

# Forest Trail Academy Student Handbook



Forest Trail Academy

3111 Fortune Way

Suite B-16

Welling, FL 33414

Phone: 1-800-890-6269

1-561-537-5501

FAX: 866-230-0259

[virtualschooladmin@gmail.com](mailto:virtualschooladmin@gmail.com)

[www.foresttrailacademy.com](http://www.foresttrailacademy.com)



**Forest Trail Academy, LLC d/b/a Forest Trail Academy**  
3111 Fortune Way | Suite B-16 | Wellington | Florida | 33414  
Toll Free: 1.800.890.6269 | Main: 561.537.5501 | Fax: 1.866.230.0259  
<http://www.foresttrailacademy.com>

Dear Parents/Guardians or Independent Students:

Welcome to Forest Trail Academy! Thank you in advance for reading the Student Handbook. Our policies and procedures are detailed in the Handbook, and we are sure many of your questions and/or concerns are addressed here. We expect our students to follow these policies from their first day so it is extremely important that these are read and understood. This handbook contains important information regarding our policies on plagiarism, tips for students to be successful in a virtual school environment, graduation requirements, and the paths towards getting a diploma.

We want all of our students to have a successful experience at Forest Trail Academy. Please make sure both you and your child have reviewed our rules of conduct and Internet safety, in addition to all other information.

Once you have read through the Student Handbook, please print and mail, fax or email the Handbook Receipt Form: [http://www.foresttrailacademy.com/images/fta\\_handbook-Online.pdf](http://www.foresttrailacademy.com/images/fta_handbook-Online.pdf). This is required for your child's file. Additionally, if you have not mailed, faxed or emailed the enrollment application documents: <http://www.foresttrailacademy.com/images/FTA-RequiredDocs.pdf>, please do so now. We appreciate your understanding that the file has to be complete within seven (7) days of enrollment in order for your child to continue in our program without any disruptions.

We are excited about the opportunity to share our learning community with you! If you have any questions, please contact the school office, Monday – Friday, 9:00 a.m. to 6:00 p.m. Eastern Time. Our office number is 800.890.6269.

Sincerely,

*Dr. Gifty Chung*

Dr. Chung, Academic Director

# Forest Trail Academy Student Handbook Table of Contents

- I. Introduction**
  - A. Forest Trail Academy Board of Directors
  - B. Mission
  - C. Vision
  - D. Philosophy
- II. Course Policies**
  - A. Academic Integrity
  - B. Assignments
  - C. Attendance
  - D. Bullying & Harassment
  - E. Communication with Teachers
  - F. Corrections
  - G. Course Completion
  - H. Grading
  - I. Honor Code
  - J. Internet Safety
  - K. Netiquette
  - L. Office Hours
  - M. Orientation
  - N. Progress Reports
  - O. Technology Requirements
- III. Administration**
  - A. Child Abuse Reporting
  - B. Confidentiality
  - C. Discipline
  - D. Grade Level Placements
  - E. Grading Scale
  - F. Grievance Policy
  - G. Honor Roll
  - H. Paths to Graduation
  - I. Report Cards
  - J. Transfer from Non-Accredited School
  - K. Transcripts
  - L. Withdrawals/Drop-Outs
- IV. Terms and Conditions**
  - A. Tuition
  - B. Withdrawal/Refund Policy
  - C. Financial Responsibility
  - D. Suspension, Expulsion, and Withdrawal

## **Introduction**

### **Forest Trail Academy Board of Directors**

Dr. Gifty Chung

Academic Director, Forest Trail Academy

Ms. Heather Hillesheim

Teacher & Curriculum Lead, Forest Trail Academy

Dr. Vanessa Lee

Executive Director, JC Christian Counseling

Rachael Johnson

Teacher & Curriculum Lead, Forest Trail Academy

Ms. LaLisa Anthony

Director, Student Athlete Support Services; Building Lives Through Sport Network  
Managing Consultant; NFL HSPD National 7 on 7 Regional Director

### **Mission Statement**

The mission of Forest Trail Academy is committed to providing an innovative, academic, cultural, and pragmatic excellence by empowering future leaders of life-long learners in a holistic online environment WORLDWIDE.

