

# PARENT & STUDENT HANDBOOK



Edited August 2023

A Ministry of First Baptist Church of Southwest Broward

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DEAR PARENTS AND STUDENTS,

*We thank the Lord for the privilege of educating children through our Christian school ministry. Psalm 78:4 says, “Shewing to the generation to come the praises of the LORD, and his strength, and his wonderful works that he hath done.” This verse summarizes what our school seeks to accomplish in the hearts of our students.*

*Our staff, which is employed as an extension of our church ministry, is dedicated to each child's success. You will find that the sincerity of their love proves to be an asset to your child's education. They will seek to train the “whole” child which includes emotional, mental, physical, and spiritual aspects. The main mission of our school is to produce students who are saved and who possess the mind of Christ. We seek to fulfill this goal while providing a good, solid education, a strong, spiritual foundation, and Biblical principles upon which to build a Christian life. It is our prayer that each of our graduates would become outstanding citizens who contribute in positive ways to society as a whole through their local church.*

*While this handbook can in no way answer each and every question, it is designed to help parents and students gain an understanding of the school's general policies. Please pray that God will help you as you read and follow these guidelines for the success of your child's education here at FBA.*

*Yours for Christian Education,*

*Thomas J. Odom*

*Pastor/Principal*

## BRIEF SUMMARY OF STATEMENT OF FAITH

**WE BELIEVE IN THE VERBAL INSPIRATION AND AUTHORITY OF THE SCRIPTURES.**

**WE BELIEVE THAT THE BIBLE REVEALS GOD, THE FALL OF MAN,  
THE WAY OF SALVATION AND GOD'S PLAN AND PURPOSE FOR THE AGES.**

**WE BELIEVE IN GOD THE FATHER, GOD THE SON  
AND GOD THE HOLY SPIRIT.**

**WE BELIEVE IN THE DEITY, VIRGIN BIRTH AND  
BODILY RESURRECTION OF JESUS CHRIST.**

**WE BELIEVE THAT SALVATION IS "BY GRACE"  
PLUS NOTHING AND MINUS NOTHING.  
THE BIBLICAL CONDITIONS ARE REPENTANCE AND FAITH.**

**WE BELIEVE THAT ALL MEN ARE JUSTIFIED BY FAITH ALONE  
AND ARE ACCOUNTED RIGHTEOUS BEFORE GOD ONLY  
THROUGH THE MERIT OF OUR LORD AND SAVIOR JESUS CHRIST.  
JUSTIFICATION IS AN ETERNAL RELATIONSHIP  
WHICH CAN NEVER BE BROKEN.**

**WE BELIEVE IN THE VISIBLE, PERSONAL,  
AND PREMILLENNIAL RETURN OF JESUS CHRIST.**

**WE BELIEVE IN THE EVERLASTING CONSCIOUS BLESSEDNESS OF THE SAVED  
AND THE EVERLASTING CONSCIOUS PUNISHMENT OF THE LOST.**

## STATEMENT OF FAITH

First Baptist Academy is a ministry of the First Baptist Church of SW Broward in Cooper City, Florida. It is owned and operated by this church under the leadership of the pastor. The school firmly believes and teaches without apology all principles and doctrines found in the church's statement of faith which embraces the Biblical, Baptist position. A brief summary of the church's statement of faith can be found on a preceding page. A more detailed statement of faith can be found on our church website, [FBCBroward.com](http://FBCBroward.com).

With these beliefs in mind, First Baptist Academy believes that the Bible is the infallible, plenary, inspired Word of God and is the final authority of faith and practice. We believe in the importance of its influence in the lives of our students. This is why Scripture memory is required for each class. Each subject is biblically-integrated which gives principles for the students both to serve as a basis for the knowledge learned and as a guide for further growth and strength. Because of our beliefs concerning the Bible, a Bible class or a chapel service is held every day for all grades. Each teacher and student is required to participate fully in all of the services and functions of chapel. First Baptist Academy uses the King James Version of the Bible in all classroom instruction, Bible memory, and chapel services.

## PHILOSOPHY

Colossians 1:18 says, "*...that in all things he (Jesus) might have the preeminence.*" The purpose of First Baptist Academy is not to offer an alternative to the government school system nor to provide only a private education. It is rather to provide a solid Christian education based upon God's Word in a loving atmosphere. FBA is not a corrective institution but is a preservative haven for today's children and youth. This is accomplished by allowing Jesus Christ to have the preeminence in the lives of all those who have a part in this ministry. Our goal, which is also the goal of Christian education, is to develop the mind of Christ by training students to serve Jesus Christ from the heart.

### The Pupil:

At First Baptist Academy, we believe Christian education begins in the home. The Christian school is not a substitute for the godly teaching of Christian parents but rather is an extension of a Christian home. Christian education is not an end; instead, it is just the beginning for your child to be further developed in every way. We believe that children are a heritage of the Lord. The Bible says, "*Train up a child in the way he should go: and when he is old, he will not depart from it.*" (Proverbs 22:6) We take the responsibility of educating your child seriously. Our highest goal is to see your child come to know Christ as Savior. This goal is then followed by their learning the joys of the Christian life while building character and academic knowledge. Small student/teacher ratios provide the security of a caring teacher in a loving environment.

### The Curriculum:

Luke 2:52 says, "And Jesus increased in wisdom and stature and in favor with God and man." A good education is obtained in teaching subjects as they relate to man. A great education is obtained in teaching subjects as they relate to Christ and then man. Our goal is to give your child a spiritual and academic education starting from the mandatory pledges of the flags and Bible in the morning to the closing prayer for dismissal in the afternoon. FBA curriculum is designed and taught with the students' needs in mind. Curriculum for each grade is organized and developed so that your child will receive

superior training in all subjects. Kindergarten through 12th grade classes receive training from the ABeka curriculum which was established in 1972 and Bob Jones Press which was established in 1973. All subjects are taught from a Christ-centered world view. Daily Bible training is designed to enhance your child's spiritual development while providing an opportunity for your child to know the complete truth in all subjects. Social development is encouraged through the teaching of good habits, high moral standards, patriotism, and respect for parents and authority.

#### The Faculty and Staff:

Our faculty and staff are saved, loving and dedicated Christians who are faithful members of a local, New Testament church. They serve the Lord in ministries such as: Sunday School, choir, bus routes, and youth. They are committed to God, His Word, their country, and the principles upon which this school was founded. They are dedicated to the responsibility of securing the best education possible for your child. They seek to be role models who are committed to success where your child is concerned. Our pastor/principal is the ultimate authority responsible for our school. Our teachers' job is to work hand in hand with all parents to provide for the development of strong Christian character and academic excellence in the lives of every student.

## RESOURCE INFORMATION

School office phone number: 954-404-7706

#### Administration Email Addresses:

- Pastor Odom – Pastor@myfbalions.com
- Principal, Oland LaFleur – Oland.lafleur@myfbalions.com
- Registrar, Carolyn Odom – Carolyn.odom@myfbalions.com
- Financial Admin, Lydia Platt – Lydia.platt@myfbalions.com
- School Secretary, Sylvia Tabora – Sylvia.tabora@myfbalions.com
- High School Dean, Daniel Platt – Daniel.platt@myfbalions.com
- Elementary School Dean & Athletic Director, Jorge Tabora – Jorge.tabora@myfbalions.com

#### Elementary Teacher Email Addresses:

- K4 – Nita Anderson – mrs.nita@myfbalions.com
- K5 – Ashley Duke – ashley.duke@myfbalions.com
- 1<sup>st</sup> – Carvel Dunn – carvel.dunn@myfbalions.com
- 2<sup>nd</sup> – Silvia Llambes – silvia.llambes@myfbalions.com
- 3<sup>rd</sup> – Jeannie Taggart – jeannie.taggart@myfbalions.com
- 4<sup>th</sup> – Alexis Green – alexis.green@myfbalions.com
- 5<sup>th</sup> – Amena Arango – amena.arango@myfbalions.com

