

**First Baptist Academy  
2018-19 Middle and High School  
Student Handbook**

**First Baptist Academy  
P.O. Box 130868  
Dallas, Texas 75313  
or  
7894 Samuell Blvd.  
Dallas, Texas 75228  
[www.fbacademy.com](http://www.fbacademy.com)**

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## **A WORD FROM THE PRINCIPAL**

Welcome to another exciting school year at First Baptist Academy. FBA is a ministry of The First Baptist Church of Dallas. First Baptist Academy has assembled a faculty and staff who are committed to the Lord Jesus Christ, and understand the role of a distinctively Christian school in support of our families, representative churches and the larger community. We desire to work with you in training children in the way they should go, so that when they are old, they will not depart from it (Proverbs 22:6).

This Handbook is one representation of our desire to work in partnership with families to accomplish this goal. It is intended to be as comprehensive as possible while remaining a practical and user friendly communication tool and source of information.

Every school has its own "culture and community." One of the most important aspects of this Handbook is the degree to which it describes the culture and community of FBA. The Handbook outlines what families can expect from the school and what the school must expect of FBA students and families in order for these two entities to work in partnership with each other. For this reason alone, I cannot encourage you strongly enough to read the Handbook in its entirety.

Of greatest importance, however, is the degree to which the Handbook underscores who we are in Christ, as a school. Our Statement of Faith, our History, our Mission and Philosophy, and our Standards ideally form the basis for every policy, practice, and procedure in our school.

No handbook, even one as thorough as ours, can cover every detail that may need to be known by every family in every situation through the course of a school year. While we will make every effort to avoid judgment calls and the use of discretionary authority, we know that when we must, the Handbook still provides a biblical basis for decisions we must make and actions we must take.

**We sincerely thank you for the privilege of working in partnership with you for the education of your children. We take great joy in committing ourselves to providing an environment wherein the Mission Statement can become a reality in the lives of all of our students.**

Julie S. Weyand, Ed.S.  
Secondary Principal  
First Baptist Academy

## **ABOUT FIRST BAPTIST ACADEMY**

### **HISTORY**

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. On September 5, 1972, the Academy began classes in the CEB Building at FBC with 127 students in kindergarten through seventh grade. Later, grades eight through twelve were added. In 1977, the secondary school was moved to the Easterwood Building and then, in 1981, to the present location on the eleventh floor of the Spurgeon Harris Building. In 1998, the Middle School was moved from the CEB and Burt Buildings to occupy the 10<sup>th</sup> floor of the Spurgeon Harris Building. In the summer of 2010, the PK-5<sup>th</sup> grades were relocated to the 1<sup>st</sup> and 8<sup>th</sup> floors of the Spurgeon Harris Building, making the entire school in one location. The land for the Saints Athletic Complex was acquired in 1996. In the fall of 2016, First Baptist Academy broke ground on the new FBA Educational Building at the athletic complex. The new building scheduled to open in the fall of 2017. FBA is still changing the lives of young people!

### **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.

### **THE ACADEMY CREST**

The shield containing the emblem of the torch of faith and truth are the primary objectives of Christian education. The French fleur-de-lis symbolizes Christ as the Lily of the Valley—through whom passes the only path to true knowledge. Christian education is the key by which minds are opened to the great classical works and the athletic shoe and laurel branch indicate a commitment to educating the whole person. Finally the sword represents Scripture as “the sword of the Spirit.”

### **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.

## **ACCREDITATION**

FBA is accredited by AdvancedEd, and the Accreditation Commission of Texas Association of Baptist Schools. FBA is a member of Association of Christian Schools International (ACSI), AdvancedEd and Accreditation Commission of the Texas Association of Baptist Schools (ACTABS)

## **ACADEMIC INFORMATION**

### **ACADEMIC ACHIEVEMENT AND CURRICULUM**

First Baptist Academy offers a college preparatory curriculum. Although our program will help prepare serious students to compete academically in public and private universities in Texas and throughout the United States, it does not guarantee that our graduates will gain admission into any college or university he or she desires. College preparatory simply means that upon graduation our students will have enough credits to enter most colleges and universities. It also means that our curriculum is recognized as rigorous enough to meet the requirements of most colleges and universities.

As a Christian school, First Baptist Academy hires only Christian teachers. As a school, we recognize that all truth is God's truth, meaning that God is the source of all truth. Consequently, we strive to integrate the truth of Scripture in the classroom while acknowledging that we are an academic institution and not a Sunday school.

In order to take full advantage of the curriculum we offer, students must be self-motivated, self-disciplined, and have a desire to learn. Parents can assist their students by providing encouragement and a quiet atmosphere in the home that is conducive to study in the evenings and on weekends. It is our belief that educating young people requires cooperation among the students, parents, and teachers.

### **ACADEMIC PROBATION**

Academic probation is designed to give notice to both students and parents that the student's enrollment at FBA is in jeopardy because of a lack of academic achievement. Students are placed on academic probation by the recommendation of the Academic Review Committee consisting of faculty and administrators.

- Students earning two or more failing grades for a semester will automatically be placed on academic probation for the subsequent semester.
- Parents will be notified by phone, letter, or on RenWeb regarding their student's probation.

- After the end of the probationary semester the administrator (with advice from the Academic Review Committee) will review the student's performance in order to determine his or her status at FBA. In most cases, students who fail two or more classes while on probation will be asked to leave the school. Students who fail no more than one class while on probation **may also remain on probation at the discretion of the administration.**

If a student is withdrawn from FBA for academic reasons, he or she may reapply for enrollment after the student has attended another accredited school for at least one semester and has not received a grade lower than 70 in any class while completing a full academic load.

### **GRADE POINT AVERAGES/CLASS RANKING**

- Grade point averages will be computed at the end of the sophomore and junior years and after both semesters of the senior year.
- A student's cumulative grade point average is weighted for honors, pre-AP, and AP classes.
- GPA determines class rank. Individual class rank is reported to colleges on the student's transcript only if the student ranks in the top 10%.
- To receive a class ranking, a student must have completed 3 semesters at FBA.
- The valedictorian and the salutatorian are the students having the highest and the second highest class ranking, respectively. In order to be recognized as either valedictorian or salutatorian, a student must have attended FBA High School for at least 3 years.
- Seniors ranked in the top ten-percent of the class will be recognized at graduation.

### **COLLEGE AND ACADEMIC GUIDANCE COUNSELING**

First Baptist Academy provides a college and academic counselor for the benefit of students and families. Students with questions regarding academic credits, class schedules, college admission tests, and colleges are encouraged to contact the counselor.

The counselor provides information to families regarding the admission process into colleges and universities. In addition, the counselor distributes college information, coordinates visits to the campus by college representatives, administers the college day, and is available for individual counseling regarding colleges and universities. First Baptist Academy has a college resource center where students can consult with the counselor.

The college counselor will also assist students in selecting a major course of study for college and provide career counseling, if needed.

## GRADING SCALE

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>75-79</b>
<b>D</b>	<b>70-74</b>
<b>F</b>	<b>69 and below</b>

## GRADUATION REQUIREMENTS

Total credits required to graduate are 28 including:

- 4 credits in Bible
- 4 credits in English
- 5 credits in Math (must include: Algebra I (taken in 8<sup>th</sup> grade), Geometry, Algebra II, and Pre-Calculus)
- 4 credits in Science (must include Biology, Chemistry and Physics)
- 4 credits in Social Studies (must include World Geography, World History, American History, and Government/Economics)
- 1 credit in Fine Arts
- 2 credits in Foreign Language (in the same language)
- 1 credit in College/ACT Prep
- 2 credits in Electives (must include Personal Finance and Hot Topics)
- 1 credits in Physical Education
- 1 credit of FBA OnMission (1/4 credit per year)

Additional graduation requirements:

- In the senior year, students must take a full schedule of classes (seven), including English, Bible, Social Studies, Math, and Science.
- Students must take a minimum of four years of Math in high school.
- Students must pass a computer class taken since 7<sup>th</sup> grade or demonstrate computer proficiency.
- In order to graduate from First Baptist Academy, students are required to spend their entire senior year at FBA.
- Students must complete a total of 50 hours of community service per school year.

The following are typical schedules. Actual schedules may vary. All students are required to have a schedule approved by the administration.

\*Please see appendix at the end of the handbook for information on the various graduation tracks offered by the school.

### **9th Grade**

English I  
Bible 9  
World History I  
Geometry or Algebra  
Biology  
Elective or Band  
Elective

### **10th Grade**

English II  
Bible 10  
World History II  
Algebra II or Geometry  
Chemistry  
Foreign Language  
Elective

### **11th Grade**

English III  
Bible 11  
American History  
Pre-Cal or Algebra II  
Physics  
Foreign Language  
College/ACT Prep

### **12th Grade**

English IV  
Bible 12  
Government/Economics  
AP Calculus or College Algebra  
Science  
Personal Finance/Hot Topics  
Elective

### **FBA OnMISSION**

During the school year, a week for FBA OnMission is scheduled. FBA OnMission consists of local, national and international ministry opportunities. The total credit value of FBA OnMission is  $\frac{1}{4}$  units per year as well as Community Service hours. Participation in FBA OnMission is **required for all students** and is highly regarded by colleges and universities when viewing student transcripts.