Forest Trail Academy is committed to providing alternative solutions to meet the needs of students with various life circumstances. We provide state and national standard curriculum online.

### **Vision Statement**

A global, innovative, learner focused alternative, embracing a culture of educational excellence.

## **Philosophy**

The philosophy and operational structure of Forest Trail Academy offers alternative solutions to the educational needs of individuals in unique circumstances who wish to participate in a K-12 setting and or earn a high school diploma. Rigorous academic curriculum and vocationally oriented programs are provided via a self-paced, student-centered method. These educational programs are aligned with the college preparatory and career-oriented curriculum of traditional schools and are attentive to the various learning styles of students.

Our students learn by means of online or via correspondence (books). The educational environment designed for each student is accessible, effective, constructive, nurturing, and tailored to individual needs. Discipline content areas focus on self-paced academic instruction, career growth, and personal development.

FOREST TRAIL ACADEMY Academic Advisors assist each student to evaluate educational, career and personal goals in order to create a learning path that accommodates the students' individual needs. A basic belief of the school is that all students can become life-long learners. Therefore, committed to excellence, the school provides highly qualified teachers who are able to challenge students with critical thinking concepts. We are aware that many of our students do not fit into the 'traditional' school system. Thus, the goal of FOREST TRAIL ACADEMY is to continue to enhance our alternative solutions to the innovative methods of individual learning styles.

We are also cognizant that many students who enroll in FOREST TRAIL ACADEMY may be dealing with different life situations, which may present obstacles to their academic performance. We aspire to be encouragers, motivators, and supporters of these students. We offer a structured, yet flexible learning environment that promotes academic success.

FOREST TRAIL ACADEMY's philosophy is an exceptional educational philosophy that applies academic skills to real-world situations.

# Course Policies

## Academic Integrity

[Academic Integrity](#) at Forest Trail Academy means that students submit only their own original thoughts and work on all assignments at all times. The most common types of academic dishonesty include cheating, copying part or all of an assignment from another source (both from other students & from other sources), and failing to appropriately cite sources used during research.

When students fail to have academic integrity in all their submissions, they are plagiarizing their work. The definition of plagiarism is: Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that will not be tolerated are:

- Copying or rephrasing another student's work.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example, Cliff Notes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of student aids, such as Cliff Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

Teachers cite plagiarism through a variety of methods. All teachers and students have access to Turn It In.com within the Forest Trail Academy system, which provides educators and students with a report of any material that appears to be copied from another source. This detailed report is very useful to both students and teachers. Students are encouraged to submit ALL possible assessments to Turn It In before submitting them to teachers in order to avoid any possible infractions. Teachers also use search engines, such as Google, to find instances of plagiarism.

No form of plagiarism will be tolerated at Forest Trail Academy. The following table explains the steps taken for each plagiarism offense.

First Offense	Second Offense	Third Offense
The assignment will receive a grade of 0.	The assignment will receive a grade of 0.	The student will face expulsion from the school.
The instructor will indicate that the submission is plagiarized and will block all further submissions to	The instructor will email the student and notify him/her of the citation and that it is the second offense in that	

that course.	course.	
The instructor will email the student and provide information about the plagiarism citation and will provide a research report that student must complete.	The student must compose a letter of apology to the instructor, a letter to the school, and a letter to the source from which the material was taken. The criteria of these three letters will be at the discretion of the instructor.	
The instructor will notify the administration for a citation in the student's file.	The instructor will delete <i>all</i> assignments submitted to the course and the student will have to re-submit all new and authentic assignments in the course.	
Only upon satisfactory completion of the assigned research report will the student be released to continue submitting assignments for the course.	The instructor will notify the administration for a citation in the student's file. Student/Parent will have to pay for the individual course as reflected on the tuition page on the main website.	
The student will resubmit the plagiarized assignment, but will only receive ½ credit for the assignment.	Only upon satisfactory completion of the letters will the student be released to continue submitting assignments for the course.	

What can you do to avoid this issue? Our teachers have come up with some information that you may find helpful in avoiding plagiarism issues.

