

# FIRST BAPTIST ACADEMY



## Elementary School STUDENT HANDBOOK

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## **FOREWORD**

First Baptist Academy has assembled a faculty and staff who are committed to the Lord Jesus Christ and will support the Christian home, the Christian church, and the Christian school.

This handbook is a method of coordinating the efforts of parents, administration, and teachers. It does not attempt to address every occasion but gives parents general guidelines for an orderly parent/school relationship.

First Baptist Academy is a ministry of First Baptist Church as a Christ-centered alternative to secular education. We desire to work with you in obeying God's Word and receiving His promise, "Train up a child in the way he should go and when he is old he will not depart from it." Proverbs 22:6

## **HISTORY OF FIRST BAPTIST ACADEMY**

In 1944, Dr. W.A. Criswell, pastor of First Baptist Church, Dallas, began praying for a school where God's Word would be taught and applied to change the lives of young people. His earnest prayers and diligence to this calling led to the decision to open a school in 1972 along with the help and guidance of Dr. Nolan Estes.

On September 5, 1972, the Academy held its first day of classes with 127 students in grades K-7 in the Christian Education Building of FBC. As the Academy grew, grades 8-12 were added, and in 1977 the secondary level was moved to the Easterwood Building. The Upper School moved to its present location on the 11<sup>th</sup> floor of the Spurgeon-Harris Building in 1981. A satellite school was acquired in June, 1985, with grades K-6 offered in East Dallas. Grades 7 and 8 moved to the renovated facilities on the 10<sup>th</sup> floor of the Spurgeon-Harris Building in January 1999. In the fall of 2010, a Pre-K4 program was begun and grades Pre-K4-5<sup>th</sup> grades moved into the first and eighth floors of Spurgeon Harris.

The Academy holds accreditation by SACS and ACTABS (TEA). First Baptist Academy offers a college-preparatory curriculum with scriptural integration in all subject areas. The fleur-de-lis is the French symbol for the lily of the valley representing one of the names scripture uses for our Savior.

## **PURPOSE**

The purpose of First Baptist Academy is to establish and maintain primary and secondary schools open to the public and to provide for a quality college preparatory Christian education on the primary and secondary levels based upon ideals and principles consistent with the Bible as the wholly inerrant Word of God – His communication to men and women for salvation, doctrine, correct living, and instruction in righteousness.

## **PHILOSOPHY**

First Baptist Academy has a Christ-centered philosophy. God, in His wisdom, has given parents the responsibility for their children's education and discipline. The school, not in substitution for the home, shall guide parents in fulfilling the responsibility the Lord has given them. First Baptist Academy holds to the historic theistic Christian view of life as presented in the Bible. God created and sustains all things through His Son, Jesus Christ; the world and all life is God-created and should glorify Him. Man is by nature a sinner and incapable of knowing God. He can do this only by being created in God's image through faith in Christ as Lord and Savior. The school is a ministry to lead students to saving faith in Christ and to develop their Christian character.

Therefore, the total process of education must seek to guide to this restoration in Christ by developing the whole person – spiritually, academically, socially, and physically. True education must present all truth as God's truth and integrate it with God's Word. Our responsibility toward the student encompasses guidance in the areas of spiritual, academic, social, and physical growth.

## **MISSION STATEMENT**

First Baptist Academy provides a Christ-centered, biblically integrated, college preparatory education to develop the next generation of Christian servant leaders for the glory of God.

## **NON-DISCRIMINATION POLICY**

First Baptist Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. FBA does not discriminate on the basis of race, color, national, and ethnic origin in the administration of its educational and admissions policies, scholarship programs, or athletic and other school-administered programs.

## **FINANCIAL AID**

First Baptist Academy offers financial aid to families. Applications for financial aid may be obtained from our website. The complete application is sent to a third-party company for evaluation of the financial need of the family. In addition to the recommendation from the evaluating company, FBA considers other criteria such as academic strength, academic success, student behavior, and family support/involvement before determining the amount to be received.

## **ORGANIZATION OF FBA**

### **FACULTY**

The teachers at the Academy are committed to academic excellence within the context of a totally Christian atmosphere. Each has completed the necessary college training to teach students in his respective areas of assignment and has ascribed verbally and in writing to the Statement of Philosophy and Doctrinal Beliefs of First Baptist Academy. Academy teachers are among God's most dedicated educators. They continually have the student's best interest at heart and stand willing to assist parents in fulfilling the God-given responsibility for educating their children. The relationship of the school and the home becomes one of sharing and caring about the mutual benefit of each other.

### **PARENT TEACHER FELLOWSHIP**

The Parent Teacher Fellowship is organized for the purpose of creating a closer relationship between the home and the school, strengthening the parents' realization of their Biblical responsibilities, and encouraging cooperation with the teachers in the education of their children. Fall and spring all-school PTF meetings are held during the year.

### **ACCREDITATION**

The Academy is accredited or recognized by the following accrediting bodies:

- ◆ Advanced
- ◆ Accrediting Commission of Texas Association of Baptist Schools (ACTABS) which is part of Texas Private School Accrediting Commission (TEPSAC) set up by the Texas Education Agency for private schools
- ◆ Association of Christian Schools International (ACSI)

## **ACADEMIC INFORMATION**

### **GRADING SCALE**

A	90-100	Excellent
B	80-89	Above Average
C	75-79	Average
D	74-70	Below Average
F	69 and below	Failing

Numerical averages are recorded on the report card in all subjects for grades 3-5. PK through 2<sup>nd</sup> grade are not given numerical grades but are assessed on their mastery of desired objectives. Each teacher gives conduct grades which are recorded to inform parents, the student, and the administration how a student is conducting himself in all classes.

## **REPORT CARDS**

Report cards indicating the quarterly grade average are issued the first Friday that students are in school after the end of the quarter for grades K-5. These should be reviewed by the parent and student. A parent/teacher conference is suggested for any failing grade reported. Parents of PK students will receive a progress report at the end of each semester.

## **HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to students to reinforce classroom instruction. Written assignments will be graded and returned to the student in a timely manner (3-5 days).

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized.

## **SCHOOL SUPPLIES**

School supply lists are on our website by grades. In order to keep costs down, we have provided the supplies that we have left over and parents are asked to provide the rest.

## **ACCOUNTABILITY MEASURES**

Student academic progress is consistently monitored through an established reporting system. The Academy will make every effort to communicate to parents clearly and in a timely matter when academic concerns arise. In return, FBA expects parental cooperation in support of actions or requests communicated by the school. Parent/teacher conferences are encouraged to determine appropriate intervention strategies.

### **Ren Web**

Ren Web is an online communication source for FBA parents. After activating your account, it will be active as long as a student remains at FBA. Grades will be posted on Ren Web for all students in grades 2-5 each Monday.

## **PARENT/TEACHER CONFERENCES**

The school desires to communicate with the parents and welcomes inquiries from them. Parents are asked to contact teachers during school hours if at all possible. A parent wishing to speak with a teacher should send a note to the teacher, email, or leave a voice mail message with a phone number for the teacher to call. Please do not attempt to hold a conference with a teacher during school hours when the teacher is conducting class – especially in the mornings when students are coming into the room. The teacher will schedule mandatory parent/teacher conferences the first semester and as needed in the spring semester.

## **ACADEMIC PROBATION**

Students receiving two or more semester averages below 75 will be placed on academic probation for the following semester. The offer of re-enrollment will be contingent upon significant academic improvement based on evaluation by the administrative staff. Probationary status will be reviewed by the Administrative Review Committee at the end of each semester.

Academic probation will be invoked in the following manner:

1. A letter of notification will be sent to parents.
2. A student will be removed from probation when passing grades are achieved in all subjects.

3. If a student's grades initiate a second Academic probation period, the Administrative Review Committee will review the student's lack of progress and will make the appropriate recommendation as to whether the student will be allowed to remain in the Academy.
4. Following removal or withdrawal from First Baptist Academy for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:
  - a. Attend another accredited school for one full semester
  - b. Complete a full academic load
  - c. Receive no grade lower than 75 in any subject

## **RE-ENROLLMENT HOLDS**

Re-enrollment information is sent electronically in **February** to current parents whose students are in good academic, behavioral, and financial standing.

