



# **STUDENT HANDBOOK**

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# **School Hours: 8:00- 3:30**

## **SCHOOL VISITORS**

**Visitors must report to the main office upon arrival and obtain a visitor's pass. No unauthorized person is allowed on the school grounds at any time and is considered trespassing.**

## **AUTHORITY OF THE PRINCIPAL**

The principal or the designated representative has the responsibility to develop policies for the control and directive of students while in the school center or while being transported to and from school. Principals also have the responsibility of implementing School Board Policies and Administrative Directives. The principal or designated representative may administer discipline or suspend a student from the school center or the bus. In case of suspension, written notice is given to the student's parent or guardian.

## **HEALTH EXAMINATION**

A health examination must be presented at the time of initial entry by any student entering a Palm Beach County public school who has not previously been enrolled in a school in Florida. Every student entering grade seven must obtain a physical examination for school entry. An examination must be performed within twelve months prior to the first day of school, and given by a licensed, practicing physician, M.D., D.O., or Advanced Registered Nurse Practitioner (ARNP). The physical examination is reported on the Florida DH form #3040, revised 06/02. Documentation of the examination must be presented within 30 days of entering school. Failure to obtain the necessary health documents will result in a student's exclusion from school.

A student who was previously enrolled in a public or private school in the state, withdrew, and is currently seeking entry into a Palm Beach County school, may satisfy the health requirement with the results from the previous school record.

This option does not apply if the student is entering grade seven (7) for the first time or re-entering Palm Beach County from another state.

All 7<sup>th</sup> Grade Students are required to have the Hepatitis B vaccination series completed. If the vaccination series is not completed by the first day of school, the shot dates must be recorded on a temporary medical form with doctor's signature. Without the temporary form and doctor's signature, your child cannot enroll in school. Also, all 7<sup>th</sup> grade students are required to have a second MMR and a tetanus-diphtheria booster before entering school.

### **IMMUNIZATION RECORDS**

Proof of immunization is required. Parents **MUST** have their child's immunization records on the Florida DH 680 form. Out-of-state parents may take their child's immunization records to one of the local health clinics to have the information transferred to the appropriate form. **No other documents are acceptable.**

### **REPORT CARDS AND GRADING SYSTEM**

Marks are based on the quality of work done, student's regular attendance, and daily preparation and promptness in completing assignments.

Student marks are based on a combination of teacher observation (oral presentation or reports, speeches, recitation, impromptu speaking, response to questioning, lab practicals, demonstrations or identification, and on the job training); classroom assignments (paper and pencil assignments, seat work, reports, term or research papers, models, projects, exhibits, posters, computer programs, and homework); and examinations (paper and pencil tests, including essay, multiple choice and completion, oral tests, and skills tests requiring demonstration).

There will be sufficient marks recorded in each teacher's roll book to justify the grade recorded as the nine-week's grade. Marks are not based on a single project.

Marks (with the exception of "I's" and "M's"), once recorded will not be changed without a review of the reason(s) and approval of the principal. Only in justified cases may a principal change a mark without teacher consent and only then with the approval of the superintendent based on such justification. In either case, any mark change requires two signatures on a form indicating the change and the reason for the change. If initiated by a teacher, approval of the principal must be obtained. If initiated by the principal, approval of the teacher and the area superintendent must be obtained. Except during those times when the

teacher is not on duty (between school sessions), the teacher will be consulted prior to the initiation of any grade change by the principal.

An "I" in any marking period must be changed to a passing grade according to the school guidelines for make-up work prior to the end of the marking period, or the "I" is automatically converted to an "F".

### **DESCRIPTION AND DEFINITION OF MARKS**

Mark of "A" Superior (90% - 100%) Indicated thorough mastery of the subject or area as reflected in daily work, reports, tests, examinations, etc.

Mark of "B" Above Average (80% - 89%) Indicates above average consistent effort, as reflected in daily work, tests, reports, examinations, etc.