### **HOMEWORK**

- Homework is an integral part of the school program. Each teacher is at liberty to give homework to aid students to advance in their studies. Homework is minimal, if any, on Wednesday.
- Homework completion is the responsibility of the student. 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 is realized. Completion of homework is a critical support area for parent involvement. Some students need frequent monitoring in this area.
- The average amount of homework time per day for each grade level is listed below.

7th – 8th	=	up to 2 hours
9th – 10th	=	up to 2.5 hours
11th – 12th	=	up to 3 hours

## **LATE WORK**

- Assignments are considered late if they are not turned in by the assigned time on the due date.

### **7th – 8th grades:**

Due Day:	Full credit
Second Day:	30 percent reduction
Third Day:	No credit

### **9th – 12<sup>th</sup> grades:**

Due Day:	Full credit
Second Day:	No credit

## **PE REQUIREMENTS**

- Physical education graduation requirements of 1 credit may be met through school sponsored athletics, PE classes, or cheerleading.
- Students may receive PE credit for non-school sponsored athletic activities with prior approval from the Counselor or Principal. To count for credit, these activities need to be organized and supervised. In order to obtain credit, students need to pick up a PE Requirement form from the office and have the activity sponsor/coach sign the form certifying the student's participation.

## **REPORT CARDS AND PROGRESS REPORTS**

- The school year is divided into two semesters. Each quarter consists of a nine-week grading period.
- The initial posting of grades will be at the end of the first three weeks of the first quarter. After that, grades will be available online on RenWeb.
- Parents without internet access are to contact the school office to request a written record of a student's grades.
- Teachers are available throughout the year to conference with parents either in person, by telephone, or email regarding a student's academic status. If a student is failing a particular class, a parent/teacher conference is highly recommended.
- Students receiving an "I" (incomplete) at the end of a quarter grading period have ten school days to complete the missing work. It is the student's responsibility to complete all incomplete work in a timely manner.

## **SCHEDULING AND CHANGING CLASSES**

- Scheduling for an Honors class or AP class requires departmental approval.
- If a teacher has concerns about a student's capability to pass an Honors or AP course, a conference will be scheduled with the parents.
- Schedule changes may occasionally be made to balance a teacher's class load.
- **Deadline to add or drop a class must occur on or before the end of the first three (3) weeks of the first quarter, schedule permitting.**
- Students wishing to add or withdraw from a course must complete a form indicating approvals from the counselor, the principal, the affected classroom teacher(s), and parents.

## **SEMESTER EXAMINATIONS FOR HIGH SCHOOL**

- Most academic courses give a comprehensive semester examination or an equivalent comprehensive evaluation at the end of each semester.
- A separate grade for the semester examination will appear on the report card. Semester examinations count for **20% of the semester average.**
- Students taking AP classes are expected to take the AP exam. Taking an AP exam, however does not automatically exempt students from taking a semester examination.
- Any student that is absent for a semester exam will be required to present a doctor's note in order to make up the exam.
- Those students who have been placed on academic or disciplinary probation are ineligible for exemption.
- Seniors may be exempt from a final exam in the spring based on the following:

<b>Grade Average (Regular Course)</b>	<b>Maximum number of absences based on a full year course</b>	<b>Maximum number of absences based on a semester course</b>
90 or above	8	4
<b>Grade Average AP/Honors Course</b>	<b>Maximum number of absences based on a full year course</b>	<b>Maximum number of absences based on a semester course</b>
90 or above	8	4

**Note:** Seniors who are exempt from any finals may want to take them for GPA or scholarship reasons. Exam scores will be added only if it increases the overall grade. Students will not be penalized if the exam score lowers the overall grade.

## **STANDARDIZED TESTING**

- All freshmen, sophomores, and juniors take the PSAT in the fall. The PSAT test fees are paid for by the Academy and administered at the campus on a scheduled date.
- Juniors and seniors are encouraged to take both the ACT and the SAT. Application forms with information on fees and schedules, are available in the counselor's office.

## **SUMMER SCHOOL/CORRESPONDENCE COURSES**

The student must receive administrative approval before taking any course for credit. Other conditions concerning summer school and correspondence courses are as follows:

- Courses repeated through summer school and/or correspondence courses are designated on the transcript.
- Courses offered through First Baptist Academy are the first
- Correspondence courses must be taken through an accredited program and must be approved by the Principal and the Counselor prior to enrollment.
- Grades earned in summer school and/or correspondence are not computed in a student's grade point average.

## **TUTORING AND EXTRA ACADEMIC HELP**

- Teachers are available to provide extra help to students immediately before or after school during their normal working hours.
- Students desiring help should arrange in advance to meet with the teacher.
- This assistance is without pay and should not be confused with outside tutoring for pay. Teachers at FBA are prohibited from providing academic tutoring for pay to current FBA students during the school year.

## **WEIGHTED GRADES**

FBA gives additional weight to grades in honors and AP classes in computing grade point averages for class ranking and National Honor Society. Honors/Pre-AP classes and AP classes receive eight and ten additional points, respectively.

# Block Schedule 2018-2019

## MIDDLE SCHOOL SCHEDULE

8:00 - 8:30	In-Season practice
8:30 - 9:20	Athletics/Study Hall/Chapel (Thurs.)
9:25 - 10:45	1 <sup>st</sup> Period A/B
10:50 - 11:45	Daily Block
11:50 - 12:20	Lunch
12:25 - 1:45	2 <sup>nd</sup> Period A/B
1:50 - 3:10	3 <sup>rd</sup> Period A/B
3:15 - 3:40	Advisory

## HIGH SCHOOL SCHEDULE

8:30 - 9:20	Daily Block/Chapel (Thurs.)
9:25 - 10:45	1 <sup>st</sup> Period A/B
10:50 - 11:45	Athletics/Study Hall
11:50 - 12:20	Lunch
12:25 - 1:45	2 <sup>nd</sup> Period
1:50 - 3:10	3 <sup>rd</sup> Period
3:15 - 3:40	Advisory

## EXTRACURRICULAR ACTIVITIES / ATHLETICS

Numerous extracurricular activities are available for students in the high school. These opportunities take the form of athletic teams, band, clubs, special events, school musicals, and other desired activities. While extracurricular activities are important, they do not supersede academics or behavior in importance.

### ATHLETICS

The activities of the athletic department are a part of First Baptist Academy's total educational program of challenging all students to attain their potential in mind, emotion, body and spirit. All participants are expected to maintain the same Biblical standards that are required during the school day. The standards of conduct apply to practices, games, and all other times that a student represents or is enrolled at First Baptist Academy.

All students represent FBA at sporting events, whether on the field or in the stands. Consequently, the conduct of FBA students always needs to reflect Christian sportsmanship toward the opposing team and the officials.

All high school sports are governed by the rules of the Texas Association of Private and Parochial Schools (TAPPS).

## **ATHLETICS OFFERED AT FBA**

Please see the Athletic Handbook/Manual.

### **ELIGIBILITY**

The purpose of the FBA eligibility policy is to insure proper eligibility status of all extracurricular activities. This policy is also designed to provide motivation and accountability to students, as well as to enhance our system of academic support. FBA strongly desires to help our students maintain eligibility status.

Eligibility to participate in athletics is determined as follows:

- Students must have been enrolled in ninth grade not more than three years prior to the current academic year.
  - Students must be enrolled as a full time student at the Academy.
  - Students failing more than one subject (a grade below 70) at the 4 ½ week period will be placed on athletic probationary status. This serves as a notice to a student that his/her eligibility is in danger. The athletic probationary period will continue until the end of the nine weeks.
  - An athletic probationary student may practice in his/her particular sport and may participate in athletic competitions, but is strongly encouraged to pass their subjects.
  - At the end of the nine weeks, grades will be checked and, if a student is failing more than one subject, the student will become ineligible to participate in athletics for two weeks following the report.
  - At the end of two weeks of ineligibility, grades will be checked and, if a student is failing more than one subject, he or she will remain ineligible for another two week period. This process will continue until the student has regained eligibility.
- **An ineligible student:**
    - May practice with the team but may not participate in any games or competitions.
    - May not travel with the team, suit-out, or sit on the bench during any games or competitions.
    - **Any exceptions or extenuating circumstances to this policy are solely up to Administrative discretion.**

### **FORMS**

Students must have the following on file in the athletic office in order to participate in athletics. These forms are available in the athletic office.