A student may be placed on "Academic Hold" if his/her grades are 75 or below in one of the major content areas; if the classroom teacher(s) feel that this student would not be successful at the next grade level; if diagnostic testing is needed to determine the best ways of teaching the student in order for him/her to master the objectives necessary for promotion; if there is a combination of any of these areas that might prove academically detrimental to the student if promoted.

A student may be released from "Academic Hold" after meeting with the teacher, principal, plan a strategy for academic success.

A student may be placed on "Disciplinary Hold" if there is a consistent pattern of unacceptable behavior at FBA which has not been corrected at the time of re-enrollment. A conference with the principal is necessary to determine the plan of action to help the student conform to our disciplinary management procedures.

The business office may initiate a reenrollment hold for unfulfilled financial obligations.

## **PROMOTION/RETENTION**

A strong foundation in beginning reading and math skills is crucial to later academic success. Lack of academic success can be attributed to a variety of factors such as inappropriate grade-level placement, lack of maturation and development, and learning differences.

During the course of the year, the school uses a standardized tests and diagnostic tools to determine why certain students are experiencing academic difficulties. Based on results of these tests, parent conferences, and teacher recommendations, it may be determined that retention is necessary. Students in grades 3-5 are required to repeat the level if the final average of reading or math and one other core subject are 69 or below. Other core subjects include language, spelling, science and social studies. The principal will work closely with the teacher and other professionals in deciding the proper course of action to take. **Placement** will be determined by the principal.

## **ATTENDANCE**

The Texas Compulsory Attendance Law requires that each school offer 175 days of instruction and a seven-hour school day. Regular and punctual attendance is the greatest single factor in school success. Therefore, a parent's first concern should be to see that the student attends classes regularly. Being absent or tardy unnecessarily places a handicap on the student's opportunity to succeed in his or her studies. It also indirectly encourages the development of poor attitudes toward work obligations.

Absences are limited to 10 days per semester to receive academic credit. Appeals may be made to the Attendance Hearing Committee.

## TRUANCY

Please keep in mind that truancy is a serious matter. Texas law states that a parent or guardian may be fined \$100.00 a day for any three days a month a child is truant. Students are considered truant when they are absent from school without following the attendance guidelines. Truancy constitutes an absence.

## SCHOOL HOURS

The school day begins at 8:30 a.m. for students in grades PK-5<sup>th</sup>, and dismissal is 3:30 p.m.

## EARLY ARRIVAL

**Supervision is provided before school from 7:15 a.m. – 8:30 a.m.** and after school until 3:45 p.m. at the campus and 4:30 at the downtown campus at no charge to the parents. Students may not arrive at school prior to 7:15 a.m. **At no time is a child allowed to go unescorted into any area of the school.**

## TARDIES/CLASS ATTENDANCE

All tardies to school are **unexcused** losses of time. **Students who arrive after 10:00 a.m. will be counted absent for the entire day.**

Students who arrive late to class cause a disruption to that class, and they miss valuable instruction that has already been covered during the time missed. **Parents are encouraged to have students on campus by 8:15 a.m.**

The Lower School day begins at 8:30 a.m., and students who are not in class at 8:30 will be marked absent. Parents must obtain a tardy slip **before** going to class. School records will reflect an absence until the tardy slip has been obtained. Teachers have been instructed not to admit students without a tardy slip after 8:30.

Punctual and regular attendance is essential for satisfactory progress. The parents of students who have excessive absences or excessive tardies will be contacted for a conference to alleviate this problem. Students with excessive tardies will serve before school detention(s).

## PROCEDURE FOR REPORTING ABSENCES

When a student is absent from school due to illness, the parent or guardian is required to email or telephone the school office before 10:00 a.m. on the day of the absence. If the absence is extended, a report to the office is only necessary on the first day.

## SPECIAL ABSENCES

Parents may request principal approval for special absences. Make-up work and test policy for these absences are as follows:

1. Students will be allowed a **maximum of five (5) days** for such events as a family and/or educational trip but only at the discretion of the administration.
2. Special absences will not be granted during achievement testing.
3. Work given in advance may not be available though it may be requested. All work that is assigned before the absence must be done either before the student leaves or handed in when he/she returns. Projects/papers must be turned in before the absence.

## PARENT REQUEST FOR MAKE-UP WORK

A parent may send an e-mail or leave a message in the office by noon requesting books and supplies when a student is absent for two or more consecutive days. The student will be given the same number of days as he/she has been absent to complete missed work upon returning to school. Any work assigned before the absence is due on the day the student returns to school.

## **CAMPUS VISITORS**

FBA is a closed campus. In order to maintain a secure environment, parents and other visitors must check in with the office upon arrival. Students are not to be in any school area without direct supervision.

### **CLASSROOM VISITS DURING THE SCHOOL DAY**

Classroom interruptions must be kept to a minimum for the benefit of all. Parents should get **prior** written permission from the school office before entering a classroom or taking a student from class for any reason. Passes are available in the office. **Parents must report to the office to obtain a pass.**

**Prospective students**, with **prior** school office approval, may visit classes for a morning or afternoon (including lunchtime). FBA alumni may visit during lunch with prior office approval. **Before bringing a guest to school, permission must be granted from the principal at least one day before the visit.** There should be only one guest per student. All visitors must dress properly. Visitors must report to the office to obtain a visitor's pass.

### **STUDENT CHECK-IN/OUT PROCEDURE**

Students are required **by state law** to be in school unless they are ill. The school can grant an early dismissal only for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside of school hours. All other activities should be scheduled for after-school hours. Students are not to leave the school property during the school day unless proper procedures are followed for checking out of school. No student may leave for illness unless the school nurse determines the necessity for the student to leave. Parent requests for early dismissal for reasons other than medical are discouraged.

1. Parents must pick up students from the school office for early dismissal or from the clinic if they are ill. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and are to check in at the office for an admit slip before returning to class.
2. A parent may take his or her child off-campus to lunch for a special occasion. This must be cleared through the office, and the time off-campus must not extend 10 minutes beyond lunchtime. Only one additional student/friend may accompany with written permission from his/her parent.

Students must be checked out and checked back in through the school office. The parent or guardian must accompany the student to the school office for re-entry. **When signing in after a doctor's appointment, a student must bring a note from the physician.** A student who does not sign in or out will be considered absent from school.

## **INCLEMENT WEATHER**

In the event that school will be closed due to hazardous traveling conditions, the announcement will be broadcast by 6:00 a.m. over the following stations: KLTU (94.9) and TV channel 8 (WFAA). Please **do not** call the stations or faculty/staff members. School closing status will also be available through the voice mail system, email blast, Parent Alert, the FBA Facebook page, and on the FBA website, [www.fbacademy.com](http://www.fbacademy.com).

## **MINISTRY ACTIVITIES**

### **CHAPEL**

Lower School students meet routinely for corporate worship in chapel services during the school year. It is an extension of their Christian training but not the extent of it. The overall purpose of the Lower School chapel is to enhance the spiritual development of the students. An assortment of programs such as guest youth pastors, class plays, appropriate media, guest missionaries and other programs will be used to provide spiritual enrichment. On occasion, the chapel time will serve as a time for an assembly featuring guest speakers or other special presentations.

## **CLASS PRAYER**

Prayer is a vital ingredient in our program of Christian training. Academy students are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living. Prayer is integrated into the school day. Students are encouraged to make their requests known before God and are given opportunities to pray and share needs with others as they share their requests with Him.

## **CLASS EVANGELISM**

Lower School teachers give a clear presentation of the Gospel to each student during the year and encourage spiritual growth. It is the desire of the Academy that every student have a personal relationship with Jesus Christ as Lord and Savior.

## **MISSION PROJECTS**

Throughout the year Lower School families are encouraged to participate in on-going missions projects with the purpose of developing an attitude of gratitude and service in our students. FBA on mission will be a week focused on local missions.