Mark of "C" Average (70% - 79%) Indicates average achievement in daily work, reports, tests, examinations, etc.

Mark of "D" Average (60% - 69%) Indicates below average achievement in majority of assigned areas.

Mark of "F" Average (0% - 59%) Indicates unsatisfactory or failing work in a majority of assigned areas.

Mark of "I" Incomplete: Indicates a problem, which causes the student's work to be incomplete. For a transfer student it may also indicate the student's grades from the previous school have not been received.

Mark of "M" Valid Missing Work (Middle School Only): Indicates the student was not scheduled in the class for the entire semester. Approval of the principal is required for the "M" grade.

Mark of "W" Withdrawn: Indicates withdrawal for a course. These grades are for report card purposes and do not appear on the student's final transcripts.

### **MID TERM PROGRESS REPORT**

Progress Reports will be given for all students after the 5<sup>th</sup>, and 7<sup>th</sup> weeks of the marking period.

### **COMPULSORY SCHOOL AGE**

The compulsory school age is five (September 1) to sixteen.

## **ATTENDANCE/ABSENCES**

The District's expectations are those that students and their parent(s) or guardian(s) will assume the responsibility for the student's attendance.

Absenteeism, excused or unexcused, regardless of the reason, negatively affects the continuity of the learning process. As a student's absenteeism increases, there is a greater responsibility for the school to deter future absenteeism, and there is a greater responsibility for the student to demonstrate that such absenteeism has not negatively affected performance mastery.

All students are expected to attend school regularly and to be on time for classes in order to benefit from the instruction program and to develop habits of punctuality, self-discipline, and responsibility. There is a reasonable presumption that a student can limit total absences to five (5) absences per nine-week marking period. If a student cannot, absenteeism is deemed excessive. If a student reaches ten (10) absences their enrollment at Believers Academy will be reviewed.

To earn a passing grade in a nine-week marking period for a course, a student must be in regular attendance. A student who is not in regular attendance may earn a passing grade by demonstrating mastery.

The curriculum will assess students continually throughout the year.

Students with more than five (5) absences per nine-week marking period, and DO NOT receive a passing grade on the mastery assessment, will receive a grade of "F" and must appeal for credit. The principal has an established appeals process to review the facts of excessive absences.

1. On the day the student returns to school after having been absent from school, the student must present a written excuse from the parent or guardian and obtain an admit slip. Failure to obtain an admit slip prior to the start of the school day will result in an unexcused absence. The written excuse(s) must contain reasons for the absence(s), date(s) of absence(s), and the parent's signature.
2. Students are not allowed to attend or participate in extra curricular activities, i.e., dances, field trips, sporting events, on days they are absent from school without approval of the principal.

3. Parents or guardians will notify the school promptly of any change of a student's address and/or telephone number.

### **CUTTING CLASSES: DEFIANCE OF SCHOOL LAW**

School attendance is a very important and serious part of each student's academic life. Because of its importance, strict attendance will be kept in each class in which the student is enrolled. If a student is marked absent and his name does not appear on the absentee list, the instructor will notify the office and the appropriate disciplinary action will be taken. Unauthorized absences are considered defiance of school rules.

### **MAKE-UP WORK**

In the case of absence, no work may be made up for credit unless the student has an excused absence. Parents are asked not to request assignments for absences of less than three days. It is the responsibility of the student to inquire as to make-up work upon the student's return to school. It is not the responsibility of the teacher to remind the student of work missed. For every absence, the student will have that same number of days to complete make-up work, unless there are extenuating circumstances, i.e., ESE modifications and/or 504 plan modifications.

### **STUDENT CONDUCT**

Teachers record their best judgment of how each student's behavior affects learning in the classroom. The numbers on the left are used to reference the description on the right when recorded on the report card. Student conduct indicators are separate from the grade earned for the marking period.

4=Student's behavior very constructive to learning

3=Student's behavior generally supportive to learning

2=Student's behavior detrimental to own learning. Parent conference requested.

1=Student's behavior detrimental to own learning and learning of others. Parent conference requested.