1. **Remember your teachers want to see your own work:** It is **NEVER** acceptable to go to a Wikipedia, Yahoo Answers, Book Rags or any other website, copy all or part of the information there, and submit the assignment. It is not enough to simply put a link at the bottom of the page to "cite" the source. *If you are using words that are not 100% completely your own, you MUST use quotation marks around the information and put the citation not only at the end of your paper, but at the end of the quotation.* We will **NEVER** ask you to simply to and copy and paste information and submit it. That's not learning. We want you to do research and then demonstrate your learning in your own words.
2. **Work on your course(s) daily:** One thing we've noticed is that students are looking at a course that is about to expire, they want to go on vacation and their parents

won't let them unless they've completed a certain amount of the course, their parents have set a schedule for them to complete assignments and they are trying to cram in weeks of work into a day or two, etc. These students, under the wire, are trying to complete assignments that should take hours and are doing shortcuts like pulling down answers from yahoo answers or just copying and pasting information from websites and submitting information. If you take this shortcut it will create much more of a headache for you than you realize –do the work yourself.

3. **Demonstrate your own understanding:** Another thing we've noticed is that some students will look at comprehension questions – like questions from a novel or other reading – and just type that question into the Google search engine, copy what they find, and then hit submit. This too is plagiarism and Turn It In will find this. It is not just essays that are checked for plagiarism!
4. **Sharing work from other students is also plagiarism:** Some students are in the same courses as other students they know (such as siblings in the same house or students going to another school and taking courses virtually as well). These students can be tempted to share assignments. Teachers are submitting work regularly to Turn It In and this program will catch this type of plagiarism as well.
5. **Since changing only a few words is still plagiarism, it is helpful to use more than one source when doing research.** This way you don't have just one explanation or description in your mind when writing your answers.

## Assignments

In some ways, submitting assignments virtually is just like submitting them at a traditional school. However, in some ways it is very different. While each assignment, course, and teacher varies, there are some general rules of thumb to remember when submitting assignments.

All of your submissions are considered to be formal, academic submissions. Whether you are submitting work for Algebra or History, all instructors expect that basic grammar conventions are followed. It is important for you to remember that all of your academic writing should contain a few elements:

1. **Capitalization:** Things that you would capitalize in an essay for your English class should be capitalized in your other classes as well. America, I, Ohio, the Civil War, etc. are all proper nouns and must be capitalized. Lower case letters are appropriate for some emails, texts, chats, etc., but are never appropriate in formal submissions.
2. **Punctuation:** Basic punctuation is required for the reader to understand your writing. Periods and commas should be a part of every submission. Not using



punctuation, again, is sometimes appropriate in emails, texts, chats, and other informal writing, but is never appropriate in formal submissions.

3. **Structure:** While you don't need to have a Master's Degree in English to be successful in writing for your non-English courses, you do need to use basic structure to get your message across. A paragraph needs to be at least three sentences long, but really shouldn't be more than five. An essay should have a strong idea (thesis) that is supported by facts in the essay. Sentences should be clear and easy to understand without complicated or incomplete structure.

While grammar isn't the focus of all courses, it is expected that you use these basic points of grammar in your formal submissions. If you have questions, never hesitate to ask your teacher.

One of the keys to receiving full credit for any assignment is to demonstrate an understanding of the assignment.

Why do teachers require that you write, take quizzes, or complete projects? Just to give you a grade? No! The reason you write, take quizzes, and complete projects is to demonstrate that you understand the material. At the end of the day, teachers want you to learn about the subject. Your Social Studies teacher wants you to understand the causes and consequences of the Civil War, the impact the Industrial Revolution had on urban America, the advances made during the Progressive Era, etc. Your English teacher, Spanish teacher, Algebra teacher and others want you to learn things specifically for that subject. The assignments you submit are the way in which you demonstrate to your teacher that you know those things.

Before you submit an assignment, you should always take a moment to think, "Have I shown my teacher how much I've learned?" Taking this moment to consider whether or not you have demonstrated your understanding will go a long way in ensuring you receive full credit for your work!

## **Attendance**

Forest Trail Academy is an academic environment that allows students flexibility in submitting assignments and attending class. There are no set requirements for student attendance. However, it is strongly recommended that the students work for 3-5 hours a day and or a minimum of 20 hours per week.

Minimally, it is strongly recommended that the student check into the school at least 3 times per week. This can ensure that students are updated on emails and announcements

from teachers, are responding to feedback from teachers, and are focusing on their schoolwork.