- Current physical examination
- Parent or guardian consent
- Confirmation of insurance (FBA does not provide medical or accident

insurance)

- Signed acknowledgement of TAPPS rules
- FBA Athletic Packet

### **GENERAL GUIDELINES FOR PARTICIPATION IN ATHLETICS**

Each coach will stipulate specific requirements for his or her sport or team. Following are some general guidelines that apply to the entire athletic program:

- Students are responsible for all uniforms and equipment checked out to them. If the equipment is lost, stolen, or not returned to FBA, the parents will be billed for the missing equipment. Report cards will be held and students will be unable to take semester exams until the uniforms are returned or the school is compensated.
- In order for students to compete in interscholastic sporting events, they must be in school by 12:00 noon the day of the event.
- Please see the Athletic Handbook/Manual.

### **DRIVING TO & FROM PRACTICE AND COMPETITIONS**

- Student athletes will normally travel to games on the school vans or buses.
- Under no circumstances may students ride with other students to or from practices or competitions without written parental permission.
- It is the parents' responsibility to know with whom their child is riding with at all times.
- See Athletic Handbook.

### **SPORTS HONOR CODE**

The FBA sports program requires commitment in the following areas in order to build a quality program that will glorify God. Participation in athletics at First Baptist Academy requires the athlete's explicit agreement to the following statements:

1. I will attend every practice and competition, be on time, and be suited out in the proper attire. Should I have to miss or arrive late to a practice or competition because of circumstances beyond my control, I will contact the coach personally. I will also willingly submit to the team rules regarding tardiness or missing games or practices.
2. I understand that participation in athletics requires a standard of behavior that not only brings honor to the Lord but also to my school, my coaches, and my teammates.
  - To the best of my ability, I promise that I will maintain a spirit of cooperation, unselfishness, humility, and work ethic that reflects Christ.
  - I also promise to always verbally support my coaches and teammates to

my family, my fellow students, and to my friends.

- I will not complain or gossip about the team or the coaches.
- I promise to show good sportsmanship both in practice and in competitions.

This means:

- I will follow both the written and the unwritten rules of the sport.
- I will submit to the calls of referees and game decisions of coaches without complaint.
- I will control my temper.
- I will not use inappropriate language.
- I will not flaunt my successes in front of the crowd or opposing teams.
- I will comply with the rules of the coaches, First Baptist Academy, and TAPPS.

3. I will pray regularly for my coaches, teammates, and athletic opponents.

4. I understand that behavior and performance in the classroom may affect my eligibility to participate in athletics.

## **ACADEMIC COMPETITIONS**

FBA High School students compete in TAPPS athletic, academic, and fine arts competitions. Middle School students compete in other sanctioned competitions such as ACSI.

## **CLUBS**

Clubs provide students with opportunities for enrichment and fellowship. Students are encouraged to participate in any of the following clubs: Tech Club, Culture Club, and FBA Pre-Law Society.

## **NATIONAL HONOR SOCIETY**

The W.A. Criswell Chapter of the National Honor Society and National Junior Honor Society was established in grades 7-12 to recognize students who have consistently demonstrated excellence in the areas of scholarship, leadership, service, and Christian witness. Membership is extended only to students who demonstrate strengths in all four areas. Specific requirements are available from club sponsors.

## **STUDENT COUNCIL**

Student council at FBA serves as an extension of classroom instruction in training Christian leaders for the future. The student council serves as a liaison between the students and the administration in the areas of academic, social, physical and spiritual concerns; and assists in managing the co-curricular program for the Academy.

The President and Vice-President are elected from each grade level 9-12. All Presidents serve as Executive Council. A copy of the Student Council Constitution is available for review in the High School office.

### **OTHER EXTRA-CURRICULAR ACTIVITIES**

Other extra-curricular activities include those associated with band, choir, and theater arts.

### **ATTENDANCE/TARDIES**

In order to receive the full benefit of an education, a student must attend class. Students who miss class also miss out on first-hand instruction from the teacher and class discussion. It is impossible to make up for missing this personal interaction and education suffers. Regular and punctual attendance is the greatest single factor in school success. Students with good attendance are more apt to achieve higher grades, enjoy school, and learn the responsibility necessary for independence and success later in life. Parents are encouraged to make sure their students are faithful in attending school.

### **ATTENDANCE REQUIRED FOR CREDIT**

- **Our accreditation standards require students to attend 90% of class meetings in order to receive credit.** Consequently, students who have been absent from a class more than ten percent of class meeting times during a semester will normally not receive credit for the class.
- The Administration will review every case of excessive absences for recommendations. Credit will only be given in unusual circumstances and where the student has met the other requirements for the class.
- Parents will be notified in writing after their student has missed class excessively and must conference with the principal.

### **EXCUSED ABSENCES**

Absences may be excused for the following reasons:

- Personal illness (after 3 consecutive days of being ill, a doctor's note is required in order for the absence to be excused)
- Illness or death in the family
- Medical appointments which could not be scheduled after school or during holidays (these require a signed note from the physician's office)
- Parent requested absences (SEE SPECIAL ABSENCES)

**All other absences are considered unexcused.**

## **PROCEDURES RELATING TO ABSENCES FROM CLASS REPORTING ABSENCES**

- The parent or guardian should call the Secondary School Office on the day of the absence between 8:30am and 10:30am.
- If a phone call is not received, the office will attempt to contact the parent or guardian to verify the absence. Please make sure the school office has current contact information.
- If we do not hear from the parent or guardian within three (3) days of the absence, by email, telephone or note, the absence will be counted as unexcused.

## **ENTRY AFTER ABSENCE**

- A student returning to school after an excused absence must report to the school office before the first period class.
- The parent or guardian must send a note on the morning of the student's return in order for the student to be considered for an excused absence. Any absences not cleared with written verification three (3) days after a student returns to school will become unexcused.
- Extended illness (more than three (3) consecutive days) requires a note from the doctor.

## **EARLY DISMISSAL**

Early dismissals are granted for emergencies and medical appointments when those appointments **cannot** be scheduled outside of school hours. **All other activities should be scheduled for after school hours.**

- Students may leave campus early only with a note or verbal notification from the parent to the office.
- Requests for early dismissals should be made **no later than 9:00 a.m** of the desired day.
- For safety and security reasons, students are required to report to the office and sign out before they can leave the campus.
- Students returning to campus must check in at the office immediately upon their return.
- An absence not reported to the office constitutes truancy by Texas law and will be considered unexcused.

## **MAKE-UP WORK/TESTS**

- **It is the student's responsibility to secure make-up work for time missed from school.**
- For work assigned during the absence, students are allowed the same number of school days to make up assignments as the number of days he or she was absent. For example, if a student missed one class then he or she needs to turn

in the assignment the next time the class meets. Students should contact or classmates to obtain missed assignments.

- For work or tests assigned **before** the absence, students must be prepared to turn in the work or take the test on the day he/she returns to school. *(Please note that it is strongly suggested that the student complete the work before they leave for a special or planned absence).*
- Students with unexcused absences will not be allowed to make up work. Any missed assignments will result in zeroes.
- Parents may call the office by 10:00 a.m. to request make-up work for students who are absent. Assignments will be available for pick up in the office after 3:40 p.m.

### **EXTRA CREDIT**

Students occasionally ask for extra work in order to improve grades. Extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow the class to repeat an assignment or do an assignment in a different format in order to replace a low grade. Teachers can occasionally offer bonus points on tests and assignments at their discretion. These options must be completed within a short time of the original assignment. This is not permissible at the end of the semester as an effort to improve a low grade in a subject.

### **SCHOOL DAY**

- **School begins at 8:30am and dismisses at 3:40pm.**
- **Students arriving on campus before 8:20am must go to the Field House.** Students are not allowed in the educational building before school except for tutoring.
- **Students must leave the education building by 3:40pm unless they are under supervision from a teacher or an administrator.** Students may study either in the library or designated area after school. Students may be in the classrooms only when a teacher is present.
- Unless they are involved in FBA after-school activities, high school students are not supervised by FBA or FBC staff after school. **It is the responsibility of parents to know where their students are after school.** First Baptist Academy, First Baptist Church and their employees **are not liable** for students waiting for rides home after classes have concluded for the day.

### **SPECIAL ABSENCES**

Special absences include family trips, college visitation days, mission trips, etc.

**Students visiting colleges must bring verification from the college to the school registrar in order to verify that a college visit did take place.**

- Students will be allowed a maximum of five (5) days of special absences

per year. Without special permission from the principal, absences in excess of five (5) are unexcused.

- Students must either download from the school website or pick up a “Request for Special Absence” form to have signed by his/her parent, teachers, and the Principal. **A phone call by the parent, without the signed request, is not sufficient to constitute an excused absence.**

The principal must approve all requests for absences in advance. **Without prior approval special absences will be unexcused.** Permission for special absences must be obtained at least two (2) school days ahead of time.

Students must request work from their teachers in advance of their absence. **These assignments are due the day the student returns from the special absence.** Students are required to make up additional work assigned during the absence.

Special absences will not be granted during semester examinations. Special absences count towards minimum attendance policies and will not normally be approved for students who have a grade below 70 in any academic course.