NOTE: The Code of Student Conduct reflects a requirement for the appropriate conduct in order to attend extra curricular activities and field trips. Teachers will determine criteria to be met in order to participate. A

student who receives discipline referrals, fights, or is disruptive, may be excluded from participation and lose any fee's paid.

### **TARDINESS TO SCHOOL**

When students are tardy to school they are to report to Student Services with a note from their parent or guardian stating the reason(s). If the student does not have a note, the tardy will be considered unexcused. Students will be assigned a tardy detention for all unexcused reasons.

### **FIELD TRIPS**

A signed permission slip must be on file with the sponsoring teacher before a student will be allowed to leave campus on a field trip. Teachers and chaperones will have complete authority during the trip. Regular school conduct codes apply. Parent permission must be in writing. Telephone calls cannot be accepted. Sponsoring teachers will provide permission slips to parents or guardians in advance of the time for field trips.

### **VOLUNTARY FEE**

The "School Request of Payment from Students" (Policy 2.21) requires that all written requests for money used to cover costs of field trips, enhancements, and other resources must include the following language:

1. No penalty of any type will be imposed against the student based on a failure to pay.
2. No student shall be denied the right to participate for failure to pay.
3. The principal may forego a planned activity, or use of a particular item, based upon the collection of insufficient funds to cover the cost of the item or activity and,
4. The request is for voluntary payment.

NOTE: This policy does not affect:

- Basic supplies, such as paper, pens, pencils, notebooks and rulers (Sec. A 3)
- Uniforms worn by students in accordance with the school's uniform or dress code (Sec. A 7)

- Costs of rental and cleaning of uniforms used for extra curricular programs (Sec. B 8)
- Damage to school district property, including library books and textbooks (Sec. B 9 & 10)
- Voluntary and Extracurricular Activities (Sec. C 1-3)

### **STUDENT WITHDRAWALS**

A parent or guardian must send a written request for withdrawal to the Guidance Department the day before or the morning of the withdrawal. All books must be returned and obligations fulfilled when a student withdraws. Pupils must be enrolled at least fifteen days during any nine weeks period before receiving a grade.

### **STUDENT WITHDRAWALS PRIOR TO END OF TERM**

A student in grade 6, 7, or 8 who leaves before the close of the school year receives grades on the report card covering the periods in attendance. If the student withdraws from school with passing grades within two calendar weeks of the closing date, the statement, "Recommended for placement in grade \_\_\_\_" may be written on the report card in lieu of "Promoted: Grade/level \_\_\_\_."

Students who are required to leave school during the last two weeks of the year must show evidence that the withdrawal is mandatory, and they must complete work as assigned by the principal.

### **SCHOOL GROUNDS**

Students, when once on the school grounds, are to remain on the grounds. They are not to come to school, deposit books or other personal possessions and leave. Leaving campus will result in disciplinary action. Students are not allowed to leave school grounds at any time unless their parent or guardian has properly signed them out through the main office. Students are not to be in or near classrooms or buildings after school hours without proper authorization to attend scheduled school activities.

### **CONFERENCES WITH TEACHERS**

Teachers have a conference period during each day and are in their classrooms before the school day. Parents who wish conferences regarding their child's work or problems are asked to schedule an appointment after school. Teachers are not permitted to leave homeroom or classes at any time to talk to a parent.

### **TRESPASSING ON ANOTHER SCHOOL'S CAMPUS**

It will be considered illegal for a student from one school to trespass on another school campus at any time (before, during and after the regular school day), and such trespassing will be considered a suspend able offense. The principal of the student's school will be the final authority as to the number of days the suspension will be in effect.

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Parents or guardians are requested to notify the school promptly of any change of student's address and/or telephone number(s) where parents or guardians can be reached in an emergency. It is absolutely necessary that the school have an emergency phone number on file to contact a parent or guardian in case of illness or accident. When an emergency contact is not available, the school will make use of emergency medical services. Expenses incurred will be the responsibility of the parent or guardian.