## **Bullying & Harassment**

Forest Trail Academy expects that all students attending Forest Trail Academy and all personnel employed by Forest Trail Academy not engage in bullying or harassment. Bullying and harassment will not be tolerated and shall be cause for disciplinary action.

Forest Trail Academy defines bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted, purposeful written, verbal, nonverbal or physical behavior, including but not limited to, any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Cyber stalking
- Cyber bullying
- Sexual, religious, or racial harassment
- Public humiliation
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods

Forest Trail Academy defines harassment as any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conducted directed against a student or school personnel that:

- Has the effect of substantially interfering with a student's educational performance, and The Virtual School personnel work performance, or either's opportunities or benefits;
- Has the effect of substantially negatively impacting a student's or personnel's emotional or mental well-being;
- Or has the effect of disrupting the orderly operation of the school.

Forest Trail Academy defines cyber stalking as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Further, Forest Trail Academy defines cyber bullying as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, e-mail, blogs, social websites (e.g. MySpace, Facebook), chat rooms, and instant messaging.

The consequences for students for behaviors and actions that violate Forest Trail Academy's policy on bullying and harassment will be determined by the administration and may include:

- Student/Teacher/Parent Conferences
- Suspension or Expulsion from Forest Trail Academy

### **Communication with Teachers**

When a student has a question or issue with an assignment, the teacher needs a lot of information to address the issue or answer the question. When sending a message via the message center asking a teacher about a particular issue, make sure your email has the following:

1. The course you are in. Are you in Algebra I or II, Social Studies 7, or Spanish III? This helps the teacher identify the specific course you are enrolled in quickly.
2. The specific name of the assignment. Each teacher has multiple subjects with multiple assignments and no way to memorize them all! When you send a message, make sure you provide the specific name of the assignment so that the teacher can pinpoint the lesson and/or assignment.
3. A very specific question. Before you ask the question or ask about an issue think, "What is the result I'm looking for?" Do you want a teacher to look at an assignment that hasn't been graded yet? Make sure s/he understands that clearly in the message. Do you have a question about how the Ancient Romans organized their government? Make sure you give the teacher a very specific question to answer.

Forest Trail Academy is an asynchronous learning environment. Teachers respond to emails within 24-48 hours.

### **Corrections**

Forest Trail Academy provides students with the opportunity to respond to the feedback provided by their teachers. Please see the list below for how corrections are handled by type of assignment:

Quizzes: If a student scores below 70% on a quiz, he or she may automatically re-take the quiz. However, because of this, students are not shown the answers. If a student still fails to achieve a 70% on a quiz after the second attempt, it is at the teacher's discretion to re-open the quiz. However, this is not done frequently and only for extraordinary circumstances. So take your time and be prepared. Students are welcome to ask their teacher about the correct answers once they have taken their last attempt on a quiz.

Assignments, Essays, and Worksheets: If a student scores below 70% on an assignment, essay, or worksheet, he or she may automatically re-take the assignment. If a student still fails to achieve a 70% on an assignment, essay, or worksheet after the second attempt, it is at the teacher's discretion to re-open the assignment, essay, or worksheet. However, this is not done frequently and only for extraordinary circumstances.

## **Redos**

The redo function allows a teacher to reject a student's assignment submission without using up an assignment attempt. This function is designed to be used when a student submits work that is incomplete, done incorrectly, or done without putting in true effort. Teachers expect to always see a student's best work; they should not submit anything other than that. When an assignment is marked redo students must fix the errors before they resubmit it. Submitting the same file again can result in the course being locked and the student being unable to move on until the assignment is correctly completed.

## **Course Completion**

Full time students have a maximum of one year (365 days/ 12 months) from enrollment date to complete their course work. Full time students have a minimum of 180 days /6 months) to complete their course work.

Students who are enrolled in the part time have a maximum of 180 days/ 6 months to complete their course work. Students who are enrolled in the part time program have a minimum of 90 days/ 3 months to complete their course work.

Students who are enrolled in the individual course(s) program have a maximum of 180 days/6 months days to complete their course work. Students who are enrolled in the individual course(s) program have a minimum of 45 days/ approximately a month and a half to complete their course work.

