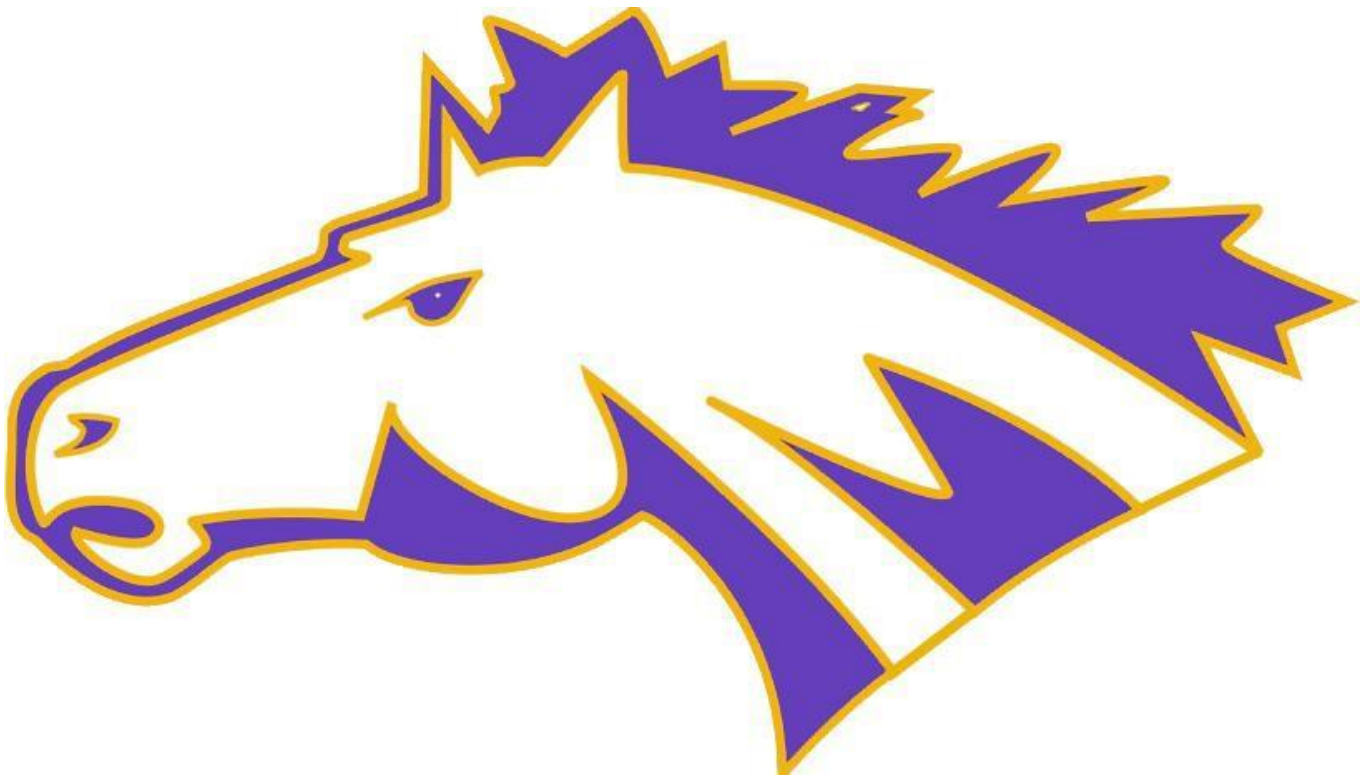


MEADOWBROOK ACADEMY

Parent and Student Handbook

2025 – 2026



Helping students move...

MOVING STUDENTS FROM WHERE THEY ARE
TO WHERE GOD WANTS THEM TO BE.

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ABOUT MEADOWBROOK ACADEMY

MISSION, VISION, AND CORE VALUES

MISSION - Helping students move from where they are to where God wants them to be.

MEADOWBROOK CHURCH AND ACADEMY VISION

“A church made up of people who put their hope and trust in Him. They live happy, stable, fruitful and blessed lives — and through this, they are a blessing to others. They are people who realize that living such a life allows them to fulfill their purpose: *to bring Glory to God*.”

We see a church whose doors are wide open.

A family with a heart-felt desire is to invite and “welcome home” all who would enter. Jesus said “*Come to me all you who labor and are heavy laden, and I will give you rest. Take my yoke upon you and learn from Me. For I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy and My burden is light.*”

The church we see is a multicultural and multigenerational gathering place.

Just as heaven is a gathering of every nation, tribe, tongue and people, this church represents a slice of our city. We will be committed to reaching the Next Generation. There is a battle waging for their attention, their souls, and their destiny—and this church will be ready to answer the call.

We see a church committed to serving all who enter with sincerity and love.

This church contains thousands of joyful and energetic people ready to facilitate environments for life-giving, life changing ministry where people will come to know Christ. This church will prepare people to better understand how they are designed and gifted to become servant leaders, allowing them to find purpose and meaning.

We see a church where the Word of God is faithfully taught.

It is a place where the presence of God is welcomed and honored by a people who express their gratitude through reverent and exuberant worship. This church is a praying people and a place of prayer where every time we gather, we lift up and listen up.

The church we see invites the work of “*People Prepare*” and “*People Repair*.”

It will encourage people to move from where they are to where God wants them to be. This is our fervent prayer and target: to please God and to help others.

The church we see will gather in hundreds of groups each week.

These Groups will be places where people can connect and experience freedom. They will be fully committed to doing life and ministry in such a way that promotes health to the entire body—knowing that healthy things grow.

We see a church committed to furthering people’s calling.

It will provide an education system for children and youth committed to inspire achievement, purpose, character and faith complemented by a subsequent higher-learning education opportunity dedicated to developing healthy leaders through hands-on-training and academics.

We see a large and growing church.

A church whose purpose is to influence and impact our community as far as we are certain that God would lead us. Excellence will be our signature, so they will know: *we are Meadowbrook*. This church is fully aware that it isn’t our responsibility to be the only church in our city, yet we will strive to make a significant impact for the Kingdom of God in Marion County and beyond. This church will leverage and embrace technology to reach out with God’s timeless truths throughout the world.

We see a church that is a resource to other churches and ministers.

A church where songs, curriculum, programs and training are birthed, developed and exported in order to empower others for maximum Kingdom impact.

We see people BEING the church.

And each time they are released from a gathering, they will be placed by the Spirit throughout their neighborhoods and community so that the world around them can see God in them and through them—in turn—helping others to find peace on earth...transforming lives through the Gospel of Christ. This is God's vision and our passion.

To summarize, we believe that Church, done right is the hope of the world."

MEADOWBROOK CHURCH AND ACADEMY CORE VALUES

Biblical Truth – Proper understanding, practical teaching, and application of the Word of God.

Authenticity – Being real and genuine before God and man. An attitude of presenting the real you.

Servant Leadership – Leading by example, through a spirit of service and honor to all.

Family – Celebrating a multi-cultural, multi-generational community of faith.

Excellence – Doing the best you can until you can do better.

MEADOWBROOK ACADEMY'S FOUR PRIORITIES

- ***It is our purpose to inspire achievement by*** establishing an uncompromising academic program that prepares today's students for the academic and social challenges of tomorrow. Thus, we seek to provide our students with a quality education of the highest standard through effective goal setting, academic development, and achievement.
- ***It is our purpose to identify purpose*** through helping our students discover and develop their divine design and creating a clear discipleship path through our various spiritual formation classes and activities.
- ***It is our purpose to instill character*** by establishing a campus culture of character and integrity through modeling and creating a character-based incentive program.
- ***It is our purpose to enrich the faith of each student*** through various spiritual formation activities that help them become fully devoted followers of Christ. We strive to be an ally to the home and to assist parents in their God-given responsibility to "train up a child in the way he should go" (Proverbs 22:6).

PHILOSOPHY OF EDUCATION

Foundational Truths: Knowing that "all truth is God's truth," we believe that academic excellence must be built on a foundation of faith, of which Jesus Christ is the Cornerstone (Ephesians 2:20). Therefore, His Word is fundamental in our preparation of curriculum, and His Spirit is the guiding light of its implementation. Truly, a Christ-centered education is a vital key to dealing with the intellectual, spiritual, emotional, and physical health of children.

Responsibility of the Christian Parents: We hold Christ-centered education to be a mandate of God to the Christian family to establish children as followers of Christ, and productive citizens. While a Christ-centered education is the responsibility of the parent, the Christian school is a useful ally in meeting those educational needs.

Responsibility of the Church, Home, and School: We believe that a balanced Christian education is both an extension of the ministries of the church and of the home (Acts 5:42). We find Christian education to be the third strand in the chord of agreement along with the church and home, in the development of young people. Like parents and ministers, educators seek to nurture God's purpose and plan for each child and to equip them academically so they may realize their full potential in that plan.

Responsibility of the Educator: In conjunction with our Christ-centered curriculum, we have established the MBA campus as a Christian environment. Our campus is a peaceful and joyous one that values Biblical Truth, Authenticity, Servant Leadership, Family, and Excellence. We believe that these values facilitate a positive, successful learning process. Our administrators, faculty, and staff are mature in their Christian principles and practices. As such, we will teach by example and instruction.

Responsibility of the Student: We hope to inspire the spirit of excellence within each child. It is said of Daniel that he was skillful in all wisdom, discernment, and understanding because an excellent spirit was found in him (Daniel 1:4; 5:12). That spirit of excellence is the compass by which a child can set the course of their academic career and Christian life. Therefore, each child must determine that they will live up to the vast potential that God has willed for their life. Exhibiting an honorable character, diligent approach to education, and inquisitive nature, each student will succeed as he or she takes responsibility for their own spiritual, mental, social, and athletic progress.

STATEMENT OF FAITH

Authority of the Bible

We believe the entire Bible is the inspired and infallible Word of God. All cures, keys, answers, and solutions needed for a victorious life can be discovered within the Bible. For this reason, we practice and encourage daily exposure to and intake of the Bible (II Timothy 3:16-17; Romans 15:4; II Peter 1:19-21).

Role of God

We believe in one true God, Creator of all things, who eternally exists as three distinct persons: Father, Son, and Holy Spirit (Matthew 3:16-17; Matthew 28:19; John 14:16-18; Philippians 2:5-8).

The Person of Jesus

We believe that Jesus Christ is the union of God and man. He is fully God who became man, conceived of the Holy Spirit, and born of the Virgin Mary. He lived a sinless life, revealing to man the love and nature of God the Father. He died on the cross as the sacrifice for the sins of all men. He rose from the dead, ascended into heaven, is presently seated at the right hand of the Father, and will one day return for His family. We believe that Jesus Christ our Lord is the only access which humanity has to God the Father (John 1:1-3; Matthew 1:20-23; Hebrews 4:14-15; I Thessalonians 4:13-18; I Thessalonians 5:1-5; I Timothy 2:5-6).

Salvation

We believe salvation is a free gift, given to each person who acknowledges and confesses that Jesus rose from the dead. It is by this that one enters the family of God, releasing them from sin, and granting them eternal life (Acts 15:11; Romans 5:8-9; Romans 10:9-11).

Spirit-led Living

We believe the best way possible to live an effective Christian life is to have God's power released in our daily living. This is the result of the baptism of the Holy Spirit: a spirit-filled life. So, we seek to practice a daily dependence on the Holy Spirit to guide, teach, and empower us in every area of life (Romans 8:14-15; Galatians 5:16; John 15:26-27; John 16:13-14).

Stewardship

We believe God is the only Creator and owner. He has assigned us as managers of our time, talents, and treasures. We recognize that the principle of stewardship in the Bible is a lifestyle for Christians. For this reason, we practice tithing, giving the first 10 percent of our income and offerings. Stewardship teaches us to be grateful for who God is, what He has done, and what He will continually do for us (Luke 6:38; II Corinthians 9:6; I Timothy 6:18-19).

Telling Others about Jesus

We believe that every Christian has the responsibility of telling others about their relationship with Jesus Christ. This is accomplished by living as a Christian example, building relationships, and using every opportunity to share the excitement about who Jesus is with others (Mark 16:15; Matthew 28:19-20; Acts 1:8).

ACCREDITATION

Meadowbrook Academy is fully accredited with both the International Christian Accrediting Association (ICAA) and Cognia. MBA is also a member, in good standing with Oral Roberts University Educational Fellowship (ORUEF) and associate members with the Florida League of Christian Schools (FLOCS).

International Christian Accrediting Association

The International Christian Accrediting Association (ICAA) is an accrediting association serving Christian schools with early childhood, elementary, and/or secondary ages/grades and is dedicated to advancing the cause of Christian education both in the United States and internationally. ICAA has established a quality accreditation process and standards that will guide a school to achieve and maintain a high level of educational quality within the context of a strong Christian culture and identity that is recognized and accepted by appropriate authorities, other schools, education policy makers, families, and other stakeholders within the context of a strong Christian culture and identity. By recognizing outstanding Christian programs and involving them in its accreditation process, ICAA is an accrediting body that establishes a reliable witness of the quality of Christian school education to the glory of God. Through its accreditation process, ICAA provides assurance to the public regarding the performance, integrity, and quality of the school, and provides the school with a program of self-assessment and improvement. ICAA is committed to the advancement of Christian education by providing direction and expertise to its member schools. ICAA seeks to recognize quality Christian educational programs that can serve as credible and reliable witnesses, both to the Christian and secular communities, as to the high degree of professionalism, academic excellence, personal integrity, and dedication to the spiritual training and growth of students in Christ.

Cognia

Cognia is a globally recognized nonprofit organization that provides accreditation, certification, and improvement services to schools, school systems, and education providers. Formed through the merger of AdvancED and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI for K-12) schools, Cognia supports institutions in more than 90 countries and serves millions of students. Cognia's standards emphasize leadership capacity, learning capacity, and resource capacity, ensuring schools create environments that foster student success. Accreditation by Cognia is widely respected and often required for transferring credits, qualifying grants, or demonstrating institutional credibility.

ORUef

The Oral Roberts University Educational Fellowship (ORUef) is a professional service organization dedicated to serving Christian schools. With headquarters in Tulsa, OK, ORUef currently serves Christian schools both in the United States and around the world. ORUEF provides support services as well as collaborative and networking opportunities to Christian preschools, elementary, and secondary schools, leading to improvement and growth in Christian schools worldwide. ORUef seeks to instill within member schools an enthusiasm to be responsible and reputable leaders in the field of education: professionally, academically, and spiritually. The goal is to strengthen Christian schools while enjoying the friendly exchange of ideas and dialogue among Christian school leaders, teachers, and staff. Membership is open to all interested Christian schools who subscribe to the Purpose of the Fellowship and the Statement of Faith.

League of Christian Schools (LCS)

The League of Christian Schools (LCS) was established by the Peninsular Florida District Council in 1983. Together, Florida League of Christian Schools and LCS now reach the international Christian education community as the primary choice for Christian preschool and K-12 education, adhering to the distinctives of our faith while promoting biblical, academic, and professional excellence in its member schools. The LCS mission is to equip member schools to train students in the values and person of Christ in order to prepare them for success in this life and eternity to come.

MBA holds a membership with LCS to allow professional development, resources, and participation in the LCS Festival for Academics and Arts.

SCHOOL PLEDGES

American Flag Pledge

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Christian Flag Pledge

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

Bible Pledge

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide God's Word in my heart that I might not sin against God.