## **STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED PARTIES**

Room parents will sponsor parties at Christmas, Valentine's Day, and the end of school. These parties should be held during the last hour of school. Any request for a class party held outside of the classroom must be discussed with the teacher first and then cleared through the principal's office. **Class parties are intended for students and teachers. Please make childcare arrangements for preschool siblings.**

### **BIRTHDAY CELEBRATIONS**

Birthdays are an important event in the life of an elementary child. However, birthday celebrations can be very disruptive at school. Recognition of your child's birthday may take place **at the conclusion of the lunch break** and **must be limited to a cookie, cupcake, or an ice cream treat** for each class member (no birthday cakes, candles, balloons, favors, etc.). **Birthday celebrations must be scheduled through your child's classroom teacher.** Party favors, decorations, floral or candy deliveries, etc. are not permitted. Birthday party invitations may not be distributed at school unless the entire class or all boys/girls receive an invitation.

### **FIELD TRIPS**

Field trips are intended to be an educational experience for our students. Parent chaperones are required to complete a Background Check Form each year at least three days prior to a field trip. Parents who accompany a class should not plan to bring preschool siblings on field trips so their attention is focused on their role as a chaperone.

## **STUDENT SERVICES**

### **LUNCH**

Lunches may be purchased daily from our meal provider, Guess Who's Coming to Dinner. Menu choices include a different hot or cold option each day, and an additional option of a healthy snack. Advanced lunch ordering is not required and daily payments are made through the DineRite account you will set up prior the 2017-18 school year. The school ID for FBA is: **gwcfdba**.

### **SAINTS CAMP**

The Saints Camp program, as an extension of the school day, provides supervision for students who must remain after school. Daily charges begin at 3:30, at our campus and 4:30 at our downtown location. Saints Camp closes promptly at 6:00 p.m. on regular dismissal days. A late fee is assessed for students who are not picked up by closing time.

In the afternoon, all Saints Camp students will be picked up by a parent or other authorized person. A student registered for after-school Saints Camp must remain in the camp areas.

### **STANDARDIZED TESTING**

In the spring of each year, all students in grades 3-5 are assessed using a standardized achievement test to evaluate student progress and curriculum needs. An on-going academic progress assessment is used in PK-4, kindergarten, first, and second grades.

## **HEALTH CARE**

FBA subscribes to the belief that the body is God's temple; therefore, we emphasize wellness and health maintenance

### **ABUSE POLICY**

FBA is required by law to report any allegation of child abuse to the proper governmental agency of the state of Texas. When FBA personnel have cause to believe that a student's physical or mental health has been or may be further adversely affected by abuse or neglect, the person who has first-hand knowledge of the suspected abuse is required by law to file the report with the proper governmental agency of the state of Texas.

### **CLINIC SERVICES/EMERGENCIES**

Minor first aid will be administered by school staff. All injuries will receive immediate attention, and the Emergency Medical Services of the Dallas Fire Department will be called if injury is more severe. First aid treatment is administered to stop bleeding, restore breathing, or prevent shock or infection. Automated external defibrillators are located on both the 1<sup>st</sup> and 8<sup>th</sup> floors.

Parents are required to submit a signed Authorization for Emergency Care form which provides phone numbers for the physician and hospital preferred in the event parents cannot be reached. This form is filled out on Renweb during enrollment. This authorization must be kept current. If any changes occur during the school year, notification must be given to the school office immediately.

### **IMMUNIZATIONS**

Students in grades PK - 5<sup>th</sup> must show verification of all immunizations as specified in the current Texas Department of Health, Education, and Welfare laws. Immunization records will be checked twice yearly, and notices will be mailed for necessary updates as needed. New students will be provisionally enrolled with thirty days allowed for records to be received from their previous school. Students failing to acquire the needed immunizations will be removed from the classroom until verification is obtained by the office.

## ILLNESS

Students who develop a fever of 100° or above or experience vomiting will not be allowed to remain at school. When sent home with either of these symptoms, students may only return when they have been fever free of fever and/or vomiting for a minimum of **24 hours**. If the student is not feeling well, he/she may receive over-the-counter medication if the parents have submitted a permission card. The school nurse or clinic staff will make the determination of whether or not the parent needs to pick up the student from school.

If a student is to be excused from participation in P.E. class for a day, parents should email the classroom teacher or bring a note stating the reason. A note from the doctor will be needed to excuse a student from P.E. for more than three days.

## RASHES OR EYE INFECTIONS

A student may be sent home with a rash or eye infection if there is a question of contagion. The student may return to school when a physician states the student is no longer contagious or when symptoms disappear. If the rash is chicken pox, the student may return to school when he/she has been fever-free for at least 24 hours and all scabs are dry.

## COMMUNICABLE DISEASE

**Students should not be sent to school with a communicable disease.** Should students display symptoms of a communicable disease while at school, including vomiting, the school nurse will notify the parent to take the child home or to a doctor for diagnosis.

Periodic checks for head lice infestation will be made by the school nurse or staff member. If head lice are found – even if there is just one – the parent will be called, and the student will be sent home for proper treatment. All eggs which are attached to the hair must be removed prior to the student being readmitted. When the student returns to school, he/she will be checked again before going to class. If head lice are found and treated by a parent, the school nurse is to be notified before the student goes to class.

## MEDICATION

As occasional illness necessitates over-the-counter drugs or a prescription drug, a note with the following information signed by the parent **is required**:

- name of child
- name of medication
- dosage
- frequency
- duration

All medications are to be kept in the school office, not with the student. A prescription medication must be sent in the original container, and the parent must notify the school in writing regarding administering or changes in administering the medication. Only topical and oral medications will be dispensed. The nurse will not administer injections. Please assist the school by asking your doctor for medications which would not have to be administered during the school day whenever possible.

## VISION SCREENING

All students in grades K, 1, 3, and 5 and students new to the Academy will be screened each year for evidence of any visual abnormalities.

## **UNIFORMS/DRESS CODE**

### **STUDENT DRESS**

Proper attire has been selected for the Academy students according to sound Biblical principles and teachings (1) which will not offend fellow students, faculty, staff, or administrators; (2) will not call attention to the student instead of the student's Christian testimony; and (3) will not distract from the teaching and learning situation.

**Parents are responsible for sending their children to school with correct dress and grooming. Violation of the dress code will result in disciplinary action. Parents are asked and expected to support the Academy in teaching students to be respectful to authority by reinforcing the dress code.**

### **GENERAL UNIFORM GUIDELINES**

Students should arrive at school with shirts tucked in properly where waist shows. Buttons must be buttoned except for the top shirt button, including cuffs on long sleeve shirts and collar buttons.

The student may not deface the uniform, have an inappropriate hairstyle, wear excessive jewelry, or any other accessories not included in the coordinated separates, which detract from the Academy uniform.

Accessories such as socks, belts, and shoes may be purchased anywhere. **Belts are to be worn with any item that has belt loops.**

### **DRESS GUIDELINES FOR GIRLS**

1. All uniform coordinates for PK-5<sup>th</sup> grade except spirit shirts must be purchased from Mills.
2. Shirts are to be tucked in at all times during the school day (does not include Saints Camp time) with the exception of the three-quarter sleeved blouse and spirit shirts.
3. Only a solid white t-shirt, with no writing, may be worn under uniform shirts.
4. Belts must be worn with shorts or slacks (excludes PK and Kindergarten) and must be plain navy, black, or brown with plain buckles.
5. Appropriate socks (solid white, navy, or black only) are required and must be visible at all times. Plain navy or black tights and plain navy or black leggings (ankle-length) may be worn with skirts and jumpers.
6. Aerobic tights, long underwear, and stirrup pants are not acceptable. On cold-weather days, warm-ups may be worn to school under skirts and jumpers, but must be removed after entering the building.
7. Shoes must have closed heel and toe, rubber soles, and not light up. Tennis shoes are preferred for safety purposes.
8. No boots of any type
9. No backless shoes
10. No flip-flops, clogs, crocs, sandals, moccasins, or high-top tennis shoes
11. Students may only wear Mills FBA jackets and/or Lower School approved sweatshirts over uniform shirts during the school day.
12. Jumpers, skirts, and skorts should be modest in length.
13. Navy or black modesty shorts are to be worn under skirts and jumpers at all times (should not be visible).
14. Jewelry is to be modest – no oversized earrings, necklaces, or bracelets. Dangling earrings pose a potential safety hazard and may not be worn.
15. Artificial nails are not allowed, and nail polish must be one color.
16. Appropriate hair accessories include bows and headbands and should coordinate with the uniform colors. Hair may not cover the eyes. No hair pieces, feathers, scarves, or long ribbons are allowed.
17. Hair may not be highlighted or bleached.
18. Lower School girls may not wear make-up during the school day.