### **STUDENT GUIDELINES**

1. Unlawful activity on campus is unacceptable. No fighting, bullying, disrespect, gambling, drugs, tobacco or alcohol will be permitted.
2. Students are not permitted to bring toys, candy, chewing gum, portable radios, basketballs, footballs, soccer balls, pagers, Walkman, CD players, skateboards, or any other items to school, which are distractive or disruptive. Hats, caps, hoods, bandanas, sunglasses, etc. create distractions in the classroom and are not permitted. No items may be brought to school to sell or exchange/swap on school property. This includes baseball cards, tapes, electronics games, candy, etc.
3. Follow all rules and policies as guide lined in the district handbook given out at the start of school.

## **SCHOOL DRESS CODE**

Students and teachers need to concentrate on the learning/teaching process. In order to be sure they can focus on learning in the classroom, it is important to have as few distractions as possible. Appropriate dress and grooming can help create that focus, foster self respect and prepare students for the professional environment of Corporate America. Changes in clothing trends will not override the dress code policies. Discipline as a result of the enforcement of a student dress code is the responsibility of the principal or the principal's designee.

## **RULES**

1. Students are expected to come to school with proper attention to personal cleanliness, grooming, and neatness of dress.
2. Students whose personal attire or grooming distracts the attention of others students or staff from their schoolwork shall be required to make necessary alterations to such attire or grooming before entering the classroom or the student may be sent home by the principal to be properly prepared for school or work.
3. Students who fail to meet the minimum acceptable standards of cleanliness and neatness and choose not to follow the dress code as determined by the principal and as specified in the regulations may be subject to appropriate disciplinary measures.

## **SCHOOL DRESS CODE**

Believer's Academy will enforce a professional attire dress code.

## **MALES**

- Collared shirt
- Tie
- Blue, Black, Khaki Dress Pants
- Blue, Black, Khaki Dress Shorts
- Belt
- Close toed shoes

## **FEMALES**

- Dress Shirt (covering midriff and cleavage)
- Blue, Black, Khaki Dress Pants (Capri's are acceptable)
- Blue, Black, Khaki Dress Shorts (Mid length- mid thigh)
- Belt
- Dress Shoes

\*All pants and shorts will be worn at natural waistline.

\*Shirts must be tucked in shorts or pants.

### **NOTE:**

- Student cell phones should not be visible, used or heard at anytime during school hours.
- No dangerous jewelry including dog/cat chain collars allowed.
- No curlers, combs or picks are allowed to be worn.
- No hair grooming products, make-up, or colognes are to be used in the classroom.
- Haircuts, or hair coloring that is distracting will not be allowed.
- Clothing or any markings that are offensive, suggestive, indecent, distracting or associated with gangs will not be allowed.
- All bandanas, hats, hoods and do-rags will be confiscated if visible on campus and NOT RETURNED UNTIL THE END OF THE SCHOOL YEAR.

### **STUDENT CONDUCT CODE**

THIS PART OF THE BOOKLET IS MEANT TO LET STUDENTS KNOW UNACCEPTABLE BEHAVIORS AND WHAT MAY HAPPEN IF THE RULES ARE BROKEN. IF ANY OF THE FOLLOWING RULES ARE BROKEN, SCHOOL STAFF MEMBERS ARE AUTHORIZED TO USE APPROPRIATE CONSEQUENCES:

#### **UNACCEPTABLE BEHAVIORS**

- Threatening or hurting a person with a weapon
- Having and/or hiding a weapon
- Hitting or hurting a teacher or other school personnel
- Threatening or hurting another person, bullying and/or fighting
- Intentionally making false accusations that jeopardize the professional reputation, employment or professional certification of a teacher or other member of school staff

