childhood Education	Fifth & Sixth Grades
LAUREN LOCKLEAR B.S., Auburn University, Montgomery; Elementary Education M.S., University West Alabama; Elementary Education	Fifth & Sixth Grades
T.K. POUNCY B.S., Austin Peay State University; Art	Art
NIKKI BOZEMAN DANIELLE HOLLYFIELD MELISSA NORRELL CRYSTAL HOLLINGSHEAD	Kindergarten Aide Kindergarten Aide Elementary Aide PE Aid

SCARLETT ANDERSON B.S., Troy State University, Physical Education	PE
SALLY ANTHONY B.S., Troy University; Mathematics	Mathematics
MOLLIE BOUTWELL B.S., Troy University; Physical Education	Spanish, Student Success LBW Elective, PE
SUSAN FOSTER B.S., M.ED., Auburn University at Montgomery; Mathematics	Mathematics
HILARIE GARDNER B.S., Mississippi State University; Biochemistry M.S., Mississippi State University; Plant Genetics	Science
PAULA LITTLE B.A., University of Maryland; Economics & Government, Politics	Social Science
CLINT LOWERY B. S., Troy University, Sports Management	Science, Bible, PE, Athletics
HOLLAND LUCKIE B.A., University of Mississippi, Public Policy Leadership	English, Composition
MARCIA PAULK B.S., Auburn University at Montgomery; Education, Biology	Science
JUSTIN POUNCEY B.S., Troy University, Montgomery; Social Science	Health, Student Success, PE, Athletics
LAURA SIMMONS B.A., Baylor University; Communications Specialist & English University De Cuja Argentina; 16+ hours Spanish courses & fluency written & spoken	Computer/English Yearbook
JAMES SAMPLEY B.S., Auburn University at Montgomery; Secondary Education; Social Sciences	PE, Athletic Director
LACI Slagley B.S., Auburn University, Secondary Social Science Education M.S., Auburn University, Secondary Social Science Education	History

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

History, PE, Athletics

ANDREA WILDERMUTH  
B.S., Troy University; Journalism/Creative Writing  
M.S., Troy University; Post Secondary Education, English Concentration

English, Composition

JOSH WILDERMUTH  
B.A., University of Cincinnati, Criminal Justice  
M.S., Troy University; Sports Management, Administration

Speech, Current Events, PE,  
Athletics

Willie Griffin  
Kenneth Smith  
Earnest Thompson  
Nancy Howard  
Kaye Bowman

Maintenance Supervisor  
Custodian  
Custodian  
Cafeteria  
Cafeteria

## **MISSION STATEMENT**

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.

## **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 that they will reach their academic potential;
- realizes that 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 that 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?*"

## ADMISSIONS POLICY

To register a child at Fort Dale Academy, a parent or guardian must complete the registration form, 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 to the Head of School before registering. All students must present a copy of their social security card, a certificate of immunization (blue slip) and a copy of their birth certificate. 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 have a conference with the Headmaster. An admission will be conditional pending receipt of a satisfactory transcript and discipline record. Grade placement is conditional on the students' ability to perform satisfactory academic work at the assigned level.

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 1<sup>st</sup> to enter First Grade.

\*\*\*\*\*

### **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](http://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 headmaster must approve fund raising 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 Grades K3-12**

Regular tuition rates for 2020-2021 are as follows:

	Annually	12 Monthly Installments (September–August)
First Child	\$4860.00	\$405.00
Second Child	\$4560.00	\$380.00
Third Child	\$4020.00	\$335.00
Fourth Child	No Tuition Charge	No Tuition Charge

NOTE: Seniors' tuition must be paid in full by graduation  
Nine (9) installments will be \$540.00 per payment.

Tuition payments begin in September. Payment plans for every family must be setup 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.

If a student withdraws before August, the annual tuition will be prorated and must be paid before records and/or transcripts will be released.

### **RETURNED CHECKS**

A \$30.00 fee will be assessed for every check that is returned by your bank. After the third check is returned, future payments must be made with cash or money order.