If the student is unable to complete requirements for a course due to hardship circumstances in that timeframe she/ he or she will receive an incomplete grade. Courses with Incomplete Grades may be re-taken for an additional fee.

There is no option to take a final or comprehensive exam to exempt out of a course. It is also not an option for students to complete a course without completing all the assignments. Students are expected to complete all coursework before a course will be marked as completed, and attain grades and or credits. Per our policy, students must complete ALL assessments (assignments, worksheets, quizzes, tests, essays, projects, etc.) in all courses in order to attain grades and or credits from Forest Trail Academy.

## **Grading**

Quizzes/tests are graded automatically by the system. Teachers will grade all other assignments, essays, and worksheets in 48-72 hours. When one student submits more than 5 assignments at a time for a single class, the grading time is extended 24 hours for each additional assignment. For example, if a student submits 7 assignments in one day the teacher has 96-120 hours (4-5 days) to grade all of the work.

## **Honor Code**

Forest Trail Academy seeks to create an environment in which students, teachers, parents, and administration can work together, interact, and learn from one another in ways that protect both personal freedom and community standards. For such a community to succeed, its members must learn to accept differences, which is only possible if all involved seek mutual understanding by means of respectful communication. The Honor Code serves as an educational tool to hold you accountable for engaging each other in dialogues that yield greater awareness for all parties involved. By demonstrating respectful conduct, we will create an atmosphere conducive to learning and growing. Students at Forest Trail Academy agree to follow each of the following statements.

1. Respect For Academic Honesty in all my efforts. Not only will I not cheat, represent the work of others as my own, allow others to copy my work or plagiarize, but I will also at all times use my best efforts to accomplish the highest academic achievement of which I am capable.
2. Respect For Others in all my words, expressions and actions. I will be respectful to everyone participating in The Virtual School community, and will refrain from hurtful remarks about appearance, race, religion, family, intelligence and sexuality. I will respect people's privacy. I will not deprive them of their right to be happy and

successful in the school community. I will uphold the policies of The Virtual School in all my actions.

3. Respect For Myself in everything I do. I understand that my work, my conduct with others, my personal honor, and the honor of my school community are my personal responsibility. I will uphold this code by observing it myself and helping the school community observe it too. I understand that if I observe violations of this Honor Code and do not stand up and uphold it, I have violated the code and my community. I accept my responsibility not to passively participate in a violation by allowing it to continue even though I know it to be wrong.

## **Internet Safety**

All students and personnel at Forest Trail Academy should appreciate the availability of the Internet to fulfill the educational needs of students. While Forest Trail Academy understands that some internet sites contain illegal, defamatory, inaccurate, or offensive information, it is the responsibility of the user to utilize critical thinking skills to determine the validity, accuracy, and suitability of the content for educational purposes. Additionally, students and personnel shall not send information that is illegal, defamatory, inaccurate, or offensive via the Internet.

Students of Forest Trail Academy should not reveal any personal information (description, telephone numbers, address, etc.) about themselves or others over the Internet and they should not attempt to contact anyone they have met using Internet resources. Everyone accessing Forest Trail Academy's network must keep his or her password private and must not share it with anyone.

Should anyone have cause to suspect that the school network has been compromised or that there is a security concern, the student or personnel involved must notify Forest Trail Academy's administration immediately.

## **Netiquette**

The term "netiquette" refers to the set of guidelines for interacting and communicating with others online (e-mail, message boards, social networking sites, etc.). Just as "etiquette" encourages polite, respectful behavior in real life, netiquette emphasizes the same in the digital world.

Students are expected to abide by the following standards:

- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.

- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Don't shout! Writing in all caps is considered SHOUTING. A word or two here and there to emphasize a point may occasionally be acceptable, but avoid sending messages in all capital letters.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy.
- Don't broadcast online discussions, and never reveal other people's email addresses. Remember: Treat others as you want to be treated!
- Don't send messages while angry. Wait 24 hours then write a calm reply.

## **Office Hours**

To assist student learning, Forest Trail Academy offers live chats for students. Each teacher holds at least 2 thirty-minute chats each week. Each teacher creates his or her own schedule so contact your teacher about his/her schedule. However, these chat times are not designed to limit the student's access to teachers. All teachers are happy to work with a student at any time to set up a chat that is convenient for both the teacher and the student. Remember, though, that students and teachers live across the world so time zones will have to be considered in the chat scheduling process.