- Starting a fire (arson); having, using, or selling illegal mood modifiers, including alcohol, tobacco, or other drugs
- Making a bomb threat
- Engaging in sexual harassment or committing sexual violations
- Stealing, lying and cheating
- Forcing someone to give money, possessions or other things of value to another (extortion)
- Committing robbery
- Damaging or destroying property
- Gambling or other criminal acts
- Leaving class or school without following school procedures
- Refusal to obey school personnel
- Having or giving out indecent material
- Not attending school - truancy
- Misbehaving on school buses
- Displaying disruptive conduct
- Using unacceptable language or profanity
- Violating dress code
- Bringing distracting items to school including, but not limited to: radios, audio recorders, pagers, laser pens, or cell phones
- Being tardy
- Bringing toys or games to school without teacher's permission

### **CLASSROOM DISCIPLINE**

Discipline plans are developed around the Love & Logic Philosophy adopted by the school. Each teacher will be developing their own discipline procedures but all policies will be in accordance with school and district policy. Students will be required to adhere to those plans.

### **DISCIPLINE PROCEDURES**

When a student is referred to Student Services, all discipline will be handled according to the District Matrix and Love & Logic Intervention Strategies. Students may be asked to solve their own problems as well as receive before or after-school detention, lunch detention with a limited menu, Saturday detention, in-school suspension, out of school suspension, placement in an alternative school, or expulsion.

## **DISMISSAL POLICY**

Students and their parents have committed to following all school rules and procedures before entering the academy. Prior to dismissal each student will be given a series of opportunities, interventions and support to eliminate and/or reduce the inappropriate behaviors. In the rare case that a student chooses to continue his/her unsuitable behaviors in school or the work place, Believer's Academy will begin their dismissal process.

- Step 1 – Classroom or work interventions
- Step 2 – Referral Process & Parent Conference
- Step 3 – BIP (FBA where appropriate)
- Step 4 – Behavior Contract
- Step 5 – Reduced Vocational Experience
- Step 6 – Send Student back to SAC school

\*In case of severe behaviors listed on Discipline Matrix these steps may be altered or eliminated. This will be decided on an individual basis.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

Students have basically the same rights under the Constitution, as do adults. It is the intent of this statement of student responsibilities to provide students with the greatest amount of freedom that is possible within the law and commensurate with an effective teaching-learning process and the school's responsibilities for student health, safety, and welfare. This includes the rights of assembly, privacy, gaining knowledge through learning, freedom of speech and student publication, participation in school programs and activities, and freedom from discrimination. Responsibilities include observation of the rules of conduct, attendance, and respect for persons and property.

## **Policy 5.0921 PALM BEACH COUNTY SCHOOL DISTRICT GANG CONTROL POLICY**

The purpose of the Palm Beach County School Board Gang Control Policy is to address problems associated with youth gangs through proactive education and disciplinary action, where necessary. The policy is divided into four sections: definition of gangs, operational policy and procedures, notification and review.

### **DEFINITION OF GANGS**

(Florida Statute Section 894.03)

1. Youth and street gang: Any ongoing organization, association or group of three (3) or more persons either formal or informal, meeting BOTH of the following criteria:
  - a. Has unique common name or common identifying signs, colors, or symbols.
  - b. Has members or associates who, individually or collectively engage repeatedly in, or have repeatedly engaged in criminal activity.
2. Youth and street gang member – A person who meets any two (2) of the following criteria:
  - a) Admits to gang membership.
  - b) Is a youth up to age 21 who is identified as a gang member by a parent or guardian.
  - c) Is identified as a gang member by a documented reliable informant.
  - d) Resides in or frequents a particular gang's area and adopts their style of dress, use of hand signs, symbols or tattoos, and associates with know gang members.
  - e) Is identified as a gang member by an informant of previously untested reliability and corroborated by independent information.
  - f) Has been arrested more than once in the company of identified gang members for offenses, which are consistent with usual gang activity.
  - g) Is identified as a gang member by physical evidence such as photographs or other documentation.