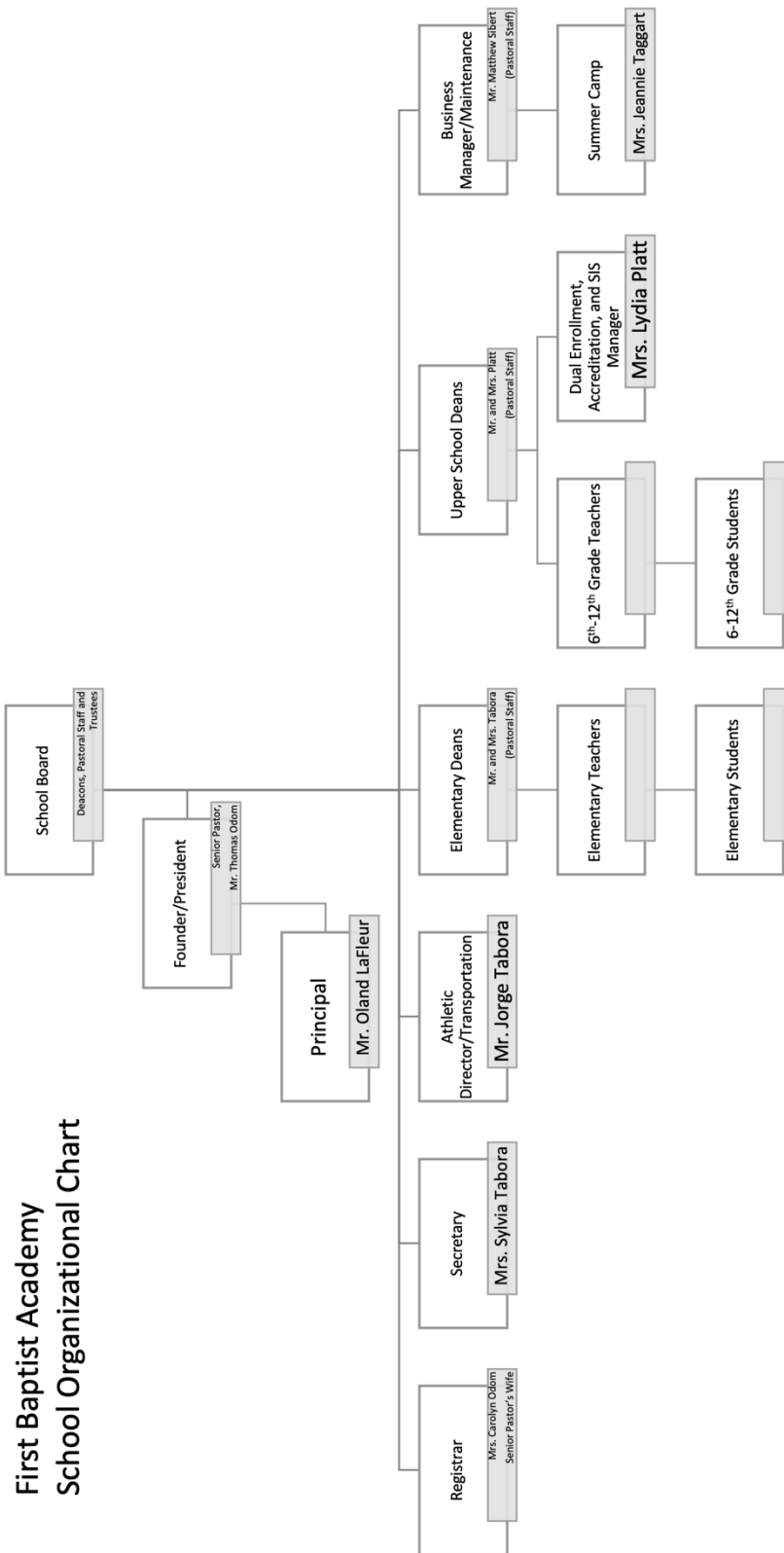
#### 6-12<sup>th</sup> Grade Teacher Email Addresses:

- Tess Crawford – tess.crawford@myfbalions.com
- Oland LaFleur – oland.lafleur@myfbalions.com
- Audrey Lowe – audrey.lowe@myfbalions.com
- David Odom – David.odom@myfbalions.com
- Mark Rabe – mark.rabe@myfbalions.com
- Matthew Sibert – matt.sibert@myfbalions.com

The school website is MyFBALions.com



## ACADEMY'S ORGANIZATIONAL STRUCTURE



## HISTORY

First Baptist Church of Southwest Broward opened its ministry of First Baptist Church School in August of 2011.

The school began as a Home School Co-op in Cooper City, FL using the ABEKA Virtual School Program through Pensacola Christian College. They continued to move into a traditional school setting hiring teachers and purchasing a curriculum that would accommodate the growing student population.

The school also began to offer competitive sports and fine arts programs, joining the Florida Christian Athletics Association for state-wide competition in 2012. Through these competitions, the students have had the opportunity to win many awards including Christian Character Awards, Academic Awards and Sports State Championships.

The school's continued growth required them to temporarily move to an offsite campus while their new building was under construction from 2013 - 2015.

In 2015, they opened the doors of the new facilities as First Baptist Academy and continue to expand and improve the quality of education offered to their surrounding community. Over the years, they have been able to offer the McKay and Step-Up Scholarships to broaden the opportunity to minister as well as offer Christian education to more of the community.

## ACCREDITATION & MEMBERSHIPS

First Baptist Academy is registered with the Department of Education for the State of Florida and is working under the umbrella of ABeka Academy in Pensacola, Florida which is also recognized by the Department of Education for the State of Florida. "First Baptist Academy, having satisfied the provisional accreditation standards of the Florida Association of Christian Colleges and Schools, has been awarded the status of Provisional Accreditation." Every FACCS school begins with a two-year provisional status which is upgraded to full status upon passing the two-year review.

## ADMISSIONS

As a private institution, First Baptist Academy reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness and scholarship. All applicants seeking admission must pass an academic evaluation, secure an interview with the registrar, provide all forms of immunization, health and academic progress, and submit the application forms as well as any other forms required for admittance. The results of the above mentioned will be reviewed as the basis for which eligibility and availability for admission will be determined. It is the policy of the First Baptist Academy to require the parents and prospective students to be faithful members of First Baptist Church of SW Broward or a Bible-believing church of like faith before entry and during enrollment of the school year.

Each middle and high school student must be interviewed by the administrative staff to review character, performance, and academics before being accepted for enrollment in FBA. Acceptance will be based upon the discretion of the school principal. FBA will evaluate all high school transcripts of

transfer students and will award transfer credits accordingly. FBA reserves the right to not accept credits if they do not meet FBA academic standards.

A probationary period of six school weeks is applicable for all new students. First Baptist Academy reserves the right to review the conduct, scholastic achievement, and behavior of each child. To complete this trial period, the student must receive a satisfactory conduct evaluation. As a private, Christian institution, admission to First Baptist Academy is a privilege rather than a right. This privilege may be forfeited and enrollment terminated should a student, new or returning, fail to meet his or her responsibilities as stated in the policies and practices established by the Administration.

Entry to the school is obtained in the order as follows:

1. Faithful members in good standing of First Baptist Church
2. Students who are accepted for re-enrollment
3. Prospective students on the waiting list
4. Prospective students in the community

## NON-DISCRIMINATION POLICY

First Baptist Academy admits students of any race, color, or ethnicity to all programs and activities made available to students at the school. It does not discriminate on the basis of race, color, and ethnicity in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

FBA meets the requirements specified in the 2019 Florida Statutes 1005.04 for Fair consumer practices. Current and prospective students can obtain additional information about the school from the Commission for Independent Education, Department of Education, Tallahassee

## PRESCHOOL PROCEDURES/POLICIES

Lost or Missing Student

In the event of a lost or missing student:

1. Gather the children in your care
2. Have someone come watch the children
3. Inform the proper authorities - director/administrator
4. Retrace steps
5. Director/administrator will call proper authorities and parents

Emergency Prepared Plan

In the event of an emergency where the main building has been closed down, children will be walked to the Youth Center in the back of property for their parents to pick them up. Parents will be called as soon as the children are secured.

Student Files

The student files are accessible by the administrations and teachers.

### Physical Activity Statement

As part of the Preschool curriculum, the students are given physical activity according the guidelines.

### Vaccinations

Students must have an up to date vaccination record on file in the office. This is to inform you that some students may have a religious exemption for vaccinations in school.

### Pest Control

We have regular pest control maintenance through Terminix.

## RE-ENROLLMENT

Re-enrollment takes place earlier than general registration in order to guarantee acceptance. A re-enrollment form and fee will be required before the end of school to apply for re-enrollment. All applications will be approved at the sole discretion of the school. If re-enrollment is not granted, the fee will be refunded. If a family decides to withdraw from FBA before the start of school, FBA has the right not to refund the registration fee or any other fees already paid for the upcoming year.