### **UNEXCUSED ABSENCES**

- An absence without permission is unexcused and considered truancy in the state of Texas.
- Assignments due during the missed class will receive a zero; tests given during the missed class will also receive a zero.
- Students with unexcused absences are subject to discipline.
- Out-of-school suspensions are considered unexcused.

### **TARDIES**

Students who arrive late to class cause a disruption to that class and miss valuable instruction.

- The first bell will ring at 8:20 am and **the second bell will ring at 8:30 am.** Students arriving to class after the second bell rings will be considered tardy.
- Students tardy to a first period class must report to the office to sign in and pick up a tardy slip in order to enter class.
- Students will be counted absent if they are more than 20 (twenty) minutes tardy to class.

### **MINISTRY ACTIVITIES**

First Baptist Academy offers the following programs to help our students to develop leadership skills and spiritual maturity:

- Bible Studies – FBA staff occasionally lead Bible and leadership studies

designed to teach and encourage students to become Christian leaders and more like Christ.

- Chapel – Weekly chapel services are times of worship and teaching for the entire student body. Local youth pastors, Christian leaders, and Academy students work together to help achieve our spiritual goals for First Baptist Academy. Student participation is encouraged through prayer, song and personal testimonies.
- 8<sup>th</sup> Grade Retreat – The eighth grade takes a class retreat in February. The purpose of the retreat is to prepare them for high school. Many aspects for high school are introduced such as: selecting classes, college-preparation,
- Senior Retreat – The senior class takes a class retreat at the end of their junior year. The purposes of the retreat are to build class cohesiveness with one another and to grow spiritually. Retreats are excellent times for seniors to reflect upon God's creation and His will for their lives.
- Bible Classes – Our Bible classes are designed so that the student will gain a broad understanding of Scripture and its application to life. It is our goal to teach our students to think independently on life issues while recognizing the input of fellow believers, the Holy Spirit and God's Word. It is the hope of FBA that our students, upon leaving high school and entering college, will be able to clearly and concisely articulate their faith and theology to students and professors. Most importantly, it is our desire for every student to develop a passion for the Lord Jesus Christ and a love for others.
- Student-led Bible Studies – Various groups of students lead small group Bible studies during the school year.
- Nation-wide Programs – First Baptist Academy participates in the National Day of Prayer and See You at the Pole.

### **COMMUNITY SERVICE HOURS**

Community Service of 50 hours per year is required of all students in grades 7-12.

Service may be performed at anytime after the end of the 8th grade year for it to count towards graduation requirements. All service must be completed by **May 1<sup>st</sup>** of the senior year.

Services performed at the following entities qualify for service hours:

- First Baptist Academy – Any FBA Service Days including FBA OnMission and Mentor/Mentee Program.
- Outside organizations include community organizations, churches, nursing

homes, or non-profit entities.

- Service performed for individuals must be under the supervision of a church or nonprofit organization.

Services performed for the following entities do not qualify:

- Student council membership and related responsibilities.
- Service performed for relatives or personal friends
- Services performed in connection with the Eagle Scout merit badge in the Boy Scouts.

If in doubt about qualifying service, check with the school to make sure it qualifies. All service activities must be performed without pay or expectation of compensation.

Service hours must be reported using the Community Service Hour form obtained either on the website or in the office. The following information regarding service must be provided:

- Date (including day, month and year)
- Organization of persons whom you served (include addresses, telephone numbers and contact person)
- Signature of a representative of the organization served
- Description of services provided

Service hours will be monitored and compiled by FBA staff. A report of a student's service hours will be available on RenWeb.

## **HEALTH CARE**

### **ILLNESS OR INJURY WHILE AT SCHOOL**

- The school staff will administer minor first aid. The Emergency Medical Services of the Dallas Fire Department will be called in the event of a serious injury or illness. Parents are required to submit a signed Authorization for Emergency Care form which lists phone numbers for the physician and hospital preference in the event that the parents cannot be reached. This authorization must be kept current. **If any changes occur during the school year notification must be given to the school office immediately.**
- If a student comes to the office complaining of illness, he or she may go home with permission from a school administrator. Parents will be notified when students are sent home.
- A student with a fever above 100 degrees or who has vomited will be sent home. The student may not return to school until he/she has been fever-free for at least 24 hours or there has been no more vomiting for at least 24 hours.
- A student may have to 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**.

- Students should not be sent to school with a communicable disease.

## **IMMUNIZATIONS**

Students must provide the school with a record of all immunizations as required by the current Texas Department of Health, Education, and Welfare laws. This includes immunizations for diphtheria, whooping cough, tetanus, polio, measles, mumps, hepatitis B, chicken pox, and rubella. In addition, all required boosters must be current. 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 the office obtains verification.**

## **MEDICATION**

Occasionally students are required to take medicine during the school day. Following are the procedures relating to medicine:

- **Medication is to be kept in the school office, not with the student.**
- **Prescription medication must be sent in the original container.**
- Parents must provide the school with written instructions regarding the administration of medication. Instructions should include the name of the medication, the dosage, the frequency of administration, the duration, and any other special instructions.
- Only topical and oral medications will be dispensed. The school office will not administer injections.
- Students are responsible for coming at the proper time to the office for medicine. The school cannot be responsible for notifying a student who fails to report to the clinic at a required time to take prescribed medication.
- Please assist the school by asking your doctor for medications which would not have to be administered during the school day whenever possible.

## **SCREENING FOR VISION AND HEARING ABNORMALITIES**

Ninth graders and all new students will be screened each year for evidence of any vision or hearing abnormalities.

## **HONOR CODE**

The Honor Code at First Baptist Academy is a covenant among members of our school community based upon a love for God and a love for one another. The Honor Code consists of the set of standards by which we covenant in order to foster a Christian community that reflects respect, Biblical morality, individual

self-discipline, and good citizenship. The Honor Code also serves as the means by which we hold one another accountable.

First Baptist Academy reserves the right to discipline, suspend, or expel a student who engages in gross misconduct that reflects negatively on the reputation of First Baptist Academy. This gross misconduct standard is left to the sole discretion of school officials and includes, but is not limited to, hazing, vandalism, or other damage to property, use or possession of illegal drugs and/or alcohol, illegal possession or use of weapons or firearms, assault, forgery, counterfeiting, theft, tampering with documents, arson, inappropriate material posted on websites, engaging in behavior attributed to a sexually immoral or alternative lifestyle, and all other misbehavior deemed by school officials to constitute gross misconduct.

The Honor Code is binding upon FBA students for as long they are a part of our community whether they are on or off campus, or whether school is in or out of session.

### **HONOR CODE STATEMENT**

All First Baptist Academy students in grades 7 through 12 are required to adhere to the Honor Code statement as a condition of enrollment in First Baptist Academy. Breaking the rules of the Honor Code is considered a violation of the covenant with First Baptist Academy and the student body.

In addition, parents of First Baptist Academy students are required to support the Honor Code and the faculty and staff as they attempt to enforce the Honor Code. The statement is as follows:

*I understand that First Baptist Academy takes an open stand for the Lord Jesus Christ and encourages students to grow in the grace and knowledge of the Lord. I also understand that enrollment at First Baptist Academy constitutes a pledge to live by the standards of this Code which have been established for my own good and for the good of the entire school community. I further understand that if I violate any of the Code's stipulations, I bring upon myself the disciplinary actions prescribed by the Academy.*

### **DISCIPLINE POLICY**

Discipline should be viewed as “discipling” a student to emulate the character of Christ. The purpose of discipline is to train the students to respond to God's discipline and His purposes immediately, completely, and with a right heart attitude.

While the discipline of the student is ultimately the parents' responsibility, parents and teachers must fully cooperate with one another. The disciplinary policies of First Baptist Academy have been designed to promote order and responsible behavior on the part of each student, as well as an atmosphere

conducive to learning. Students are trained to understand the importance of respecting authority and submitting to those in authority over them.

When students are admitted to FBA, the students become identified with the school, and the school is judged by the students' conduct. FBA expects student behavior to demonstrate respect for and obedience to the established Honor Code while on campus or at any school related activity. As FBA seeks to produce responsible citizens and ambassadors for Christ, it is expected that the students' conduct will reflect favorably on the students and on the school at all times, on and off campus. Therefore, the authority of the school with respect to student conduct must extend to any occurrence that reflects adversely on the good name or reputation of FBA.

Regarding implementation of the school's discipline policy, the parent will be contacted. Both parents are expected to attend all disciplinary conferences with the Principal and/or Head of School.

Whenever parents have a concern with a decision concerning their student, the following chain-of-command should be followed in making an appeal.

- First Step: Classroom teacher
- Second Step: Secondary Principal
- Third Step: Head of School
- Fourth Step: School Board (a written letter of appeal must be mailed to the Head of School and Board Chair ten (10) days prior to the next regularly scheduled School Board meeting.)