BOB JONES UNIVERSITY PRESS CURRICULUM

Meadowbrook Academy uses a curriculum designed by Bob Jones University. BJU Press is committed to Christian education. To support Christian educators, BJU Press produces textbooks and materials that shape a biblical worldview, are academically rigorous, encourage critical thinking, and are supported with technology solutions.

Biblical Worldview

BJU Press defines biblical integration as biblical worldview shaping. They use the biblical themes of Creation, the Fall, and Redemption as the lenses through which to look at all academic disciplines. As students view academic subjects through the lens of Scripture, they learn how to redeem those subjects back to God. Meadowbrook Academy also includes the theme of Restoration in our Biblical Worldview teaching. We believe that God's restoring power is one of the greatest promises in scripture.

Academic Rigor

Bob Jones is committed to producing educational materials that are both biblically faithful and academically sound. Although memorization of facts and assimilation of information is a necessary part of all learning, rigorous education is not identified as simply having more pages, more problems, and more pressure. Instead, in an academically rigorous environment, students take an active role in their learning and are motivated to master age-appropriate material. Materials use hands-on-learning, creative problem solving, and other research-proven instructional strategies to engage students and inspire real learning.

Critical Thinking

Education is more than just making good grades—much more. It is learning to think for oneself, to use discernment, and to consider values when confronted with conflict. It is not only knowing the facts and processes (which have their place) but also thinking critically and expressing one's ideas. Bob Jones' textbooks help develop these skills with inductive teaching, hands-on-learning, and probing questions.

Technology Solutions

The days of teaching using a chalkboard or overhead projector are fast becoming distant memories. Teachers are looking for innovative ways to engage students in learning. BJU Press offers innovative technology enhancements that do just that.

ADMISSIONS

ADMISSION PROCEDURES

Meadowbrook Academy (MBA) uses an application process for determining qualified candidates. We look for students that have a relationship with Christ and are ***moving from where they are to where God wants them to be***. We also look for family attendance and participation at Meadowbrook Church or a similar Bible-believing church.

Our admissions process entails the following steps:

1. Submission of a completed online student application
2. Upload a copy of the following documents
 - Birth Certificate
 - Immunization Records (on the Florida DH 680 Form)
 - Physical (Dated within the last 12 months on Florida DH 3040 Form)
 - Student's most recent report card (admission applications will not proceed without this)
 - Student Records Release Form
 - Spiritual Testimony (grades 6-12 only)
 - Teacher and Pastor Recommendation Forms (new students only)
3. Next, you will be contacted to schedule testing and an interview. Upon acceptance to MBA, you will need to pay the registration fee to secure your child's spot in class.
4. Fill out and return any additional paperwork/agreements that may be needed.

Please Note: Admission candidates must have demonstrated a satisfactory level of conduct and achieved a 2.0 grade point average (based on a 4.0 grade point scale) or better throughout their last academic year. The student's most recent report card must reflect this standard.

Under the most stringent circumstances, a student with unsatisfactory grades may be accepted to repeat their current grade, if they have demonstrated satisfactory conduct. However, this is not a customary practice.

Students are required to maintain a 2.0 GPA (Grade Point Average) and satisfactory conduct. MBA reserves the right to transfer any student demonstrating poor conduct and/or grades. See page 8 for promotion requirements. With these prerequisites met, parents will receive notification of their child's status concerning acceptance into the student body of Meadowbrook Academy.

FINANCIAL

Registration Fee

Registration fees are due on the day the student is accepted into MBA. Families have **one week** in which to withdraw their enrollment and receive a refund. Fees are non-refundable after this point.

Payment Agreement

Parents enrolling a child are responsible for payment of all tuition, fees, and related costs. Any financial arrangements made between a parent and a third party concerning the payment of fees, extended care costs, and tuition are the private concerns of the parent(s) and do not involve the school. MBA is not responsible for collecting any delinquent fees from a non-custodial parent, relative, scholarship funding organization, or a benefactor who does not have a written agreement with MBA. Unless there is a court order (on file with MBA) holding another party responsible for any unpaid tuition, the enrolling parent will be held responsible for all fees and costs.

Past Due Accounts

Parents should make every effort to pay tuition and fees on time. Unpaid tuition and fees will prohibit future admissions and release of report cards and transcripts.

All payments for tuition and fees must be paid by the 10th of each month.

Please understand that, in accordance with our accounting standards, we are required to settle all accounts on a monthly basis. In our experience, extending or negotiating payments often leads to increased financial strain on the home and results in lost revenue for MBA.

All past due accounts must be settled by the 30th of the month. Unfortunately, if payment is not received by that time, students will not be permitted to attend school until the balance is paid, or approved arrangements have been made with the school administration.

Returned Checks

A returned check fee of \$35.00 will be charged for checks returned for insufficient funds. This applies to all payments to MBA including tuition, book fees, lunches, athletic fees, school pictures, and activity fees.

Student Withdrawal

Upon a student withdrawal from MBA at the direction of a parent, for any reason, the parent is responsible for a withdrawal fee of \$500. The ordering of supplies and hiring faculty and staff is budgeted each year according to enrollment figures and tuition projections. MBA plans for and commits to meeting the educational needs of each student. Withdrawal fees allow MBA to recoup promised revenues and process replacement students.

Note: Tuition is charged as an **annual fee** based on a 180-day school year. While it is not a monthly tuition rate, the annual fee may be divided into equal monthly payments for budgeting convenience.

If a student enrolls after the school year begins or withdraws before the year ends, tuition will be **prorated based on the number of school days enrolled**. For example, if the annual tuition is \$9,000, the daily rate is calculated as $\$9,000 \div 180 \text{ days} = \50 per day . A student enrolled for 65 (days) $\times \$50 \text{ (per day)} = \mathbf{\$3,250}$ tuition.

Any balance due or refund owed will be determined using this daily rate formula. This policy also applies to students receiving the **Step-Up for Students** scholarship.

Request of Records

Parents or guardians of minor children may request a copy of their child's Report Card or adult students may request a copy of their own report card. Report Cards are not released to parents when prohibited by a court order (the court order must be on file with MBA). For matters of confidentiality, MBA will not release records to anyone (other than school and judicial entities) without the permission of the parent of a minor student or the permission of an adult student. Requests must be made in writing, proper ID must be provided, and a one-day processing time may be required. Non- custodial (divorced); biological parents may request a transcript unless prohibited by law or court order. In the event of student withdrawal or transfer, official transcripts are forwarded to the next enrolling school if the student's account is at a zero balance.

Additional Expenses

Below is a list of yearly expenses not included in tuition:

Educational Book Fees: See Registration Packet for current book fees.

Athletic Registration Fee: \$150 per sport. Exceptions for cross-country/track & field, and beach volleyball. Cheerleading will require additional fees for special items. Each team will have a Team Package Fee that will vary in amount due to the gear and uniforms needed. Fundraising opportunities will be available with each team to help cover this fee.

Physical Field Trips: All field trips will have a basic fee to cover travel costs, food, and any admission fees

Tests: Any tests given to assess aptitude and placement

School Pictures: If a package is selected

Middle/High school social events

Performing Arts Fee: For students participating in the spring production. This covers costumes, lights, and other Expenses. Currently, this fee is \$250 dollars but can be offset by selling ads and getting sponsors.

Dual Enrollment tuition and book fees (based on 3 credit courses, more/less credits may result in slight change of cost accrued)

Southeastern University is free of charge for MBA high school students.

Oral Roberts University is \$225 per class, with a book fee of \$75 in addition to tuition.

Florida Tax Credit and Florida Empowerment Scholarship

MBA accepts the Florida Tax Credit Scholarship (FTC) and the Florida Empowerment Scholarship (FES) which are funded by Step Up for Students (SUFS). Families must qualify for these scholarships through and be awarded by SUFS. The parent must furnish an award letter to MBA in order to take advantage of these scholarships by emailing it to awardletter@mbcocala.org. Upon receipt of the letter, MBA will enroll the student through the SUFS online enrollment portal by entering all the eligible fees. Four times an academic year, a Verification Report must be submitted to SUFS to ensure accurate accounting and continued enrollment. Once submitted, payment will be transferred to the school pending parental electronic approval sent to the parent via email.

Parents will receive an email asking them to approve the payment and funds will be electronically submitted to the school. The payment will then be posted to the child's tuition account for fees covered by the scholarship. Parents must electronically endorse and approve the payment within 5 business days of being emailed or the balance due will be added to the parent's personal tuition account.

NOTICE OF NONDISCRIMINATORY POLICY

Meadowbrook Academy, a ministry of Meadowbrook Church, admits students of any race, color, national or ethnic origin, gender (defined as biological sex at birth), or disability and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The school does not discriminate on the basis of race, color, national or ethnic origin, gender, or disability in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs—to the extent that such inclusion does not conflict with the religious tenets of Meadowbrook Academy and Meadowbrook Church.

Due to limited staffing and resources, Meadowbrook Academy is not equipped to provide special education services, implement Individualized Education Plans (IEPs), or meet the needs of students with significant learning, behavioral, or physical disabilities. Each applicant is considered individually to determine whether the school can provide an environment where the student will be supported and successful.

All admissions and participation are subject to alignment with the school's mission, values, and doctrinal beliefs as outlined in its Statement of Faith.

SCHOOL POLICIES & PROCEDURES

ACADEMICS

Philosophy

Meadowbrook Academy encourages all students to strive for their highest level of achievement. MBA believes that the process of evaluation should be continuous and assist the teacher in developing insight into the student's skill levels, achievements, attitudes, interests, and personal growth and development.

It is essential that a student be evaluated in terms of his or her skills and achievements in relation to the achievement of others in his or her class. However, it is recognized that all students are individuals and learn at different rates. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

At MBA, a five-letter range (based on a 10- pt scale) is used; this system is consistent with the grading system of most other schools. It also lends itself well to the efficient processing of records and provides a fairly accurate indication of a student's academic performance. The following numerical scale will be implemented in determining all grades at all grade levels.

100-90	A	79-70	C	59-below F
89-80	B	69-60	D	Incomplete

Conduct Grade Guidelines

Conduct grades reflect trends over a nine-week period. A point system for tabulating conduct grades is used by the teacher.

E = Excellent. This grade is given to the ideal student. They assist the teacher in making the class a success. Attitude and actions are positive, constructive, and they are a glowing example to the other students. Teachers can trust this student to take leadership roles or carry on tasks without supervision.

S = Satisfactory. Students earning this mark have demonstrated an average performance, free of distressing misbehavior. They are attentive, clued in and do not resist class participation.

N = Needs Improvement. A Needs Improvement grade is earned by the student that is disruptive in class. Frequent corrections are required. This student has been moved during class to prevent further disruption. Their behavior affects other students negatively. This mark is a request to the parent for assistance in bringing about correction to their child.

U = Unsatisfactory. This mark is held for students who are extremely disruptive and show consistently bad attitudes and behavior. They do not seem to respond to any corrections. Any students who are expelled (transferred) from Meadowbrook Academy due to disciplinary reasons will receive a "U" (Unsatisfactory) in Conduct on their report card for Bible class.

Additionally, 3 conduct marks in a week or 4 in a 9-week period will result in a discipline notice (via Skyward) to communicate with parents about the behavior that needs improvement.

Progress Reports

Grade	Conduct Marks
E	0-2
S	3-6
N	7-10
U	11 & up

Reports Cards

Grade	Conduct Marks
E	0-4
S	5-7
N	8-11
U	12 & up

Skyward

Parents can view their child's grades and assignments online by clicking the Skyward link on the MBA website. Teachers will update grades, lesson plans, and assignments on a weekly basis.

Access to Skyward will be restricted for accounts with an outstanding balance. Skyward is a valuable tool that allows parents to monitor their child's grades, behavior, and any missed assignments. It also provides an opportunity to address any concerns before report cards are issued.

Report Cards

Report cards will be issued throughout the year to reflect a student's academic progress, each following the end of a nine-week grading period. The school calendar provides specific dates for each grading period. Daily academic progress can be monitored through Skyward, while the final end-of-year report card will be available for pickup two weeks after the school year concludes.

Quarterly grades reflect a student's performance for that specific term and are independent of previous quarters.

Note: Students will receive a printed copy of each quarterly report card and progress report.

Physical Education Class Grading

Grades given in physical education classes will be based largely upon participation and dressing out. If a student is unable to participate for any reason, they will be required to do a written assignment for that day covering a topic concerning health or physical fitness. It will be left to the discretion of the instructor as to when this assignment is due. If the student is unable to participate due to illness or injury, written communication from the parent and/or doctor should be received by our office staff. If they cannot participate in PE, they will also be asked to not participate in any athletic practices or games for their own well-being and protection.

Honor Roll

- A Honor Roll recognizes students in grades K5 through 12 who earn all A's during a school quarter.
- A/B Honor Roll is awarded to students in K5 through 12 who earn a combination of A's and B's during the quarter.

Students who receive a grade of C or lower in any subject are not eligible for either honor roll.

Quarterly Conduct and Academic Awards Ceremony

To promote academic excellence and celebrate student achievement, a quarterly awards ceremony will be held. Students who earn a place on the Principal's List (Conduct) or Honor Roll (Academic), as determined by the teachers and administration, will be recognized during this event. Parents are encouraged to review their child's report card beforehand so they can celebrate their accomplishments together and be aware of any awards their child may receive.

Academic Intervention Plan

The administration will monitor each student's academic progress and meet with those experiencing academic challenges. Teachers will communicate with parents when concerns arise. Students are expected to maintain at least a C- average in each class. If a student's academic performance falls below this standard, they may be restricted from participating in school-related activities, including athletics, if the administration determines that continued involvement could negatively impact their academic progress. To participate in extracurricular activities or sports, students must have a quarterly average of C- or higher in all core subjects (as shown on the report card, not the progress report) and maintain satisfactory conduct grades.

If a student's average falls below a C- in any academic subject, an improvement plan must be developed and agreed upon by the teachers, parents, and administration. This plan may include tutoring, additional study time, or other supportive measures. If the student does not raise their overall average in core subjects above a C- by the end of the first semester, they will be placed on academic probation. Continued failure to improve by the end of the second semester may result in ineligibility to re-enroll at MBA. However, students who are deemed ineligible due to poor academic performance may regain eligibility for re-enrollment by successfully completing summer school remediation with a C- average or higher.

Academic Probation

Students who earn below a 2.0 GPA in any nine-week grading period will be placed on academic probation. This probation will remain in effect until the student shows improvement or until the end of the school year, at which time the situation will be reviewed. In some cases, a transfer may be recommended before the school year concludes.

Parents will receive a formal letter from the administration outlining the academic concerns, the need for improvement in the next grading period, and the possibility of a transfer if progress is not made.

By the end of the school year, students who remain below a 2.0 GPA will likely be recommended for transfer. The faculty and administration will meet to evaluate each case and implement a plan that supports the students' best interest. If it is determined that outside summer tutoring (not provided by MBA) will not sufficiently address the academic deficiencies, a transfer will be pursued.

Conduct Probation

MBA is committed to maintaining a safe, respectful, and Christ-centered learning environment. When a student consistently fails to meet behavior expectations, conduct probation may be implemented to provide structured support and accountability.

Criteria for Conduct Probation

A student may be placed on conduct probation if one or more of the following occur during a nine-week grading period:

- Multiple minor disciplinary infractions (e.g., repeated class disruptions, tardiness, dress code violations).
- Two or more disciplinary referrals or detentions in a single quarter.
- A major disciplinary offense, such as fighting, bullying, harassment, threats, or use of inappropriate language.
- A grade of "U" (Unsatisfactory) or multiple "N" (Needs Improvement) marks in conduct on the report card.
- Persistent defiance, disrespect toward authority, or behavior that violates school values.
- Lack of improvement following prior warnings, interventions, or parent contact

Probation Process

- Parents will be called into a conference with administration, and a personalized behavior plan will be provided when conduct probation is initiated.
- Probation may limit participation in extracurricular activities, field trips, and leadership roles.