## TUITION

A complete listing of all fees and yearly tuition will be given to each parent at the time of enrollment. A signed financial enrollment contract must be on file in the office before a student can come to class. All fees and tuition for each grade will be due regardless of absences or holidays. Tuition is based upon a yearly rate and is pro-rated according to when the student is registered. All payment plans are based upon the yearly rate. Fees and tuition will not be refunded for any reason. When a child is withdrawn, a withdrawal fee of \$250 per child is due and a balance can be required as there are 9 months of school and 10 monthly payments. Tuition will be pro-rated and the balance will be due upon withdrawal. School records and transcripts will not be released until all balances are paid.

## FINANCIAL POLICY

### APPLICATION FEE (PER STUDENT): \$220

This is a one-time fee due when a student is first applying to FBA. The application fee must be submitted along with the student's application form before processing begins. The fee is non-refundable and non-transferable; however, if a student is not accepted into the academy, a full refund will be made.

### REENROLLMENT FEE (PER STUDENT): \$150

This is a yearly fee due at the end of the previous school year. The reenrollment fee must be submitted along with the student's reenrollment form before processing begins. If a student is reenrolling for the upcoming school year, the current year's tuition and other charges must be paid by June 30 of the current year, or the space will be forfeited.

If a family reenrolls (submitting and paying the reenrollment fee) and then withdraws one or more students from the enrollment before the start of the school year in August, the reenrollment fee will not be refunded and considered the withdrawal fee. An additional \$50 fee per child will be added to the family's account.

#### ANNUAL TUITION RATES:

K5 – 3rd Grade - \$8,500

4th – 12th Grade - \$8,000

Tuition may be paid in full or on a 10-month payment plan. The first tuition payment is due in August of the school year. If a student is withdrawn during the month of August, before school has begun, the tuition will be refunded. If paying on the 10-month payment plan, payments are due on the 5th or 20th of each month, determined by the parent when setting up their payment plan. Postdated checks cannot be accepted for any FBA charge.

If payments are one-month delinquent, student will not be admitted to class unless special arrangement have been made with the office. Also, report cards will be held until accounts, including incidental fees, are current. Accounts that are habitually late will be changed to mandatory prepaid accounts (i.e., paying an entire semester before the semester begins). There will be a charge of \$30 for checks returned by the bank. FACTS will charge a \$30 Return Payment Fee for payments due that are not able to be processed when they are due through FACTS.

#### ACTIVITY FEE (PER STUDENT) DUE JULY 20: \$500

If the activity fee is not paid by July 20, the student's reservation will be considered forfeited.

The activity fee goes to purchasing school textbooks, supplies, yearbook, and standardized testing materials. In the event a student is withdrawn before the start of school, the textbooks and supplies purchased for the student will remain property of First Baptist Academy. In the event a student is withdrawn after the start of school, the student can take their textbook with them after the withdrawal procedure has been completed and all accounts are paid in full. In the event of withdrawal, no collated items will be returned (this includes tests and quizzes). The Activity Fee is non-refundable and non-transferable at any point in time.

#### SCHOOL SUPPLIES:

All students are responsible for supplying their own personal school supplies (papers, pencils, crayons, binders, etc.). You will receive a supply list of what is needed for each grade in August before the school year begins. Please do not purchase supplies until you receive the list.

#### LATE PAYMENT/RETURNED CHECKS:

A late fee of \$25 will be charged on any past due account on FACTS. A late fee cannot be removed unless it was an error on the part of the office. Late fees that are ignored, even if tuition is otherwise paid, will have the same consequences as late tuition payments.

If payments are one-month delinquent, student will not be admitted to class unless special arrangement have been made with the office. Also, report cards will be held until accounts, including incidental fees, are current. Accounts that are habitually late will be changed to mandatory prepaid accounts (i.e., paying an entire semester before the semester begins). There will be a charge of \$30 for checks returned by the bank. FACTS will charge a \$30 Return Payment Fee for payments due that are not able to be processed when they are due through FACTS.

#### TEXTBOOK AND LIBRARY BOOK POLICY:

In the event a textbook or school library book is lost, the student will be expected to pay full replacement cost. A charge will be imposed for excessive damage to any books owned by the academy.

#### WITHDRAWALS (PER STUDENT): \$250

Parents withdrawing students must complete the withdrawal procedure through the academy office – a withdrawal form must be completed to be considered withdrawn. No records will be transferred if there is an outstanding balance due on any of the student's accounts. In the event of withdrawal, or is expelled, tuition will be pro-rated based on the number of school days the student was enrolled in FBA. Application Fee, Reenrollment Fee, Curriculum Fee, etc, will not be refunded.

### REFUND POLICY:

The Application Fee is non-refundable unless a student is not accepted in FBA after the fee is paid. The yearly Reenrollment Fee is non-refundable even if a student withdraws before the start of the school year. When a student withdraws during the school year, the tuition will be pro-rated based on the number of school days the student was enrolled at FBA. If the family has paid a tuition amount over the pro-rated tuition amount due based upon the withdrawal date, a refund of the over paid tuition will be given.

Refunds can take 5-10 business days to be processed and paid. The Financial Administration will be in contact with the family during this time.

### TRANSCRIPTS:

One high school transcript will be sent without charge at the student's written request following graduation. After school begins the following fall, each transcript will be subject to a \$10 transcript fee and will be released only to a college or place of employment upon receipt of a written request and payment of transcript fee. Transcripts may take up to two weeks to process.

### APPLICANT WAITING LIST:

If a class is full, at no charge a prospective student's name may be put on a waiting list in the order of application. As openings arise, those prospective students will be given the opportunity to enroll. Students from First Baptist Church or another Christian school may, but not definitely will, be given admission priority over those from other schools and churches.

### SEPARATED PARENTS:

Multiple households can be set up to make payments and receive billings for each student. It is the responsibility of the separated parents to ask for a meeting with the financial administrator to decide how they want to handle the payments for the student's payment obligations if they are splitting the payment. If no meeting is set up, the parent handling the enrollment for the student will be held 100% financially responsible.

## ACADEMICS

One of our top priorities is academic excellence. With this in mind, parents will be well-informed of academic progression through special forms and meetings. Kindergarten students will receive regular materials updating parents of development. All students will receive quarterly report cards (approximately every nine weeks). Each child will be assigned appropriate, but not excessive homework. It is the parent's job to make sure the homework is completed. There is no homework on Wednesdays for students who attend the mid-week church service and who have shown a reasonable effort to complete their work during the school day.

## STANDARDIZED TESTING

Each student in kindergarten through 12<sup>th</sup> grade will be required to participate in a standardized achievement testing program each year which will show the student's academic progress for that year. Results from this testing are made available at the request of the parents. 11<sup>th</sup> and 12<sup>th</sup> grade students will take their ACT at school in the early spring. K5-10<sup>th</sup> grade standardized testing will be in April.

## GRADUATION REQUIREMENTS

High school seniors must meet all of the school's requirements to graduate. The school expects each graduate to be a saved, faithful church member preparing to further their education while maintaining a good, Christian testimony. In order to graduate, each student must earn 24 high school credits in the approved subjects, meet the standards of conduct of FBA, and maintain a good and respectful attitude. A graduation fee is required at the beginning of the school year.

The 24 credits required for graduation are:

- 4 Bible credits (or as many years as enrolled in HS at FBA)
- 4 English credits
- 4 Math credits
- 3 Science credits
- 3 Social Studies credits
- 1 Physical Education credit, including the integration of Health – (2 years of HS level sports can count as the PE class)
- 1 Computer Credit
- 4 Elective Classes
- Students can graduate with more than 24 credit hours.

Students entering their 9<sup>th</sup> grade year will have a meeting with the high school dean to discuss their graduation requirements for their high school years.

## FAILED CLASSES

Students with a letter grade of an F average at the end of the school year and students who have not met the minimum attendance requirement of 135 hours per class will not receive credits for the class. In compliance with the Florida Department of Education, Sections 1003.436, Florida Statute, and First Baptist Academy's requirement, students will be required to complete 8 weeks of summer school to receive credit for failed classes.

## DUAL ENROLLMENT

High school juniors and seniors must meet the following guidelines to participate in available dual enrollment options through First Baptist Academy.

- Outstanding testimony with faculty, staff, and students. Students with a history of discipline issues will not be allowed to participate in Dual Enrollment.
- An overall GPA of 2.67 (B-) or higher
- Have not failed a high school class

Dual enrollment classes that will be taken for both high school credit and college credits can be taken only from approved accredited colleges. FBA reserves the right to choose which colleges are used for dual enrollment. A student must meet with the High School Guidance Counselor to approve of all dual enrollment classes prior to the student being enrolled in the classes. FBA will pay costs of dual

enrollment classes for up to 2 college classes. If a student fails a dual enrollment course paid for by FBA, they will be required to pay the school back for the course. If a student wants to take more than 2 classes, permission must be granted by Guidance Counselor and the cost of the extra classes could be added to their school bill.