## **Orientation**

Upon enrollment at Forest Trail Academy for the first time, each student is *required* to complete an orientation course. This orientation course must be completed before the student can proceed to take other courses s/he is registered for.

## **Progress Reports**

Students can access current grades and attendance under their log in anytime to see how they are progressing throughout the courses. If questions arise about their progress, students are encouraged to contact their teachers.

Teachers will also follow a student’s progress. If it appears that the student’s ability to complete the course with a passing grade by the time the course expires is in jeopardy, the teacher will notify the parent through the Forest Trail Academy message center.

### Technology Requirements

Parents/Students enrolled in the online program are expected to understand that a computer with internet access, scanner, and a printer is required.

Our system is a windows based platform and is compatible with all Microsoft products (Internet Explorer, Microsoft Office, Excel, etc.) If you do not have Microsoft Office, you can use Wordpad. In addition, there are many FREE solutions that are compatible or can be used in place of Microsoft Office. One FREE product we have tested is Libre Office <http://www.libreoffice.org> and works with both PC’s and MACs.

Our system is compatible with most browsers. However, we recommend using Microsoft Internet Explorer and or Mozilla Firefox.

Technical Requirements	
Macintosh	Windows
System 8.5 or higher	500 MHz or Faster
512 Mb RAM	
Color Monitor	
8x or faster CD-ROM	
Keyboard and Mouse	
Internet Access cable modem or DSL suggested	
Hard drive with at least 2 Gb available	
Sound card and speakers	
Quick Time & Windows Media Player	
Most up-to-date Microsoft Internet Explorer with Adobe Flash	Most up-to-date Firefox with Adobe Flash
Scanner	
Printer	



## **Administration**

### **Child Abuse Reporting**

Forest Trail Academy recognizes the serious problem of child abuse, neglect, and abandonment and the crucial role of school personnel in regard to this problem. Therefore, any Forest Trail Academy personnel who has cause to suspect that any child is an abused, neglected, or abandoned child must report the case of such immediately to the administration.

### **Confidentiality**

It is the policy of Forest Trail Academy that student and personnel records and other records identifying the names of students and personnel are confidential. Such records shall not be made available to any agency of state, federal, or local government or any individual except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

Forest Trail Academy personnel shall not disclose student records and their contents as pertaining to individual student's, the student's records and their contents, or any other identifiable information to any other individual, corporation, institution, government agent, or agency.

### **Discipline**

Teaching and learning occur most efficiently in a climate of order. Courteous, considerate behavior is required of all students at all times for all students attending Forest Trail Academy. The administration and teaching staff at Forest Trail Academy will use the necessary means to ensure that an environment conducive to learning and safety is maintained. Disciplinary action will be taken against those who disrupt this environment or break school rules. Possible action includes restrictions to remove access to certain permissions (like community, chat, etc), long-term suspension, and/or expulsion from Forest Trail Academy.

A student who is an accessory to a serious offense is guilty of misconduct and can be punished just as if he had committed the offense. This means that a student is not to do anything that might cause, encourage, or assist a serious violation to take place.

## **Grade Level Placements**

Forest Trail Academy uses the Florida educational model. In high school, each class ranges from half (.5) to one regular academic credit. A student typically earns four to six (4-6) high school credits in an academic year (including summer school). The total number of credits earned and core courses taken by a student at the beginning of the academic year determines grade level placement/classification for that year. In K-8 setting, students may take 4-6 courses per grade level. The total number of courses (minimally the four core courses-math, science, language arts, and social studies) taken by a student at the beginning of the academic year and satisfactorily passing each course determines grade level placement/classification for that year.

## **Grading Scale**

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - 59 & below

## **Grievance Policy**

Forest Trail Academy seeks to provide personalized instruction for each student. Forest Trail Academy believes that each student is distinctive, so learning should be dynamic, flexible, and engaging; academic offerings should be integrated rather than isolated; students, parents, and community members share responsibility for learning; students should have choices in how they learn and how they present the information they have learned in class; and that assessments should be used *for* student learning.