Review and Outcomes

At the end of the following grading period, the student's conduct will be reviewed by administration and faculty. Possible outcomes include:

- Removal from probation if significant improvement is demonstrated.
- Extension of probation with continued monitoring and support.
- Recommendation for transfer if no improvement is observed.
- Grace may be extended in cases involving unforeseen personal or family circumstances, provided that doing so does not compromise the learning environment or the well-being of others.

Multi-Tiered Support System (MTSS)

MBA is committed to supporting every student's academic success through a structured, responsive framework known as the Multi-Tiered Support System (MTSS). This model provides multiple levels of instructional support to meet the diverse needs of students, ensuring early intervention and targeted assistance when needed.

Tier 1 – Core Classroom Instruction (All Grades)

All students receive differentiated instruction in the classroom. This foundational tier is designed to meet the needs of the students through effective teaching practices, clear expectations, and regular assessment.

Tier 2 – Targeted Support (All Grades)

Students who need additional academic help beyond the classroom setting are offered before or after-school tutoring and small group interventions. These supports are designed to reinforce key concepts and address learning gaps identified through classroom performance and teacher observation.

Tier 3 – Intensive Individualized Remediation (K5–5th Grade Only)

For elementary students who continue to struggle after Tier 2 interventions, a specialized remediation program is available. This program offers individualized instruction in areas of academic need. Placement in Tier 3 requires administrative approval and parent consent and is implemented only after consistent participation in Tier 2 support.

While Tier 3 is currently available for students in grades K5 through 5th, Tiers 1 and 2 are implemented across all grade levels (K5–12). The MTSS process is monitored closely by faculty and administration, and every effort is made to ensure students receive the support they need to thrive academically.

Note: If students require extended care services to participate in Tiers 2 or 3 support, it will be the responsibility of the parents to cover any fees accrued through extended care.

Parent/Teacher Conferences

Parent-teacher conferences are scheduled during two designated half days each year, as indicated on the 180-day school calendar. These conferences provide an opportunity for parents and teachers to discuss student progress. Appointments for these days may be arranged through the school office. Additionally, parents and teachers are encouraged to meet at any time throughout the year as needed. These conferences can be scheduled directly with the teacher.

Promotion Requirements

Students must demonstrate proficiency in core subjects in order to be promoted. A below-grade-level performance in reading, math, or language arts indicates the student is not yet ready for more advanced concepts in the following years. Therefore, students receiving “D’s” and “F’s” in reading, math, and language arts will be considered for grade retention. Students in 9th-12th grade must have a “D” or better to receive credit in a class. A failed semester must be retaken as part of the DOE “Forgiveness Grade” program.

Course Offerings

PreK-4 Course Offerings:

PreK-4 instruction includes Bible, phonics, reading, penmanship, math, science, history, music, art, Spanish, and physical education.

Elementary Course (Grades K5-6):

Elementary courses are designed to lay the foundation for success in each student's journey through high school graduation. Courses include but may vary depending on grade level:

Core Classes: Bible, Math, Science/Health, History/Geography, Phonics, Language, Reading, Spelling, and Penmanship.

Specials: PE, Computer, Spanish, Art (in class with homeroom teacher), Performing Arts (6th grade only)

Middle School (Grades 7-8):

Middle school courses are designed to prepare students for a successful high school career. Courses include but may vary depending on grade level:

Core Classes: Bible, Math, Science/Health, History, English, Literature, Spelling,

Note: Eighth-grade students will begin earning high school credit by taking two high school-level courses: Algebra I and Physical Science. Successful completion of these courses will initiate each student's official high school transcript.

Electives: Yearbook (grade 8 only), Journalism, Performing Arts, Student Leadership, Art, Robotics, Teachers Assistant, and Varsity Sports

High School Recommended Courses and Order (Grades 9-12):

High school courses are designed to meet/exceed the Florida Department of Education's requirements for graduation. Courses include, but may vary depending on the grade level:

	FRESHMAN (9th gr.)	SOPHOMORE (10th gr.)	JUNIOR (11th gr.)	SENIOR (12th gr.)
BIBLE	Bible I	Bible II	Bible III	Bible IV
ENGLISH	English I	English II	English III	English IV
MATH	Geometry	Algebra II	Consumer Math	Dual Enrollment/ College Algebra (subject to eligibility)
SCIENCE	Biology	Chemistry	Physics (coming in 2027-2028)	
HISTORY	Geography	World History	US History	American Government/ Economics
FOREIGN LANGUAGE		Spanish I (coming in 2026-2027)	Spanish II (coming in 2027-2028)	
PE/ETHICS/ DUAL ENROLLMENT	PE	Dual Enrollment (subject to eligibility)	Ethics	Dual Enrollment (subject to eligibility)
	Performing or Applied Art Elective	Elective or Dual Enrollment (subject to	Elective or Dual Enrollment (subject to eligibility)	Elective or Dual Enrollment (subject to eligibility)

Electives: Financial Literacy, Yearbook, Journalism, Performing Arts, Student Leadership, Art, Robotics, and Varsity Sports

Note: Algebra I and Physical Science high school courses are scheduled in 8th grade.

Graduation /Credit Requirements

Credit Area	Florida Requirement
English Language Arts	4 credits (ELA I–IV)
Mathematics	4 credits (must include Algebra I & Geometry)
Science	3 credits (must include Biology I; two labs)
Social Studies	3 credits (World History, U.S. History, Govt, Econ)
Fine/Perf Arts, Speech & Debate, Practical Arts, or CTE	1 credit
Physical Education & Health	1 credit
Personal Financial Literacy	0.5 credit
Electives	7.5 credits
Online Course	1 credit
Total Credits	24 credits

Bright Futures

To qualify for a Bright Futures Scholarship, students must complete 16 core academic credits, which include:

- 4 English
- 4 Math (Algebra 1 and above)
- 3 Science (including at least 2 with lab components)
- 3 Social Studies
- 2 consecutive years of the same foreign language

Only **core courses** in these subject areas are used to calculate the Bright Futures GPA—**electives do not count**. Students may use up to three additional courses from these same academic categories to help improve their Bright Futures GPA if needed.

Community Service

All students in grades 9–12 are required to complete 25 hours of community service each school year (totaling 100 hours over the course of high school). While service opportunities will be provided during the school year, students are also encouraged to seek additional ways to serve outside of school. All completed service hours must be submitted to the Academy Office by May 10 of each academic year.

College Entrance

Please note that college entrance requirements vary by institution and may not always align with the courses offered at MBA (e.g., Advanced Placement or Honors classes). It is strongly recommended that parents reach out directly to the colleges or universities they are considering for their child to understand specific admissions criteria. MBA is committed to supporting families through the college admissions process and is happy to assist in communicating with college admissions counselors. For help or more information, please contact the Academy Administrator's Office.

Transferring Credits

As a Cognia and ICAA-accredited school, MBA's credits are generally recognized by public schools and colleges. However, transfer policies can vary by state and institution, and there may occasionally be unforeseen challenges in transferring credits. MBA's administration is available to assist families in contacting prospective school districts should a student be planning to transfer.

Dual Enrollment

MBA partners with Southeastern University and Oral Roberts University to offer dual enrollment opportunities for qualified high school students. Students in grades 10, 11, and 12 who have a minimum 3.0 GPA are eligible to participate.

This program follows specific guidelines regarding approved courses and academic performance. Any student whose GPA falls below 3.0 or who receives a grade of D or lower in a dual enrollment course will no longer be eligible to continue in the program.

To support students in managing the demands of college-level coursework, each participant is required to have one class period during the school day reserved for completing dual enrollment assignments—unless otherwise approved by MBA administration. This dedicated time provides supervision, accountability, and academic support as needed.

Credits:

Dual enrollment courses count as both high school and college credit and must be applied toward high school graduation requirements.

Grades:

Grades earned in dual enrollment courses become part of the student's permanent high school and college transcript and are calculated into both cumulative GPAs.

Transcripts:

Dual enrollment coursework will appear on the high school transcript with course titles, credit values, and letter grades, while an official college transcript must be requested separately from the postsecondary institution.

Bright Futures Credits:

Dual enrollment courses approved by the Florida Department of Education may fulfill requirements for the Bright Futures Scholarship and can be used to meet academic core credit and GPA criteria.

Dual Enrollment Program Overview:

- Allows students to earn college credits while adjusting to a college schedule.
- Students must complete required introductory courses prior to enrolling in core courses:
 - Oral Roberts University's College Success Strategies
 - Southeastern University's Community and College Success and Divine Design and Missional Vocation

Dual Enrollment Attendance and Scheduling:

- Students leaving campus early for dual enrollment are still **required** to attend chapel services.
- Students should coordinate work schedules and bring lunch on chapel days.
- Consistent daily early departure times are required to ensure proper campus supervision and avoid disruptions.

Dual Enrollment Fees and Policies:

- Tuition and textbook costs are the student's responsibility, based on the current college fee schedule.
- Students may not return to campus after leaving for dual enrollment except for athletic practices or games.
- Rare exceptions may be granted by MBA Administration for special circumstances.

Florida Virtual School

Florida Virtual School (FLVS) is an online academic program sponsored by the Florida Department of Education. High school students who meet FLVS's enrollment requirements may participate in FLVS courses for subjects or Advanced Placement classes not offered at MBA. Enrollment is limited, and students must maintain a minimum unweighted GPA to qualify. Interested students should contact MBA administration for more information. Any fees associated with FLVS courses are the responsibility of the parent.

Honors Class Admission Criteria (Grades 9–12)

All eligible students in grades 9 through 12 who are willing to take on the challenge of a rigorous academic curriculum may be considered for admission into honors classes. Placement is based on a combination of past academic performance, educational goals, and demonstrated readiness.

Available Honors Courses

Students may apply for honors-level placement in the following subject areas: English, History, Math, Science, and Spanish

Admission Requirements

To be considered for honors classes, students must meet the following criteria:

- Minimum cumulative GPA of 3.0
- Minimum GPA of 3.5 in the subject area for which honors placement is being requested
- Score of 60% or higher on MAP testing in Math, Reading, and Language
- Consistent completion and submission of homework
- Positive teacher recommendation
- Administrative approval
- Demonstrated self-motivation, active class engagement, and regular participation

Important Note:

Beginning in the 2025–2026 academic year, MBA will begin phasing out honors classes. **Dual enrollment courses will take the place of honors classes on campus**, as they offer a higher level of academic rigor. This transition also helps create a clearer academic pathway by distinguishing between standard courses, weighted dual enrollment courses, and non-weighted classes.

Grade Weighting and Graduation Honors

- Honors, Advanced Placement (AP), and Dual Enrollment courses (except vocational and Intro classes) receive an additional 1.0 weight added to the final grade. This weighted grade is included in the student's overall GPA calculation.
- Students with a cumulative GPA between 3.5 and 3.9 on a 4.0 scale will graduate with Honors.
- Students with a cumulative GPA above 4.0 will graduate with Highest Honors.

Valedictorian and Salutatorian

The Valedictorian is the student with the highest GPA and academic ranking in the graduating class. The Salutatorian is the student with the second highest academic ranking. These honors will be officially announced by the MBA Administrator once final calculations are complete.

To be eligible for Valedictorian or Salutatorian, students must have attended MBA for at least two academic years and maintain good standing in both academics and conduct.

Please note that earning Valedictorian or Salutatorian status **does not** automatically qualify a student as the graduation speaker. Graduation speakers are selected by MBA administration and faculty.

Homework

Homework plays an essential role in reinforcing academic concepts at MBA and will be assigned at the teacher's discretion. In support of church involvement, no homework will be specifically assigned on Wednesdays to be due on Thursdays. However, students should still be prepared for any quizzes or tests scheduled for Thursday.

Parents are encouraged to stay actively engaged by regularly checking assignment details. Two helpful tools are available through Skyward:

- Skyward Gradebook: Provides assignment titles, due dates, and page numbers to help parents track what has been assigned and whether it has been submitted.
- Curriculum Trak Link (*located in the upper right-hand corner of the Skyward home page*): Offers an overview of daily assignments, page numbers, and links to related resources or documents for each class.

While the responsibility for completing assignments rests with the student and parent, Skyward and Curriculum Trak are essential tools for staying informed.

Homework must be submitted on the due date to receive credit. Late or incomplete assignments will impact the student's grade. Homework is reviewed and graded in class, and students are encouraged to keep their work organized in a subject folder.

Projects must be turned in no later than one week after the due date. For example, a project due on Friday must be submitted by the following Friday. Late projects will receive a grade reduction unless due to illness or family emergency. Students who have had a prolonged, excused absence will have up to one week from their return to submit the project. After the final deadline, a grade of zero will be assigned. Projects are graded based on completion, accuracy, format, and punctuality.

Homework and projects contribute significantly to the student's nine-week grades.

Testing and Make-Up Policy

All tests and quizzes are to be taken on the scheduled day.

- If a test or quiz is missed due to illness or a family emergency, it is the student's responsibility to make it up after school on Monday, Tuesday, Thursday, or Friday between 3:30 and 4:15 PM in the Media Center.
- Tests or quizzes missed due to vacations or non-emergency absences must be taken on the day the student returns to class.
- Tests or quizzes missed due to skipping class will receive a zero with no opportunity for make-up.
- Students who miss a review session or worksheets must still take the test on its scheduled day or upon return to school from absences.
- All classwork and homework missed due to vacation or non-emergency absences must be turned in on the day the student returns.

Final Exams for Secondary Students

Final exams are administered at the end of each nine-week period on a strict two-day schedule for middle and high school students only. Students are expected to be present for all scheduled exam days.

- Excused Absences: Students with an excused absence (such as illness with a doctor's note or a verified family emergency) will be allowed to make up their exams without penalty.
- Unexcused Absences: Students with an unexcused absence must make up the exam after school in the Media Center, either upon return or within the same week of the missed exam.

Incompletes

An incomplete issued at the end of a nine-week grading period must be resolved within one week of the report card being issued. At the end of the school year, incompletes may be satisfied by averaging the existing grades and assigning a final grade no higher than a C.

SCHEDULES

Bell Schedules

Daily Schedule

1st	8:30-9:20
2nd	9:25-10:15
3rd	10:20-11:10
4th	11:15-12:05
5th	12:10-1:35
Lunch	12:15-12:45
6th	1:40-2:30
7th	2:35-3:15

Chapel/Mentoring/Clubs Schedule

1st	8:30-9:10
2nd	9:15-9:55
3rd	10:00-10:40
4th	10:45-11:25
5th	11:30-12:10
Lunch	12:15-12:45
Chapel/Mentor/Clubs	12:50-1:45
6th	1:50-2:30
7th	2:35-3:15

Lunch Schedule

Pre-K4-1st	10:30-11:00
2nd-4th	11:05-11:35
5th-6th	11:40-12:10
7th-12th	12:15-12:45

Half Day Schedule

1 st Class	8:30-9:25
2 nd Class	9:30-10:25
3 rd Class	10:30-11:25
4 th Class	11:30-12:30

ATHLETICS

MBA ATHLETICS CODE OF CONDUCT

Athletics at Meadowbrook (MBA) are an essential and integral part of our overall educational program. Our athletic program is designed to develop individual skills, promote teamwork, and foster character and mutual respect among players, cheerleaders, coaches, officials, and spectators.