19. Hats may not be worn inside the building or on field trips unless specifically permitted by the administration.
20. The administration reserves the right to determine the appropriateness of student dress and grooming.

#### **DRESS GUIDELINES FOR BOYS**

- All uniform coordinates except spirit shirts must be purchased from Mills.
- Shirts are to be tucked in at all times during the school day (does not include Saints Camp time) with the exception of the spirit shirts worn on Friday.
- Students may only wear a solid white t-shirt with no writing under uniform shirts.
- Belts must be worn with shorts or pants (excludes PK and Kindergarten) and must be plain navy, black, or brown with plain buckles.
- Appropriate socks (solid white, navy, or black only) should be worn at all times.
- Shoes must have closed heel and toe. Tennis shoes are preferred for safety purposes and should be not be light up shoes.
- No boots of any type
- No backless shoes
- No flip-flops, clogs, crocs, sandals, moccasins, or high top tennis shoes
- Students may only wear Mills FBA jackets and/or Lower School approved sweatshirts during the school day.
- Hats may not be worn inside the building or on field trips unless specifically permitted by the administration.
- The administration reserves the right to determine the appropriateness of student dress and grooming.

#### **REQUIRED DRESS Monday – Thursday unless a special dress day is noted**

##### **Girls PK-2<sup>nd</sup> grade**

- FBA plaid jumper with white princess blouse and Peter Pan collar
- Navy, white, or black socks or tights
- Modesty shorts – navy or black
- Rubber-soled shoes – Keds, saddle shoes, or tennis shoes
- No light up shoes

##### **Girls 3<sup>rd</sup>-5<sup>th</sup> grade**

- FBA plaid skirt
- White oxford shirt, short or long sleeve from Mills
- Navy, white, or black socks or tights
- Modesty shorts – navy or black
- Rubber-soled shoes – Keds, saddle shoes, or tennis shoes
- No light up shoes

##### **Boys PK-5<sup>th</sup>**

- Khaki twill pants or Khaki twill shorts from Mills
- White oxford shirt, short or long sleeve from Mills
- Dark belt
- Solid color socks – navy, black, or white
- Any tennis shoes, excluding light up shoes
- **NO BOOTS, SANDALS, OR BACKLESS SHOES ARE ALLOWED AT ANY TIME.** Rubber-soled shoes are recommended EVERY day for safety purposes.

#### **FRIDAY DRESS**

Every Friday is spirit dress in the Lower School. Students may wear spirit shirts (FBA spirit wear) or red, white, navy, or blue polo Mills shirt, with uniform pants/skort/skirt/shorts but not with the jumper. On the first Friday of each month, Lower School students may wear a spirit shirt or red, white, navy, or blue polo Mills shirts, with jeans – blue/full-length/not frayed/no holes.

## **APPROVED OPTIONAL UNIFORM COORDINATES**

### **Girls PK-2<sup>nd</sup>**

Mills Cardigan

### **Girls 3<sup>rd</sup>-5<sup>th</sup>**

V-neck sweater vest

Crew neck sweater

### **Boys PK-5<sup>th</sup>**

V-neck sweater vest

Crew neck sweater

Mills sweatshirt

## **COLD WEATHER OPTIONS**

Students may wear a **solid white** t-shirt or turtleneck **under** regular approved uniform clothing. Official FBA sweatshirts may be worn over uniform shirts. Only Mills jackets or sweaters are allowed in the classrooms at any grade level. **Plain** navy or black tights and plain navy or black leggings (ankle-length) may be worn with skirts and jumpers.

## **PROPER GROOMING**

Boys: Hair must be conservatively cut, neatly styled, and clean. Hair may not be highlighted or bleached and may not touch the top of the shirt collar or be below the middle of the ears. Hair should be of uniform length, not shaved in one place and longer in others (no patterns in cut), be trimmed above the eyebrows, and not groomed and styled in a manner circumventing the hairstyle guidelines. Boys may not wear earrings, hats, or caps.

Girls: Hairstyles must be conservative, may not be highlighted or bleached, and should be kept clean and brushed. Accessories which cause distraction in the classroom may not be worn. Appropriate hair accessories include bows and headbands and should coordinate with the uniform colors. No hair pieces, feathers, scarves, or long ribbons are allowed.

## **GENERAL INFORMATION**

### **TEXTBOOKS**

Students will be held responsible for textbooks issued to them. Students should alert the teacher to any damage to the book at the time it is issued. Fees will be charged for any damages (including writing) to the textbooks after the time of usage and will be the responsibility of each individual student. Report cards will not be released until the student's textbook record is clear.

### **VALUABLES**

Students are strongly cautioned against bringing valuables to school. Students do not need a lot of cash or jewelry on campus.

### **SCHOOL/CHURCH PROPERTY**

An Academy student takes pride in the care of school/church property, realizing that the appearance of the building and campus is a credit or discredit to himself, as well as to the student body in general. Any student who intentionally, knowingly, or recklessly damages or destroys school/church property shall be required to compensate the Academy/church for the full extent of the damage. The student shall be subject to disciplinary measures and may be refused admittance to school activities or school-sponsored functions until full restitution has been made for the damages. Please remember that the buildings, grounds, and equipment we are privileged to use belong to the Lord. We have a special responsibility to keep them in good order and respect their use.

Any student on church/school property is under the supervision of the Academy, making all school regulations applicable. The students represent the Academy through actions, by attire, and in speech.

Students are encouraged to assist in keeping the building and church property as clean as possible. Students should not litter the grounds or buildings; they are expected to assist teachers in keeping classrooms clean.

## **CHANGE OF ADDRESS**

Change of address, telephone number, or email should be reported to the Lower School office as soon as the change is made. **It is imperative that the office records contain the correct information at all times.**

## **FUND RAISING**

All proposed fund raising activities by student organizations or parent support organizations must be submitted to the principal in writing for approval before implementation. The school's fund raising policy has been established by the board and is administered by the Head of School. Copies of the policy are available on request.

## **STUDENT BEHAVIOR ON BUSES**

1. Students are to remain seated and facing forward until given permission to leave the bus.
2. Heads, hands, and arms are to be kept inside the bus.
3. Students are not to throw any objects.
4. Excessive noise will not be permitted.
5. Lack of respect, abusive or improper language or talking back to the driver will not be tolerated.

Failure to comply with these rules will result in disciplinary action.

## **TELEPHONES**

The telephones in the school offices are for school business and not for student use. Only in case of an emergency may a student use an office phone, and students need a phone pass from their teacher in order to use the phone. **Students may not have cell phones turned on or use cell phones during the school day.** FBA is not responsible for loss or damage to cell phones brought to school.

**NOTE:** Calling your child at school should be reserved for emergencies or matters of extreme importance. Parents should not ask to have a student called out of class to answer the telephone, except in such cases.

## **CRISIS MANAGEMENT**

Fire/disaster drills are held at various times during the school year. Instructions and directions for leaving each room and the building are posted in each room. The students must leave the room in an orderly single file line and proceed to the proper location without any talking. Students should recognize the seriousness of such a drill and refrain from improper behavior. Teachers will check roll after the building is emptied and verify that students are in the designated area.

FBA maintains a current crisis management plan to be implemented at the discretion of the administration.