NOTE: Parents are an integral part of our school and their presence is always welcome. When parents are on the school campus or chaperoning an event or field trip, their presence and "extra eyes" are helpful to teachers. However, anytime a discipline issue arises, it is the teacher and the administration's responsibility to take corrective action. A warning from a parent is encouraged; however, if the student does not respond, then a teacher, Secondary Principal, or Head of School should be notified immediately. **A parent should never grab or verbally reprimand a student. A parent should never take a student aside to counsel or talk with him about his behavior or relationships with other students.**

## **ADMINISTRATIVE DISCIPLINE PROCEDURES**

### **PROCESS**

Discipline Referrals will be given at the discretion of the teachers, staff, and Administrators in order to maintain a learning environment that is secure and free from disruption. A referral can result in either a warning or a demerit. Students must serve one detention for each demerit received.

Demerits will affect a student's ability to participate in school privileges and

programs at various levels and, ultimately, in the school at all. The goal of the process is to provide secure, recognizable boundaries for all students, to ensure consistent discipline by the teachers and staff and to assist the school administration in tracking student behavior.

## **REFERRALS**

Referrals are completed by a staff member regarding a student infraction (no belt, excessive talking etc.) directly on RenWeb. The Secondary Principal then uses the "Honor Code Categories and Consequences" section of the Discipline Plan to assign a specific number of demerits.

The Secondary Principal may or may not call the student in for a conference depending upon the nature or frequency of the infraction. One copy of the form (with the infraction noted and with consequences assigned) is delivered to the student.

One copy is e-mailed home to the parents via RenWeb. One becomes part of the student's current school year discipline record.

## **DETENTIONS**

Teachers and staff members write referrals, but it is the Secondary Principal who assigns demerits or other consequences. Students who receive a demerit that necessitates a detention will have a 30 minute detention. Detentions are served each Monday, Tuesday, Wednesday and Friday during the Athletic period.

Students who delay serving their detentions will be subject to additional consequences. Students who have a valid reason for postponing detentions should make arrangements with the Secondary Principal.

**Students must begin serving detentions within five (5) days from when the student receives the demerit.**

## **APPEAL PROCEDURES**

### **INFORMAL APPEAL**

This is carried out by the students themselves and is simply a conversation with the Secondary Principal regarding the number of demerits assigned or a conversation with the staff member who wrote the referral regarding why it was written or the nature of the infraction. The rule of thumb to remember is that teachers write referrals; the Secondary Principal assigns consequences. A referral in and of itself is not a consequence.

Occasionally, although rare, there are mitigating circumstances that can be

grounds for reducing the number of demerits, but students should not expect that regularly appealing demerits will result in dismissal of the referral or reduction in detentions.

### **FORMAL APPEAL**

If there is a question as to what happened or why the referral was written, the parents must contact the teacher or staff member for clarification.

If there is a question regarding consequences (the number of demerits assigned and why) the parents must contact the Secondary Principal for clarification.

**Remember: a referral is not a consequence and teachers do not assign demerits. Only the Principal can assign demerits.**

Parents may set up a conference with the teacher through the school office. Please do not call the teacher at home or try to conference while the teacher is in the classroom, lunchroom, or in the hallway.

If, after meeting with the teacher, the parent does not feel the question has been resolved, then, and only then, will a meeting be set up with the parent and the Secondary Principal.

If, after that meeting, the parent does not feel that the question has been resolved, then a meeting will be set up with the parent, teacher, and the Secondary Principal. The previous meetings must have been held to reach this level.

### **TYPES OF CONSEQUENCES**

#### **WARNINGS**

Warnings will be given as follows:

- **7<sup>th</sup> – 8<sup>th</sup> grades - three per semester**
- **9<sup>th</sup> – 10<sup>th</sup> grades - two per semester**
- **11<sup>th</sup> – 12<sup>th</sup> grades - one per semester**

#### **DETENTIONS**

Secondary students who receive a demerit that necessitates a detention will have a 30 minute detention. Detentions are served each Monday, Tuesday, Wednesday and Friday during the Athletic period.

#### **SATURDAY SCHOOLS**

For every 10 detentions a student accrues, the student will be required to serve a three hour Saturday School on the next scheduled Saturday School date. There will be a \$25 fine assessed with each Saturday School. A student may only have four (4) Saturday Schools during a school year. Upon the 5<sup>th</sup> Saturday School, the student will be placed on administrative leave and go to a disciplinary review.

## **OUT OF SCHOOL SUSPENSION (OSS)**

OSS (Out of School Suspension) will be given at the Principal's discretion, as he/she deems necessary. The OSS may be any duration from one to five days depending on the severity of the offence. OSS will be treated as an unexcused absence in regard to class work. A student may only receive four (4) days of OSS during a school year. Upon the fifth day of OSS, the student will be placed on administrative leave and go to a disciplinary review.

## **EXPULSION (REMOVAL FROM FBA)**

See Status Review Committee

## **LOSS OF PRIVILEGES**

FBA has high expectations from the students who make up our school family. With few exceptions our students work hard and represent our school very well. Therefore, one distinctive of FBA is our desire to provide our students with opportunities (privileges) that enhance morale and that vague quality known as "student life."

1. Students who have **one or more "outstanding detentions"** (detentions they have not yet served) are automatically ineligible to participate in the following school privileges and opportunities until all assigned detentions have been served:
  - Spirit Dress Days
  - Off-Campus Lunch (Seniors Only)
  
2. Students who accrue **ten year-to-date demerits** are automatically ineligible to participate in the following school privileges and opportunities until all assigned detentions have been served and until they have completed a Saturday School. Saturday School must be served on the next available date:
  - Spirit Dress Days
  - Off-Campus Lunch (Seniors Only)
  - Retreats
  
3. Students who accrue **twenty year-to-date demerits** are automatically ineligible to participate in the following school privileges and opportunities until all assigned detentions have been served and until they have completed a Saturday School. Saturday School must be served on the next available date:
  - Spirit Dress Days
  - Off-Campus Lunch (Seniors Only)
  - Retreats
  - Participation in Athletic/Academic/Fine Arts Competitions and/or Performances

- Jr./Sr. Banquet
  - Induction into NHS
4. Students who accrue **thirty year-to-date demerits** are automatically ineligible to participate in the following school privileges and opportunities until all assigned detentions have been served and until they have completed a Saturday School. Saturday School must be served on the next available date:
- Spirit Dress Days
  - Off-Campus Lunch (Seniors Only)
  - Retreats
  - Participation in Athletic, Academic, or Fine Arts Competition/Performance
  - Jr./Sr. Banquet
  - Induction into NHS
  - Grade level trips
5. Students who accrue **forty year-to-date demerits** are automatically ineligible to participate in the following school privileges and opportunities until all assigned detentions have been served. Saturday School must be served on the next available date:
- Spirit Dress Days
  - Off-Campus Lunch (Seniors Only)
  - Retreats
  - Participation in Athletic, Academic, or Fine Arts Competition/Performance
  - Jr./Sr. Banquet
  - Induction into NHS
  - Grade level trips
  - Attendance at extra-curricular activities and events (in which the student is not a participant).
6. Students who accrue **fifty year-to-date demerits** are automatically ineligible to participate in any activity listed as a “school privilege” for the remainder of the school year and will be placed on Administrative Leave until the Status Review Committee convenes to determine their eligibility to continue at FBA for the remainder of the school year. If allowed to remain, said students are still automatically ineligible to enroll for the succeeding school year (pending the recommendation of the review committee at the student’s Annual Status Review in the summer).

## **HONOR CODE CATEGORIES AND CONSEQUENCES**

The following offenses represent violations of the Honor Code of First Baptist Academy. Infractions are listed by their category and number of demerits to be assigned. The list of categories and consequences is not intended, nor can it be, all-inclusive of every standard of expected behavior. The administration has discretionary authority to administer referrals for infractions not listed as deemed appropriate or necessary. The principal has discretionary authority to call for a Status Review Committee regardless of the number of detentions

accumulated if an infraction has occurred or been repeated that in and of itself is grounds for removal from school.