FBA reserves the right to require juniors and seniors to take specific FBA classes their junior and senior year and not allow them to be replaced by a college dual enrollment course. During a student's junior year at FBA, students must take at least 5 classes in the FBA classroom. During a student's senior year, they must take at least 4 classes in the FBA classroom. Required classes, whether taken at FBA or through dual enrollment are: 11th and 12th English, Geometry, a 4th HS math class, US History, Government, Economics, Chemistry, and 11th and 12th Bible classes.

Dual enrollment classes are recorded on HS transcripts on the 5.0 GPA scale.

## AWARDS

All A Honor Roll – given at the end of each quarter for students who made all A's on their report card.

A's and B's Honor Roll – given at the end of each quarter for students who made A's and B's on their report card.

Pastor's Honor Roll – given at the end of the school year for students who made all A's for the whole year on their report cards.

Dean's Honor Roll – given at the end of the school year for students who end the school year with an average of All A's on their final report card.

Valedictorian – the senior who is graduating with the highest GPA, and at least a 4.0.

Salutatorian – the senior who is graduating with the second-highest GPA.

Cum Laude – all seniors graduating with a 3.5 – 3.7 GPA.

Magna Cum Laude – all seniors graduating with a 3.8 – 3.9 GPA.

Summa Cum Laude – all seniors graduating with a 4.0+ GPA.

## GRADING SCALE FOR ALL GRADES (GPA Points)

A+ = 98%-100%	(4.33)	B+ = 87%-89%	(3.33)	C+ = 77%-79%	(2.33)
A = 93%-97%	(4.00)	B = 83%-86%	(3.00)	C = 73%-76%	(2.00)
A- = 90%-92%	(3.67)	B- = 80%-82%	(2.67)	C- = 70%-72%	(1.67)
D+ = 67%-69%	(1.33)	F= Below 60%		(0.00)	
D = 63%-66%	(1.00)				
D- = 60%-62%	(0.67)				



## HIGH SCHOOL TRANSCRIPTS

One high school transcript will be sent without charge at the student's written request following graduation. After school begins the following fall, each transcript will be subject to a \$10 transcript fee and will be released only to a college or place of employment upon receipt of a written request and payment of transcript fee. Transcripts may take up to two weeks to process.

## PARENT ORIENTATION & OPEN HOUSE

At the beginning of each school year, a Parent Orientation and Open House Meeting will take place which is vitally important for parents to understand the curriculum and procedures. All students and parents are expected to attend for their child's educational benefit. Parents are encouraged to stay in constant contact with their child's teacher either by written communication or by appointment. Parents should support the Christian school teacher by continually instilling Christian instruction in the home as found in Deuteronomy 6:6-9.

## PARENT-TEACHER MEETINGS

Parents or visitors are not permitted to go straight to a classroom to talk to a teacher. Please sign in at the office and receive a visitor badge first. Appointments with your child's teacher are to be scheduled ahead of time via email or on the Parent Portal. Please do not text or call FBA staff members on their personal cell phones. Always contact the office first or send an email if you have a question or concern. Parents should refrain from impromptu meetings as teachers are often busy with classroom responsibilities before and after the school day. Mind the teacher's time in their classrooms before and after school.

## VISITORS

No visitor is permitted to attend a class or tour the grounds until the academy office is notified and permission is secured. All visitors must receive a visitor's badge from the office immediately when they arrive on campus. The visitor's badge must remain visible at all times when on campus. Any person violating these policies or posing a threat to the well-being of any person related to the First Baptist Academy will be escorted off the campus by any necessary measures. Visitors will be asked to present photo identification and state the purpose and length of their intended stay. Visitors will be accompanied by a staff member when given an administrative tour.

## CHRISTMAS PROGRAM, CLOSING PROGRAM & K-5 GRADUATION

Each year our students perform a Christmas Program and a Closing Program. These programs give the students an opportunity to be involved in various facets of speech and drama performance. The Closing Program is a time in which each class exhibits a portion of what they have learned throughout the school year. Each student is required to participate unless programs are scheduled contrary to their own church services. Upon completion of all subject material, K5 students graduate in cap and gown and receive their kindergarten diploma on the night of the Closing Program. A K5 graduation fee will be obtained upon enrollment for this event.

## ATTENDANCE, ABSENCES, & TARDIES

FBA's new Attendance email: [Attendance@myfbalions.com](mailto:Attendance@myfbalions.com)

Regular, punctual attendance at school is expected and required, as attendance is essential to the learning process. FBA will determine if an absence is excused or unexcused. Examples of excused absences would be doctor's appointments (doctor's note must be turned into office), family emergencies like death or sickness, and sickness. When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a doctor with a doctor's note provided to the school. If a student has 5 unexcused absences within a 30-day period of school, the parents/guardians will be sent an "Attendance Deficiency Notice" by the Administration which they must sign and return to the school office. If a student repeats with 5 more unexcused absences within a 30-day period of school, the Administration will require a meeting with both parents/guardians and the student to discuss the attendance deficiency. A second "Attendance Deficiency Notice" will also be filled out at this meeting. Each deficiency notice will go in the student's permanent record. After 4 notices, the student will be required to attend summer school to make up the missed hours of school work.

In the case of a tardy or absence due to sickness or a doctor's appointment, a note is required from the parent or doctor to be considered excused. Without a note, they will receive a zero on quizzes and tests that they miss which cannot be dropped from their class's gradebook (if a class drops the lowest quiz or test grade). Make-up assignments must be arranged by the students, parents, and teachers.

A planned trip during the school year such as a family vacation should be avoided during the school year, and they may not be excused. If a student needs to miss school due to an event that must happen during the school year, prior approval must be obtained by the parents before the trip. Parents must notify the school via email at [attendance@myfbalions.com](mailto:attendance@myfbalions.com) for approval. Without this approval, any absent days will be unexcused and the student will receive zeroes on quizzes and tests they miss (which cannot be dropped from their class's gradebook). Make-up assignments must be arranged by the students, parents, and teachers.

All students must report to class by 9:30 a.m. or an unexcused absence for the entire day will be given, excluding unpreventable circumstances such as a doctor's appointment. Five morning (first period) unexcused tardies for each grade level will constitute one absence. Students in 6-12<sup>th</sup> grades will be considered absent if they miss 4 or more classes during the school day. They are considered half-absent if they are only present for 3 classes.

For grades 6-12<sup>th</sup>, every unexcused tardy is a demerit. When a student receives 3 unexcused tardies in the same class period, it will result in a detention. Tardy counts reset at the beginning of each quarter. Students coming late to class must bring a written excuse to be excused from being late. Students are considered absent if they are 15 minutes or more late to class, but a student must still go to class if they are late 15 minutes.

When a student misses a class that had a test or quiz, the student has 2 days of school to make up the quiz or the test before receiving a docked grade or even a zero. **Students and parents must speak with each teacher and schedule the time to make up missed quizzes or tests.** If a student does not make up missed work, they will receive a zero without exception.

## EARLY DISMISSALS

If your child needs to leave school early (Early Dismissal) for any reason, arrangements must be made with your child's teacher (K5-5<sup>th</sup> grades) and the academy office (all grades). Students must bring a note signed by the parent to the office or the teacher must email [attendance@myfbalions.com](mailto:attendance@myfbalions.com) at the beginning of the school day, informing the office about their early dismissal. Without a note for early dismissal, the office cannot guarantee a swift dismissal process for the student. When picking up students early from school, parents/guardians must go by the office to sign out their students. Do not go directly to the classrooms. The office will send for the students from their classrooms for dismissal. Make up assignments must be arranged by the students, parents and teachers.

No student may leave with another student unless both sets of parents give written permission to school officials. Students will only be released to those people who are on the student pick up form. Parents must give written permission for someone who is not on the list. Photo identification will be required from that person before a student is released.

## SCHOOL HOURS

School begins at 8:45 a.m. and dismisses from 3:15 p.m. to 3:20 p.m. Students may not be dropped off before 7:00 a.m. and may not remain in the school's care after 6:00 p.m. Students are encouraged to arrive by 8:35 a.m. to give them time to be in their classrooms and seated by 8:45 a.m. If a student is not in their class by 8:45 a.m. they will be counted tardy (see Absences, Tardies, & Early Dismissals section). It is suggested that students arrive 10 to 15 minutes before class begins (8:45 a.m.) to provide proper time to prepare for the start of school.