Although Forest Trail Academy personnel strive to provide the most engaging academic experience for students possible, there may be times when a student, parent, or stakeholder may have a concern. When a dispute arises, the student, parent or guardian, or other stakeholder is encouraged to first discuss the issue or problem with the person or persons involved. The student may seek the assistance of a guidance counselor or other faculty members to mediate the dispute.

Should speaking with the person or persons involved not resolve the concern, a grievance may be filed with the administration. The written grievance should contain the name of the student, the instructor or staff member, date of grievance, dispute, or dissatisfaction,

detailed description of the grievance, and the desired outcome. The administration will respond in writing within three school days of receipt of the written grievance.

## **Honor Roll**

Students are eligible for the honor roll when they have As and Bs in all of their classes. These students may also be eligible to join the National Honor Society with our school.

## **Paths to Graduation**

In order to receive a diploma from Forest Trail Academy, 25% of a student's credit hours (approximately one year's worth of credits) must be completed at Forest Trail Academy. There are three paths to graduation at Forest Trail Academy: College Prep, General, and Vocational. It is important for each student to consider which path is best suited for his or her academic and professional goals.

It is the responsibility of all students to make sure they have completed all the requirements for graduation. For further assistance, please contact your Academic Advisor.

### College Prep Diploma (24) Credits

This program takes the traditional four years to complete high school and requires students to take at least 24 credits in core content areas. Foreign language is required for this program. Students must earn at least 14 of the 24 required credits in specified rigorous-level courses.

English (4) Credits: Major concentration in composition, reading for information, and literature

Mathematics (4) Credits: Algebra I, Geometry, Algebra II, and any 1 credit higher level mathematics course

Science (4) Credits: Physical Science, Biology, Chemistry, and any 1 credit science course

Social Studies (4) Credits: World History, American History, American Government, Economics, and any 1 credit social studies course

Foreign Language: (2) Credits

Fine Arts: (1) Credit

Health: (½) Credit

Personal Fitness: (½) Credit

Electives: (4) or more Credits

### General Diploma (21) Credits

The requirements of this program are designed to prepare students for entering a postsecondary institution of education. This accelerated graduation program requires fewer credits than a college preparatory diploma. Students must earn at least 11 of the 21 required credits in specified rigorous-level courses. Foreign language is not a requirement in this program.

English (4) Credits: Major concentration in composition, reading for information, and literature

Mathematics (4) Credits: any four mathematical courses, one of which must be Algebra I or its equivalent, one of which must be in geometry or its equivalent, and any 2 credit higher-level mathematics or practical life skills mathematics course

Science (3) Credits: any three science courses, two of which must have a laboratory component

Social Studies (4) Credits: World History, American History, American Government, Economics, and any 1 credit social studies course.

Fine Arts: (1) Credit

Health: ( $\frac{1}{2}$ ) Credit

Personal Fitness: ( $\frac{1}{2}$ ) Credit

Electives: (4) or more Credits

#### Vocational Diploma (16) Credits

The requirements of this program are designed to prepare students for entrance into a technical center or entrance into the workforce. This accelerated graduation program requires fewer credits and focuses more on academic courses. Students must earn at least 15 of the 16 required credits in specified rigorous-level courses. Foreign language is not a requirement in this program.

English (4) Credits: Literature, Writing, Usage & Mechanic of Writing, Rhetorical Skills

Math (3) Credits: Number Operations & Number Sense, Algebra I, Data Analysis, Statistics/Probabilities

Science (3) Credits: Life Science, Earth & Space Science, Biology or Science in Social and Personal Perspectives

Social Studies (3) Credits: World History, American History, American Government and Economics

Fine Art: (1) Credit

Elective: (1) Credit

Health: ( $\frac{1}{2}$ ) Credit

Personal Fitness: ( $\frac{1}{2}$ ) Credit

## **Report Cards**

Upon request, the student will receive a report bearing the final grade in each course taken. The grade report will be a computer-generated sheet that will be sent to the students via email on file.

The final grade is the only grade that appears on the student's permanent academic records and is the grade that determines whether or not the student passes the course. The transcript is the student's official record, not the progress report. To order a transcript, please visit: <http://www.foresttrailacademy.com/images/FTA-TranscriptRequest7262011-Online.pdf> and complete the Transcript Request Form.