**LEVEL 1: A referral from this level results in one (1) demerit.**

1. Unexcused or undocumented tardy to any class other than 1<sup>st</sup> period.
2. Two unexcused or undocumented tardies to 1<sup>st</sup> period.
3. No hall pass or being in a location not accounted for by the hall pass
4. Failure to "Sign Out" when leaving early
5. Failure to bring needed classroom materials (including signed daily planner if required)
6. Chewing gum
7. Talking in class without permission or excessive talking
8. Rude or discourteous behavior to another student
9. Littering
10. Dress Code Violation
11. Exercising a privilege for which the student is not eligible
12. Use of unauthorized parking areas or spaces
13. Bringing any electronic device to school without permission
14. Disorderly Conduct (horseplay, rough-housing, excessive noise, running in the buildings, throwing small objects, paper wads, etc.)
15. Failure to leave campus in a timely fashion when not scheduled for class or engaged in supervised activity
16. Failure to report to authorized "before school" and "after school" locations
17. Addressing staff informally
18. Failure to follow rules established by individual teachers for their classroom
19. Minor public display of affection (holding hands, etc.)
20. Administration's Discretionary Issue

**LEVEL 2: A referral from this level results in up to five (5) demerits.**

1. Not serving detentions within five (5) days.
2. Unexcused or undocumented absence from any class
3. Use of cell phone during school hours
4. Disrupting the classroom (two or more requests to stop talking during one period, taking other actions that delay, interrupt, or distract from instruction or assigned class activity)
5. Refusal or delaying to follow a staff member's correction and/or direction
6. Physical harassment of another student
7. Leaving campus without permission
8. Contributing to an unsafe school environment by reckless/careless actions
9. Public display of affection
10. Sacrilegious/irreverent actions or references
11. Administration's Discretionary Issue

**LEVEL 3: A referral from this level results in up to ten (10) demerits.**

1. Cheating/Plagiarism
2. Hazing, bullying, or carrying out practical jokes and pranks on other students.
3. Lying
4. Forgery
5. Fighting
6. Verbal or physical harassment of another student
7. Profanity or vulgarity
8. Threatening another student
9. Minor vandalism, damage or alteration to school property
10. Carrying or possessing any object construed as a possible weapon, but not listed  
as such in the state penal code
11. Disrespect or discourteous behavior to, or regarding, an adult authority
12. Reckless/careless driving
13. Administration's Discretionary Issue

**LEVEL 4: A referral from this level results in up to fifteen (15) demerits.**

1. Possessing, providing for others, or using, all tobacco products on or off campus, school or non-school related activities, school or non-school hours/days.
2. Sharing prescription and non-prescription (over-the-counter) medications with others.
3. Theft of individual or school property
4. Possession of, or accessing of, pornographic material in any format
5. Injury to another person by a purposeful act
6. Administration's Discretionary Issue

**LEVEL 5: Any of the offenses below will result in 20 demerits and immediate placement of the student on Administrative Leave. A Status Review Committee must be convened to determine the student's eligibility to return to classes at FBA. Actions that violate local, state, or Federal laws will be reported to local law enforcement authorities. No allowance may be given by administration on the following:**

1. Carrying or possessing any object identified as a weapon in the state penal code.
2. Possessing, providing for others, or being under the influence of alcohol, inhalants, or other illegal substances, on or off campus, school or non-school related activities, school or non-school hours/days.
3. Abuse of prescription and non-prescription (over-the-counter) medications and substances.
4. Commission of a felony on or off campus, school or non-school related activities

5. Major vandalism, damage, or alteration to school property
6. Participation in a bomb threat
7. Threatening an adult authority
8. Profanity directed towards, or about, an adult authority
9. Participation in pre-marital sexual relations, homosexual acts, or gross sexual immorality
10. Possession of, accessing of, and providing for others, pornographic material in any format.
11. Administration's Discretionary Issue.

### **PLAGIARISM/CHEATING**

- Plagiarism is the act of passing off another's work as your own. In other words, plagiarism occurs when a student uses someone else's ideas without giving due credit.
- Plagiarism includes:
  - Copying or receiving answers from other students
  - Sharing or giving answers to other students
  - Not citing references when facts or ideas are used in written work
  - Using passages word for word in a paper without acknowledging the source
- Any incident of plagiarism or cheating will be addressed by the classroom teacher and the principal. The student will receive a zero on the assignment and the discipline policy will be enforced.
- Habitual plagiarism or cheating will result in expulsion.

### **OTHER POLICIES**

- 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 on campus including fireworks, matches, lighters, inappropriate reading material, music, movies, ipods, etc.
- First Baptist Academy reserves to itself the ownership of all storage areas. Students have permission to use lockers when provided, but under no circumstance does FBA relinquish ownership of any storage area. Consequently, FBA reserves the right to search lockers or any storage area.
- FBA reserves the right to search a student or his property including vehicles driven to school or to school-sponsored activities if there is reasonable suspicion to believe a student has in his possession forbidden items such as weapons, alcohol, illicit drugs, frequently abused medications, pornography, tobacco products, or stolen property.

## **STATUS REVIEWS**

### **QUARTERLY STATUS REVIEW**

At the end of each quarter grading period middle and high school students who find themselves in one or more of the following categories will be subject to a quarterly status review:

- students who have received a failing grade in any subject for that quarter
- students who have absences equaling 10% or more of the school days for the quarter
- students who have unserved detentions
- ten (10) or more demerits for the quarter

### **STATUS REVIEW PROCESS**

#### **Initial Review:**

This review is carried out by the Secondary Principal and is automatic for any student who falls into one or more of the categories outlined above. The Secondary Principal will examine the academic/behavioral/attendance record of all students on the review list for that quarter and determine if any action needs to be taken. The Secondary Principal has discretionary authority to decide that, beyond an informal conversation with the student, no administrative action is warranted and may therefore terminate the review process. The Secondary Principal may decide that the student and family is best served by taking administrative action and will therefore initiate the second level of the status review.

#### **Student \ Family Consultation:**

In this stage of the process, the student, one or more of the parents, and the Secondary Principal meet together to discuss the reasons for the status review (behavioral/attendance/academic) and how the situation can be remedied for the future. The Secondary Principal has the discretionary authority to decide that no further action is warranted and may terminate the review process and, indeed, this is the goal of the consultation. Alternatively, the principal has discretionary authority to exercise other options:

- Additional consequences from the Secondary Discipline Plan
- Status Review

The Secondary Principal may decide that the needs of First Baptist Academy are best served by taking more serious administrative action and will therefore inform the parents regarding the initiation of this third level of the status review.

#### **Status Review Committee:**

If the status review reaches this stage in the process, it is to determine whether or

not First Baptist Academy is still the appropriate placement for the student in question. The Secondary Principal has discretionary authority to call for a Status Review if an infraction has occurred that in and of itself is grounds for removal from school.

A Status Review Committee of FBA administration\* (no less than three, plus the Principal) will review the student's academic/behavioral/attendance record for the current and previous, if any, grading period(s). The student and parents will be invited to address the committee review and state what they believe to be compelling reason to allow their student to continue at FBA. The family will be excused and the committee will then begin deliberations leading to a recommendation to the Secondary Principal regarding the student's continued enrollment at FBA.

Upon review, the Status Review Committee may recommend that no further action is required and that the Secondary Principal should terminate the status review process. Alternatively, the committee may recommend that the Secondary Principal exercise additional options from the second stage of the process. Finally, the committee may recommend that the student be removed from FBA. The Secondary Principal is not bound by the Status Review Committee's recommendation, but would only set it aside in the rarest of cases. If the recommendation is for removal from school, the parents may appeal that decision to the Head of School at FBA. The Head of School will make the final decision.

\* In the event that the student being reviewed is the child of a faculty/staff member, the committee will be composed of school board members so as to minimize conflict of interest and to maximize impartiality.

### **Appeal Process:**

Should the parents choose to appeal the decision of the Head of School, he will form an ad hoc committee of School Board members (no less than three plus the Head of School) which will review the Secondary Principal's recommendation and the student's academic/behavioral/attendance record for the current and previous, if any, grading period(s). The student and parents will again be invited to address the committee and state what they believe to be compelling reason to allow their student to continue at FBA. The family will be excused and the committee will then begin deliberations leading to a recommendation to the Head of School regarding the student's continued enrollment at FBA.

The Head of School is bound by the ad hoc committee's recommendation and there is no appeal beyond this level.

## **ANNUAL STATUS REVIEW**

At the end of each school year, students who find themselves in the following categories will have their re-enrollment (or promotion/retention) status placed on hold pending an annual status review:

- students who have absences from any class (excused or unexcused) for more than 10% of the calendar school days for that year
- students who must attend summer school prior to re-enrollment
- students who have failed one or more courses or subjects and are not eligible to return due to probationary status
- students who have unserved detentions
- students who have earned 20 or more detentions for the year
- students who, from the Principal's perspective, have multiple visits to the Principal's office, over the course of the year, for infractions considered by the Principal to be serious

At this point, the student is questionable for enrollment for the next year. All such students will undergo an Annual Status Review to determine if there is any compelling reason to set aside questions and restore the student to eligible status.

Often, a student will have issues that are questionable, but do not rise in and of themselves, to the level of automatic ineligibility. FBA reserves the right to conduct an annual status review for any student, if, in the judgment of the Secondary Principal, the student's academic, behavioral, or attendance record warrants such a review.

### **Appeal Process:**

An ad hoc committee of FBA School Board members (no less than three, plus the Secondary Principal and the Head of School) will review the student's academic/behavioral/attendance record for the year and for the totality of the student's time at FBA. The student and the parents will be invited to address the committee and give what they believe to be compelling reason to remain at FBA. The family will be excused and the committee will then begin deliberations resulting in a recommendation to the Head of School regarding the student's status.