### **OPERATIONAL POLICY AND PROCEDURES**

1. The school administration shall justify in writing any restrictions of symbolic expression as follows and prior to imposing such restrictions, shall articulate: which item of dress, expression, or article is being restricted, and the basis of the administrator's belief based on articulated facts that the exercise of the prohibited activity would materially interfere with or substantially disrupt school activities.
2. The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:
  - a. Lead officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would materially interfere or substantially disrupt the school environment or activity and/or education objectives.
  - b. Present a physical safety hazard to self, students, staff, employees, or other persons authorized to be on school campus.
3. If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent or guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.
4. Students identified as being gang involved, influenced or affiliated, shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities, and promote membership in authorized school organizations.
5. Training to provide increased awareness of the threat to safety of students, staff, and school property which gang-related activity poses shall be provided by school police as needed. Additional presentations shall be made available to individual schools, staff, or students at the request of the principal. Presentations shall provide training in current identification of symbols used by those involved in gang-related activity and shall include the identification of hand signals, apparel, jewelry, and other pertinent gang related information.

### **NOTIFICATION**

The operations director shall notify the student body of the Palm Beach County School Board Gang Control Policy through classroom presentations and/or assemblies.

### **REVIEW PROCEDURE**

Students and/or parents who are in disagreement with handling of gang related issues and/or corrective and disciplinary action associated with the

gang control policy may utilize the District Grievance Procedure D.2.031, SB5.18. However, where symbolic expression is restricted the principal or designee shall complete the grievance process within 48 hours during which time the implementation of disciplinary action shall not be delayed.

233.47 Responsibility of pupils, parents, or guardians for instructional materials:

1. All instructional materials heretofore or hereafter purchased under the provision of this chapter shall be merely loaned to the pupils of the school while pursuing the courses of study therein and are to be returned at the direction of the principal or teacher in charge. Each parent, guardian or other person having charge of a pupil to whom or for whom materials have been issued, as provided herein, shall be held liable for any loss, destruction, or un-necessary damage to materials, or for failure of such pupil to return such materials when directed by the principal or teacher in charge, and shall be required to pay for such loss, destruction, or unnecessary damage as provided by law.
2. Nothing in this chapter shall be construed to prohibit parents, guardians, or other persons from purchasing from the district school board instructional materials adopted by the state under the provision of the School Code.

#### **NOTICE TO PARENTS/LEGAL GUARDIANS REGARDING NEWS COVERAGE OF SCHOOL ACTIVITIES**

At various times during the course of the school year, representatives of the news media (including print, radio, and television) will request access to school campuses to cover school activities and events. The School Board allows the news media to visit school campuses for this purpose.

If you object to having your child photographed, filmed, or interviewed by news media, or being listed on awards or recognition lists, please send a letter to the principal. Every reasonable precaution will be taken to honor your request.

## **TRANSPORTATION PALM TRAN & TRI-RAIL**

The transported student shall:

1. Be at the assigned bus stop at least five minutes prior to scheduled arrival time. The school bus driver will not wait for late students.
2. Stand clear of the roadway while waiting at the bus stop and while the bus approaches. The student shall not push and shove or cut in line while entering or exiting the bus.
3. Wait for the bus driver's signal before crossing the roadway at least 10 feet in front of the bus. The student shall never cross the roadway in back of the bus. The student shall stay away from the "danger zones" around the front and rear wheels, in front of, to the sides of, and behind the bus. If the student can touch the bus, the student is too close.
4. Observe classroom conduct at all times on the school bus. Quiet conversation is permitted. The student shall not distract the driver in any way.
5. Obey all instructions given by the school bus driver and bus attendant. The driver is in charge of the bus.
6. Occupy the seat assigned by the school bus driver, and always remain in that seat while the bus is in motion. Students are not to stand up until the bus comes to a complete stop. Students must take their seats immediately when entering the bus. Students shall not prohibit another student from sitting in a seat. Students shall not obstruct the movement of other students in the bus aisles.

Do not do the following:

1. Stand when the bus is in motion
2. Exit from or open emergency doors or windows
3. Sit on top of a seatback, in the step well, or in the aisle
4. Leave loose items, such as bags or musical instruments, in the aisle, step well, or in front of emergency doors. Any items, which could shift on impact or sudden stops, shall be securely held between the student's legs or on the student's lap.