### **BUILDING FUND**

Each family is required to pay a \$300 per year building fund fee. Payment is due in one lump sum by November 1<sup>st</sup>. A late fee of \$20 per month, including November, will be assessed for payments after the due date.

### **WORK / ASSESSMENT PROGRAM**

The program was created to stimulate participation and involvement in Fort Dale Academy. 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 \$200 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 1<sup>st</sup> through May 31<sup>st</sup>.

2. Assessment will be prorated according to hours worked:

Example:

Work hours done from each family	20 x \$10.00 = \$200.00
Work hours credited to your family	<u>18 x \$10.00 = \$180.00</u>
Assessment due for the year	= \$20.00

3. Charges for assessments will be posted by June 10<sup>th</sup> 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.

### **CURRICULUM FEES**

All families are required to pay a curriculum for each of their students. These fees are based on grade level. Curriculum fees are billed to each family in FACTS on June 1 and are due by July 31. A late fee of \$25 will be assessed on August 1 for curriculum fees that have not been paid.

Included in curriculum fees are rental fees for school–owned textbooks. These textbooks will be issued by the teacher at the beginning of the school year. Students are responsible for the maintenance of these textbooks. Fees for damaged textbooks will be assessed at the end of the year when the books are returned to the teacher. When a textbook is lost, the student is required to pay for the textbook before a replacement or any other books can be issued.

Some subjects require student workbooks (consumables). These books are distributed by the teacher at the beginning of the school year.

## **AFTER SCHOOL DAYCARE**

After-school daycare is offered from 3:15–5:30 p.m. The cost for this program is \$35.00 per week or \$9.00 per day. Children not picked up from school by 3:15 P.M. will be put in daycare, and the parents will be billed accordingly. Daycare is offered only to FDA families.

## **SUMMER DAYCARE**

Daycare is available during the summer months for Fort Dale Academy students only. Information about summer daycare will be available during the spring.

## **DAILY SCHEDULE (Grades 7 – 12)**

First Bell	7:55		
Homeroom	8:00-8:05	4 <sup>th</sup> Period	11:08-12:00
1 <sup>st</sup> Period	8:08–9:00	5 <sup>th</sup> Period	12:33-1:23
2 <sup>nd</sup> Period	9:03–9:55	6 <sup>th</sup> Period	1:26-2:16
3 <sup>rd</sup> Period	10:13-11:05	7 <sup>th</sup> Period	2:19-3:10

\*Students are tardy at 8:00

Children not in organized sports programs are not supervised after school and parents should make sure their children are picked up by 3:15 p.m. each day

## **BREAK SCHEDULE**

9:50-J. Wildermuth, Paulk  
9:53-Watts, Lowery

9:55-Simmons, A. Wildermuth, Luckie, Pouncey  
9:57-Gardner, Foster, Anthony

## **LUNCH SCHEDULE**

Students may bring their lunch or order meals. During lunch and break, students may use the courtyard or lunchroom. Lunch accounts are a debit account. Funds must be loaded on your FACTS Management account. Leaving campus for lunch is a senior privilege. Seniors are not permitted to leave campus for lunch.

Lunch Schedule    11:55-Little  
                          11:57-Watts  
                          11:59-Foster, Boutwell  
                          12:04-Paulk, H. Gardner  
                          12:06-A. Wildermuth, Pouncey, Simmons  
                          12:40-5<sup>TH</sup> & 6<sup>TH</sup> Grade

## COURSES OF STUDY Grades 7-12

### English

7<sup>th</sup> & 8<sup>th</sup> Grammar  
7<sup>th</sup> & 8<sup>th</sup> Literature  
8<sup>th</sup> Student Success  
9<sup>th</sup>–12<sup>th</sup> English  
10<sup>th</sup>–12<sup>th</sup> Honors English  
Composition  
Speech/Drama

### Mathematics

7<sup>th</sup> Mathematics  
Pre-Algebra  
Algebra I  
Geometry  
Algebra II  
Pre-Calculus  
General Math  
Calculus