For students that drive their own automobiles (see Automobiles section), students must leave the school property in a reasonable amount of time after school unless involved in FBA extracurricular activities. Loitering in the hallways, office or classrooms after school will not be permitted.

## DISCIPLINE

The Bible clearly teaches that parents are given the responsibility to discipline their children. However, at school, parents delegate the responsibility to school officials. Parents need to view the school as a partner in the discipline process which requires support for its role in the daily life of the child. The objective of FBA is to educate students. Discipline and self-discipline is necessary to develop the student's personal limits in order for him to enhance his society and please the Lord. This discipline system is provided to give the parents and students an overall view of general behavior. This section is in no way conclusive. Administration reserves every right to review each case individually and rule accordingly.

## DEMERITS & DETENTIONS

Demerits can be given each day. Three or more demerits per class per week constitutes a detention. If a demerit is given between periods, the demerit will go toward their next class period. When a student

receives a demerit, an email will be sent home from the teacher to the parents. A student may be issued a detention on the spot for excessive misbehavior at the discretion of the staff member. Violations in the following areas will result in discipline, at the discretion of the administration, ranging from demerits to legal action.

- Bullying/intimidation/harassment (see Bullying/Intimidation/Harassment section)
- Reckless driving on campus
- Vulgarity/profanity
- Fighting/physical altercations
- Intentional, inappropriate contact with another student
- Dishonesty (lying, cheating)
- Possession or use of tobacco in any form
- Offensive or profane literature
- Theft
- Possession or use of any alcoholic beverage
- Possession or use of any controlled substance
- Vandalism
- Possessions of a weapon (including pocket knives of any kind)
- Assault

Parents will be notified by e-mail when their child is given a demerit. Discipline reports may also be viewed on the Parent Portal. Demerits will accumulate throughout the semester and will result in disciplinary action as the following increments:

- 10 demerits in a semester – Parent conference with the teacher.
- 15 demerits in a semester – After school detention.
- 20 demerits in a semester – 2<sup>nd</sup> after school detention.
- 25 demerits in a semester – 3<sup>rd</sup> after school detention.
- 30 demerits in a semester – One day In School Suspension.
- 35 demerits in a semester – 4<sup>th</sup> after school detention.
- 40 demerits in a semester – Three day Suspension (can be either ISS or OSS, Administration will determine)
- 45 demerits in a semester – 5<sup>th</sup> after school detention.
- 50 demerits in a semester – Expulsion from the school.

After school detention will be served on the Monday, Tuesday, or Thursday immediately following the day they were notified of the detention.

- Parents will be notified of a student's detention by e-mail and by the academy office.
- Detentions are served on Monday, Tuesday, or Thursday immediately following their last class period.
- They must report to the designated detention room by 3:30 and will stay in detention until 4:00.
- They will miss any extracurricular activities they maybe involved in after school until their detention is finished.
- Any student who is late or misses detention will serve another detention and receive a demerit on their demerit count. If a student is sick on the day of their detention, they will be required to

serve that detention on the next available detention day (Monday, Tuesday, or Thursday) they return to school.

If a child is not compliant with school officials or school rules, the child will be released from school for that day and a parent will be called and required to take the child from the school immediately. Permission must be obtained to re-enter class the next day. Each class has a detention limit for the same offense. After a student has reached the limit, another disciplinary action will be taken.

## IN SCHOOL SUSPENSION (ISS), OUT OF SCHOOL SUSPENSION (OSS) & EXPULSION

ISS and OSS are methods of discipline that build to expulsion when students have violated standards of conduct or have repeated offenses. When a student has multiple ISS violations for one or more offenses, the next offense will be OSS and then expulsion. Parents will be notified when a child receives these levels of discipline. A counseling session will take place before disciplinary action of this kind is taken. Administration will record the ISS or OSS and keep a record of it in the student's file. Parents, students and administration will sign the record of the suspension. In School Suspension takes place in a designated area and the student may have no contact with other students. Out of School Suspension constitutes a serious offense or repeated offense(s) and is administered by the school administration. For OSS, the student is counted as being absent and no school work may be completed during this time. Expulsion is the next step of discipline for a student who has already received ISS and OSS. Expulsion takes place when a student has violated the standards of conduct as listed below, when offenses are repeated, or when the administration deems necessary. When expulsion occurs, all credit will be revoked for at least the current or previous semester and can exceed one semester if deemed necessary by the administration. When a student becomes intolerant of the rules and is a constant offender with behavioral problems, he may cause his parent to be asked to withdraw him from the school. All discipline is administered on an individual basis and is subject to the discretion of administration.

## STANDARD OF CONDUCT

As a Christian school, our philosophy is to teach students to behave like Christians at all times. Blatant disrespect for any staff or faculty member, any sexual misconduct, and any use of tobacco, e-cigarettes, alcohol, drugs or other criminal activity could result in immediate expulsion upon review by the administration. Students who consistently possess an attitude that is contrary to the spirit of FBA will also be subject to expulsion. In cases of direct defiance of these guidelines in the public eye, FBA reserves the right to allow suspension and expulsion to be factors of the administration's disciplinary action.

First Baptist Academy expects each student and parent to respect the Bible-based beliefs that it teaches and practices. Therefore, worldly pursuits are to be avoided such as: watching inappropriate movies, worldly music, or any other activities considered worldly. Students in grades 7-12<sup>th</sup> also must read and sign the Student's Conduct Agreement each year. The Student's Conduct Agreement can be found at the end of this Parent & Student Handbook.

Students are asked to conduct themselves in a Christ-like manner in areas of courtesy, good classroom behavior, and general hygiene. Students must abstain from gossip, stealing (which is also borrowing without asking), fighting, forceful physical contact, cheating, lying, slang language, taking of the Lord's name in vain, etc. Students can receive demerits if they are found to be in violation of these guidelines.

The property of First Baptist Church, the Academy, its faculty and staff is to be respected and treated with care. If any student is caught damaging, stealing, or altering church, school, or the personal property of another person, the administration will contact the parents and apply a punishment it deems appropriate. The family of the student will be billed for the damages done to the property.

## DRESS CODE

It is the desire of First Baptist Academy that each student maintain an appropriate outward appearance. This appearance should be neat, modest and conservative. We have chosen a uniform for a sense of unity and neatness. Students may not arrive in or change into clothes when leaving that are not consistent with the school's dress code. Students are not to wear heavy sweaters, bandanas, hoodies (including FBA hoodies) or jackets in class. Only FBA uniform apparel, including jackets and sweaters, are permitted to be worn in class. Long sleeved t-shirts worn underneath the polo shirt must be plain (no graphics) and matching the FBA polo on top. Students are not permitted to borrow clothes from the opposite sex (guys wearing girl's clothing and girls wearing boy's clothing). Students are not permitted to wear or use headphones, earbuds, or blue-tooth on school or church property or during any school function.

FBA reserves the right to interpret these handbook guidelines on an individual basis for each aspect of the dress code.

### Uniforms:

The uniforms are purchased online from Sir Walter Uniforms — [store.sirwalteruniforms.com](http://store.sirwalteruniforms.com) (school number is 133) or French Toast Schoolbox – [Frenchtoastsschoolbox.com](http://Frenchtoastsschoolbox.com) (school code QS5KGJB).

## DRESS CODE FOR BOYS

It is the desire of First Baptist Academy for each male student to maintain a certain look. The school's utmost concern in this area is three-fold: a look of modesty, masculinity, and conservatism.

### Hair:

Haircuts are to be traditional and masculine in nature:

- All male students must have a conservative tapered standard haircut that is combed, molded, or sculpted neatly.
- The hair may not rest on the collar or cover any portion of the ear. Hair may not fall closer than 1" above the eyebrow.
- Sideburns may not extend below the middle of the ear or be cut above the top of the ear.
- The hair must have a tapered appearance, i.e., when viewed from any angle, it conforms to the natural shape of the head without unnatural parting of the hair, twists, lines, dreadlocks, braids, plaits, mohawks, mullets or spiking.
- Hair color must be natural hair color. Hair coloring is not permitted.

- Hair cannot exceed 1 inch in build, regardless of length.
- Shaved heads, modern/fadish haircuts, or haircuts that draw undue attention to the student are not permitted
- Facial hair is not allowed.
- If a student has been issued a dress-code violation due to their hair, students have 3 school days to get the hair within school dress code or they will not be allowed back to school until it is fixed.

#### Jewelry:

Boys' jewelry is limited to a watch and a ring. No effeminate or excessive jewelry is allowed.

#### Shoes:

K5 – 5<sup>th</sup> grade boy must wear sneakers on regular school days, and black dress shoes on chapel days. 6-12<sup>th</sup> grade boys can wear sneakers, boat shoes, or dress loafers on regular days, and black or blue dress shoes on chapel days.