## **STUDENT DISCIPLINE MANAGEMENT**

The Board of Trustees and administration are committed to a student management plan that effectively supports the mission statement of First Baptist Academy – to enroll, to educate, to encourage and to graduate students as responsible citizens and ambassadors for Christ. Student management at FBA is

therefore based on biblical principles and structured so that parents, students and school personnel benefit mutually.

Certain fundamental principles apply at First Baptist Academy that directly impact this arena of student management. FBA is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school. The very existence of FBA as a private Christian school must assume that admission and attendance is a matter of privilege, not right. In the admission and attendance processes or any other processes of the school, FBA will not in any way discriminate on the basis of race, sex, color, or national origin. As a private Christian institution, the Academy reserves the right and indeed assumes the obligation to establish rigorous academic standards and strong disciplinary standards as well as decisive actions to be taken when these standards are not met. While the Academy must be firm in maintaining an academically sound, safe and effective environment for learning, FBA is also extremely sensitive to the well-being of each child and family. The ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at First Baptist Academy.

The Student Management Plan of First Baptist Academy addresses two major concerns of student life. Not only does the plan address expectations or standards for student disciplinary behavior, as developed in the Student Code of Conduct, but the plan also addresses expectations for academic performance in the Student Code of Academic Standards.

Neither this Student Management Plan nor the Academy Student Handbook is intended to be or can be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to promulgate rules and regulations in all matters of student management not otherwise specified.

While the Academy acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct is the obligation of the Academy. Therefore, in adherence to the Academy's purpose, philosophy and mission statement, the Academy does not hesitate to require appropriate behavioral and academic discipline from each child.

## **BIBLICAL GUIDELINES FOR STUDENT MANAGEMENT**

### **RESPECT AUTHORITY**

"Everyone must submit himself to the governing authorities, for there is not authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." Romans 13:1-4

### **BE AN EXAMPLE**

"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." I Timothy 4:12

### **SEEK EXCELLENCE**

"I can do everything through Christ who gives me strength." Philippians 4:13

### **BE HONEST**

"Providing for honest things not only in the sight of the Lord, but also in the sight of man." II Corinthians 8:21

### **BE TRUTHFUL**

"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." Ephesians 4:25

## **PRACTICE CLEAN SPEECH**

"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Ephesians 4:32

## **REFLECT JESUS**

"Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things." Philippians 4:8

## **ORGANIZATION OF THE STUDENT MANAGEMENT PLAN**

The FBA plan for student disciplinary and academic conduct is founded upon biblical principles and developed through the collaborative efforts of the Academy faculty and administrative staff.

The FBA Student Management Plan, as presented here, was adopted by the First Baptist Academy Board of Trustees at a duly called board meeting on May 10, 1994.

## **THE CAMPUS DISCIPLINE OFFICER**

The Principal serves as the Campus Discipline Officer. Duties shall include the authority to:

1. assess and implement the Student Code of Conduct and the Student Code of Academic Standards in accordance with the particulars of the Student Management Plan.
2. place a student on disciplinary or academic probation.
3. remove a student to a temporary on-campus educational setting (not to exceed three consecutive days).
4. remove a student from campus for emergency reasons.
5. suspend a student for no more than three consecutive or six total school days in a year.
6. file charges with law enforcement agencies should a student infraction constitute a violation of the law.
7. decline to extend an invitation to enroll for the succeeding semester.
8. recommend to the Administrative Review Committee that a student be expelled from the Academy for any of those reasons specifically enumerated as expellable offenses in the Student Code of Conduct.

## **RIGHTS AND RESPONSIBILITIES OF STUDENTS**

All students at First Baptist Academy have the right to be treated with fundamental fairness, dignity, compassion, and Christian love. Each student, in turn, is expected to respect the rights and privileges of other students, teachers, and Academy staff. Each student then is obligated to exercise his own rights responsibly and in compliance with rules established for the orderly conduct of the Academy's mission. The Academy's rules of conduct and discipline exist to achieve and maintain order in the school. Any student who, by his conduct, deprives another of his rights, or who violates campus or Academy rules, shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of Christian school citizenship.

Specific student responsibilities for achieving a positive and productive learning environment at school or school-related activities shall include:

1. attending all classes daily and on time.
2. being prepared for each class with appropriate materials and assignments.
3. being properly attired.
4. exhibiting respect toward others and toward church and school property.
5. paying required fees and fine.
6. refraining from violations of the Student Code of Conduct.
7. adhering to the expectations of the Student Code of Academic Standards.
8. obeying all school rules, including safety rules.
9. pursuing changes in school rules and regulations in an orderly manner through appropriate channels.

10. cooperating with staff in the investigation of disciplinary cases and volunteering information related to serious offenses.
11. taking home all school-related communications.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

1. actively support the philosophy and mission statement of the Academy
2. make every effort to provide for the physical and medical needs of their child
3. be sure their child attends school regularly and promptly report and account for absences and tardies
4. teach their child to pay attention and obey rules
5. encourage and lead their child to develop proper study habits at home.
6. participate in parent/teacher conferences to discuss their child's school progress and welfare
7. sign and return academic and disciplinary communications from the school
8. attend parent training workshops for home reinforcement of study skills and specific curriculum objectives
9. keep informed of school policies and academic requirements of school programs
10. participate in school-related organizations
11. be sure their child is appropriately dressed at school and for school-related activities
12. discuss report cards and school assignments with their child
13. bring to the attention of school personnel any learning problem or condition that may relate to their child's education
14. maintain up-to-date home, work, and emergency telephone numbers and other pertinent information at the school
15. be sure their child attends tutorial sessions when required or as the need arises
16. follow the prescribed "chain of command" – teacher, principal, headmaster, board – in pursuing issues or seeking to resolve disputes. **Please refrain from discussing your child's problems with other parents**
17. submit a signed statement that they understand and concur with the provisions of the Academy's Student Management Plan

## **RIGHTS AND RESPONSIBILITIES OF TEACHERS**

Teachers have the responsibility to:

1. actively support the philosophy and mission statement of the Academy.
2. use discipline management techniques recognized in the Student Management Plan.
3. set the stage for good student discipline by being in regular attendance and on time.
4. perform their duties in a manner evidenced by appropriate preparation, resource materials, and assignments.
5. comply with campus and Academy school policies, rules, regulations, and directives.
6. maintain an orderly classroom atmosphere conducive to learning.
7. teach to the standards of performance required by the Academy.
8. establish rapport and an effective working relationship with parents, students, and other staff members.
9. teach students to strive toward self-discipline.
10. encourage good work habits that will lead to the accomplishment of personal goals.
11. serve as appropriate role models in accordance with the standards of their profession and the Christian faith.

Teachers have the right to:

1. teach in a classroom free from disruption and undue interruption.
2. the prayerful support of administrators and parents.
3. respect.

## **RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS**

Administrators have the responsibility to:

1. actively support the philosophy and mission statement of the Academy.
2. oversee implementation of the FBA Student Management Plan.
3. assume instructional leadership in the attainment of effective student conduct.
4. ensure effective and timely school communication with parents.
5. encourage parent communication with the school, including participation in required parent/teacher conferences.
6. promote effective training and discipline, including self-discipline, of all students.
7. respond to student management problems referred to them by teachers.
8. serve as appropriate role models in accordance with the standards of their profession and the Christian faith.

Administrators have the right to:

1. make decisions that are in the best overall interest of the school.
2. cooperation and respect commensurate with the duties and responsibilities of their offices.

## **HOME AND SCHOOL COOPERATION**

A fundamental premise of First Baptist Academy is that education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is then obvious. While communication between the school and home is often in written form or by telephone, the school also encourages face-to-face parent/teacher conferences. To this end, one parent/teacher conference is scheduled in the fall for each student. Additional conferences may be requested at other times of the year.

In addition to such activities as open house and parent education night, training workshops for home reinforcement of study skills and specific curriculum objectives shall be scheduled as parent interest becomes evident.

Appeals (Matthew 18:15)

"If a brother sins against you, go to him privately and confront him with his fault."