### Science

7<sup>th</sup> Life Science  
8<sup>th</sup> Earth Science  
9<sup>th</sup> Physical Science  
10<sup>th</sup> Biology  
Anatomy/Physiology  
Advanced Biology  
Chemistry  
General Science  
Physics  
Sociology

### Social Studies

7<sup>th</sup> Citizenship/World Geography  
8<sup>th</sup> World History & Geography  
to 1500  
9<sup>th</sup> World History & Geography  
since 1500  
10<sup>th</sup> United States History to 1900  
11<sup>th</sup> United States History 1900 to  
Present  
11<sup>th</sup> U.S. History  
12<sup>th</sup> American Government  
Principles of Economics

### Physical Education

P.E.  
Health  
P. E. Aide

### Foreign Language

Spanish I  
Spanish II

### Business

Computer Applications  
Advanced Computer  
Accounting I

### Other

Office Aide  
Yearbook  
Teacher Aide  
Choral Music  
Bible

### Course Selection Guidelines

In the spring, each 9<sup>th</sup>–11<sup>th</sup> grade student is required to complete a course selection form. The completed form must be signed by one or both parents. 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).

1. All students are required to take Composition once during the 10–12 Grades.
2. All students are required to take at least one Science course each year.
3. General Science can be taken by seniors only. It does not count as a science credit for the Advanced Diploma.
4. General Mathematics can be taken by seniors only. It does not count as a math credit for the Advanced Diploma.

5. All students are required to take at least one mathematics course each year and 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.
6. Honors English is required all three years for the Advanced Diploma.
7. A second year of foreign language is required for the Advanced Diploma.
8. Composition may count as the required Fine Arts credit with the Head of School's approval.
9. Elective credits consist of any courses a student takes beyond those credits that are required. For example, a student takes P.E. for four years. One year counts as a required credit; the other three count as three elective credits.
10. Students may take more than one science per year but they must have at least one science each year. (see item 2)
11. Upon the Head of School's approval, a limited number of seniors can be office/teacher/P.E. aides receiving only  $\frac{1}{2}$  credit for the full year.
12. 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.

### **Testing**

The following standardized tests are given at Fort Dale Academy:

- The **SAT 10/OLSAT/ASPIRE** is given to each student in grades 3–8.
- The **Preliminary Scholastic Aptitude Test (PSAT)** is given to each student in 11<sup>th</sup> grade.
- The **PreACT** is given to each student in the 9<sup>th</sup> and 10<sup>th</sup> grades.
- The **ACT** is administered in September, October, December, February and April to students who have registered for the test.

## **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
Composition	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)
Science	4 credits (including Biology, Physical Science, excluding General Science)
Social Studies	4 credits
Physical Education	1 credit
Health	½ credit
Computer Applications	½ credit
Composition	1 credit
Fine Arts	1 credit
Foreign Language	2 credits
Electives	5 credits
Total	27 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.

## **PROCEDURES FOR HONOR GRADUATES**

Honor graduates, based on a student's 9<sup>th</sup> through 12<sup>th</sup> 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:

\*The 3<sup>rd</sup> nine weeks grades are entered as second semester averages

\*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

\*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 are issued a report card three days following the end of each nine-week period.

Students in grades 2–4 are given number and letter grades. Students in grades 5–12 are given numerical grades on both report cards and 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. It is the student's responsibility to arrange summer instruction, which must receive prior Head of School approval. Summer school will not be offered at Fort Dale Academy for failed courses in grades 9–12. Information regarding correspondence or distance learning and other summer schools in the area will be given to students who have failed course work.

At the discretion of the teacher, the first semester's grade can be withheld pending the completion of the second semester's work, if unusual circumstances (prolonged illness, steady improvement in attitude and grades not quite sufficient to pass because of the poor beginning work) justify such action. Students are advised that they will receive no more than they earn in all courses, both elective and required.

A student is not allowed to change or drop a course later than the end of the 1<sup>st</sup> 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).

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

For designated honors courses, 1 additional point per class, per semester will be added.