#### All Grades PE:

PE shirts and navy blue FBA PE shorts are purchased from the school office. No other shirts or shorts are permitted for PE attire.

#### Jackets:

Boys may wear the navy blue Polar fleece jacket purchased through the uniform store.

#### K5 – 2<sup>nd</sup> Grade Boys:

On non-chapel days, boys are to wear an FBA UNIFORM polo or dress shirt in the following colors: navy blue, grey, white, or orange. The FBA uniform polo or dress shirt must be kept tucked in. They may wear non-denim khaki, navy blue, or black pants or flat front shorts. Pants with large pockets down the side, many refer to them as cargo pants, and jogger pants (elastic around the ankles) or pants fitted to the legs are not permitted. Magnetic belts are to be worn every day.

On chapel days, boys are to wear a white oxford dress shirt with tie, either long or short sleeves, with navy blue or black pants.

#### 3<sup>rd</sup> – 5<sup>th</sup> Grade Boys:

On non-chapel days, boys are to wear an FBA UNIFORM polo or dress shirt in the following colors: navy blue, grey, white, or orange. The FBA uniform polo or dress shirt must be kept tucked in. They may wear non-denim khaki, navy blue, or black pants. Pants with large pockets down the side, many refer to them as cargo pants, and jogger pants (elastic around the ankles) or pants fitted to the legs are not permitted. Belts are to be worn every day.

On chapel days, boys are to wear a white oxford dress shirt with tie, either long or short sleeves, with navy blue or black pants.

#### 6<sup>th</sup> – 12<sup>th</sup> Boys:

On non-chapel days, boys are to wear an FBA UNIFORM polo or dress shirt in the following colors: navy blue, grey, white, or orange. The FBA uniform polo or dress shirt must be kept tucked in. They may wear non-denim khaki, navy blue, grey or black pants. Pants with large pockets down the side, many refer to them as cargo pants, and jogger pants (elastic around the ankles) or pants fitted to the legs are not permitted. Belts are to be worn every day. All jackets must be FBA only.

On chapel days, Boys are to wear a FBA dress shirt with a tie and v-neck sweater on chapel days purchased through Sir Walter Uniforms or French Toast Schoolbox. Colored undershirts or undershirts that have printing that can be seen through the FBA shirt may not be worn under white shirts. The dress shirt must be kept tucked in. Pants must be dark blue or black and worn with a belt. Black or blue shoes must be worn for chapel days. All chapel day attire must be worn all day (unless their teacher gives them permission to change), including ties and dress shoes.

#### DRESS CODE FOR GIRLS

It is the desire of First Baptist Academy for each female student to maintain a certain look. The school's utmost concern in this area is three-fold: a look of modesty, femininity, and conservatism. We have chosen a uniform for a sense of unity and neatness.

##### Hair:

Each female's hairstyle and coloring should look neat, conservative and feminine. Hair color must be a natural hair color if it is dyed during the school year.

##### Make-up:

Make-up may be worn by 6<sup>th</sup>-12<sup>th</sup> grade girls that is conservative, flattering to the face, and non-excessive.

##### Jewelry:

Earrings may only be worn at the bottom of the lobe and may not exceed two per ear for female students. Jewelry should not be gaudy but conservative.

##### PE uniform:

PE shirts and navy blue FBA PE shorts are purchased from the school office. No other shirts or shorts are permitted for PE attire.

##### Uniform:

Shirts/Jumpers/Skirts must be purchased online through Sir Walter Uniforms — [store.sirwalteruniforms.com](http://store.sirwalteruniforms.com) (school number is 133) or French Toast Schoolbox — [Frenchtoastschoolbox.com](http://Frenchtoastschoolbox.com) (school code QS5KGJB). The skirt must come below the knee in length when standing and sitting.

##### K5 – 2<sup>nd</sup> Grade Girls:

On non-chapel days, girls are to wear an FBA UNIFORM polo or dress shirt in the following colors: navy blue, grey, white, or orange. The FBA uniform polo or dress shirt must be kept tucked in. They may wear navy blue, khaki, or plaid uniform skirts, the navy or plaid jumper, or skort #3910. Girls may wear sneakers, Mary Janes, or closed-toed shoes with socks.

On chapel days, girls are to wear a Peter Pan Blouse, plaid jumper, Mary Janes or closed-toed dress shoes – NO heels, with white fold-over socks. (all shoes must have backs)

##### 3<sup>rd</sup> – 5<sup>th</sup> Grade Girls:

On non-chapel days, girls are to wear an FBA UNIFORM polo or dress shirt in the following colors: navy blue, grey, white, or orange. The FBA uniform polo or dress shirt must be kept tucked in. They may wear navy blue, khaki, or plaid uniform skirts, and the navy or plaid jumper. Girls may wear sneakers, Mary Janes, or closed-toed shoes with socks. (all shoes must have backs)



On chapel days, girls are to wear a Peter Pan Blouse, plaid skirt, black Mary Janes or closed-toed dress shoes – NO heels, with white fold-over socks or nude tights. (all shoes must have backs)

#### 6<sup>th</sup> – 12<sup>th</sup> Girls:

On non-chapel days, girls are to wear an FBA UNIFORM polo or dress shirt in the following colors: navy blue, grey, white, or orange, and an FBA UNIFORM skirt that is purchased on either uniform store, Sir Walters or French Toast. Girls may wear sneakers, dress shoes, or closed-toed shoes with backs and socks.

On chapel days, girls are to wear a Girls' Oxford Shirt, the Sir Walters FBA Cardigan, Sir Walters or French Toast navy blue or black uniform skirt, black dress shoes, or black closed-toe dress shoes (shoes must have backs), with full-length pantyhose, no knee highs.

**\*\*All skirts must be from the uniform stores, and below the knee when standing. Skirts may not be form-fitting or have any slits or gaps.**

#### Undergarments:

Age-appropriate undergarments are to be worn each day and are not to be visible through or outside of clothing. Colored undershirts may not be worn under white shirts.

## BULLYING / INTIMIDATION / HARASSMENT POLICY

First Baptist Academy prohibits acts of harassment, intimidation, and bullying. Harassment, intimidation, or bullying means any gesture, written on paper or electronically, verbal, physical, or psychological act that takes place on school property and any school-sponsored function that:

- Is motivated by any actual or perceived characteristic, such as race, color, national or ethnic origin, or a mental or physical disability; or
- By another distinguishing characteristic; and
- A reasonable person should know, under the circumstances, that the act will have the effect of harming an individual or be damaging to an individual's property; or
- Has the effect of insulting or demeaning any individual or group in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.
- Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing behavior (e.g., bullying). This policy for student conduct will be suited to the age level of the student. This policy requires all students to adhere to these rules and to be aware of such disciplinary measures as are appropriately assigned for violation of these rules and guidelines.
- Sexual harassment is defined as any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing, or sexual comments, directed at a person.
- Students are expected to treat their fellow students with dignity and respect at all times on school property and during school programs and activities. Students are strongly encouraged to report acts of harassment to teachers or administrators immediately. The Academy will investigate any report of such behaviors and will take prompt and appropriate action to resolve the situation and prevent its continued occurrence.
- FBA is not responsible for harassment, intimidation, and bullying that takes place outside of the jurisdiction of First Baptist Academy.

## BOY/GIRL INTERACTION

Wholesome Christian friendships between boys and girls are encouraged. The school does not encourage students dating unless completely supported by both sets of parents and reserves the right to discern and act accordingly. Hand-holding, kissing, or any other bodily contact will not be tolerated at any time of the student's enrollment. This includes school and church-sponsored activities as well as any other endeavors on and off campus. A six-inch rule is enforced in all interaction between genders.

## WEAPONS

Possession of any type of a weapon, including pocket knives and toy weapons, will be considered grounds for expulsion. Use of any weapon, discharge of any firearm, or threat will result in immediate expulsion without any review by the school administration. Proper authorities will be notified when necessary.

## FINE ARTS AND ELECTIVES

**Fine Arts:** Grades one through twelve will participate in our speech program which consists of oral and written reports given throughout the year. Students can be eligible to perform at school functions as well as give testimonies, provide special vocal or instrumental music in chapel services and special meetings. Students can receive speech instruction through our school programs each year in which each child can be given a speaking or singing part.

**Art:** All students from kindergarten to sixth grade will participate in an art class at least once a week.

**Bible:** All students will be required to complete the Bible course given for their grade. High school students may complete no less than one Bible credit per year of High School while enrolled at FBA.