Athletics and extracurricular activities serve as an extension of our mission—to move students from where they are to where God wants them to be. We believe every team, game, and event provides an opportunity for spiritual growth, character development, and community impact.

This Code of Conduct applies to all MBA sports and extracurricular activities. In order to support our mission, all parents, athletes, and spectators are expected to exercise emotional self-control and show respect toward:

- All athletes (home and visiting teams)
- Coaches and staff (volunteer and paid)
- Officials and referees
- Other spectators

The following behavioral expectations are in place to ensure that every event reflects the mission and values of MBA and provides a positive, Christ-honoring environment for all.

- **Toward MBA Students**

Support and encourage all players, not just your own child, with positive and uplifting cheering. Always place students' emotional and physical well-being above any desire to win.

- **Toward MBA Coaches**

Respect coaches' decisions regarding game play and team management. Refrain from criticizing or questioning those decisions in conversations with other parents or with your child.

- **Toward Opposing Players**

Do not boo, mock, or speak negatively toward opponents. Display good sportsmanship, win or lose, through respectful words and actions.

- **Toward Opposing Coaches and Spectators**

Avoid yelling at or confronting opposing coaches, staff, or fans. Treat everyone with respect, avoiding aggressive, profane, or intimidating behavior.

- **Toward Officials**

Honor the rules of the game and accept officials' decisions. Do not argue with or address officials in a loud, disrespectful, or distracting manner.

These expectations ensure every event reflects the mission and values of MBA and provides a positive, Christ-honoring environment for all.

Coaches, staff, and officials have the authority to issue verbal warnings or remove any player, parent, or spectator from a game or match for violating this Code of Conduct. Any individual whom MBA determines, at its sole discretion, to have violated this Code of Conduct may be subject to disciplinary action. Sanctions may include suspension of a student from participation, restriction of a parent or guardian from attending events, or suspension or expulsion of the student from MBA. Please note that activity fees will not be refunded as a result of any disciplinary action taken by MBA.

We encourage all students to participate in our well-established and competitive athletic program, which offers opportunities in a variety of sports. Team membership is earned through a tryout process, and participation is not guaranteed. Our goal is to foster skill development at all levels, with an emphasis on competitive play. Game-time participation is determined by the head coach and is based on demonstrated ability and effort in practice.

Game Time

Playing time is earned through performance and is not guaranteed to any student-athlete at MBA. If a student-athlete has concerns regarding playing time, they are encouraged to request a meeting with their coach.

Coaches will offer honest, constructive feedback and identify areas for improvement to help the athlete grow and increase their opportunities. If the issue cannot be resolved directly with the coach, it will be referred to the Athletic Director for further review.

Coaches are asked to refrain from speaking with parents until 24 hours after a game or event. If a parent wishes to schedule a meeting, all requests should be directed through the Athletic Director.

Athletic Eligibility

Meadowbrook Academy is a member of both the Florida High School Athletic Association (FHSAA), the governing body for high school athletics in Florida, Florida Christian Athletic League (FCAL), and Kingdom of the Son Middle School. Any questions regarding the rules or regulations of these organizations should be directed to the Athletic Director.

Students are not permitted to participate in any sport until they have completed the **Mustang Ticket to Play** process, and all financial obligations have been met. Families experiencing financial hardship are encouraged to contact the Athletic Director. It is our desire that no student misses out on athletic opportunities due to financial challenges.

Academic Eligibility

To participate in athletics at MBA, students must meet the following academic standards:

General Requirements

Students must be regularly promoted from the previous grade level, attend school consistently, carry a full academic load, complete classwork satisfactorily, and maintain a record of good conduct. In accordance with Florida statutes, students must have a cumulative GPA of 2.0 or higher on a 4.0 scale at the end of each semester to remain eligible for the following semester.

MBA Students must maintain at least a 2.0 GPA each quarter in all enrolled courses.

Academic Probation

If a student is in danger of low-performing grades—below a 2.0 GPA in any course or in their overall GPA—they will be placed on academic probation. While on academic probation:

- The student must attend weekly HELPS classes.
- The student may attend practices and participate in games only after attending HELPS classes.

Academic Suspension

If a student receives an F in any course on a report card, they will be placed on academic suspension. While on academic suspension:

- The student may participate in tryouts with hopes of becoming eligible to play once report cards are issued, but a roster spot or playing time is not guaranteed.
- The student may not participate in practices or games.
- The student may not travel to away games.
- The student may attend home games only as a spectator.
- Weekly attendance at HELPS classes is mandatory.

Students on academic suspension must raise the grade(s) in question to a B or higher by the next report card in order to be fully removed from academic suspension. This ensures the student can still pass the course for the semester with a minimum grade of C.

If the student raises the grade to a C, rather than a B, they may transition from academic suspension to academic probation, at which point the guidelines for academic probation will apply.

During the suspension period, the student-athlete may be considered for interim eligibility review by the administration and Athletic Director to determine if eligibility may be reinstated early. This review applies only to MBA's internal eligibility standards and does not override FHSAA requirements.

Please note: MBA reserves the right to uphold or impose higher academic and behavioral expectations than those outlined above.

Homeschool Students

MBA values the opportunity to include eligible homeschool students in its athletic program, in accordance with FHSAA guidelines. However, to prioritize opportunities for full-time MBA students, a maximum of four (4) roster spots per team may be made available to homeschool athletes each season.

- Homeschool students must participate in official tryouts and meet the same team expectations as all other players.
- Selection is not guaranteed and will be based on available space and team needs.
- Homeschool students cannot take the place of qualified full-time MBA students. MBA will prioritize full-time students who meet the official minimum tryout and rostering requirements before opening any roster spots to homeschool athletes. Only if there are remaining open positions after full-time students have been considered may up to four (4) homeschool students be added to the team.
- Final decisions regarding homeschool athlete participation will be made by the head coach and approved by the Athletic Director.

For homeschool students, compliance with this statute is essential. Parents must select one of the following methods to satisfy the compulsory attendance requirement:

- Enrolling the child in a public school: This ensures the child receives education in a traditional school setting.
- Establishing a home education program: This involves the parent providing direct instruction to the child at home, in accordance with Florida Statute 1002.41.
- Enrolling the child in a private school: This option allows the child to receive education in a private institution recognized by the state.

By choosing one of these methods, parents fulfill their legal responsibility under compulsory attendance law.

For more detailed information on these requirements, you can refer to the official Florida Statutes:

- Florida Statute 1003.03
- Florida Statute 1002.41

Florida Statute 1002.16

Regular school attendance means the actual attendance of a student during the school day as defined by law and rules of the State Board of Education. Regular attendance within the intent of s. 1003.21 may be achieved by attendance in:

- A public school supported by public funds;
- A parochial, religious, or denominational school;
- A private school supported in whole or in part by tuition charges or by endowments or gifts;
- A home education program that meets the requirements of chapter 1002;
- A private tutoring program that meets the requirements of chapter 1002; or
- A personalized education program that meets the requirements of s. 1002.395.

Attendance

To be eligible for practice or participation in athletic contests, students must be in regular attendance at school.

- Students may participate in practices or games if their absence from class is excused, such as for a school-sponsored field trip, a documented medical appointment, or other approved reasons.
- The validity of an excused absence is determined by the school administration.

Student-athletes are expected to attend all practices and games unless they are absent from school that day.

- A student with an unexcused tardy the day after a game will not start the next game.
- A student with an unexcused absence the day after a game will not play in the next game.
- Chronic absences or tardiness will result in disciplinary action and may lead to dismissal from the team.

Priority of MBA Athletic Events

MBA games, practices, and events take precedence over all non-MBA-sponsored activities, including AAU, club teams, practices, tournaments, or other events.

- Exceptions may be considered only with prior approval from both the MBA coach and the Athletic Director.
- In general, missing MBA games, practices, or events in order to participate in outside activities may result in reduced playing time or dismissal from the team.

Unsportsmanlike Conduct

Unsportsmanlike conduct: Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly. If the act occurs during an athletic event, the student will be removed from the event. MBA reserves the right to deny participation for poor conduct which reflects negatively on the Academy.

FHSAA guidelines for unsportsmanlike conduct are covered under bylaw:

7.2.1 Unsportsmanlike Conduct

"Unsportsmanlike Conduct" Defined. A student who commits an act of malicious and hateful nature toward a contest official, an opponent or any other person attending an athletic contest shall be guilty of unsportsmanlike conduct. Such acts may include, but are not limited to, profanity, striking or threatening a contest official; physical contact with an opponent which is beyond the normal scope of competition; spitting on a contest official or opponent; directing sex, racial or ethnic slurs toward a contest official, an opponent or any other person attending an athletic contest; or other such acts deemed to be unacceptable conduct according to the principal of the member school the student attends or this Association.

7.2.1.1 Penalty for Students

Students who are found to have committed unsportsmanlike conduct will be ineligible to participate in interscholastic athletic competition for a penalty period up to one or more calendar years.

7.2.1.2 Restoring Eligibility

The Executive Director, the Sectional Appeals Committee, or the Board of Directors on appeal, may restore the student's eligibility prior to the end of the penalty period, when in the discretion of the Executive Director, the student has been properly disciplined, and the student signs a written statement of his/her intention to comply with these standards in the future.

A student who exhibits any of the above behaviors may face further school discipline as well.

Student-Athlete Transportation Policy

To ensure the safety of all student-athletes, the following transportation rules apply:

- Student drivers may not transport themselves or other MBA students to away games outside of Marion County.
- Students may only drive themselves to games within Marion County if the game begins later in the evening, outside of regular school hours.
- Students are not permitted to leave campus during the school day to drive directly to a game.
- For any game that requires early dismissal from school, students must ride the team bus or be transported by their parent, legal guardian, or approved FDLE driver.
- Due to FDLE regulations, parents may not transport other MBA students unless they have completed a Level 2 background screening.

Athletic Recruiting

MBA abides by the Florida High School Athletic Association (FHSAA) Policy 36 regarding athletic recruiting. For more detailed information, please visit www.fhsaa.com.

Meadowbrook Academy's Athletic and Extracurricular Compliance Overview

As part of our commitment to student health, safety, and excellence, Meadowbrook Academy adheres to the following Florida statutes and best practices for all athletic programs.

1. Participation in Athletics

Florida Statute 1006.205 (Fairness in Women's Sports Act)

Meadowbrook Academy complies with Florida Statute 1006.205. Athletic teams designated for female students shall only include students whose biological sex is female as determined by their official birth certificate originally issued at the time of birth. Male designated teams are open to students whose biological sex is male as determined by their official birth certificate originally issued at the time of birth.

Our athletic programs are designed to promote safety, fairness, and competitive balance.

Meadowbrook Academy reserves the right to make final determinations in alignment with our mission, biblical worldview, and student safety, while remaining compliant with the requirements of state law and scholarship programs.

2. Pre-Participation Physical Examination

Florida Statute §1006.20(2)(c)

All student-athletes at Meadowbrook Academy must complete a pre-participation physical examination each year before participating in tryouts, practices, or competitions. This exam must be documented using the FHSAA EL2 form and kept on file with school administration.

3. Concussion & Head Injury Protocol

Florida Statute §1006.20(2)(e)

Meadowbrook Academy follows Florida's concussion safety laws. Any student-athlete suspected of sustaining a head injury will be **immediately removed from play** and will not return until cleared in writing by a licensed healthcare provider. Coaches receive annual training in concussion identification and management.

4. Heat Illness Prevention and AED Access

Florida Statute §1006.165

Meadowbrook Academy has implemented a heat illness prevention plan for all outdoor athletic activities. This includes:

- Monitoring heat index levels
- Adjusting practice times and intensity as needed
- Providing frequent hydration breaks and cooling zones
- Ensuring the presence of at least one Automated External Defibrillator (AED) and trained personnel at all practices and competitions

5. Steroid and Performance-Enhancing Drug Policy

Florida Statute §1006.20(2)(g)

Meadowbrook Academy strictly prohibits the use of anabolic steroids or any performance-enhancing drugs by student-athletes. Violation of this policy will result in immediate disciplinary action, including possible removal from athletic participation.

6. Parental Consent and Emergency Authorization

Though not covered by a single statute, Meadowbrook Academy requires all parents or guardians to complete an **FHSAA EL3 Consent and Release Form** annually. This form includes emergency contact information, risk acknowledgment, permission for emergency medical treatment, and agreement to abide by school athletic policies.

7. Academic Eligibility and Good Standing

As outlined in **Florida Statute §1006.20(2)(a)**, Meadowbrook Academy requires all student-athletes to remain in good academic and behavioral standing. Students must maintain at least a 2.0 GPA, attend classes regularly, and follow school conduct expectations. Academic or disciplinary probation may result in suspension from team activities.

8. Sportsmanship and Representation

Student-athletes at Meadowbrook Academy are expected to represent Christ, their families, and the school with integrity. All athletes must show respect to coaches, officials, teammates, opponents, and spectators. Unsportsmanlike conduct, whether verbal, physical, or online, may result in disciplinary action.

ATTENDANCE

Consistent school attendance plays a vital role in a child's academic success. It helps establish strong work habits, accountability, and self-discipline.

Absence Notification

If a student is absent, a parent or guardian must notify the school office by 9:00 a.m. on the day of the absence. If the school does not receive notification, office staff will call home to confirm the student's absence and request written documentation.

A written excuse from the parent or guardian must be submitted within three (3) days of the student's return to school—preferably on the day they return.

The written notification should include:

- Parent or guardian's name
- Student's name and grade
- Reason for the absence
- A Student Absentee Form is available on the MBA website.

Absence Request Form (College Visits, Family Vacations, Ministry Trips, 4-H and AAU Competitions, etc.)

For planned absences such as family trips, ministry travel, college visits, or AAU competitions, parents are required to submit an Absence Request Form in advance. This form should include the reason for and duration of the absence.

The form can be obtained from the school office or downloaded from the **MBA website under School Life → Forms and Downloads**. It must be signed by both the parents and school administration.

Students are responsible for:

- Checking Skyward for their assignments
- Verifying those assignments with their teachers
- Completing all missed tests, quizzes, and assignments within two school days of their return

Please note: All absences disrupt learning. Even planned absences can impact a student's academic performance.

State Guidelines on Mandatory Attendance and Loss of Credit

According to **Florida Statute §1003.24**, the parent or legal guardian is responsible for ensuring their child's regular and timely school attendance. Inconsistent attendance negatively impacts a student's academic progress and may result in failing grades or loss of course credit.

At MBA, students are expected to attend school every day and arrive on time. A written note from a parent or guardian is required for every absence, tardy, or early sign-out.

Minimum Attendance Requirements (State Board Rule 6A-1.09512)

To meet Florida's compulsory attendance and instructional time requirements, students must attend at least 170 actual school days and meet the following minimum instructional hours:

- Kindergarten: 540 net instructional hours
- Grades 1–3: 720 net instructional hours
- Grades 4–12: 900 net instructional hours
- Failure to meet these requirements may result in loss of academic credit.

Non-Attendance and Truancy Patterns (Florida Statute 1003.26)

A pattern of non-attendance is considered to exist if a student has:

- 5 or more unexcused absences (or absences with no explanation) within a calendar month, or
- 10 or more unexcused absences within a 90-day period

In such cases, the student's primary teacher must report the concern to the school principal for follow-up.