Refrain at all times while on the school bus from:

- a. Using profane or offensive language
- b. Eating
- c. Drinking
- d. Spitting
- e. Chewing gum
- f. Using tobacco or smoking
- g. Using illegal drugs

h. Bringing live animals or insects on the school bus  
Keep head, arms, and legs inside the school bus at all times, and keep hands and any objects to self.  
Treat the school bus as a personal possession, never trashing, defacing or destroying it.  
Never throw objects from the bus or in the bus.  
Get off the school bus only at school or authorized stop. All exceptions must be pre-approved by the Principal or designee in writing.  
Do not bring any item on the bus which cannot be placed securely in the seat with the student, or that may create a hazardous situation, such as obstructing foot passage through the aisle, or obstructing the vision of the driver.  
THE OBSERVANCE OF THE FOREGOING RULES IS COMP-ULSORY.  
PENALTY FOR NOT OBSERVING RULES:  
Any violation of these requirements will be reported by the school bus driver or bus attendant to the school principal or designee, who has the authority to suspend the student temporarily or permanently from riding the school bus.

### **HOMEWORK POLICY**

Homework is to be defined as subject-related assignments given by a teacher, which will require time and effort outside the regular classroom for successful completion.

The School Board believes homework will promote the educational process and can form an educational partnership between the school, students, and parents. The School Board and the School District have adopted the following procedures to carry out the homework policy:

- a. Principals are to serve as primary advocates for school-wide policies regarding homework assignments.
- b. Each school will establish a method of communicating the school's homework policy to students and parents.
- c. Each school will develop it's own standards for assignment of homework and completion of homework. The following should be included in these standards:

A purpose for homework assignments should be established.

A portion of the student's grade (according to the Pupil Progression Plan) should be based upon the completion of homework assignments. Homework should not be used as a form of punishment. Homework should not require the use of reference materials unavailable to the student.

### **MEDICATIONS**

Students requiring the use of medications must keep them in the clinic. Prior to use, the parent must turn in the proper authorization form signed by the physician and parent. Upon delivery of medicine by parent, the parent must also present a picture ID to the administrative staff and the prescription label must be on the container.

### **SPORTS/CLUBS**

All students participating in sports must maintain a 2.0 GPA and will participate in athletics or clubs at their SAC schools.

### **TEXTBOOKS**

Textbooks that are issued are the property of Believers Academy and are furnished to the student on a loan basis. The student is responsible for the upkeep and return of all textbooks issued. It is important to examine each issued textbook carefully, as the student, upon return, must pay for any unreported damage.

A student who loses a textbook or library book will be required to pay the replacement cost. Students can be required to work off the fee. If a student loses a textbook, pays for it, and subsequently finds the book, a refund will be given. Students withdrawing from school must return or pay for all textbooks and library books issued before the withdrawal can be completed.

**THE SCHOOL DISTRICT OF PALM BEACH COUNTY (SDPBC)  
Palm Beach County (PBC) Net Consent and Waiver**

By signing the Consent and Waiver form attached, I (print name) \_\_\_\_\_ and my parent(s) or legal guardian(s) agree to abide by the following restrictions. I have discussed these rights and responsibilities with my parent(s) or legal guardian(s). Further, my parent(s) or legal guardian(s) and I have been advised that neither The School District of Palm Beach County (SDPBC), The Division of Information Technology (IT), nor the school site have control of the information on the Internet, though attempts are made to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. While the intent of SDPBC is to make Internet access available to further school and district educational goals and objectives, account holders will have the ability to access materials which may not be appropriate for that purpose. The SDPBC believes that the benefits of Internet access to educators and students, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. However, the parent(s) and legal guardian(s) of minors are ultimately responsible for setting and conveying the standards that their children should follow. Therefore, the SDPBC supports and respects each family's right to decide whether or not to apply for access to the district's wide area network (PBC Net). Any questions should be directed to IT technology staff members at (561) 434-8830 or to the school site.