If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go FIRST to that person through whom the offense came and share this with that person. If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the principal or person directly over him but NEVER before approaching the person committing the offense. In like manner, if the matter is not resolved there, it may then, and only then, be taken to the Head of School.

## **THE STUDENT CODE OF CONDUCT**

### **THE AUTHORITY OF THE SCHOOL**

First Baptist Academy shall exercise authority over its students from the time they arrive on campus each morning until they depart the campus at the end of each day. This authority encompasses any activity during the school day on school or church grounds, attendance at any school-related activity regardless of time or location, any school-related misconduct regardless of time or location, and any misconduct while the student is wearing the uniform of First Baptist Academy.

When students are admitted to First Baptist Academy, they become identified with the Academy, and the Academy is judged by the way they conduct themselves. As the Academy seeks to produce responsible citizens and ambassadors for Christ, it is expected student conduct will reflect favorably on the students themselves and on the Academy at all times. Therefore, the authority of the school with respect to student conduct must extend to any occurrence which reflects adversely on the good name or reputation of First Baptist Academy.

## **IDENTIFICATION OF OFFENSES**

The following offenses, as defined, represent violations of the First Baptist Academy Student Code of Conduct. This list is representative only and not necessarily exhaustive of all areas of student conduct the Academy will find necessary to regulate.

### **Tardies:**

Students are expected to be in their seats ready to work when the school day begins.

### **Gum Chewing/Eating in Class:**

Gum chewing is prohibited on Academy or Church property due to potential property damage. As a means of promoting campus cleanliness, the consumption of food or drink outside designated areas is forbidden without specific administrative authorization.

### **Disruption:**

Conduct by students, either in or out of class, that for any reason – whether because of time, place, or manner of behavior – materially disrupts class work or school assembly or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities is prohibited.

### **Throwing Objects:**

The throwing or projecting of any objects that may cause bodily injury, property damage, or disruption is prohibited.

### **Dress and Grooming:**

The Academy's dress and grooming code is designed to foster pride in appearance, instill discipline, prevent disruption, avoid safety hazards and assert authority. Students shall come to school looking clean, neat and attired in the appropriate Academy uniform.

### **Failure to Obey Classroom Rules:**

In addition to the general school rules outlined in the Student Code of Conduct, each teacher has classroom rules specific to the efficient operation of the classroom. Students are expected to comply with these classroom rules. Repeated or especially willful or premeditated violations of this expectation are also addressed under the entry entitled "Insubordination/Defiance".

### **Restricted Areas:**

For reasons related to the security both of Academy students and of Church property, students are to be only in areas designated for student activities. All church buildings are "off limits" unless designated for student use or special permission is given.

### **Forbidden Items:**

Any items which would detract from the spiritual and academic mission of the Academy or which have the potential for significant disruption or distraction are forbidden at school or at any school-sponsored activity. Such items include, but are not limited to, fireworks, matches, lighters, beepers, radios, tapes, CDs or CD players, inappropriate reading material.

### **Electronic Devices:**

The following devices are not to be brought to school and are subject to confiscation by school personnel: radios, recorders, tape/CD/DVD players, iTouch type devices, toys, electronic games or devices, cameras, posters, playing/trading cards. Electronic devices that connect to the internet or take pictures are not allowed during Saints Camp. Cell phones must be turned off and put away in backpacks before, during, and after school. Students are only allowed to use cell phones after obtaining permission from a school official and may make their phone call in the presence of that school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos, and depictions. Appropriate disciplinary actions may result from inappropriate material or use.

**Bus Misconduct:**

Students are expected to observe the same standards of conduct while riding Academy buses or vans as they are required to observe at school. In addition, any misbehavior which distracts the driver is a serious hazard to the safe operation of the vehicle and as such jeopardizes the safety of all passengers. Such activities are prohibited.

**Forgery:**

The student's signing of his parent's name to school-related documents is prohibited.

**Cheating:**

Cheating includes copying homework, handing in another's work as one's own, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Cheating involves both the components of stealing and lying and obviously has no place at First Baptist Academy. The consequences of cheating may involve loss of credit on the assignment in question as well as other disciplinary responses.

**Swearing/Abusive Language:**

Written or verbal name-calling, curse words, swear words, put-downs, suggestive language or gestures and innuendos are not acceptable in the academic and spiritual environment of First Baptist Academy.

**Truancy:**

Being absent from school without an acceptable reason or leaving school without permission, are both examples of truancy. The student who is truant will suffer an inevitable academic penalty from having missed instruction, as well as be subject to disciplinary consequences.

**Organized Gambling:**

Gambling or wagering of any form is not permitted at First Baptist Academy nor is the possession of paraphernalia normally associated with gambling.

**Hazing:**

Reckless, humiliating or threatening acts directed against a student by any student acting alone or with others and intended as a prerequisite to the initiation into, affiliation with or participation in any organization is strictly prohibited.

**Secret Societies:**

FBA has no place for secret societies or membership-restricted societies. Students shall not become members of, or in any way affiliate with, any organization not approved by the Academy administration which seeks to perpetuate itself by taking in additional student members on the basis of the decision of the membership alone.

**Inappropriate Publications:**

The possession or distribution of any materials – written, visual or aural – that would interfere with normal school operations is prohibited. Prohibited materials would include but not be limited to:

1. those that are sexually suggestive or otherwise sexually inappropriate
2. those that endorse actions endangering the health or safety of students
3. those that are profane or blasphemous
4. libelous material
5. publications that criticize or demean school or church officials or staff
6. hate materials that scurrilously attack or demean ethnic, religious or racial groups

**Tobacco Use:**

The student possession, delivery or use of tobacco products, including but not limited to cigarettes, cigars, snuff, chewing tobacco, pipes or lighters, is absolutely prohibited. This prohibition extends to the school and church premises, to attendance at any school-related activity or event and to any locale when the student is in the uniform of First Baptist Academy.

**Insubordination/Defiance:**

Insubordination or defiance includes a willful failure to comply with the rules and regulations of the Academy or a willful failure to comply with the directives of Academy personnel. Such rejection of authority undermines the very mission of the Academy, is a denial of basic biblical principles and cannot go uncorrected.

**Pornographic Materials:**

The possession, writing/drawing or delivery of any licentious, sexually offensive material, whether written, visual or aural, is strictly prohibited.

**Theft:**

The taking of another's property, whether by force, deceit or stealth, is never acceptable at FBA. When appropriate, law enforcement officials will be called.

**Extortion:**

Obtaining money or other object of value from an unwilling person, or compelling another to act against his conscience or his own best interest through the use of coercion, blackmail or force is a violation of the Student Code of Conduct and may be, depending on the circumstances, a violation of the law.

**Destruction of Property:**

Students shall not vandalize or otherwise damage or deface any property belonging to or used by First Baptist Academy or First Baptist Church. This prohibition shall extend as well to any private property on the premises of the Academy or the Church. Parents of students found guilty of such damage or destruction shall be liable in accordance with state law. Law enforcement agents may be notified at the discretion of Academy officials, and students may be subject to criminal penalties if damage exceeds \$750.

**Assaults/Fighting:**

Fighting is absolutely prohibited, and where the safety or welfare of other students is involved, the Academy may contact law enforcement authorities. Students are likewise prohibited from assaulting anyone on Academy or Church property or at any school-related event. An assault is defined as:

1. intentionally, knowingly or recklessly causing bodily injury to another person.
2. intentionally or knowingly threatening another with imminent bodily injury.
3. intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

**Drug/Alcohol Use:**

No student shall possess, deliver, use or be under the influence of any of the following substances while on school or church premises, while in attendance at any school-related activity or event, or while wearing the uniform of First Baptist Academy:

1. alcohol or any alcoholic beverage, "near beer" or any look-alike alcoholic beverage substitute
2. any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate
3. any substance that can be abused such as glue, aerosol paint or any other volatile chemical substance for inhalation
4. any other intoxicant, or mood-changing, mind-altering or behavior-altering drugs

**"Use"** means a student has smoked, ingested, injected, imbibed, inhaled or drunk a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath or speech.