Upon review, the committee may recommend that the student be declared eligible for re-enrollment with probation or to declare the student ineligible to return.

The Head of School is bound by the ad hoc committee's recommendation and there is no appeal beyond this level.

Please note: FBA reserves the right to refuse re-enrollment to the school to any student who does not meet eligibility requirements. FBA reserves the right to refuse

re-enrollment for any student when, in the judgment of the Administration, that re-enrollment would not be in the best interest of FBA, its students, or faculty. Previous attendance does not guarantee re-enrollment.

## **PROBATION**

The Status Review Committee reserves the right to place a student on probationary status for academic, behavioral and/or attendance issues. Both the length and stipulations of the probation will be set by the committee.

## **UNIFORM DRESS CODE**

### **STUDENT DRESS**

Reasons First Baptist Academy requires students to wear uniforms:

- Clothing is often a reflection of values and economic means. The intention is so that students reflect the values of FBA as a Christian school, not the values promoted by a society that finds expression in fashions and fads.
- Appearance affects the behavior of students. Clothing which is distracting can negatively impact performance in the classroom. Uniforms, by their nature, instill discipline that ultimately manifests itself in a person's character and his or her work.
- Uniforms set the tone for the community of students. It is our desire that the high school community at FBA is one that advances the concepts of self-control, diligence, and serious academic achievement. FBA believes that a student body in uniform helps create that kind of atmosphere.

## **UNIFORM SUPPLIER**

The supplier for uniforms is Mills. Mills has a copy of the FBA dress code and policy at the store. **Shirts, pants, shorts, skirts, ties, and sweaters must be purchased online at [www.millswear.com/code/1014](http://www.millswear.com/code/1014)** or the Mills store at 13615 Welch Road, Farmers Branch, TX. **All uniforms must come from Mills.** Accessories including shoes, belts and socks do not have to be purchased from Mills. There are also gently used uniforms available in the school office for \$3.00 per item.

## **MIDDLE AND HIGH SCHOOL DRESS CODE**

### **Young Men**

#### **Shirts**

- **Mills** white oxford button down (long or short sleeved)
- Red or navy **Mills** polo shirt
- Seniors may wear the official senior class T-shirt on designated day only

- T-shirts, if worn under uniform shirts, must be plain white
- Oxford and polo shirts must be properly tucked in at the waist
- Shirts must be buttoned except at the collar
- Shirts must be buttoned at the collar when wearing a tie

### **Pants**

- **Mills** khaki pants
- Pants may not be slit at the hem and must be worn around the waist with a belt.

### **Shorts**

- **Mills** khaki walking shorts
- Shorts must be worn around the waist with a belt.

### **Belts**

- Solid black or brown belt must be worn with uniform pants or shorts

### **Socks**

- Solid blue, black, or white socks must be worn.

### **Shoes**

- Athletic, dress, or Sperry-like shoes only. Shoes must be predominately black, white or brown in color.
- Footwear not allowed: boots, flip-flops, house shoes, athletic sandals, or other inappropriate footwear.

### **Sweaters and Jackets**

- FBA monogrammed navy sweater.
- Official school jackets or sweaters.
- **Mills** navy pullover sweater.
- **Mills** jackets and coats.

**Other outer garments must be stored in the students' athletic bags while students are on campus during school hours.**

### **Personal appearance and accessories**

- Hair style must be in good taste as determined by Principal. Hair must be combed and well-groomed in accordance with the following: Hair is to be off the collar, out of the face, and not longer than the middle of the ear. "Tucked behind the ears", "ponytails" are not acceptable. "Mohawks," styles that shave a portion of the scalp or other styles considered "extreme" by the Administration are not allowed.
- A student whose hair is not in compliance will be given one (1) school day to comply with standards before discipline occurs.
- Young men must be clean-shaven. Sideburns should not extend below the

ear lobes.

- Ear rings, ear studs, "dog collars," or excessive necklaces should not be worn on campus or at any school related event.
- Hats may not be worn in the buildings.
- No visible body piercing, facial jewelry, or tattoos.
- **Final determination regarding the acceptability and appropriateness of haircuts, styles and accessories rests with the Administration.**

### **Chapel dress**

- **Mills** khaki pants (pressed or ironed) worn with belt.
- **Mills** pressed white oxford shirt (short or long-sleeve) buttoned at the neck.
- Academy tie (ties must be pulled tight to the collar).
- **Mills** navy pullover sweater (optional).
- Dress or Sperry-like shoes only predominately black or brown in color (no athletic shoes).

### **Young Women**

#### **Shirts**

- **Mills** white oxford button down blouse (long or short sleeved).
- Red or navy **Mills** polo shirt.
- T-shirts, if worn under uniform shirts, must be plain white.
- Oxford and polo shirts must be properly tucked in at the waist.
- Shirts must be buttoned except at the collar.

#### **Skirts**

- FBA **Mills** plaid skirt (three or five box pleats)
- To be worn no shorter than **three** inches above the crease in the back of the knee.
- Skirts must be zipped and buttoned, and cannot be rolled.
- Sweatpants, wind pants, footless leggings, etc. may not be worn under the FBA skirt.

#### **Vests**

- **Mills** navy pullover sweater (vest or long sleeve).

#### **Socks and hose**

- Solid blue, black or white socks or tights must be worn at all times.
- Footless tights or leggings are not allowed.
- Socks that extend above the knee are not permitted.

#### **Shoes**

- Black and white saddle-oxfords, athletic, dress, or Sperry-like shoes predominately black, white or brown in color may be worn. Black, white or blue Keds may also be worn.

- Footwear not allowed: boots, flip-flops, house shoes, athletic sandals, or other inappropriate footwear.

### **Sweaters and Jackets**

- Monogrammed navy sweater.
- Official school jackets.
- **Mills** navy pullover sweater.

### **Chapel dress**

- FBA **Mills** plaid skirt (three or five box pleats)
- **Mills** pressed white oxford shirt (short or long-sleeve)
- **Mills** navy pullover sweater (vest or long sleeve).
- Dress, saddle oxfords or Sperry-like shoes predominately black or brown in color may be worn (no athletic shoes).

**Outer garments that are not official FBA clothing are not to be worn. Those garments must be stored while students are on campus during school hours.**

### **Personal appearance and accessories**

- Hairstyle must be in good taste as determined by Administration. Hair may not be dyed with colors other than natural hair colors.
- Accessories must not be distracting or ostentatious as determined by the Administration. No scarves may be worn with school uniforms.
- Hats may not be worn during the school day.
- No visible body piercing, facial jewelry, or tattoos.

### **FBA SPIRIT DAYS**

FBA Spirit Days are reserved as a reward for students that faithfully adhere to the student dress code. Spirit day dress consists of the following:

- Only blue jeans or approved uniform bottoms are acceptable.
- **Absolutely no frayed, tattered jeans or jeans with holes in them.**
- FBA Spirit t-shirts, sweatshirts, polo shirts, or other FBA attire are acceptable.
- Athletic shoes or boots only. No flip-flops, backless shoes, house shoes, sandals of any kind) or other inappropriate footwear are not allowed.

FBA Spirit Day is a privilege and not a right. It is up to each student to keep or lose this privilege. Not following the guidelines will result in the loss of the privilege.

### **DRESS CODE VIOLATIONS**

- Students will be held responsible for complying with the dress code of FBA.
- Uniform items that are too small, too tight, too short, too large, defaced or torn (including removal of waistbands and belt loops), are not in compliance with

the FBA dress code and **must be replaced**.

- Non-uniform **Mills** dress items will be confiscated and returned at a later date.
- Students in violation of school dress policies are subject to the discipline policies.
- Final decisions regarding discipline and compliance with the dress code are the responsibility of the principal.

## **GENERAL INFORMATION**

### **ABUSE POLICY**

FBA is legally required to report any allegation of child abuse to the proper governmental authority of the State of Texas where FBA has cause to believe that a student's physical or mental health or welfare has been or may be further adversely affected by abuse or neglect.

### **CHANGE OF ADDRESS**

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

### **CHURCH BUILDINGS**

First Baptist Church of Dallas has supported FBA since its inception through the generous use of our facilities. The church has made every effort to accommodate the needs of the school over the years. In return, the church asks that FBA students not be in church buildings, which are not specifically used for school activities. Accordingly, the school must do its part to insure that our students stay out of church buildings at all times. Students, therefore, are not to be in any of the church buildings before or after school, unless it is related to school sponsored activities. (This applies to **all** students whether FBC members or not). High school students may use the Betty Criswell Library until 3:40 pm on school days but must leave the building at that time.

Students violating the above restrictions will be considered trespassing and subject to disciplinary actions including suspension from school.

### **COOPERATION WITH THE SCHOOL**

As stated in the contract of enrollment, FBA believes that a positive and constructive working relationship between the Academy and a student's parents/guardian is essential to the accomplishment of the school's mission. FBA accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or

otherwise seriously interfere with the Academy's accomplishment of its mission.