School Response to Excessive Absences

- At 15 total absences (excused or unexcused):
Parents/guardians may receive a phone call or be asked to attend a meeting with school administration to review attendance records and discuss concerns.
- At 20 total absences (excused or unexcused):
Parents/guardians may be required to meet with administration and sign an Attendance Contract, agreeing to improved attendance moving forward. Continued absenteeism may result in loss of enrollment eligibility for the following school year.

State Guidelines for Truancy

Under **Florida Statute 1003.27(b)**, a student with 15 unexcused absences within a 90-day period is considered a habitual truant and may be reported to the appropriate authorities and/or withdrawn from enrollment at Meadowbrook Academy.

Per **Florida Statute 1003.26**, all absences must be explained. Any absence without written documentation is considered unexcused.

To support students' academic success, we strongly encourage families to schedule routine medical appointments and non-school activities outside of school hours or during school breaks whenever possible.

Students with ongoing truancy issues may be required to forfeit their enrollment status for the upcoming school year.

Excused Absences

- Absences due to personal illness or injury, or family illness require documentation from a parent or guardian. Up to nine (9) days of illness per semester may be excused with a parent/guardian note. Beyond that, absences due to illness will only be excused with a physician's or healthcare provider's note. If a student experiences frequent or prolonged illness resulting in repeated absences, the student must be under a doctor's care to qualify for excused absences. The principal may also require a doctor's note after fifteen (15) excused absences—whether consecutive or sporadic, due to illness within a school year.

Other excused absences include:

- Death in the family
- Recognized Christian holidays
- Documented appointments with healthcare professionals
- Participation in an academic class or school-sponsored activity approved by administration
- Court appearances (a copy of the summons must be provided)
- Automobile accidents or breakdowns on the day of absence
- Educational 4-H competitions (up to five per year), with prior written approval from the event coordinator on official letterhead
- AAU competitions (up to five per year), with prior written approval from the event coordinator on official letterhead

Unexcused Absences

The following reasons are unexcused as they are considered non-emergency:

- Train delays
- Needing gasoline
- Oversleeping
- Heavy traffic
- Domestic issues
- Vacations
- Siblings' illness
- Students are responsible for completing all missed classwork and homework and must make up any tests or quizzes on the day they return.

Tardy to School and Early Sign-Outs

Punctuality is essential for a productive school day. Arriving late or leaving early disrupts classroom learning, hinders instruction, and disrespects the learning environment. Students are expected to be on time and remain in school for the full day unless an excused reason is documented.

Excused Tardies

- Tardies will be excused for the following reasons:
- Medical emergencies or appointments (requires a doctor's note)
- Automobile accidents or breakdowns

Note: High school students who drive a sibling to a medical appointment will be granted an excused tardy, provided a note from the doctor confirms the time of the appointment. Parents are strongly encouraged to schedule routine appointments outside of school hours whenever possible. Students are responsible for all missed work at the beginning of class.

Unexcused Tardies

Tardies not covered by the excused reasons above are considered unexcused. Common examples of unexcused tardies include:

- Oversleeping
- Heavy traffic (without an accident report)
- Needing gasoline
- Domestic issues
- Running late without cause

Students who accumulate three unexcused tardies (whether at morning arrival or between classes) within one week will receive a deduction in their conduct grade for that class. Continued patterns of tardiness may result in disciplinary action.

Arrival Procedures

Students arriving between 8:30 a.m. and 8:45 a.m. must be signed in at the front office by an adult. A tardy slip will be issued and must be presented to the classroom teacher before entry.

For safety reasons, students may not enter class without first checking in through the office and being accompanied by the adult who brought them to school.

Excessive Tardies

After-school detention is assigned to students with excessive tardies. Detentions begin in grade 4. After every three (3) unexcused tardies and/or early check-outs in a **semester** will count as one (1) unexcused absence.

- Grades 4–12: 3:15 p.m. – 4:00 p.m.

After four detentions for tardies:

- Half-day suspension

Continued violations:

- Full-day suspension or other disciplinary measures as deemed appropriate by administration

As a result, students may be placed on an attendance contract for excessive tardies, even if their number of full-day absences is low.

High School Seniors

To comply with Florida's attendance requirements, all senior students who arrive late without an excused reason or accumulate excessive absences will be required to stay after school to make up for the missed instructional time. The only exception applies to students who have received prior approval for Dual Enrollment courses.

CAFETERIA

Packed-Lunch Guidelines

- **Easy-Open Containers:** Pack food in containers your child can open independently. Please avoid all canned items, even pop-top lids.
- **Microwave Use (Grades 5-12):** Microwaves are available, but students often lose valuable lunch time waiting. Pack foods that can be eaten cold or require minimal heating whenever possible.
- **Utensils & Accessories:** Send all necessary utensils, bowls, and napkins with your child.
- **No Refrigeration:** Refrigerators are not available, so use insulated lunch bags and ice packs for perishable items.

Forgotten Lunches

Students must arrive with their lunch. If lunch is forgotten, parents may not drop one off. The school will provide an emergency meal and charge the student's account \$4.00.

Booster Lunch Program

MBA partners with local vendors to offer pre-ordered “Booster Lunches.”

- **Ordering Platform:** All orders must be placed online through Boonli.
- **Deadline:** Submit and pay for orders by Wednesday of the week before the lunches are needed; late orders cannot be accepted.
- **Absences:** Because MBA prepays vendors, payments cannot be refunded or credited if a student is absent. Lunches that go unclaimed will be given to another student in need.

Cafeteria Rules of Conduct

- **Food Restrictions:** Sodas and candy are not permitted in student lunches.
- **Seating Assignments:** Elementary students must sit at their grade-assigned tables.
- **Staying Seated:** Students must remain seated until they have finished eating and cleaned up their area, including under their seat.
- **Permission Required:** Students may not leave the cafeteria without a teacher’s permission.
- **No Horseplay:** Running, roughhousing, or disruptive behavior is not allowed.
- **No Sharing Food:** For health and safety reasons, students are not permitted to share food with others.
- **Personal Items:** Electronic devices and personal items such as cell phones, iPads, earbuds, laptops, games, and toys are not permitted in the cafeteria.
- **Noise Level:** Students are expected to speak in a normal tone. Staff will monitor noise levels and address any group or class that becomes too loud.
- **Dismissal:** Lunch dismissal will be conducted in a timely and orderly manner.

Forgotten Lunches

We understand mornings can be hectic. If a student forgets their lunch, the school will provide a Hot Pocket as an emergency meal. A **\$4.00 fee** will be added to the student’s account.

Lunch Visitors

For safety and consistency, lunch visitors are not permitted on campus.

Closed-Campus Lunch Policy

MBA maintains a closed-campus policy during lunch. Students may not leave campus for lunch unless they are signed out and picked up by a parent. We also discourage regular sign-outs for lunch, as this disrupts the student’s school routine.

DISCIPLINE

Discipline and Classroom

Conduct At MBA, our goal is to guide students toward the life God has planned for them. We believe that respectful, responsible behavior in the classroom creates a positive learning environment and shapes character beyond school.

Teachers clearly communicate expectations and apply appropriate rewards and consequences. These address areas such as respect, punctuality, preparedness, citizenship, and daily Christian living. When expectations are not met, staff respond with calm, consistent correction.

As a Christian school, we view discipline as part of spiritual growth. Parents and teachers partner together to support each student, and may be called to campus if additional support is needed.

Disciplinary measures may include instruction, correction, detention, in-school suspension, or suspension. All discipline is intended to develop self-control, responsibility, and Christlike character.

MBA Honor Agreement (Pre-K4 – 6th Grade)

As a student at Meadowbrook Academy, I commit to honoring God in all areas of my life—at school, at home, online, and in every relationship.

- I will attend and participate in services at Meadowbrook Church or a similar Bible-believing church and support the MBC Statement of Faith as taught throughout the curriculum.
- I will discover and develop my God-given gifts and use them to serve and honor Him.
- I will respect others by showing kindness, obeying authority, and recognizing the value and purpose God has given each person.
- I will respect myself by speaking truthfully, working with excellence, and honoring God in my actions.
- I will keep my commitments and follow through on responsibilities in class and extracurricular activities.
- I will respect property by caring for the school environment and using what God has given me wisely.
- I will grow spiritually, emotionally, intellectually, and physically as part of my journey to becoming more like Christ.
- I agree to follow this Honor Agreement throughout the entire year—on and off campus.

MBA Honor Agreement (Grades 7–12)

As a student at Meadowbrook Academy, I commit to honoring God in all areas of my life—at school, at home, online, and in every relationship.

- I will attend Meadowbrook Church or another Bible-believing church and support the MBC Statement of Faith.
- I will discover and develop my God-given gifts and use them to serve and honor Him.
- I will respect authority by obeying promptly and honoring those in leadership.
- I will respect others by showing kindness and seeking to restore relationships when needed.
- I will respect myself by choosing integrity, purity, and excellence in thought, word, and action. I will refrain from consuming or using alcohol, tobacco, e-cigarettes/vaping devices and materials, marijuana, and other drugs, and I agree not to possess or provide them to others.
- I will respect my commitments in academics, athletics, and extracurricular activities.
- I will follow all athletic guidelines, including FHSAA rules regarding recruitment and conduct.
- I will respect property and care for the school environment as a steward of God's blessings.
- I will grow in character through obedience, hard work, honesty, and responsibility.
- I agree to uphold this Honor Agreement throughout the entire year—on and off campus.

Character Training

At MBA, character development is woven into every subject, teaching method, and interaction. It takes place all day—both in what is taught and how it is taught. Teachers maintain structured, respectful classrooms where students are expected to work hard and grow not only academically, but also in character.

Through daily routines, students are taught to:

- Respect authority
- Pay attention and obey promptly
- Apply themselves to their work
- Learn and follow rules
- Complete tasks with excellence
- Do what is right because it's right
- Seek truth and love wisdom
- Choose what is good and excellent
- Develop habits of order, honesty, perseverance, and cooperation

Character training is not separate from learning—it is the foundation for becoming who God has called each student to be.

Cheating

Cheating and plagiarism are not tolerated at any grade level. This includes copying homework, using unauthorized materials during tests, or submitting someone else's work as your own. Students found cheating or plagiarizing will receive a zero on the assignment, and parents will be notified. Additional consequences may include detention, suspension, or dismissal from the Academy, as determined by the administration.

Hazing and Bullying

MBA strictly prohibits all forms of hazing and bullying, including cyberbullying. We follow Marion County's policy, which defines bullying as repeated, unwanted behavior—verbal, physical, or online—that causes harm, humiliation, or disrupts a student's ability to learn.

Bullying may include:

- Teasing, threats, or intimidation
- Social exclusion or spreading rumors
- Harassment (racial, sexual, or religious)
- Destruction or theft of victim's personal property
- Physical aggression or cyberbullying
- Stalking
- Public or private humiliation

Harassment is any behavior—verbal, physical, or digital—that threatens or insults a student or staff member, interferes with their ability to perform, or disrupts the school environment.

Cyberbullying means bullying through the use of technology or any form of electronic communication. This includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence transmitted wholly or partially by wire, radio, electromagnetic systems, photo-electronic systems, or photo-optical systems. Examples include electronic mail, internet communications, and instant messages.

Cyberbullying also includes the creation of a webpage where the creator assumes the identity of another person, or the knowing impersonation of another individual as the author of posted content or messages—if such creation or impersonation results in any of the harmful effects defined under bullying.

Additionally, cyberbullying covers the distribution of electronic communications to multiple recipients or the posting of material on electronic platforms accessible by one or more persons, when such distribution or posting causes harm, intimidation, humiliation, or disruption consistent with the definition of bullying.

Retaliation against those who report bullying or harassment, or false accusations made dishonestly or to cause harm, will also result in disciplinary action.

MBA expects all students to act with respect and maturity, reflecting Christlike character. Staff and volunteers will model this behavior and create an atmosphere where bullying is not tolerated and students grow in self-discipline and responsibility.

Cyberstalking as defined in § 784.048(1)(d), Fla. Stat., means engaging in a course of conduct that uses electronic mail or other electronic communication to send words, images, or messages directed at a specific person, causing substantial emotional distress and serving no legitimate purpose.

MBA strictly prohibits bullying or harassment of any student or staff member:

- During any educational program or activity.
- During any school-related or school-sponsored event or activity.
- On school buses.
- Through data or software accessed via any computer, system, or network owned or physically located on MBA or MBC property or at school events.
- Through technology or devices not owned by the school but used off campus if the bullying significantly interferes with the victim's ability to participate in or benefit from MBA programs or disrupts the school's educational process or operations.

Note: MBA is not responsible for monitoring off-campus, non-school-related activities or programs.

Skip Day

Students who participate in an organized skip day will face consequences such as detention (in-school or after-school) or suspension. Depending on the circumstances, transfer from the school may be considered.

Discipline Philosophy

Discipline at MBA aims to help students become self-aware of their behavior and grow in Christlike character. Various methods are used to guide students toward this goal:

- **Counseling:** Teachers will talk with students about behavioral issues as needed.
- **Written Assignments:** Students may be assigned work that involves studying Scripture related to their behavior or assignments connected to academic subjects.
- **Parental Contact:** Teachers will communicate with parents when discipline issues arise. Students who disrupt others' learning will be held accountable, but entire classes will not be disciplined for the actions of a few.
- **Loss of Free Time (Grades K5–3)**
Students with repeated conduct issues or poor attitudes affecting academics may lose free time during class celebrations or recess.
- **Detention (Grades 4–12)**
Detentions are typically held Wednesdays from 2:30 to 3:15 p.m. Additional detentions may be scheduled during PE class time as needed. Detentions can be assigned for repeated behavioral issues or poor academic attitudes.

Conduct Probation

Students whose attitudes or behavior conflict with MBA's standards may be placed on conduct probation. While on probation, any violation of the MBA Honor Agreement may result in suspension or dismissal.

Suspension

Suspension is reserved for serious infractions or repeated behavioral issues that have not been corrected through other measures. Students on suspension must complete all missed classwork, which will be available through the parent portal, and submit it upon return.

In-school suspension may be assigned as an alternative, involving supervised academic work or physical tasks as determined by the administration.

Note: Suspended students are not permitted to participate in or attend any school-related functions, events, or extracurricular activities until officially reinstated.

Expulsion (Dismissal)

MBA reserves the right to dismiss a student who consistently fails to meet behavioral expectations despite correction and support. Teachers and administration will document ongoing concerns and communicate with families. If a student continues to demonstrate patterns of disrespect, dishonesty, rebellion, or other severe behaviors, expulsion may be recommended.

Expulsion is considered a last resort and will only occur following a parent conference. In the event of expulsion, the student's personal belongings will be collected by staff and made available for parent pickup in the school office.

Any student who is removed from the school will receive a "U" (Unsatisfactory) in conduct. **Conduct grades will be issued exclusively through the Bible class for all courses a student takes.**

Threat and Harm

MBA maintains a zero-tolerance policy regarding threats or acts of violence. Any threat, whether verbal, written, physical, or electronic, of serious bodily harm toward individuals or damage to school property will result in an immediate internal investigation. The student(s) involved will be required to remain off campus until the investigation is concluded. Disciplinary action, up to and including expulsion, may be imposed, regardless of whether the threat was made seriously, in jest, or in a playful manner.

All threats will be treated seriously and may be reported to law enforcement if warranted. Ensuring a safe environment for all students and staff is of utmost importance.