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.

There is no honor roll for 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.) 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. This grade will count 1/5 of the semester grade but will only cover the current grading period. **No regular tests are to be given during the nine week test schedule. Nine weeks test are to be determined by the individual teacher.**

### **Nine Weeks Test/Semester Exam Schedule Grades 5 – 12**

#### **1<sup>st</sup> Nine Weeks Tests**

Wednesday, October 7	3 <sup>rd</sup> , 6 & 7 <sup>th</sup> Periods
Thursday, October 8	2 <sup>nd</sup> & 5 <sup>th</sup> Periods
Friday, October 9	1 <sup>st</sup> & 4 <sup>th</sup> Periods

(Tests are given at regular class time)

#### **1<sup>st</sup> Semester Exams**

Wednesday, Dec. 16	3 <sup>rd</sup> Period Exam	8:08 a.m.–9:55 a.m.
	Break	
	6 <sup>th</sup> & 7 <sup>th</sup> Period Exam	10:13 a.m.–12:00 noon
Thursday, Dec. 17	2 <sup>nd</sup> Period Exam	8:08 a.m.–9:55 a.m.
	Break	
	5 <sup>th</sup> Period Exam	10:13 a.m.–12:00 noon
Friday, Dec. 18	1 <sup>st</sup> Period Exam	8:08 a.m.–9:55 a.m.
	Break	
	4 <sup>th</sup> Period Exam	10:13 a.m.–12:00 noon

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

#### **3<sup>rd</sup> Nine Weeks Tests**

Wednesday, March 10	3 <sup>rd</sup> , 6 <sup>th</sup> & 7 <sup>th</sup> Periods
Thursday, March 11	2 <sup>nd</sup> & 5 <sup>th</sup> Periods
Friday, March 12	1 <sup>st</sup> & 4 <sup>th</sup> Periods

(Tests are given at regular class time)

#### **2<sup>nd</sup> Semester Exams**

Tuesday, May 25	3 <sup>rd</sup> Period Exam	8:08 a.m.–9:55 a.m.
	Break	
	6 <sup>th</sup> & 7 <sup>th</sup> Period	10:13 a.m.–12:00 noon
Wednesday, May 26	2 <sup>nd</sup> Period Exam	8:08 a.m.–9:55 a.m.
	Break	
	5 <sup>th</sup> Period Exam	10:13 a.m.–12:00 Noon
Thursday, May 27	1 <sup>st</sup> Period Exam	8:08 a.m.–9:55 a.m.
	Break	
	4 <sup>th</sup> Period Exam	10:13 a.m.–12:00 Noon

Note: Students with a minimum 90 semester average with no more than 5 absences in the semester and no more than 3 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**

In order to participate in any extracurricular activity, a student must pass all subjects taken the previous semester. Organizations may have additional academic requirements for participation. A student absent from school all or part of a day of an event is not eligible to participate in the event. This includes athletic participation, practices, banquets, etc. Regularly scheduled dental or doctor appointments are an exception.

## **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. **PLEASE 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 drivers 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](http://www.fortdale.com), or by contacting the school office. There will be two Parent/Teacher Conference nights scheduled. These will begin at 3:45 pm and conclude at 6:45 pm. These conferences will be scheduled in October and March. If a teacher conference does not resolve the problem or concern, then a meeting with the Headmaster 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.

## **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.

## **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.
4. Students shall stand when a school guest enters a classroom.

### **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) Sitting in cars or loitering in the parking lots at any time during school hours (7:30 a.m.–3:15 p.m.)
  - (e) Permitting more occupants in a vehicle than the number of properly installed, functional seat belts
  - (f) Occupying any academic building during lunch or break unless otherwise specified by administration
  - (g) Using profane or vulgar language
  - (h) Sleeping in class
  - (i) Public display of affection
  - (j) 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, in-house suspension, 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
  - (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 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 parents and possible notification of law enforcement. 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 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.

(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. Please refer to item G.