**"Under the influence"** means a student's faculties are noticeably impaired, regardless of whether or not the student is legally intoxicated.

**"Delivery"** encompasses the transmittal, sale or attempted sale of what is or what is represented to be any of the above forbidden substances.

Violation will result in stringent disciplinary response, and law enforcement agencies may be notified at the discretion of Academy officials.

**Arson:**

The setting of any kind of fire on the premises of the Academy or the Church or the false sounding of a fire alarm are both considered serious offenses in the Student Code of Conduct and in most cases constitute violations of the law as well. Law enforcement authorities may be called at the discretion of Academy officials.

**Weapons:**

No student shall enter the premises of First Baptist Academy or First Baptist Church in possession of a firearm, explosive weapon or knife. Neither shall the student interfere with normal activities, occupancy or use of any building or portion of the campus by exhibiting, using or threatening to exhibit or use a firearm, explosive weapon or knife.

Students are also prohibited from bringing to school or a school-related activity any other weapons such as, but not limited to, fireworks of any kind, clubs or nightsticks, razors, metallic knuckles, martial arts paraphernalia, chains or any other object used in a way that threatens to inflict bodily injury.

The possession or use of articles not generally considered weapons may be prohibited when, in the administration's judgment, a reasonable apprehension of danger exists to the student in possession, other students, staff or property by virtue of possession or use.

## **IDENTIFICATION OF DISCIPLINARY RESPONSES**

The following disciplinary options, as defined, constitute an array of responses available to the teachers and administrators at First Baptist Academy. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Conduct Code violations, including but not limited to tardies, trancies and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by Academy personnel.

**Reprimand:**

Many infractions of an unintentional or immature nature, or even volitional infractions of a minor nature can and should be handled by gentle reprimand or remonstrance. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.

**Redirection:**

Redirection is a logical extension of the reprimand. It seeks to replace an inappropriate behavior with one that is appropriate.

**Warning:**

A warning is not only a reprimand but a formal notice of consequences to follow should the inappropriate behavior not be corrected.

**Counseling:**

Counseling is recognition by the teacher, counselor, or other Academy staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just address symptoms.

**Time Out:**

Some students need a temporary respite from those factors stimulating misbehavior, a "cooling off" to regain control. A temporary period of isolation and silence, normally not to exceed fifteen minutes, can often provide this "cooling off" opportunity.

**Loss of Play Time or Class Privilege:**

Normally, the loss of play time should not exceed thirty minutes. Class privileges include such activities as serving as line leader, row monitor, door holder, teacher's helper and the like.

**Separation in the Classroom:**

On occasion, teachers may find it necessary to separate an offending student from another student or even from the entire class for a longer period of time, ranging from a single class period up to several days. In the case of one student's simply being separated from another, that separation may be permanent. Separation or preferential seating in the classroom may result from the need simply to refocus a student on academic tasks or from the need to protect the class from disturbance and distraction.

**Discipline Referral:**

A Discipline Referral is a written communication by a teacher to the principal to identify the nature of the offense and serve as official documentation of misconduct. A discipline referral requires a parent signature.

**Disciplinary Work Assignment:**

This is an assignment to be completed by the student and signed by the parent. Grounded in Scriptural reference and instruction from God's Word, the work assignment is intended both to document and correct misconduct.

**Student-Principal Conference:**

Students may be referred to the principal's office directly for especially serious offenses or when teacher-directed disciplinary responses prove inadequate to handle the discipline problems a student is having. The principal, in turn, has an array of measures at his or her disposal ranging from conferencing to the imposition of specific consequences as outlined in the Student Code of Conduct. Teacher referrals to the principal shall specify the offense of which the student is accused and shall indicate those corrective measures the teacher has already tried. Frequently, though not in every case, the principal may choose to involve the student's parent in the conference.

**Teacher-Parent or Principal-Parent Conference:**

Such a conference may be requested by the school or by the parent and is again a reflection of the premise of home and school cooperation on which the educational program of FBA is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so that the kinds of discipline processes that follow may not be required. To allow for adequate time and preparation for a conference, please make an appointment through the school office.

**Removal from Class:**

Immediate removal from the classroom for the duration of the class period is a response available to Academy teachers to discourage improper classroom behavior. In unusual situations, the principal may choose to extend such an individual classroom removal to no more than five consecutive days. For any removal exceeding one day, the Academy shall make available to the student a supervised opportunity to remain current on the assignments from that classroom.

**In-House Suspension:**

This may be assigned only by the principal. The student must report to a designated, supervised area and will remain in this area, apart from regular classes and activities, for no less than one or more than five consecutive school days. Students are responsible for checking with each teacher about work missed. The parent will be notified by the principal as to the following provisions:

1. Any test assigned during the period of in-house suspension will be administered during in-house
2. Disciplinary probation may be initiated
3. The student must serve the entire school day. If parents pick up the student early, then another day will be assigned

**Disciplinary Probation:**

A student placed on disciplinary probation is in imminent danger of losing the privilege to remain at First Baptist Academy. A student placed on probation will neither represent the school in any contest or public program nor be eligible to receive any honors or be granted any privileges. When a student is placed on probation, the principal will notify the parents immediately.

The probationary status of a student will be reviewed at the end of the semester by the Administrative Review Committee. If sufficient correction of behavior is evident at that time, the student is removed from probationary status. If not, the committee will determine whether or not the student will continue to attend the Academy.

Further disciplinary actions which place a student on probation for the second time within a year's time eliminate the offer of re-enrollment for the next school year or continued enrollment for the following semester.

**Suspension:**

This may be assigned only by the principal, and the following specific provisions shall apply:

1. The parents will be notified to take the student home the day of the occurrence.
2. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
3. The term of the suspension shall not exceed three consecutive school days.
4. A suspended student will not be allowed to return to school without a parent-principal conference.
5. Days of suspension are considered unexcused absences from school and are marked by loss of academic credit for the period of the suspension.
6. Suspension automatically initiates disciplinary probation.

**Expulsion:**

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant the Academy's most drastic sanction, then the principal may recommend to the Head of School that a student be expelled. The Head of School will convene the Administrative Review Committee to determine the action to be taken.

The following serious offenses are potential grounds for expulsion:

1. Defiance or direct confrontation with school authorities
2. A second suspension
3. Failure to comply with the terms of disciplinary probation
4. Stealing and other serious moral offenses
5. Repeated instances of cheating
6. Chronic violations of Academy rules and regulations not corrected by lesser measures
7. Activities outside the school which call for police intervention
8. Any off-campus misconduct seriously detrimental to the reputation and Christian witness of the Academy
9. Assault of a teacher or other individual
10. Extortion

11. Arson
12. Intentional destruction of Academy or Church property
13. Possessing, delivering, using or being under the influence of any alcoholic beverage; controlled substance or dangerous drug; any substance that can be abused such as glue, paint or other chemical substance; any mood-changing, mind-altering or behavior-altering drugs, while on school premises or while in attendance at any school-related activity or event
14. possessing, delivering or using any firearm, explosive, knife or other weapon while on school premises or while in attendance at any school-related activity or event

#### **Legal Proceedings:**

In the event a student offense involves a violation of the law, Academy officials will not only institute an appropriate disciplinary response within the context of this Student Code of Conduct but will normally refer the offense to law enforcement officials as well. Any decision to refer a matter to civil authorities will be immediately made known to the student's parents.

### **GENERAL GUIDELINES FOR IMPLEMENTING DISCIPLINARY RESPONSES**

As Academy personnel determine the appropriate action to take in response to student misconduct, they will follow these guidelines:

1. The purpose of discipline is two-fold: to teach and to maintain order – not to punish.
2. Any discipline effort, to be successful, should bring the student closer to the goal of self-discipline.
3. Disciplinary measures are much more effective if the school and the home are supportive of each other's efforts.
4. Discipline is not an act of malice or vengeance but of love.
5. The disciplinary response chosen must be the least aggressive response adequate to correct the undesired behavior.
6. The disciplinary response chosen must be appropriate to the age and maturity level of the student.
7. Discipline in a Christian context should result not only in a change of behavior but ultimately in a change of heart.