Action Chart for PreK-4 through 6th Grade

Infraction (See Note 1)	Warning	Written Notice	Detention or Suspension(See Note 3)
Excessive Uniform Violations Repeated Gum Chewing Classroom Disruptions Excessive Talking Not Following Directions	Verbal Warning Time-Out	Discipline Notice Time-Out	Counsel with Admin. Discipline Notice Parent Conference
Blatant Disrespect of Authority Cursing, Rudeness, Crudeness Lying	Discipline Notice Time-Out Counsel with Admin.	Discipline Notice Possible detention or remaining day suspension Counsel with Admin.	Counsel with Admin. Discipline Notice Suspension
Bullying Stealing Physical Contact Fighting Improper Technology Use	Counsel with Admin. Discipline Notice Detention	Counsel with Admin. Discipline Notice 3-Day Suspension Parent Conference	Counsel with Admin. Discipline Notice 5-Day Suspension Parent Conference
Cheating	Zero for grade Discipline notice	Zero for grade Counsel with Admin. Discipline Notice Detention Parent Conference	Zero for grade Counsel with Admin. Discipline Notice 1-Day Suspension
Damaging Property	Counsel with Admin. Discipline Notice Time-Out Parents liable for damages	Counsel with Admin. Discipline Notice Detention Parents liable for damages	Counsel with Admin. Discipline Notice Suspension Parents liable for damages
Violation of the Honor Code	Consequences for violating the Honor Code will be determined by the Administration based on the specific circumstances of the offense. Disciplinary actions may range from a time-out or detention to suspension or dismissal, depending on the severity and nature of the violation.		

NOTE 1: Parents will receive a notification via the Skyward app or email when a discipline incident occurs; however, they must log into their Skyward account to view the full details. Please check these alerts regularly to stay informed about your child's behavior. In cases of serious incidents, a follow-up phone call will also be made.

NOTE 2: For more serious offenses, corrective actions will be escalated appropriately to immediately address the behavior. In some cases, staff or administration may assign a consequence before contacting a parent to promptly redirect behavior.

NOTE 3: A student may be considered for transfer out of MBA upon a third or fourth major offense.

Action Chart for Secondary Education (7th –12th grade)

Infraction (See Note 1)	Referral	Offense	Suspension (See Note 3)
Excessive Talking Classroom Disruptions Blatant Disrespect of Authority Physical Contact (PDA) Excessive Uniform Violations Repeated Gum Chewing Cursing, Rudeness, Crudeness Lying)	Discipline Notice Possible Detention assigned Counsel with Admin	Discipline Notice Detention and/or suspension assigned	Counsel with Admin. Discipline Notice Suspension assigned
Fighting Stealing Hazing Bullying	Counsel with Admin. Discipline Notice Detention assigned	Counsel with Admin. Discipline Notice Remaining day suspension (possible multiple days) Parent Conference	Counsel with Admin. Discipline Notice Suspension (possible multiple days) Parent Conference
Cell Phone/ Smart Watches/ Smart Devices Improper Technology Use	Verbal reminder to give device to teacher until the end of day Discipline Notice	Discipline Notice Parent contact made	Discipline Notice Detention assigned for multiple offenses
*No device should be used between 8:30 and 3:15. *Smart watches may not be worn during the school day. *Students should use the phone in the office to make a call home.			
Sexing/ Inappropriate Cell Phone Communication	Any instance of sexting reported to the school will be promptly referred to the School Resource Officer. Disciplinary action will be determined by school administration.		
Cheating	Zero given for grade Discipline Notice In/after-school detention Parent Notified	Counsel with Admin. Zero given for grade Discipline Notice 1-Day suspension Parent Conference	Counsel with Admin. Zero given for grade Discipline Notice 3-Day suspension Parent Conference
Damaging Property	Counsel with Admin. Discipline Notice After-school detention Parents are liable for damage	Counsel with Admin. Discipline Notice Minimum 1 -Day Suspension Parents are liable for damage	Counsel with Admin. Discipline Notice Suspension (Multiple days) Parents are liable for damage
Medication (Prescription and Over the Counter)	Counsel with Admin. Discipline Notice Medication will be confiscated and be picked up by parent/guardian.	Counsel with Admin. Discipline Notice Minimum 1 -Day Suspension	Counsel with Admin. Discipline Notice Suspension (Multiple days) or transfer out
Threats Drugs Harassment	Any incident involving threats, drugs, or harassment will result in the immediate involvement of the School Resource Officer (SRO). Students will be notified and face disciplinary action, which may include detention, suspension, or expulsion, as determined by administration. Law enforcement may take additional action if necessary.		

NOTE 1: Parents will be notified of student infractions primarily through Skyward's discipline portal. Three (3) conduct marks in a single day or class period will generate a discipline notice. Major incidents may also prompt a phone call. Notes from the staff or administration will be viewable in Skyward, and we ask that any questions be directed first to the staff member who submitted the notice, as they are most familiar with the incident.

NOTE 2: In cases of serious or disruptive behavior, corrective actions may be taken immediately—prior to parent contact—to redirect behavior. Disciplinary measures will be appropriately escalated to address continued or particularly offensive behavior.

NOTE 3: Students who receive a third or fourth major offense may be considered for withdrawal from MBA.

Conduct Grades and Discipline Referrals

Students who receive referrals will have their conduct grade lowered to an **S (Satisfactory)**. Students receiving an offense will receive a **N (Needs Improvement)** in conduct, and those who receive a suspension will be given a **U (Unsatisfactory)** or lower on their report card, as determined by administration. **Conduct grades will be issued exclusively through the Bible class for all courses a student takes**

DRESS CODE

MBA Dress Code Policy

Meadowbrook Academy's dress code is rooted in biblical principles of modesty, respect, and personal responsibility. As a ministry of Meadowbrook Church, we uphold a view of gender consistent with biological sex at birth and apply all dress code standards accordingly.

While we do not discriminate based on race, color, national or ethnic origin, gender, or disability, we do reserve the right to enforce standards that align with our religious beliefs and mission. Reasonable requests for medical or disability-related accommodation will be reviewed on a case-by-case basis.

If you have any questions about dress code requirements, please contact the school office for clarification.

Uniform Guidelines

- Uniform polo shirts may be purchased from local retailers such as Old Navy, Belk, JCPenney, Target, or Children's Place, or ordered online from a vendor of your choice.
- MBA has partnered with Mitchell's Design and Graphics to provide official polos, gym uniforms, and spiritwear.
- Visit mitchellsdesign.com, click the three horizontal lines, and select "School Store" to view available items.

Spirit wear

- Any approved MBA spirit wear top from Mitchell's Design may be worn on any school day, including Fridays, at no additional charge.
- Mitchell's Design is the only approved provider for spirit wear tops.

Dress Code Enforcement

- Final decisions regarding the appropriateness of jewelry, hairstyles, and clothing will be made by the school administration.
- Students not in compliance will receive a uniform violation notice.
- Sloppiness in appearance or immodest attire may result in the student being removed from class until proper clothing is acquired.
- Minor violations (e.g., incorrect colors or non-compliant styles) will result in a written warning.
- Repeated violations will lead to further disciplinary action.

Pants

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

Color: Khaki only

- Must be uniform style and color
- Cargo pockets permitted for boys
- Relaxed fit; loose fitting
- No corduroy or jogger-style material permitted
- No leggings or jegging material permitted
- Undergarments should not be visible above the waistline

Shorts

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

Color: Khaki only

- Must be uniform style and color
- Relaxed fit; loose fitting
- Dry-fit material is acceptable
- Hem must be no more than 3 inches above the knee
- Undergarments should not be visible above or below the shorts

Skirts

Grades: Pre-K4 through 12th Grade

Who: Girls only

Color: Khaki only

- Must not be more than 3 inches above the knee
- Must be relaxed fit; loose fitting
- Shorts must be worn underneath

Skorts and Jumpers

Grades: Pre-K4 through 3rd Grade

Who: Girls only

Color: Khaki only

- Must not be more than 3 inches above the knee
- Shorts must be worn underneath jumpers
- Must be relaxed fit; loose fitting

Capris

Grades: Pre-K4 through 12th Grade

Who: Girls only

Color: Khaki only

- Relaxed fit; loose fitting

Polos

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

Colors: Purple, Gold, White, or Gray with MBA logo

- Shirts must be loose-fitting
- May be worn tucked in or untucked
- Spirit wear shirts may be worn only if purchased through Mitchell's Design and Graphics and approved by administration
- Shirts may not have pockets

Coats, Jackets, Hoodies, and Sweatshirts

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Jackets and hoodies must be Purple, Gold, White, or Gray with the MBA logo
- Cardigans are permitted
- Pullover hoodies are allowed only with the MBA or Mustang logo
- MBA extracurricular team warm-up jackets, hoodies, and sweatshirts are permitted once approved by administration

Note: When the temperature is below 40°F, students may wear coats for warmth

Undershirts

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Solid colors only: black or white
- Must not be visible below the bottom of the uniform shirt
- Must not have any graphics or writing

Socks

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Solid colors only: black or white

Tights and Leggings

Grades: Pre-K4 through 12th Grade

Who: Girls Only

- Solid colors only: black or white
- Leggings may be worn only under a skirt or jumper during winter months
- Leggings may not be worn as pants or under shorts

Belts

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Solid colors only: black, brown, or white
- May be worn with pants, shorts, or capris that have belt loops

Jewelry

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Jewelry should be simple and not draw undue attention

Girls may wear:

- Earrings (maximum of three per earlobe)
- One small nose ring (no bull nose rings, tongue piercings or other facial piercing allowed)
- Final decisions on jewelry suitability are at the discretion of Academy Administration

Not Permitted:

- Excessive jewelry
- Bars or gauges
- Rub-on tattoos or any body markings
- Facial or body piercings for boys
- Earrings or piercings of any kind for boys
- Visible tattoos (must be fully covered)
- Writing or drawing on the body

Makeup

Grades: 7th through 12th Grade

Who: Girls Only

- Must be applied modestly and not in dark or excessive styles

Hairstyles

Grades: Pre-K4 through 12th Grade

Who: Boys

- Hairstyles should be neat, clean, and out of the eyes
- Hair may cover the ears
- A man bun (also known as a "Stanley bun") is allowed only if positioned at the top-back part of the head
- Hair must be above the eyebrows and shirt collar
- Sideburns must be short and no longer than mid-ear

Not Permitted:

- Overly bushy or unruly hair (a haircut will be required)
- Rat tails
- Eccentric or distracting hair colors or cuts

Who: Girls

- Hair coloring is permitted if it is not distracting

Not Permitted:

- Eccentric or distracting hair styles or color
- Girls may not have shaved heads or undercut styles

Beards/Mustache Grades: 9th through 12th only

Who: Boys

- High school boys may have a well-trimmed beard or goatee if trimmed and clean shaven

Shoes

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Any shoe color is permitted, as long as **both shoes match** (no mismatched colors)
- **Pre-K4 through 5th Grade:** Must wear lace-up sneakers due to daily PE participation
- **Grades 6th through 12th:** May wear Sperry's, Hey Dudes, or leather loafers
- Athletic shoes must be worn during PE and varsity sports
- **Grades 6th through 12th:** Crocs may be worn **Fridays only**
- Footwear must be worn at all times
- The heel of the foot must be covered and supported

Not Permitted:

- Highly graphic patterns (e.g., skulls, distracting designs)
- Flip-flops
- Open-toed shoes
- Platform shoes
- Mules or slides

Hats, Sunglasses, and Scarves

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Plain hats and sunglasses may be worn on field trips when students are outdoors for extended periods, **provided they meet Academy criteria** (items must be removed when spoken to by a teacher, chaperone, or tour guide)
- Girls may wear headbands

Not Permitted:

- Hats, head wraps, scarves, or bandanas on campus unless **pre-approved by administration** for special events

Jean Day

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Jean Day is held most Fridays as a fundraiser unless otherwise announced by administration
- Students may wear jeans or jean capris if they meet school standards:
 - Must not be excessively tight
 - Must not have holes or worn areas that expose skin
- **Grades 6th through 12th:** Crocs may be worn on Fridays only

Not Permitted:

- Jean shorts
- Sweatpants
- Workout pants
- Yoga pants

Extra-Curricular Event Attire

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- All student attire at MBA events—both on and off campus—must reflect **Christian modesty and values**
- Field Day, Water Day, and field trips require **regular school uniform or PE uniform attire**, unless special permission is granted by administration

PE Attire

Grades: 6th through 12th Grade

Who: Boys and Girls

- PE uniforms are available for purchase at Mitchell's Design and Graphics
- PE shorts may not be worn outside of PE classes

Girls:

- Purple short-sleeved PE shirt w/MBA logo
- Purple or black shorts, no more than 3 inches above the knee
- Shorts must be loose fitting

Boys

- Purple short-sleeved PE shirt w/MBA logo
- Purple or black basketball shorts, no more than 3 inches above the knee
- Shorts must be loose fitting

Not Permitted:

- Sofee shorts
- Yoga pants or shorts
- Bike shorts or pants

Picture Day

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Students must wear an MBA uniform polo shirt in any school-approved color (Purple, Gold, White, or Gray)
- Applies to both class photos and individual picture day sessions

Field Trip Attire

Grades: Pre-K4 through 12th Grade

Who: Boys and Girls

- Students must wear regular school uniforms unless administration specifies otherwise for special events
- Swimsuits may be worn **under** uniforms for swimming-related field trips
- **Girls:**
 - Must wear modest bathing suits
 - Two-piece suits are allowed **only** with a dark-colored t-shirt or tank top worn as a cover-up

Uniform Enforcement Procedures

- Uniform compliance is monitored throughout the school day
- Non-compliance will result in a uniform written notification sent through Skyward
- Repeated violations will lead to a discipline notice and assigned detention
- MBA reserves the right to determine final discretion in all dress code matters on a case-by-case basis

DROP-OFF, PARKING, AND PICK-UP

Student Drop-Off & Morning Procedures

All students must be dropped off through the front car line. For safety reasons, students should not be dropped off in the parking lot or allowed to walk across the car line. The front drive is a **no-parking zone**—please do not leave your vehicle unattended or use the car line to organize backpacks, papers, or lunch boxes. If you need to enter the building, park in the parking lot and use the crosswalk to escort your child.

Students should not arrive before **7:45 a.m.** unless enrolled in Before School Care. Elementary students arriving between **7:45 and 8:10 a.m.** must report to the cafeteria in Building 3. If arriving after **8:20 a.m.**, they should report directly to their homeroom.

Parents are encouraged to allow their children to walk into the building independently. No students, including children of staff, should be in the hallways before or after school without permission. Middle and high school students are not permitted to access their lockers or classrooms before the buildings officially open.

Parking Lot & Car Line Safety Reminders

- Always pull forward as far as possible in the car line to keep traffic flowing and prevent backups.
- Remain in your vehicle while in the car line. Faculty and staff will assist your child with entering and exiting the car.
- Ensure your child is seated on the passenger side of the vehicle for a safe and efficient drop-off or pick-up. For safety reasons, children are not permitted to cross traffic to enter the car from the driver's side.
- Drive slowly and remain alert at all times. Watch carefully for students and staff.
- We strongly discourage cell phone use while in the car line to help keep all students safe.
- Keep noise levels respectful—please avoid playing loud music while on campus.

- Do not drop students off in the parking lot. This applies to all students, including older siblings driving younger students. Siblings must first go through the car line for drop-off, then the older student may park and walk in.
- No students may be dismissed from the gym. All students must be picked up from their designated dismissal areas.