(b) Any other extreme or repeated violation of rules

6. Possession of the following items is prohibited and will result in confiscation:

(a) Personal Electronic Devices, i.e., playstation, ipods, etc.

(b) Playing Cards

(c) White Out

(d) Beverages, except bottled water in classroom buildings

(e) Food in classroom buildings

7. Students are accountable and subject to disciplinary action for postings on social media (Facebook, Twitter, 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 have close proximity to the locker room. Supervision includes visible and/or audible observation. Even with this supervision, students are not allowed to engage in horseplay or careless behavior at any time. Hazing of any kind is absolutely prohibited.

## **ATHLETICS/UNDERAGE DRINKING NOTICE**

Understanding the danger of underage drinking, if the athletic 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 student-athletes.

## **CELL PHONE POLICY** (Effective August 14, 2014)

Cell phones cannot be audible or visible anytime on campus. The campus includes all buildings, parking lots and athletic facilities. Locker rooms are included. This policy is in effect before school, after school, and during the school day. Athletes and other participants (twirlers, dancers, cheerleaders etc.) are banned from cell phone use until the game or practice is over. Student spectators are free to use cell phones at after-school events.

Cell phones should be turned off. Setting to vibrate or no ring is not a substitute for having the cell phone turned off. There are no excuses for a cell phone being audible or visible.

If a student violates this policy they will receive a warning and it will be noted in FACTS by the teacher that took it up. After the third violation in FACTS, the student will be assessed \$25.00.

This revised policy is in the long-term interest of our students. The support of parents and students is encouraged in this matter.

## **ACCEPTABLE USE POLICY, TECHNOLOGY**

Implemented July, 2015

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 21<sup>st</sup> 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 is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, student-provided headphones must be used.
- 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 impedes 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 class room 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 cited 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 anytime; 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.

### **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: Detention Hall is held daily, at break, at lunch and after school. Students may be assigned to one or more of these times for a number of days to be determined by the Head of School. Talking or any other disorder will not be tolerated.
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. In-House Suspension: Isolation of a student from his/her peers at school during the school day, with isolated breaks. The suspension 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 Headmaster.
5. Expulsion: Removal of a student from the student body. An appeal to the Board of Directors 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**

Students in grades 9-12 will be tested for drugs by hair sample. Specifics of the drug testing policy are 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**

No loitering 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 it is necessary or 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 will either receive detention or will not be allowed to return to class until appropriately dressed.

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 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 skirt/skort length must be no shorter than 3" above the knee when kneeling.

9. There will be certain days that students will be required to wear their "dress uniform."

Advanced notice will be given.

10. Days that require the dress uniforms, students should wear appropriate dress shoes.

Boys: loafers or dress shoes. **NO BOOTS OF ANY TYPE.**

Girls: loafers, bucks, flats or dress shoes.

### Outerwear

Available from Lands' End:

1. Rain Jacket

2. Sleeveless Vest

3. Long Sleeved Sweater

4. Navy School Uniform ThermoPlume Jacket

Available from Championship Trophy

1. Navy pullover crew neck sweatshirt with FDA logo

2. Navy hoodie sweatshirt with FDA logo

FDA football letter jacket/sweater

No other outerwear may be worn in the classroom

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

Dress uniform days: loafers, bucks, flats, or dress shoes **NO BOOTS**

Boys: athletic shoes with appropriate laces, closed toe and closed heel

Dress Uniform Days: loafers or dress shoes, **NO BOOTS OF ANY KIND**

### Other

1. No oddly dyed or styled hair

2. Boys: sideburns not to extend past the middle of the ear, no beards or mustaches, hair length neat and appropriate.

3. Solid socks should be worn: blue, black, grey or white except on spirit day.

### **Jewelry**

Girls: no more than one earring in each earlobe, no visible body piercing.

Boys: No earrings or other visible body piercing

No sunglasses worn or visible

No visible tattoos

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.

Friday's are Eagle Spirit Days. Students will be permitted to wear jeans and a Fort Dale Spirit Shirt each Friday unless directed otherwise by the Head of School.