**Foreign Language:** All high school students are required to earn two credits in the same foreign language to graduate.

**Physical Education:** All students will be given breaks throughout the day from class for social interaction and rest. Physical Education Class is required for grades first through ninth. Students that participate in 2 seasons of a high school sport can count this as their high school PE credit. All students are highly recommended to participate in the sports program for grades 3 through 12.

## ATHLETICS

First Baptist Academy offers Varsity (grades 9th- 12th), Middle School (grades 6th- 8th), and Elementary (grades 3rd- 5th) athletics. Students in grades 3rd through 12th are strongly recommended to participate in the sports program. Before a student can participate in the athletic program, parents must sign an athletic liability release form, students must sign the "Athletic Code of Conduct," and the athletic fee must be paid. The varsity fee (grades 9th- 12th) is \$150 per sport, the middle school fee (grades 6th- 8th) is \$125 per sport, and elementary (grades 3rd- 5th) is \$100 per sport. The sports fee will be billed to

FACTS Incidental Fees at the beginning of the sports season. Athletes cannot play in a game until the sports fee is paid. Physical Education classes will be conducted each week for grades 1st through 9th.

Students will be eligible to participate in athletics by:

- A strong Christian testimony.
- Academics: Maintaining good academics with a grade average of a C or higher.
  - Students cannot have an F in two classes and still be on the sport teams even if their overall average is a C. If a student has 2 F's, the student will be placed on academic probation and suspended from all games and team practices.
  - If a student receives an F's on their report, the student will be ineligible to participate in sports for the next quarter to focus on getting their grade raised.
  - The student will be permitted to return to practices and games when they have improved their grades to a letter grade of a D or above, meeting the academic requirements for sports participation.
- Attendance: If a student is absent from school on the day of team practice or game, the student will not be eligible to participate in the team practice or official game. Any special exception must be approved ahead of time by both the Athletic Director and School Administration.

## BEFORE/AFTERCARE

Before care is provided each morning beginning at 7:00 a.m. at no charge. Any student arriving before 7:00 a.m. will have no adult supervision and the school takes no responsibility for any problems that occur. If students arrive between 7:00 a.m. and 8:35 a.m., students go to the cafeteria for before care. Between 8:35 and 8:45 a.m. students can go straight to their classroom. If a student arrives after the start of school (8:45 a.m.) they must go straight to the office and receive a tardy slip. Parents must notify the office for the student to receive an excused tardy.

Each day parents will have until 3:45 p.m. to pick up children. After 3:45 p.m. each child will enter the aftercare program and will be charged accordingly. The aftercare program begins promptly at 3:45 p.m. and will be concluded at 6:00 p.m. No supervision will be guaranteed after 6:00 pm under any circumstances. There is a weekly charge of \$50 or a daily charge of \$10 per student regardless of the hours or days needed and will be billed through Incidental Billing on FACTS (see Payment Policy). This would include younger siblings of students that are involved in the FBA athletics and athletes who are not picked up immediately after practice. Students will not be released to anyone that is not on their pick up list that is on file in the academy office. Please contact in advance our aftercare director if you will not be able to arrive by 6:00 p.m. An additional charge of \$10 per half hour per student will be applied if students are not picked up by 6:00 p.m.

On Early Release days that are planned on the school calendar, there will NOT be aftercare provided.

## AFTER-SCHOOL HOUR EVENTS

FBA offers many events that are held after school hours like sports, banquets, and overnight trips. The rules of FBA still apply to after-hour events, including, but not limited to Dress code, conduct and behavior, and discipline. Any behavioral issues that occur after school during these times will follow the same procedures as during regular school hours.

## LUNCH PROGRAM

Each class has a designated time for lunch. Students bring a lunch each day. We encourage parents to provide a healthy, balanced lunch, without excessive sweets. If a child comes to school without a lunch, the parent will be called and will be responsible for making arrangements for their child's lunch on that day. For security reasons, food delivery services are not allowed. The church kitchen and refrigerator are off limits to students. They must keep their lunches in their own personal lunch bags with proper insulation, and take the lunch bags home every day. Snacks may be sent for consumption during break time. The school will not provide microwaves to warm up student's lunches.

For birthdays, the parent must communicate with the child's teacher and follow the guidelines and procedures established by that teacher. All parents must observe the dress code while visiting.

Lunches can be purchased on certain days. There will also be drinks and ice cream available.

- Monday and Friday: Pizza Day Meal \$6 (includes 2 slices of pizza and a drink)
- Tuesday: Taco Tuesday Meal \$6 (included 2 tacos, chips and a drink.)
- Wednesday: Chick-Fil-A Lunch for \$7, choice of chicken sandwich or nuggets (includes drink and chips)
- Thursday: will be announced

Lunches will be billed on FACTS PrePay Lunch. They will be billed on a daily basis. In accordance to our financial enrollment contract, the PrePay Lunch Account must be kept current (see Payment Policy section).

## AUTOMOBILES

All drivers are asked to drive responsibly on FBA property. If there is an issue with reckless drivers on school property, the administration will be notified.

Every student's automobile must be registered by the student and the parent in the academy office. Proof of insurance must be submitted to the school secretary and must remain current in the school's filing system. No student may transport any other student at any time, and to any location unless both sets of parents have submitted written permission for each occasion. Carpooling permission may be issued for the entire school year, but a note from the parents of both the student driver and the student passenger being carpooled must be on file in the academy office. No other student has permission to operate another student's vehicle unless stated on the car registration form. Students may not enter their vehicle during school hours without permission and must leave the school property after school in a reasonable amount of time unless involved in FBA extracurricular activities.

It is a privilege for a student to operate an automobile on campus of First Baptist Academy. This privilege can be revoked at the discretion of the administration in matters of reckless driving, disobedience of unapproved riders, and the lack of the responsible operation of a vehicle.

All student's cars must be parked on the north side of the church parking lot in the grass parking spots. Students may not drive back and forth between the Youth Center, modular buildings, and church building between classes.

## INSPECTIONS/PERSONAL PROPERTY

If administration suspects that any unapproved material exists on the school property, a search will take place. A search may be conducted at any time because registration into the school constitutes parental and student's consent to all such searches without prior notification. Contraband materials will be held and their return will be based upon the decision of the administration. The school takes no responsibility for the student's personal property.

Students may not go through another student's locker or personal items for any reason.

## CELL PHONE AND PERSONAL ELECTRONIC USAGE

If a parent needs to communicate with their child during the school day, they need to contact the academy office (954-404-7706). If a parent needs to come pick up their student from school early, the office must be notified at the beginning of the day, and the office will notify the student's teacher to dismiss the student from class and come to the office to be checked out (see the Absences, Tardies, & Early Dismissal section).

Students with cell phones/electronic devices in 5<sup>th</sup> grade and down must keep them in their lockers and powered down during school time. Students in grade 6-12<sup>th</sup> must not be on their personal electronic devices during class time unless permission is granted by their teacher. If a student uses an electronic device without permission during school (including lunch times), the device will be confiscated and must be checked out of the FBA office by the parent after school.

## TECHNOLOGY/INTERNET USAGE POLICY

FBA has been richly blessed in the area of technology. This blessing also brings an increased responsibility to use computers wisely. Biblically, this means using computers honestly and ethically. The world's standard for handling computer software is not God's standard. We must guard ourselves against the "everybody's doing it" mentality. Enforcement of these rules will be based on the principles of trust and honesty. Therefore, the following rules apply:

1. The computer teacher will assign a computer and password to each student in a class using the computers. The student is not allowed to change the password from the teacher's assigned password.
2. Account access is to be confidential at all times. No student should ever access another's account for any reason. Passwords are to be confidential. Failure to abide by this standard could result in loss of computer access and immediate withdrawal from computer class.
3. Student work is to be considered personal and is not to be copied or printed for another student's use.
4. Any damages or expenses to the hardware or software of the Academy, faculty, and staff computers will be billed to the family's FACTS Incidental billing account.

Regarding use of all computers at FBA, no computer is to be used for:

1. Copying copyrighted software; this is not only dishonest, but it is illegal.
2. Importing programs from outside the school.

3. The campus computers are off limits for playing games. Games may not be brought from home to play on school computers.

Students may be given a detention if they do not comply. Violations of the above rules will be treated like any violation involving dishonesty and cheating. If you have any questions, please see a teacher.

It may become necessary to store some students' work on individual school computers. When this is necessary, the student's folder on the hard drive will be treated the same as external memory devices. Files are to only be used by that student. They are never to be used by any other student for any reason. Using or viewing any other student's work will be treated the same as using that work for one's own purposes and is considered cheating.