The student and his/her parent(s) or legal guardian(s) must understand that student access to the PBC Net is being developed to support the district's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the district makes no warranties with respect to PBC Net service, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by a student from a source, or any costs or charges incurred as a result of seeking or accepting such advice.  
Any costs, liability or damages caused by the way the student chooses to use his/her PBC Net access.
2. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of SDPBC.

By signing this form I agree to the following terms:

1. My use of the PBC Net must be consistent with the primary goals of the SDPBC, IT, and the school site.
2. I will not use PBC Net for illegal purposes of any kind.
3. I understand that misuse may occur in many forms, including the sending or receiving of messages, which indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other issues described in this document. I will not use the PBC Net to transmit threatening, obscene, or harassing materials. The SDPBC will not be held responsible if I participate in such activities, or for any such behavior on my part.
4. I will not use the PBC Net to interfere with or disrupt network users, services, or equipment through the distribution of unsolicited advertising, propagation of computer viruses, using printers other than those designated at my school site for student use, and using the network to make unauthorized entry to any other machine accessible via the network or by any other means.
5. I will not use the PBC Net to access information or resources unless permission to do so has been granted by the owners or holders of the rights to those resources or information. It is assumed that information and resources accessible via PBC Net are private to the individuals and organizations, which own or hold the rights to those resources and information unless specifically stated otherwise by the owners or holder of the rights.

The SDPBC makes no warranties of any kind, whether expressed or implied, for the services provided and will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the district's negligence or by user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The SDPBC specifically denies any responsibility for the accuracy or quality of information obtained through PBC Net services. All users need to consider the source of any information they obtain and consider how valid that information may be.

In accordance with the Electronic and Communications Privacy Act of 1986, (18 USS Section 2510) all students are hereby notified that there are no facilities provided by PBC Net for sending or receiving private or confidential electronic communications. All messages will be determined to be readily accessible to the general public. Do not use this system for any communications that the sender intends only for the sender and intended recipient(s) to read. By your use of PBC Net, you agree to hold harmless the SDPBC against any and all claims arising out of said use.

**PBC Net Consent and Waiver Required Signatures**

Please complete all of the information below and return the PBC Net Consent and Waiver portion of this document to the school principal or designee for approval. **Your Internet access will not be granted without the completion of all informational items listed.**

**STUDENT SIGNATURE**

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revocation of my access privileges, and/or appropriate legal action. I also agree to report any misuse of the information systems to the school site administrator, teacher, or technology representative. All the rules of conduct described in SDPBC or school site policies, procedures, and handbooks apply when I am on the network.

(Please Print)

Student Name \_\_\_\_\_, \_\_\_\_\_ Student ID # \_\_\_\_\_  
(Last) (First)

School Site \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF STUDENT DATE

**PARENT/LEGAL GUARDIAN SIGNATURE (Required for students under age 18)**

As the parent or guardian of this student, I have read this contract and understand that Internet access via PBC Net is being provided solely for educational purposes. I understand that it is impossible for the SDPBC to restrict access to all controversial materials, and I will not hold the SDPBC responsible for materials acquired on the PBC Net. I also agree to report any misuse of the information system to the school site administrator, teacher, or technology representative. I accept full responsibility for the supervision of my child should he/she use remote connections to the PBC Net in a non-school setting.

**(Please print)**

Parent/Guardian Name \_\_\_\_\_ Home Phone (561) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Home Phone (561) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian Date

\_\_\_\_\_  
Signature of Parent/Guardian Date

**(Please Print)**

**PRINCIPAL OR DESIGNEE SIGNATURE**

I have read this contract and agree to promote this agreement with the student. As the principal or designee, I agree to instruct the student on the acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the school site technology representative.

Principal or Designee Name \_\_\_\_\_

\_\_\_\_\_  
of Principal or Designee Date

Signature