## **Transfer from Non-Accredited School**

Forest Trail Academy reserves the right to accept or not accept credits from any school. If a student is accepted and transfers to Forest Trail Academy from a non-accredited school, he or she may be enrolled provisionally and must pass all course work the first academic year to receive credit for previous work. If all grades are not satisfactory or passing, the student will have to repeat the course(s) for an additional fee. Forest Trail Academy reserves the right to assess/evaluate students at anytime.

## **Transcripts**

A student may request a photocopy of his or her academic record from the Registrar's office. Students who owe money and/or materials will be denied a copy of any transcript until payment is made and/or materials are returned.

## **Withdrawals/Drop-Outs**

A student who withdraws from school for any reason must obtain a [withdrawal form](http://www.foresttrailacademy.com/images/FTA-WithdrawalForm7262011-Online.pdf) <http://www.foresttrailacademy.com/images/FTA-WithdrawalForm7262011-Online.pdf>. It must be properly filled out and returned. In addition, students who are withdrawing or dropping out, must fill out an exit survey, which is required of all students. Students who withdraw or drop out of school must pay all school debts. Students who do not clear all debts will not be allowed to re-enter school until this is corrected. See the entire policy: [refund/withdrawal](http://www.foresttrailacademy.com/terms-and-conditions.html) (<http://www.foresttrailacademy.com/terms-and-conditions.html>).

## [Terms and Conditions](#)

### **Tuition**

Forest Trail Academy has both public and private sections of this web site. Access to these private sections requires a username and password that are created during the application process. Forest Trail Academy offers installment payment plans to make it easier for parents and guardians to budget their financial obligations. Upon enrollment, the student's parent or guardian is agreeing to pay the total tuition for the then-current school year either in full or according to an installment plan. Students on a payment plan that withdraw are responsible for the tuition balance. No records will be issued for students who withdraw with a tuition balance. Tuition includes access to up to six (6) credits. Families who wish to enroll in additional courses may seek permission from our academic counselor. If approved, there will be additional fees for these additional courses. Students must complete ALL work in order to attain grades and or credits.

### **Withdrawal/Refund Policy**

Due to proprietary software, content, intellectual property, we offer a 5 day refund policy. Families have 5 days to determine if the Academy's programs suit the needs of their student(s). Refunds will be granted according to the following policies as long as the family withdraws from the Academy via written notice as specified. The only written notice we will accept is our [Student Withdrawal Form](#). Please download and complete the Withdrawal Form with appropriate signature (s) and fax to our office). We will not accept verbal withdrawals or any other means of withdrawals. Refunds are issued minus the non-refundable registration fee. There are no absolutely no refunds after 5 days; however, a student can withdraw at any time. Students must complete ALL work in order to attain grades and or credits.

### **Financial Responsibility**

Forest Trail Academy offers installment payment plans to make it easier for parents or guardians to budget yearly tuition costs. These plans are offered interest free as long as invoice payments are not late. For accounts that are not current, a finance charge 1.5% (subject to State and National regulations) is added on a monthly basis and will accumulate until the account is paid. Returned checks are subject to a \$30.00 Return Check Fee. Accounts that are placed in collection because of non-payment are subject to additional fees as permitted by law. The account holder is responsible for all collection costs

associated with collection activities for accounts that are cancelled for non-payment. Accounts cancelled or suspended for non-payment are subject to reporting to credit agencies and collection services. Parents/Guardian/Students on a payment plan that withdraw are responsible for the tuition balance. No records will be issued for students who withdraw with a tuition balance.

### **Suspension, Expulsion and Withdrawal**

Suspension is a temporary discontinuance of access to Forest Trail Academy private sections. Students remain enrolled during a suspension and all financial responsibilities remain in effect during a suspension. If a student is expelled for any reason, the financial responsibility still relies on the parent/guardian/student. Parents must pay the remaining balance immediately. Suspension or expulsion can occur for a variety of reasons, including abuse.

*Please be cognizant that you will find the most up to date policies on the school's main website ([www.foresttrailacademy.com](http://www.foresttrailacademy.com)). The main website will always supersede the student handbook policy as we reserve the right to update and amend at anytime without notice. We encourage you to check the website periodically. Thank you for reading the Student Handbook.*