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

Revised by the Board of Directors: May 2010

## **ATTENDANCE / ABSENCES**

Regular attendance is expected and is essential to the success of students. 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 is required for all absences. If a student does not present a written excuse within three days, the absence will be unexcused. Upon returning to school, the student must present to the Head of School 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 required 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.

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. A fee of \$10.00 a month per child will be assessed to pay a faculty member for early supervision.

### **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. Extenuating circumstances will be considered by the Head of School.

### **Tardy Policy**

Any student not in the classroom 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.

Students tardy for the sixth and subsequent times during the semester will report to afternoon detention in the library from 3:10 until 4:00. Parents will be notified during the school day that the student will be in afternoon detention for the tardy.

### **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. 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. **Parents are asked to limit checkouts to absolute necessities. If you miss more than 7 days, credit may be withheld for that course.**

### **Excused Absences**

1. Personal illness
2. Family illness temporarily requiring student's aid
3. Death in the family
4. Recognized religious holidays
5. School approved activities
6. Advance parental request approved by the Headmaster in writing

## **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. Leaving campus during lunch, with parental permission and subject to certain academic and attendance criteria (**Currently suspended privilege due to Covid-19**)
2. Special parking area
3. One day to take yearbook pictures
4. Two days absence for college/career purposes (prior arrangements must be made with the Headmaster one week before the visit)
5. Special section at assemblies
6. Half-day off for Junior-Senior Prom
7. Ten (10) minutes extra for lunch (five minutes each at the beginning and end of lunch)

## **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.

## **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 lessen interruptions in the school day, parents are asked to refrain from bringing or sending flowers, gifts, etc. to the school. The school will not accept these items on behalf of students.

## **MEDICATIONS**

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

## **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.

## **PHYSICAL EDUCATION POLICIES**

All students required to dress out for PE will be required to purchase a uniform. The cost of this uniform is included with curriculum fees. The uniform will be distributed during their first class meeting. Students may purchase more than one uniform if they wish. The uniform will cost \$25.00 and will consist of a gray t-shirt and gray shorts both with FDA logo. In addition, students will be required to wear proper footwear including socks. Cold weather uniform will consist of red or blue wind/sweat pants, and red or blue pullover sweat shirt. These items will not be offered through the school. Each student will be issued a locker and is encouraged to put a lock on their locker.

Students are not allowed to miss PE class to make up other classwork other than prearranged test makeup. Special situations will be worked out among the Head of School, the coaches, and the teacher involved. A student must have permission from the Head of School to miss PE for any reason other than a doctor's excuse.

The PE program will be organized and supervised at all times. Student athletes must dress out in PE except on game days. On game days falling on Monday through Thursday, athletes will have a study period during PE/Athletes who miss a class for game/match reasons must keep up with their studies.

Students in grades Kindergarten–4<sup>th</sup> grade should wear shoes appropriate for PE.

## **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 7<sup>th</sup>–12<sup>th</sup> 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

#### **Girls Sports**

Basketball  
Softball  
Track  
Tennis  
Golf  
Volleyball  
Soccer

### **Varsity Spirit Organizations**

Cheerleaders  
Dancers  
Twirlers  
Drum Line

### **Jr. Varsity & Spirit Organizations**

#### **Grades 7-9**

Boys Football  
Boys Basketball  
Girls Basketball  
Volleyball  
Soccer

Track  
Cheerleaders  
Twirlers  
Dancers

### **Pee Wee Programs**

#### **(Grades 4-6)**

Boys Football  
Cheerleaders

Basketball  
Twirlers

## **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 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.

### **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.

### **Echo Club**

An organization to perform various service projects. Open to students in grades 10-12.

### **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**

A spirit organization consisting of students, normally 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.

### **Dance Team**

Dance organization consisting of students, normally girls, who are selected for the following year by judges based on performance during dance try-outs conducted in the spring.

**Twirlers**

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.

**Drum Line**

A spirit organization for grades 7-12 by audition. A "Bucket Brigade" is open to elementary students.

**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