Students are never to have access to the Internet without teacher supervision. This also applies to the use of wireless technology.

## SURVEYS

To get feedback from parents and students, FBA will conduct annual surveys. Parents will be asked to fill out a survey mid-way through the year, and a follow up survey at the end of the year will also be conducted. Students in grades 4<sup>th</sup> and up will have an end of the year survey. An exit survey will also be given to families who withdraw from FBA at any point of the school year.

FBA hopes to use these surveys to improve all aspects of the academy.

## FIELD TRIPS

Each class will take field trips periodically throughout the year. Permission slips with details about the field trip will be sent home for all field trips as parental permission is required. Parents may accompany the class but are required to observe the school dress code. At times, special field trips will be scheduled for those eligible students meeting the academic and behavior requirements. Field trips will be billed accordingly on FACTS Incidental Expenses.

## MEDICAL INFORMATION & MEDICATIONS

Student medical information must always be up to date in the office. Medical information is updated yearly during re-enrollment on the Parent Portal. If a student develops any medical condition during the school year, the office and teachers must be notified and their medical information updated on the Parent Portal.

If any medication is required during school, these guidelines must be followed:

- If the medication is taken daily during school hours, the office must have a medication form on file for your child that includes medication time and dosage amount.

- Your child cannot keep any medication with them during school hours. The medication must be given to the office and the child must go to the office to take their medication.
- If a child needs to carry an EpiPen or asthma inhaler with them for emergency situations, a doctor's note must be on file in the office.
- Before a child can take over the counter medicine, like Ibuprofen, Tylenol, Benadryl, and Cortisone, permission must be on record. Each family gives permission for these OTC medicines in their enrollment forms. Changes to these forms can be made in the office at any time during the school year. **Students cannot carry OTC medications with them on school property or during a school sponsored event.**

## ILLNESS & COMMUNICABLE DISEASES

Students who are ill are asked to remain at home until their illness is no longer contagious. Students who are obviously ill will not be admitted to class and need to be picked up from the academy office immediately. If the parent is not available to pick up a sick student from school right away, an emergency contact must be used to pick up the student. Students who have had a fever are asked to be fever free for 24 without fever reducing medication before returning to class. Parents are asked to notify the academy office each morning the child is sick. Upon return to class, parents need to send a note or doctor's excuse to the office explaining the child's absence(s).

In the interest of both well and sick children, it is the policy of FBA not to accept students with known life-threatening communicable disease. If any student of FBA contracts such a disease, they will no longer be eligible to be a student at FBA in the best interest of protecting all students and personnel involved in FBA.

## CONCLUSION

First Baptist Academy may interpret the preceding information contained in this handbook in any way it deems necessary for preservation and consistency as well as for the protection of its staff and students. The administration also reserves the right to verbally add to the current policies or interpret measures which need to be taken when situations are presented that are or are not covered in this document.

## SPECIAL THANKS

A special thank you is extended to parents and students for enabling this school to have a part in their education.

May God continue to bless and be pleased with First Baptist Academy and all who are associated with FBA. If there is any other way that FBA can be a help, please do not hesitate to call the academy office.

## STUDENT'S CONDUCT AGREEMENT - 2023-2024

For reference for students in 6th – 12th grade. This is filled out in our Enrollment Packet online.

### **I agree that God has put me here in First Baptist Academy...**

I agree that God has given me a great opportunity to be able to attend FBA. I want to come to this school, not just to learn academically, but to grow spiritually in my Christian walk. This is the most important reason for attending FBA! I understand that the rules and guidelines FBA has laid out for me are not to hurt or hinder me, but to protect, nurture, and guide me in my daily Christian walk.

### **I want to be a student in First Baptist Academy because...**

(Please write 2-3 sentences about why you want to be in FBA)

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### **I agree to make safety a priority...**

I agree to always keep safety a priority, taking care of myself and those around me. I will ask questions and/or speak up when I feel unsafe or uncomfortable with a situation or activity.

### **I agree to respect people...**

I agree to treat others as I wish to be treated. I will not engage in any form of physical, emotional, or verbal abuse, bullying, or discrimination of any kind. I will avoid foul language and dishonesty. I will avoid involvement in “cliques” or other exclusive groups.

### **I agree to respect places and property...**

I agree to respect the church and school property and the places that I may travel to with the school. As instructed by staff, I will wear clothing in keeping with what is deemed appropriate by the school. I understand that staff may ask me to change if I ignore instructions. I also agree to not steal, damage, or alter any property that is not my own, and will help keep the area clean by throwing away trash.

### **I agree to use social media and electronics appropriately and only during approved times...**

I agree to use cell phones, tablets, laptops, and other electronics only during times designated by staff. I understand phone calls, checking social networks, etc. during school times can be disruptive and is therefore not allowed. I will avoid foul language and inappropriate posts on social media as it directly is connected to my Christian testimony and the testimony of the school.

### **I agree to the ZERO tolerance policy for tobacco, alcohol, and illegal drugs...**

I agree not to consume, possess, purchase, conspire to purchase, or even associate with those using tobacco products, e-cigarettes, alcohol products, illegal drugs, and/or prescription medications not used as directed. I understand the zero tolerance policy extends to extended breaks and summers when I am returning to school in the fall.



**I agree to not obtain tattoos or body piercings...**

I agree to not obtain tattoos or piercings (except for ear lobes as a girl).

**I agree to participate fully...**

I agree to participate fully in my school's activities. I understand the success of my experience is largely determined by me and my peers, by our individual and collective attitudes and motivation. I will try to maintain a positive attitude even when I'm upset. I will work cooperatively and interact maturely with others, and will "pull my own weight" with the responsibilities.

**I agree to stay with my group when on trips...**

I agree to stay with my group at all times on trips, except when staff has expressly allowed small group exploration. I also agree to stay in my room or sleeping area after instructed to go to bed. I understand violating this policy can put my safety at risk and risk me getting sent home early.

**I agree to not engage in sexual relations...**

I agree to not engage in any form of sexual relations or sexual behavior while enrolled at FBA. I understand that this is something reserved only for marriage. I will respect the rules given at any hotel, including no boys in girl's sleeping areas and vice versa.

**I agree to obey instructions...**

I agree to listen and obey the instructions given by staff. I know, above all, they are looking after my safety and wellbeing, as well as the group. Throughout my attendance at FBA, I affirm that I will conduct myself within the boundaries of this contract. I understand that breaking any of the agreements can incur severe consequences, including immediate dismissal without refund.

**I have read and understand this Conduct Agreement and by signing my name to this, I agree to abide by the guidelines given to me in this agreement.**

**Sign your name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

## ACKNOWLEDGEMENT AND RELEASE FORMS FOR 2023-2024

### 2023-2024 Statement of Faith Acknowledgement:

I have read and do understand the Statement of Faith of First Baptist Academy, and subscribe to it without reservation, and agree that my child will abide by these doctrines in all aspects of his life, both at and away from school functions.

**Parent Signature** \_\_\_\_\_ **Date :** \_\_\_\_\_

### 2023-2024 Parent's Discipline and Standard of Conduct Acknowledgement:

I have read and do understand the entire handbook and acknowledge the Standards of Conduct with respect to the discipline procedures of First Baptist Academy and do agree that my child will abide by them. I agree to fully support the school in its enforcement of discipline and of the Standards of Conduct. As First Baptist Academy is a ministry organization, I agree not to make demands or threats, make any accusation, formal complaint or litigate any matter whatsoever in relation to or resulting from the enforcement of the Standard of Conduct. To do otherwise would be a clear violation of biblical teaching and practice.

**Parent Signature** \_\_\_\_\_ **Date :** \_\_\_\_\_

### 2023-2024 Transportation Acknowledgement:

I hereby give First Baptist Academy permission to transport my child as necessary. I agree not to hold the school liable for any injury, regardless of the extent, received during that transportation.

**Parent Signature** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Name of Student(s):** \_\_\_\_\_

### 2023-2024 Student Acknowledgement: (For students in grades 6<sup>th</sup> through 12)

As a student at FBA, I have read and do understand the entire handbook and agree to abide by the principles and rules found therein. I do understand that my violation of these rules will result in the immediate and appropriate action deemed necessary by the administration.

**Student Signature** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Print name:** \_\_\_\_\_

2023-2024 Athletic Liability Release: (For parents of any student athletes)

As a parent, I am giving permission for my child to participate in the athletic program of FBA. I agree not to hold the academy liable for any injury received by my child while participating in the academy's sports program.

**Parent Signature** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

(if more than one)

**Name of Student:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_