### **FUND RAISING**

All proposed fund raising activities by student organizations or parent support organizations must be submitted to your school principal for approval **before** implementation.

### **HALL PASSES**

Only the following students will be permitted in the halls during classes:

- Students with hall passes authorized by a teacher, administrator, or staff member.
- Students with tardy slips authorized by the school office.
- Students in the halls without passes will be subject to disciplinary action.

### **HELPING STUDENTS HANDLE SCHOOL CONCERNS**

The following is the standard procedures for handling student concerns:

- The student must first approach the teacher regarding the concern. Going to the teacher first is crucial for the students to learn how to handle their problems in scriptural and mature ways.
- If a student believes that the issue has not been resolved, then the student and his/her parent may approach the teacher in question.
- If the issue is still unresolved, the parties should meet with the department head.
- If the issue is unresolved after meeting with the department head, either the student or parent may make an appointment with the Principal. The Principal will meet with the parent, student, and teacher to resolve the matter.
- The final course of appeal may be made to the Headmaster who will have the responsibility of making a final decision. Parents who take concerns to the Board of Trustees will always be referred back to the Headmaster since the Board makes policy decisions, not academic or operational decisions.

As a Christian school, it is essential that concerns, complaints, and conflicts are handled in a Biblical way by using the Matthew 18 principle. Matthew 18:15 says, "If a brother sins against you, go to him privately and confront him with his fault." By following this verse, young people are taught how to scripturally resolve conflicts as well as how to solve problems with integrity.

### **LEARNING LAB AND TEST CENTER (LLTC)**

The Learning Lab and Test Center (LLTC) is offered for students who prove to have difficulties performing in the classroom due to deficiencies in academic or organizational skills. The purpose of the center is to provide students a study skills

class with a focus on specific written language and math skills. Students are also able to take tests, and quizzes at the discretion of the LLTC staff, in the lab with limited extended time. This program is to enrich and support what the student is already doing in the classroom.

Note: In order to be eligible for LLTC, a student must have a diagnosed mild to moderate learning disability/difference, a classroom teacher recommendation, and/or evaluation by the Learning Lab Committee. Motivation and parental involvement are also important to the success of students and are considered for placement. There is an additional cost for enrollment in the LLTC Program.

### **LIBRARY POLICIES**

- The Betty Criswell Library, located at FBD is generally open from 7:30 am to 3:40 pm, Monday through Friday.
- Students may come to the school library with a pass from class or study hall to perform reference work, use books on reserve, check out books, read, use the computer or copier, etc. Teachers will also bring entire classes for reference work, research papers, or other tasks.
- Books are checked out for a two-week period and may be renewed one time.
- Occasionally books will be put "on reserve," which means that they will be needed by a great number of students and will need to be used only in the library. Books may be checked out after the last period and returned before school the next day.
- There will be a daily fine (as set by the librarian) for overdue books.
- Lost or damaged books must be paid for. There is a \$5.00 charge for the cost of reprocessing in addition to the cost of the book.
- Students are expected to return their books on time. Notices concerning overdue books will be sent periodically to students. Any student who has received a notice and does not return his overdue book will not receive his Nine Weeks grade at the regular report card time, unless a conference (telephone or in person) has been held with the parent concerning the problem.

### **LUNCHES**

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**

Students may also bring lunches from home. Students are expected to help keep the lunchroom clean. Food should not be taken out of the lunchroom except by permission. Students are to remain in the lunchroom unless given permission by

the teachers on duty. Only seniors may leave campus for lunch with written permission on file.

### **MUSIC GUIDELINES**

The following guidelines apply to music selection and playing for all classes, courses, programs, and activities formally under the umbrella of FBA:

- No music with questionable lyrics. Some examples of “questionable lyrics” include those that are suggestive of sexual immorality, glamorize the use of alcohol or drugs, contain profanity, or fixate on the occult.
- No songs by performers with a questionable lifestyle or reputation.
- Any exception to the guidelines above must have the prior approval of the supervising administrator.
- The operative principles of selection of music are:
- Music should be selected which would give no one cause to question the choice of music or the performer.

When in doubt, seek counsel. Do not act expecting to receive forgiveness for questionable discernment.

### **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. Programs are planned around issues that are relevant to parents and students. Meeting dates are announced during the year.

### **SCHOOL CLOSING BECAUSE OF 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: WFAA-TV (channel 8), RenWeb Parent Alert, the FBA Facebook page and the FBA website.

### **ELECTRONIC DEVICES**

- Students may use an office phone with permission from one of the office staff. If the phone is used during class time, students need to obtain a phone pass from their teacher.
- Parents must refrain from calling children at school except in cases of emergencies or matters of extreme importance. Should there be an emergency; parents are to call the office. **PLEASE DO NOT CALL STUDENTS ON CELL PHONES DURING SCHOOL HOURS.**
- **Cell phones and Apple watches should be turned off and kept out of sight**

**during regular school hours or between 8:20 am and 3:40 pm.** Students who fail to comply with the cell phone policy will have their phones confiscated and given to the principal. There will be a \$25.00 fine for the first offense and a \$50.00 fine for the second offense. The third offense will result in a parent conference.

- **Headphones and other electronic devices are not allowed in the Educational building.**
- **Social Networking** - Students as representing Christ and FBA whether they are on or off campus. This includes the usage of websites and other communication services including, but not limited to , Facebook, Instagram, Twitter, etc. The discipline policies outlines in this Handbook will be enforced and may be done so without additional warnings either verbally or in writing.

### **TEXTBOOKS**

- Most high school textbooks are purchased by the student. Students are expected to bring textbooks the first day of school.
- Students will be held responsible for textbooks issued to them by FBA.
- Students should make the teachers aware of any damages to the books at the time they are issued.
- Fees will be charged for any damages (including writing) to the textbooks that occur during the school year and will be the responsibility of the student to whom the book was assigned.
- Textbooks should be covered at all times.
- **A replacement fee will be charged for lost books.**

### **VALUABLES**

Students are strongly cautioned against bringing valuables to school. Students do not normally need large sums of cash or jewelry on campus and students should never leave purses or valuables on a shelf, in the hallways, or in a restroom. First Baptist Academy is not responsible for personal items that are lost, damaged, or stolen.

### **MASTER NOTEBOOK SYSTEM**

The master notebook system is used by FBA beginning in 7<sup>th</sup> grade and continuing through 12<sup>th</sup> grade. Its dual purpose is to help students develop organizational skills and to enable students to improve their course work by being better organized.

#### **The notebook contains the following:**

- **Daily Assignment Book:** Students record daily homework assignments. Homework assignments are announced & written on the board in each classroom.
- **Quarterly Calendar:** tests, quizzes, and major project due dates are recorded

on the quarterly calendars. Calendars are given to the students at the beginning of weach quarter. These are also available on the school website.

- **Colored tab dividers and double pocket pages:** Tab pocket dividers are used to separate the work by subject. The front pocket contains unfinished work and work ready to be turned in. Secondary teachers supervise the work kept in their specific subject areas.
- **FBA English Handbook:** The handbook gives the required elements for wrting assignments for all subjects. Students are expected to know and follow the guidelines.

All work graded or otherwise must remain in the notebook until the teacher directs the students to “clean them out” usually at the beginning of the next nine-weeks.

A daily grade will be given each quarter for the Master Notebook check.

### **VISITORS AND STUDENTS LEAVING CAMPUS**

**FBA is a closed campus, therefore visitors must check in at the office upon arrival.**

- Once on campus, students are expected to remain on school property during the school day.
- Students leaving campus without permission are subject to discipline and will be considered unexcused from classes they miss.
- Seniors are allowed to leave campus only during their lunch period and **only if a permission slip is on file in the High School office**. Seniors may not leave campus in privately operated vehicles without approval from the office. Seniors must check out with security before leaving campus and when they return. All other students must remain on campus during lunch.
- Parents wishing to eat lunch with their students must notify the High School office either verbally or in writing. Students must not miss class, and those who do will be considered unexcused. Students may leave campus for lunch with adults other than their parents providing the office has been notified by the student's parent or guardian, either verbally or in writing.
- Parents should get prior written permission from the school office before entering a classroom or taking a student from class for any reason. Classroom interruptions must be kept to a minimum for the benefit of all. Parents must report to the office to obtain a pass.
- FBA graduates may visit during lunch with prior High School Office approval.
- **Students from other schools are not allowed on campus.** However, prospective students may go to the Admissions Office in order to receive permission to visit the High School. After permission is granted, these students must then report to the High School Office to obtain a visitor's pass. Prospective students may visit classes for a morning or afternoon (including lunchtime).

**FIRST BAPTIST ACADEMY ALMA MATER**

**First Baptist Academy, to thee we are true,**

**In our hearts lies a memory of the love we  
have for you,**

**To God we give the glory for the spirit in  
our school,**

**You've carried us to victory - we hail you Red and Blue.**