Student Drivers

Driving to school is a privilege that must be exercised responsibly. Student drivers are not permitted to leave campus during school hours unless proper **early dismissal procedures** have been followed. This includes confirmed parental permission and signing out through the school office.

Students should only be at their vehicles during arrival and dismissal times. All student vehicles must be parked in the **designated student parking area in front of Building 5**.

The speed limit on campus is **15 MPH** at all times. Failure to follow speed limits or safety guidelines may result in disciplinary action, including a warning, detention, suspension, or loss of driving and/or parking privileges, at the discretion of administration.

General Pick-Up Procedures

To maintain a safe and secure environment, all non-driving students must be picked up through the designated car line. Please follow these guidelines:

- Car tags must be clearly visible in your front windshield until your child is safely in your vehicle.
- Do not park or stop in the drive if your child is not yet outside. You may either:
 - Circle around through the car line again, or
 - Park in a designated space and wait until your child exits the building, then re-enter the car line for pick-up.
- Students will be dismissed as follows:
 - Elementary students will wait in the hallway outside their classrooms and be released when their name is called.
 - Secondary students will wait in class with a supervising teacher and will be released when their name is called.
- Students leaving before regular dismissal times must be signed out through the school office.

Elementary Pick-Up Procedures

- Dismissal begins at 3:00 p.m.
- Any elementary student not picked up by 3:30 p.m. will be taken to After-School Care and families will be charged accordingly.
- If someone other than a parent is picking up the child:
 - The school office must be notified in advance.
 - The authorized individual must present a photo ID before the child will be released.

Secondary Pick-Up Procedures (Grades 6–12)

- Dismissal begins at 3:15 p.m.
- Students must wait in their designated class until their name is called.
- All secondary students must be picked up by 3:35 p.m.
- No students are allowed to loiter on sidewalks, in the office lobby, library/computer lab, playground, or gym.
- The gym is closed unless students are participating in a supervised athletic practice.

EXTENDED CARE

General Policies: 2025–2026 Extended Care

To ensure the safety and well-being of all students, please review the following policies and updates regarding our Extended Care Program.

Prepayment & Registration

- Extended Care is a prepaid service and requires advance registration.
- Students may not attend Before or After School Care unless they are registered and payment has been made in advance.
- Faculty and staff do not have the authority to allow students to attend Extended Care at no charge, including for late pick-ups from help classes or tutoring.

Monthly Rates (Per Child)

Month	Before School	After School	Both Before/After
August, September, October, January, February, April, May	\$75	\$160	\$220
November	\$60	\$130	\$160
December	\$45	\$100	\$110
March	\$60	\$130	\$160

Elementary Extended Care (Grades K–6)

- Before-School Care (BSC) runs from 6:30 a.m. to 8:10 a.m.
- Breakfast is not provided. Please ensure your child eats a nutritious meal before arriving.
- After-School Care (ASC) runs from 3:30 p.m. to 6:00 p.m.
- Registration and prepayment are required.

Secondary Extended Care (Grades 6–12)

- Before-School Care is available from 7:30 a.m. to 8:10 a.m.
- Mandatory for any student on campus before 7:45 a.m.
- A supervising faculty member is provided; this is a paid program.
- After-School Care runs from 3:35 p.m. to 6:00 p.m.
- Registration and prepayment are required.

Important Guidelines

- Extended Care is only offered on regular school days. It is not available on holidays, teacher workdays, or any days when school is not in session. (See the MBA Calendar for details.)
- Students may not bring electronic devices or toys to Extended Care, as they may be inappropriate or distracting.
- Any student remaining on campus after 3:30 p.m. without direct staff supervision or Extended Care enrollment will be escorted to the Extended Care room, and the monthly rate will be charged.
- One “grace day” will be allowed per year; after that, fees will apply.

Late Pick-Up Policy

- All students must be picked up no later than 6:00 p.m.
 - A late fee of \$10 per 15-minute increment will be charged per child, based on the school clock:
 - 6:00–6:15 p.m. = \$10
 - 6:16–6:30 p.m. = \$20
 - 6:31–6:45 p.m. = \$30
- At 6:45 p.m., the Abandoned Child Procedure may be initiated. If parents cannot be reached, local law enforcement will be contacted.

FIELD TRIPS

Field trips are planned by teachers to enhance the curriculum. When a field trip is scheduled, teachers will send home detailed information. Please read and follow all instructions carefully.

Important:

- Students must be in good academic and conduct standing to participate in any field trip.
- No refunds will be given once tickets have been purchased.
- All school policies related to dress, behavior, and discipline apply during field trips.

Behavior and Conduct

- Students and chaperones are expected to demonstrate self-control and uphold a high Christian standard at all times.
- Teachers have priority authority over parents and chaperones in managing the class during trips.
- Teachers handle all field trip funds.
- No student drivers are allowed on field trips.
- Dress must be modest for both students and chaperones:
- No sweatpants, yoga or bike shorts, halters, or overly tight clothing.

Transportation

- Parents are responsible for providing transportation for their own children unless a school bus or chartered bus is provided for long-distance trips.
- Use of buses for long trips is for student safety, and associated costs are included in the field trip fee.
- Parent drivers must:
- Provide a valid Driver's License, current insurance card, and a signed Driver's Agreement confirming vehicle safety.
- Complete a Level II background screening if transporting children other than their own.
- Pay for their own gas and tolls.
- Stay at the trip site until the teacher releases them.
- Ensure supervision if returning to campus before the teacher arrives.

Participation Guidelines

- Only students in the designated grade or class for the field trip may attend. No exceptions, including faculty children or non-Academy students (excluded due to insurance and disciplinary reasons).
- Babies of nursing mothers/chaperones may attend, but alternate arrangements are encouraged.
- Families are encouraged to chaperone but asked not to treat field trips as family outings to maintain the educational focus and class dynamic.
- Field trips are required as part of the educational program. Students not attending must attend school and complete a related educational assignment to meet the trip's learning objectives.
- Student-athletes who do not attend a field trip may not participate in games or practices on the same day.
- Students with a history of chronic poor behavior may be excluded from attending and should remain home.

Chaperones

MBA values the partnership of parents and families in providing safe, enriching experiences for students during field trips. To ensure student safety and comply with the Jessica Lunsford Act, the following guidelines apply to all chaperones:

Who May Chaperone

- Chaperones may include parents, grandparents, faculty, and ministry staff.
- Adults outside of these approved groups may only attend with prior administrative approval.
- MBA reserves the right to limit or restrict chaperone participation to maintain a safe, orderly, and productive learning environment during all field trips.

Clearance Requirements

- All chaperones must have a certified background clearance on file with the school.
- There are two levels of clearance:
 - Level 1 – Local background check (not fingerprinted)
 - Level 2 – Out-of-county/fingerprint-based background check

Level 1 (Local) Chaperones

- May only accompany their own child
- Are not permitted to supervise other students without an MBA staff member present
- Are not allowed to transport students other than their own

Level 2 (Fingerprint-Based) Chaperones

- May supervise a group of students
- May transport students in a personal vehicle if the following are submitted at least one week in advance:
 - A valid driver's license
 - Current proof of insurance
 - A completed driver's checklist (available in the front office)

Transportation

- School or charter buses are required for most field trips.
- Personal vehicles will be permitted only when approved by administration and when Level 2 clearance and all required documents are on file.

INTERNET USE

Technology & Network Use

At MBA, we recognize that new technologies are transforming the way information is accessed, communicated, and transferred. These changes influence both instruction and student learning. As part of our educational resources, students are granted access to the Internet and school computer networks.

Student Responsibility

- Students are expected to demonstrate good behavior and responsible digital citizenship when using school technology, just as they would in a classroom or hallway.
- All use of technology must align with MBA's academic expectations and values.
- Access to the network is a privilege, not a right. It may be suspended or revoked by system administrators, faculty, or administration for misuse.
- Acceptable Use Guidelines
- All communication and activities on the network must comply with school rules and applicable local, state, and federal laws.
- Inappropriate use includes, but is not limited to:
 - Transmission of threatening, obscene, or copyrighted material
 - Use for commercial activities, product promotion, political lobbying, or illegal acts
 - Vandalism, which includes attempts to harm or destroy the data of another user
 - The use of another organization's network or computing resources must follow the rules of that system.

Network Etiquette

Students must:

- Be polite and avoid sending abusive messages
- Use appropriate language at all times (no profanity, vulgarities, or offensive content)
- Never transmit or receive obscene or offensive materials—such actions will result in immediate suspension of network privileges
- Refrain from sharing personal information, including addresses, phone numbers, or financial data (e.g., credit card or bank account numbers)
- Understand that email and digital communications are not private; system operators can and do access messages
- Monitoring & Privacy Notice
- All computer screens and internet activity are monitored by MBA staff.
- A history of user activity is recorded and reviewed as needed.
- Any questionable or inappropriate action will lead to loss of access, disciplinary consequences, and possibly legal action.

Library Use

The MBA Library exists to support students in their academic and personal growth. All students are expected to follow the established library rules and guidelines, which will be distributed at the beginning of the year.

Library Expectations

- Students must treat the library environment and materials with respect and care.
- Lost or damaged books are the student's responsibility and must be replaced at current market value.
- Repeated failure to follow library rules may result in a loss of library privileges

MEDICAL

MBA is limited in the type of medical attention that can be administered to students on campus. Basic first aid—such as washing a wound, applying a bandage, or providing an ice pack—may be administered by trained staff. However, medical treatment beyond this scope requires parent or medical professional involvement to avoid legal liability.

Prescription Medication

- All prescription medications must be accompanied by written authorization from both a parent and a licensed physician, indicating the necessity for administration during school hours. This is required by state law.
- A duplicate prescription bottle may be requested from the pharmacist so that one remains at home and one is stored at school.
- The medication container must include:
 - Student's name
 - Physician's name
 - Pharmacy contact information
 - Name of medication and dosage instructions

Non-Prescription Medication

- All non-prescription (over-the-counter) medications must be in their original packaging and accompanied by a signed note from a parent specifying dosage and frequency.
- Cough drops also require a signed and dated note from a parent.
- No medication—prescription or non-prescription—will be administered without proper written authorization.
- All medication will be dispensed by the office staff only and stored in a locked cabinet for student safety.
- Whenever possible, parents should make arrangements for medications to be administered at home. However, MBA understands there are circumstances where medication is essential during school hours.

Emergency Medical Procedures

- In emergency situations, 911 will be called first, followed immediately by parent/guardian notification.
- In non-emergency situations, the parent will be contacted prior to taking any medical action.
- Parents will be notified immediately in the event of:
 - A serious accident or injury
 - A head injury
 - Presence of blood or possible exposure to bodily fluids
- Incident Reports are completed and kept on file for all injuries or health-related incidents that occur on campus.

Please note: MBA assumes no liability for injuries sustained during after-school athletic events or other physical activities. Parents must carry adequate medical insurance coverage for such situations.

Scheduling of Appointments

- Parents are encouraged to schedule routine doctor, dental, or specialist appointments outside of school hours whenever possible to minimize disruption to the student's academic day.

Communicable Diseases

MBA is committed to maintaining a healthy campus environment by requiring students who are ill with a communicable disease to remain at home. If a parent, teacher, or administrative staff member suspects that a student or employee may have a communicable illness, they should notify the MBA office promptly. Students who are too ill to participate in classroom activities or who show signs of a communicable disease will be separated from others, and their parent or guardian will be contacted. Any student with a fever over 100.3°F, vomiting, or diarrhea must be picked up immediately or kept home.

Students may return to school once they have been fever and symptom free for at least 24 hours without the aid of medication.

Remember:

I NEED TO STAY HOME IF:

**HAVE A
FEVER**



**I AM
VOMITING**



**I HAVE
DIARRHEA**



**HAVE A
RASH**



**I HAVE
HEAD LICE**



**I HAVE AN
EYE
INFECTION**



**I HAVE BEEN
HOSPITALIZED**



I NEED TO STAY HOME IF:

Fever free for
24 hours
without the
use of fever
reducing
medication:
i.e. Tylenol or
Motrin

Free from
vomiting for
at least 24
hours.

Free from
diarrhea for
at least 24
hours.

Free from
rash, itching,
or fever. I
have been
evaluated by
my doctor, if
needed.

Treated with
appropriate
lice treatment
at home and
cleared to
return to class
by school
official.
Students must
be nit free.

Evaluated by
my doctor and
have a note to
return to school.

Released by my
medical provider
to return to
school.

All MBA students are required to be up to date with immunizations as mandated by state law. Any individual diagnosed with a communicable disease will be restricted from campus for the duration of their contagious period. MBA reserves the right to take appropriate measures to protect the health of the school community. When deemed necessary, the school may require a physician's evaluation at the parent's expense. Students will be screened periodically for head lice. Any student found to have lice must remain at home until all lice and nits are completely eliminated.

OFFICE

Deliveries for Students

MBA does not permit lunch deliveries to students under any circumstances. Parents should ensure students bring their lunch with them at the start of the school day.

Students may only be checked out for lunch on **special occasions**, such as birthdays, and **must be signed out by a parent or guardian** through the front office. Frequent or routine lunch check-outs are not permitted. Items such as mail, flowers, balloons, and other deliveries will only be distributed at the discretion of office personnel. MBA cannot guarantee that any non-essential deliveries will reach a student before dismissal.

It is the responsibility of students and their parents to ensure that all necessary items—books, homework, athletic gear, lunches, etc.—are brought to school each day. Classroom instruction will not be interrupted for the delivery of forgotten items.

Parent Questions

To better serve our families, MBA offers a variety of resources to help answer frequently asked questions, including the MBA front office, our website at www.mbaocala.org, and the *Meadowbrook Reminder* newsletter. If you have questions regarding your child's grades, homework, classroom behavior, or extracurricular activities, please reach out directly to the appropriate teacher or coach first before contacting school administration. This ensures the most accurate and timely response.

Telephone Use

Students are only permitted to use the telephone located in the school office. All other phones on campus are reserved for staff use only. Telephones may not be used by students during class periods.

Phone messages from parents will only be delivered in **emergency situations**. To minimize disruptions to learning, classes will not be interrupted for non-emergency messages.

We kindly ask parents **not to text or call their students during the school day**, as students are not permitted to use personal cell phones during school hours.

SPECIAL EVENTS, ACTIVITIES AND PROJECTS

Awards Ceremonies

At the conclusion of the first three nine-week grading periods, MBA holds an awards ceremony to recognize students who have earned “A” Honor Roll, “A-B” Honor Roll, and placement on the Principal’s List for Excellent Conduct.

During the final month of the school year, an End-of-Year Awards Ceremony is held to celebrate student achievement in areas such as Christian character, academics, attendance, music, Spanish, and Physical Education. These awards are not solely based on highest performance but may also recognize growth, effort, and improvement demonstrated throughout the year.

Christian Honor Student Association and National BETA

MBA is a proud participant in the ORUEF/Christian Honor Student Association (CHSA) and the National BETA. Through membership in these organizations, we emphasize the values of academic excellence, character development, leadership, and service.

Students are encouraged to pursue lives of purpose by demonstrating leadership both on and off campus and by actively serving others in their school and community.

League of Christian Schools Festival

MBA proudly participates in the League of Christian Schools (LCS) Festival, an exciting opportunity for students in grades 3–12 to showcase their God-given talents across a wide range of categories and events.

Each student's performance is evaluated by professional adjudicators who provide constructive feedback to help students strengthen their skills and refine their presentations. The festival is held annually in Lakeland, Florida, and serves as a platform for both artistic expression and personal growth.