### **MISCELLANEOUS PROVISIONS OF THE STUDENT CODE OF CONDUCT**

#### **Interrogations and Searches:**

Academy officials reserve the right to search a student or student's property. Areas such as lockers, which are owned and jointly controlled by the Academy, may be searched if reasonable cause exists to believe that contraband is inside the locker. Students shall not place or maintain any item in school-owned lockers that is forbidden in this Student Code of Conduct, nor shall they place or maintain any item that would lead school officials reasonably to believe that it would cause a substantial disruption on school property or at a school-sponsored function. Searches of a student's outer clothing and pockets may be conducted if reasonable cause exists. More intrusive invasions of a student's privacy, such as searches of the student's person, may be conducted only if probable cause exists to believe the student possesses contraband dangerous to himself or others.

#### **Police Questioning of Students:**

For police questioning of a student in school, the following guidelines shall apply:

1. Before the principal permits the questioning of a student by law enforcement officers, the officer must state the necessity of questioning the student at school. The questioning officer's name and title shall be obtained and recorded by school officials.
2. The principal shall make reasonable and immediate efforts to contact the student's parent.
3. A student shall not be questioned by law enforcement officers unless the principal or the principal's designee is present.
4. Any police questioning of an Academy student must be conducted out of the sight and hearing of other students.

**Arrested Students:**

If an Academy student is subject to arrest or apprehension by a law enforcement officer while at school, the principal shall first request to see the summons or warrant before delivering the student into the officer's custody. The principal shall notify the Headmaster immediately and make reasonable and immediate effort to contact the student's parent. Either the principal or the principal's designee shall accompany the student to the police station and remain with the student until the parent has had a chance to arrive.

**Physical Restraint:**

Any Academy employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. protect the student from injuring himself.
2. protect another person, including the person applying physical restraint, from physical injury.
3. obtain possession of a weapon or other dangerous item.
4. protect property from serious damage.
5. remove from a specific location a student refusing a reasonable command of a school employee, including a classroom or other school or Church property in order to impose disciplinary measures.
6. control and subdue an irrational student.

# ***SAINTS CAMP***

## **PURPOSE**

Saints Camp is an extension of the Academy school day. Every student enrolled in grades PK through 5 is automatically enrolled in Saints Camp. It is established to provide proper care and supervision for all students before the school day begins and for students needing to remain on campus after 3:30 pm or after 4:30 at our downtown campus.

The program seeks to develop the character of Christ in each child through the role models provided by the staff, methods of supervision, and biblical discipline. An atmosphere of security, love, and personal well-being is provided as the staff attempts to minister to the whole child. Enrichment activities are offered on a daily basis during the afternoon extension of the school programs.

## **PROCEDURES**

### **ENROLLMENT**

All students in grades PK through 5 are a part of the Saints Camp program. All students are checked out of school by Saints Camp staff after school. The morning and afternoon supervision until 3:30 pm at our campus and 4:30 at our downtown campus, is provided as a service by the school free of charge. A fee is charged to those students attending Saints Camp between 3:30 pm and 6:00 pm at our campus and 4:30 to 6:00 at our downtown campus.

Students are under the direct supervision of the Saints Camp Director, a member of the Elementary School faculty, and the Elementary School principal. All Academy rules and procedures outlined in the Student Handbook apply to students during the "Saints Camp time."

### **STUDENT RELEASE**

Each family has a Family Identification number provided by the Saints Camp director. Each family will have two car hang tags. This number must be given to the staff when children are picked up from the school drop-off/pick-up area. If a student is to ride the bus home or walk to a parent's office, **written** permission from the parent must be on file in the director's office and the child must know the Family ID number to give the staff worker when checking out.

### **SAINTS CAMP FEES**

The fee for Saints Camp is set by the administration and applies for any amount of time the student is in Saints Camp between the hours of 3:30 pm and 6:00 pm. There is an additional charge for full-day Saints Camp during holidays, and reservations must be made in advance.

There is a late charge of \$5.00 if a child is picked up between 6:01 and 6:05; \$1.00 per minute thereafter.

### **EARLY RELEASE DAYS**

On early release days, when children are out of school at an earlier hour than usual, Saints Camp charges will apply to any child still at school under Saints Camp supervision thirty minutes after the students are released. As an example, when school is out at 12:30 pm, Saints Camp charges will begin for all students still at school after 1:00 pm. Saints Camp closes at 4:30 pm on early release days.

## **MORNING SAINTS CAMP: STUDENT DROP-OFF**

For the safety and security of your child, **please do not arrive before 7:15 am**. No supervision is available before that time. **All** students must be brought to the designated drop off area where they will be received by Saints Camp staff. Students **must not be dropped off on the street** and allowed to go into the building by themselves.

When students arrive each morning, cars should pull up as far as possible to allow for more cars to pull up to the curb. Saints Camp staff will direct traffic. **Parents need to remain in the car** and allow the Saints Camp staff to help students out of cars and escort them into the building. **Do not allow your child to exit the car if a Saints Camp employee is not present**. Please exit curb-side only.

Please **arrive by 8:20 am**. They are being lined up by classes at 8:20 am, and workers leave when the children go to class at 8:30 am. **No one is available to receive your child after that time**. **NOTE:** If you arrive at 8:20 am or after, you must park your car and **take your child to the office**. For the safety of your children, please **do not allow them to enter the building by themselves**.

## **AFTERNOON DAY CAMP: STUDENT PICK UP**

Cars should pull up as far as possible at both locations. Students are escorted to their car by Saints Camp staff. For safety reasons also, students cannot be allowed to go to cars parked across the street or parking lot. Please **do not wait in the pick-up lane for your child to get out of school/afterschool activities**. If your child is not ready to leave when you arrive, you may be asked to circle the block in order to allow for smooth traffic flow.

If you have an older student picking up your PK-5 student, the older student should know the Family ID number to give the staff member at the time of pick-up.

## **STUDENT CONDUCT**

### **USE OF DESIGNATED AREAS:**

#### **SNACKS**

1. All food must be consumed during the designated snack time.
2. Water is available at the water fountain.
3. Snacks may be purchased or brought from home.
4. A snack is provided for students staying after 3:30 at our campus and after 4:30 downtown.
5. Students must finish all snacks before going to another activity.

#### **ARTS AND CRAFTS**

1. Use only provided supplies.
2. Talk in a quiet voice.
3. When you finish your activity, clean your area.
4. Be respectful of the counselor's rules and directions.

#### **CENTERS**

1. Use inside voices.
2. Be respectful of others and games provided.
3. Share.
4. Legos and cars may be played with on the floor. All other games are to be on the tables.
5. When the student is finished with an activity, everything must be put in good order and returned to the counselor.

## **MOVIE**

1. Talk in a quiet voice.
2. Equipment is operated only by the workers.

## **BEHAVIOR RULES**

1. When in buildings **walk** and use a quiet voice.
2. Keep hands, feet, and objects to one's self.
3. Respect all staff and follow directions immediately.
4. Language is to be pleasant and edifying.
5. Follow all stated rules.
6. **Students are not allowed to return to the classrooms for forgotten items.**
7. Students must have a written note from the parent or guardian to change clothes during Saints Camp.
8. No electronics (DS, iPods, tablets, etc.)
9. When cell phone usage is necessary, permission must be obtained by an adult counselor.

## **ACKNOWLEDGEMENTS FOR GOOD BEHAVIOR**

1. Verbal praise and encouragement by staff workers
2. Written notices for extended good behavior
3. Special written notice (gold slip) for thoughtful behavior beyond what is expected

## **CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR**

1. Warning
2. Time out
3. Two issues in two weeks will result in a Director/Student conference
4. If three issues are received by the Director in a month, a notice will be sent home to the parents.
5. A Director/Parent conference may be required if student behavior does not improve.

The parents of any Academy student found to have intentionally, knowingly, or recklessly damaged or destroyed school property will be required to compensate FBA for the full extent of the damages; the student will be subject to disciplinary measures up to and including dismissal from school.