Fall Festival

Fall Festival is a fun-filled day for the whole family to enjoy! Parents are encouraged to participate by helping with grade level booths, supervising refreshment areas, and assisting with setup and cleanup duties.

Students may also be assigned responsibilities under the guidance of teachers and parents to help with preparation and cleanup tasks. The festival is open to all parents and siblings, making it a great opportunity for families to celebrate together.

Science Fair

The Science Fair typically takes place in January and is overseen by the science department. Each year, the grades eligible to participate and compete are announced in advance

High School Dances (Homecoming and Prom)

High school dances are exclusively for students in grades 9–12. Attendance requires the purchase of a ticket for each event.

Students may bring one guest who must be either an MBA student, a regular attendee of MBC's youth group, or a member of another church youth group. Guests from youth groups must have attended consistently over an extended period, with attendance verified in writing by their youth pastor. Academy students wishing to bring dates who have already graduated from high school must obtain prior approval from administration. Guests are required to meet with the school administrator one week prior to attending the dance for approval.

Guests aged 21 or older are not permitted to attend.

Formal Attire Guidelines

- **Young Men:**

Should wear a dress coat, dress slacks, and a tie. Renting a tuxedo is recommended, but a full suit with a tie is also acceptable.

- **Young Ladies:**

Are expected to wear modest formal dresses. Dresses should have no bare, sheer, or mesh midriff areas. The back of the dress should not be lower than the middle of the back—meaning no visible skin below the natural waistline. Dresses should have structure; slip dresses are not permitted to ensure appropriate undergarments can be worn. Strapless dresses are allowed without a cover-up unless desired for modesty. Strapless styles must feature a modest, straight-lined bodice with no cleavage or plunging necklines. Most dresses are above the knee, which is acceptable, but dresses **should not be shorter than three inches above the knee**. Heels are always acceptable footwear.

If you have any questions about dress appropriateness, please consult with administration at least one week before the event. Students who do not meet the dress code will not be allowed to attend. This dress code applies to all attendees, including non-MBA guests.

VISITORS

All campus visitors must be pre-approved by administration and are expected to follow MBA's dress code guidelines. Upon arrival, visitors must sign in at the front office and wear a Visitor Badge at all times while on campus.

MBA uses V-Soft by Raptor to screen and track all visitors and volunteers. A valid state-issued photo ID is required upon check-in. The system provides real-time alerts if a visitor poses a potential safety risk to the campus. Before leaving, visitors must return their badge and sign out at the office.

Please note:

- Visitors are not permitted during standardized testing or during quarterly and semester exams.
- Parents are welcome to visit their child's class but must make arrangements in advance through the administration.
- Younger siblings are not allowed in the classroom, with the exception of nursing infants.

Volunteers

Parents who wish to volunteer in classrooms, the library, cafeteria, or during recess must have a current, approved Volunteer Application and Background Check on file in the school office. Please allow a minimum of two weeks for processing. Parents are strongly encouraged to complete the application at the start of the school year, as background checks expire annually at the end of each school year.

All volunteers must:

- Sign in and out at the school office.
- Wear a Volunteer Badge while on campus.
- Follow all expectations outlined in the Parent/Student Handbook.
- Adhere to the dress code for volunteers, which includes neat, casual attire. Sweatpants, yoga pants, bike shorts, halter tops, or overly tight-fitting clothing are not permitted.

GENERAL SCHOOL INFORMATION

Absences

Student absences must be reported to the front office by 9:00 AM. Please do not rely on notifying only the teacher, as the office must also be informed. To report an absence, call 352-861-0700 or email attendance@mbcocala.org.

Animals/Pets

Pets and animals are not permitted on campus. This includes inside school buildings or on sidewalks during drop-off or pick-up times. Please leave all pets at home for the safety and comfort of all students.

Backpacks, Athletic Bags, and Book Bags

Students are permitted to bring backpacks and satchels. "Character" backpacks and lunch boxes are allowed; however, items with violent or supernatural themes (e.g., vampires, monsters) are not permitted.

Secondary students must use bags small enough to fit inside a gym locker and should store them there upon arrival. Backpacks are allowed in classrooms but must be lightweight (no more than two classes' worth of materials) and fit under classroom seats.

Birthday Celebrations

Classroom birthday celebrations for students or teachers are not allowed during instructional time. Celebrations may take place during the lunch period only. All food items must be store-bought to comply with state health regulations; homemade items are not permitted.

Elementary students may not distribute invitations, gifts, or treats during the school day unless the entire class is included.

Change of Information

It is essential for MBA to have up-to-date contact and emergency information for every student. If there is a change in address, phone number, parent/guardian name, email, emergency contacts, or insurance information, please notify the school office at 352-861-0700 or update it via your Skyward Family Access account. Accurate daytime contact information is especially important in the event of an emergency.

Chapel and Mentoring

- **Chapel:**

Elementary chapel is held once a month, and secondary chapel is held twice a month. Services are led by the Spiritual Formation Director, Meadowbrook Church Next Gen Team, and school staff. Attendance is required for all students in grades Pre-K through 12.

- **Mentoring:**

Students in middle and high school are paired with a mentor for monthly mentoring sessions. This program supports students' spiritual, academic, and personal growth.

Class Parties

Teachers coordinate class parties for holidays and special occasions. Siblings who are enrolled in MBA may not leave their own class to attend a sibling's party.

All food brought for parties must be **store-bought** in compliance with state health regulations. **Homemade items are not allowed.**

Closed Campus

MBA operates a closed campus to maintain a safe and secure environment. Only enrolled students and authorized adults are permitted on campus. All visitors, including parents, must check in at the front office before accessing any part of the campus.

Communication

There are several ways to communicate with MBA staff:

- Phone: Call us at 352-861-0700
- Email: Each faculty/staff member has a professional email in the format: [first initial] [last [name](mailto:name@mbcocala.org)]@mbcocala.org (e.g., ateacher@mbcocala.org)

For a full staff directory, visit the “**Who We Are**” section at www.mbaocala.org.

Curriculum

MBA utilizes curriculum developed by BJU Press, a division of Bob Jones University, which provides high-quality Christian education. BJU Press materials are designed to promote a biblical worldview, offer academic rigor, foster critical thinking, and are enhanced by technology-based resources to support both teaching and learning.

Emergency Procedures

Evacuation Plan

MBA's Emergency Evacuation Plan is posted near the door of each classroom at a clearly visible height. All students and staff should familiarize themselves with the primary and secondary evacuation routes.

Fire and Evacuation Drills

Fire drills are conducted **monthly** throughout the school year. When the alarm sounds, students are to exit the building promptly and calmly, following the designated evacuation routes. Drills will include both primary and secondary exit procedures.

Campus Lockdowns

Lockdown drills are conducted **bi-monthly**. A verbal announcement will signal the beginning of a lockdown. All students and staff are expected to follow safety protocols immediately.

Inclement Weather

MBA follows **Marion County Public Schools** for closures due to severe weather. Please monitor local news outlets for updates. If Marion County schools close, MBA will also be closed. In the event of severe weather during school hours, students may be relocated to the gymnasium for safety. Any days missed due to weather may need

to be made up at the end of the school year.

Food and Drinks

Food and drinks are not allowed in classrooms, except during approved class parties and for personal water bottles. Gum is strictly prohibited.

Housekeeping

Students are expected to take personal responsibility for keeping classrooms, hallways, locker rooms, the gym, and campus grounds clean. Please dispose of trash properly and pick up any litter to help maintain a clean and welcoming Christian environment.

Desks and Lockers

Desks must remain neat and free of writing or markings. Lockers are assigned to students in grades 6–11 and to varsity athletes. Lockers should not be decorated with stickers or external accessories. Only tape may be used to secure items inside lockers, and all decorations must reflect Christian values and Biblical morality. Students may only use their assigned locker and may not access another student's locker without permission. Failure to follow these rules may result in loss of locker privileges. The administration reserves the right to inspect lockers at any time. MBA is not responsible for lost or stolen items. All personal belongings should be locked in lockers during P.E. class.

Lost and Found

Please label all personal items, including uniforms, jackets, lunchboxes, and backpacks. Lost items may be retrieved from the designated Lost and Found area. Valuable items such as jewelry and electronics are held in the front office. MBA is not responsible for items left on campus overnight. Unclaimed items will be donated or discarded at the end of each nine-week grading period.

Personal Items – Cell Phones, Smart Watches, and Devices

Due to the potential for disruption and misuse, students are not permitted to use cell phones, smart watches, or similar smart devices during school hours. These devices may serve as cameras, messaging tools, or access to the internet, which can interfere with privacy, classroom focus, and academic integrity.

Students are required to place their phones in the designated area of their homeroom upon arrival. All phones will be collected and taken to the main office. Students arriving late to school must turn in their phones at the time of check-in. Phones will be returned at the end of the day when students are called for carline dismissal.

Consequences for students found with cell phones throughout the school day:

- **1st offense:** Device is taken by the teacher, turned into the office, and a discipline notice is issued. The teacher will contact the parents/guardian.
- **2nd offense:** Disciplinary action will be taken, and the device will be confiscated. Parents must retrieve confiscated items from the office.

This policy is subject to change at any time as deemed necessary by MBA Administration.

Toys and Personal Play Items

Toys and personal play items are not allowed at school unless approved for elementary “Show and Tell” days. Items that cause classroom disruptions will be removed and sent home at the end of the day.

School Pictures

Individual student photos are taken early in the fall semester and are used in the school yearbook. While all students are required to be photographed, purchasing a photo package is optional. A make-up day is scheduled later in the fall for students who are absent or need retakes.

Searches

MBA is committed to maintaining a safe, drug-free, and weapon-free environment. The school reserves the right to search lockers, desks, backpacks, pockets, or vehicles on campus or at school-sponsored events when necessary to ensure student safety and well-being.

Enrollment at MBA constitutes parental and student consent for such searches. Searches are conducted discreetly and only when necessary. Details regarding the reason for a search will be shared only with those directly involved.

Weapons Policy

Students are strictly prohibited from bringing weapons or weapon-like items to school or any off-campus school activity. Violations will result in investigation, possible law enforcement involvement, and disciplinary action, including potential suspension or expulsion.

Even minor or unintended items, such as Swiss Army knives or laser pointers (which are considered weapons by the Marion County School Board), will be confiscated. These items will be returned at the end of the day with a warning. A discipline notice will be issued, and the student may receive in-school or after-school detention. Weapons are not permitted for “**Show and Tell**” or any other purpose.

EFFECTIVE DATE OF THIS HANDBOOK: AUGUST 8, 2025

IF ANY PROVISION OF THIS HANDBOOK IS DEEMED INVALID, THE REMAINING PROVISIONS SHALL REMAIN IN FULL FORCE AND EFFECT.

Security Camera Systems Video Surveillance for Security Purposes

Meadowbrook Academy maintains video surveillance systems on campus solely for security and safety purposes. Security cameras are strategically placed in common areas, hallways, exterior locations, and other areas deemed necessary by administration to ensure the safety and security of students, staff, and visitors.

Limited Purpose: Video surveillance is used exclusively for:

- Campus security and safety monitoring
- Investigation of incidents involving student safety, disciplinary matters, or property damage
- Protection of school property and assets
- Emergency response situations

Restricted Access: Access to video surveillance footage is limited to authorized administrative personnel and law enforcement officials when appropriate. Video recordings are not used for general monitoring of academic performance, private conversations, or other purposes unrelated to security and safety.

Privacy Notice: Students and families are hereby notified that video surveillance systems are in operation throughout the campus. No video surveillance occurs in private areas such as restrooms, locker rooms, or other areas where individuals have a reasonable expectation of privacy.

School Resource Officer School Resource Officer Program

Meadowbrook Academy partners with the Marion County Sheriff's Office to provide a School Resource Officer (SRO) on campus. The SRO is a certified law enforcement officer employed by the Marion County Sheriff's Office and assigned to serve our school community.

Role and Responsibilities: The SRO serves in multiple capacities:

- **Law Enforcement:** Responds to criminal matters and safety emergencies on campus
- **Education:** Provides safety education and crime prevention programs to students
- **Mentorship:** Builds positive relationships with students and serves as a positive role model.

Authority: The SRO has full law enforcement authority and operates under the policies and procedures of the Marion County Sheriff's Office while respecting the educational mission and Christian environment of Meadowbrook Academy.

Collaboration: The SRO works collaboratively with school administration to maintain a safe learning environment. The presence of the SRO enhances but does not replace the school's internal discipline and safety protocols outlined in this handbook.

Students and families should understand that the SRO is a sworn law enforcement officer, and interactions with the SRO may have legal implications beyond school disciplinary consequences.

ARBITRATION AGREEMENT

NOTICE OF BINDING ARBITRATION AGREEMENT

NOTE: PLEASE READ THIS SECTION CAREFULLY AS IT AFFECTS YOUR LEGAL RIGHTS IN THE EVENT OF A DISPUTE

AGREEMENT TO ARBITRATE

1. By entering into this agreement, you are agreeing that all disputes, claims, or controversies arising out of or relating to this agreement shall be resolved exclusively through binding arbitration with the Institute for Christian Coalition.
2. In the event of any dispute, controversy, or claim arising out of or relating to this Handbook, including but not limited to claims under federal, state, or local statutes prohibiting discrimination, harassment, or retaliation, the parties agree, in lieu of litigation, to first submit the entire dispute to mediation before a Christian mediator who is certified through the Florida Supreme Court.
3. In the event that the parties fail to reach a resolution through said mediation, then the parties agree that the dispute shall be submitted to binding arbitration pursuant to Chapter 682, Florida Statutes, before a three-member panel of arbitrators from the Institute for Christian Conciliation ("ICC"), governed by ICC Rules.
4. The parties expressly waive any right to trial by jury or judge.
5. The decision of the arbitration panel will be final and may thereafter be enforced, if necessary, through a Florida court of law.
6. Unless otherwise agreed to by all parties, venue for all proceedings shall be in Marion County, Florida.
7. The prevailing party shall recover reasonable attorneys' fees and costs in accordance with and if allowable under state and federal laws
8. The arbitrators' decision shall be final and binding on all parties.
9. Any party may enforce an arbitration award through a judgment obtained in any state or federal court having jurisdiction in Florida. The prevailing party will be entitled to attorneys' fees and costs as determined by the court.
10. Nothing in this provision shall prevent either party from seeking preliminary injunctive relief from a court of law having jurisdiction pending the outcome of the arbitration proceeding.
11. If any provision of this Arbitration Agreement, or the application thereof to any person or circumstance, shall be held invalid, illegal, or unenforceable in whole or in part by any court -----of competent jurisdiction in the State of Florida, such invalidity, illegality, or unenforceability shall not affect the validity, legality, and enforceability of the remaining provisions or applications of this Arbitration Agreement, which shall remain in full force and effect to the fullest extent permitted by Florida law.

ACKNOWLEDGMENT

BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS ARBITRATION PROVISION, AND VOLUNTARILY AGREE TO BE BOUND BY IT.

BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU HAVE THE RIGHT TO HAVE AN ATTORNEY OF YOUR CHOOSING AT YOUR EXPENSE REVIEW THE AGREEMENT.

YOU UNDERSTAND THAT YOU ARE GIVING UP YOUR RIGHT TO BRING CLAIMS IN A COURT OF LAW AND TO HAVE A JURY TRIAL.

SIGNATURE AND DATE:
