

FIRST BAPTIST ACADEMY



Elementary School STUDENT HANDBOOK

FOREWORD

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

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

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

HISTORY OF FIRST BAPTIST ACADEMY

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

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

In the fall of 2017, First Baptist Academy moved, out of downtown, to its current location at 7898 Samuell Blvd., Dallas, Texas 75228

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

PURPOSE

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

PHILOSOPHY

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

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

MISSION STATEMENT

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

NON-DISCRIMINATION POLICY

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

FINANCIAL AID

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

ORGANIZATION OF FBA

FACULTY

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

PARENT TEACHER FELLOWSHIP

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

ACCREDITATION

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

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

ACADEMIC INFORMATION

GRADING SCALE

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

Numerical averages are recorded on the report card in all subjects for grades 3-6. PK through 2nd grade are not given numerical grades but are assessed on their mastery of desired objectives. Each teacher gives conduct grades which are recorded to inform parents, the student, and the administration how a student is conducting himself in all classes.

REPORT CARDS

Report cards indicating the quarterly grade average are issued K-2nd grade and 3-6th grade on RenWeb the first Friday that students are in school after the end of the quarter for grades K-6. These should be reviewed by the parent and student. A parent/teacher conference is suggested for any failing grade reported. Parents of PK students will receive a progress report at the end of each semester.

HOMEWORK

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

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

SCHOOL SUPPLIES

School supply lists are on our website by grades. Supplies are shared and distributed by the teacher throughout the year.

ACCOUNTABILITY MEASURES

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

RenWeb

Ren Web is an online communication source for FBA parents. After activating your account, it will be active as long as a student remains at FBA. Grades will be posted on Ren Web for all students in grades 3-6.

PARENT/TEACHER CONFERENCES

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

ACADEMIC PROBATION

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

Academic probation will be invoked in the following manner:

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

RE-ENROLLMENT HOLDS

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

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

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

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

The business office may initiate a re-enrollment hold for unfulfilled financial obligations.

PROMOTION/RETENTION

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

During the course of the year, the school uses a standardized tests and diagnostic tools to determine why certain students are experiencing academic difficulties. Based on results of these tests, parent conferences, and teacher recommendations, it may be determined that retention is necessary. The principal will work closely with the teacher and other professionals in deciding the proper course of action to take. **Placement** will be determined by the principal.

ATTENDANCE

The Texas Compulsory Attendance Law requires that each school offer 175 days of instruction and a seven-hour school day. Regular and punctual attendance is the greatest single factor in school success. Therefore, a parent's first concern should be to see that the student attends classes regularly. Being absent or tardy unnecessarily places a handicap on the student's opportunity to succeed in his or her studies. It also indirectly encourages the development of poor attitudes toward work obligations. Absences are limited to 10 days per semester to receive academic credit. Appeals may be made to the Attendance Hearing Committee.

TRUANCY

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

SCHOOL HOURS

The school day begins at 8:30 a.m. for students in grades PK-6th, and dismissal is 3:30 p.m.

EARLY ARRIVAL

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

TARDIES/CLASS ATTENDANCE

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

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

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

Punctual and regular attendance is essential for satisfactory progress. The parents of students who have excessive absences or excessive tardies will be contacted for a conference to alleviate this problem.

PROCEDURE FOR REPORTING ABSENCES

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

SPECIAL ABSENCES

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

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

PARENT REQUEST FOR MAKE-UP WORK

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

CAMPUS VISITORS

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

CLASSROOM VISITS DURING THE SCHOOL DAY

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

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

STUDENT CHECK-IN/OUT PROCEDURE

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

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

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

INCLEMENT WEATHER

In the event that school will be closed due to hazardous traveling conditions, the announcement will be made by 6:00 a.m. Please **do not** call faculty/staff members. School closing status will also be available through the voice mail system, email blast, Parent Alert, the FBA Facebook page, and on the FBA website, www.fbacademy.com.

MINISTRY ACTIVITIES

CHAPEL

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

CLASS PRAYER

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

CLASS EVANGELISM

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

MISSION PROJECTS

Throughout the year elementary families are encouraged to participate in on-going missions projects with the purpose of developing an attitude of gratitude and service in our students.

STUDENT ACTIVITIES

SCHOOL-SPONSORED PARTIES

Room parents will sponsor parties at Christmas, Valentine's Day, and the end of school. **Class parties are intended for students and teachers. Please make childcare arrangements for preschool siblings.**

BIRTHDAY CELEBRATIONS

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

FIELD TRIPS

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

STUDENT SERVICES

LUNCH

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

SAINTS CAMP

The Saints Camp program, as an extension of the school day, provides supervision for students who must remain after school. **Daily charges begin at 3:45 at our campus and 4:15 at our downtown location.** Saints Camp closes promptly at 6:00 p.m. on regular dismissal days. A late fee is assessed for students who are not picked up by closing time.

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

STANDARDIZED TESTING

In the spring of each year, all students in grades K-6 are assessed using a standardized achievement test to evaluate student progress and curriculum needs. An on-going academic progress assessment is used in PK.

BUS SERVICE

A bus to and from downtown, First Baptist Church is provided for a monthly family charge, regardless of how many times the student rides. Students may ride the bus to or from the school and may ride regularly or as needed. The monthly charge will be added to your RenWeb account at the end of the month.

HEALTH CARE

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

ABUSE POLICY

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

CLINIC SERVICES/EMERGENCIES

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

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

IMMUNIZATIONS

Students in grades PK - 6th must show verification of all immunizations as specified in the current Texas Department of Health, Education, and Welfare laws. Immunization records will be checked twice yearly, and notices will be mailed for necessary updates as needed. New students will be provisionally enrolled with thirty days allowed for records to be received from their previous school. Students failing to acquire the needed immunizations will be removed from the classroom until verification is obtained by the office.

ILLNESS

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

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

RASHES OR EYE INFECTIONS

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

COMMUNICABLE DISEASE

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

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

MEDICATION

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

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

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

VISION SCREENING

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

UNIFORMS/DRESS CODE

STUDENT DRESS

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

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

GENERAL UNIFORM GUIDELINES

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

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

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

DRESS GUIDELINES FOR GIRLS

- All uniform coordinates for PK-6th grade except spirit shirts must be purchased from Mills.
- Shirts are to be tucked in at all times during the school day (does not include Saints Camp time) with the exception of the spirit shirts.
- Only a solid white t-shirt, with no writing, may be worn under uniform shirts.
- Belts must be worn with shorts or slacks (excludes PK and Kindergarten) and must be plain navy, black, or brown with plain buckles.
- Appropriate socks (solid white, navy, or black only) are required and must be visible at all times. Plain navy or black tights and plain navy or black leggings (ankle-length) may be worn with skirts and jumpers.
- Aerobic tights, long underwear, and stirrup pants are not acceptable. On cold-weather days, warm-ups may be worn to school under skirts and jumpers, but must be removed after entering the building.
- Shoes must have closed heel and toe, rubber soles, and not light up. Tennis shoes are preferred for safety purposes.
- No boots of any type except 6th graders.
- No backless shoes
- No flip-flops, clogs, crocs, sandals, moccasins, or high-top tennis shoes
- Students may only wear Mills FBA jackets and/or elementary approved sweatshirts over uniform shirts during the school day.
- Jumpers, skirts, and skorts should be modest in length.
- Navy or black modesty shorts are to be worn under skirts and jumpers at all times (should not be visible).
- Jewelry is to be modest – no oversized earrings, necklaces, or bracelets.

- Appropriate hair accessories include bows and headbands and should coordinate with the uniform colors. Hair may not cover the eyes. No hair pieces, feathers, scarves, or long ribbons are allowed.
- Hair may not be highlighted or bleached or unnaturally colored.
- Elementary girls may not wear make-up during the school day.
- Hats may not be worn inside the building or on field trips unless specifically permitted by the administration.
- The administration reserves the right to determine the appropriateness of student dress and grooming.

DRESS GUIDELINES FOR BOYS

- All uniform coordinates except spirit shirts must be purchased from Mills.
- Shirts are to be tucked in at all times during the school day (does not include Saints Camp time) with the exception of the spirit shirts worn on Friday.
- Students may only wear a solid white t-shirt with no writing under uniform shirts.
- Belts must be worn with shorts or pants (excludes PK and Kindergarten) and must be plain navy, black, or brown with plain buckles.
- Appropriate socks (solid white, navy, or black only) should be worn at all times.
- Shoes must have closed heel and toe. Tennis shoes are preferred for safety purposes and should be not be light up shoes.
- No boots of any type except 6th graders.
- No backless shoes
- No flip-flops, clogs, crocs, sandals, moccasins, or high top tennis shoes
- Students may only wear Mills FBA jackets and/or elementary approved sweatshirts during the school day.
- Hats may not be worn inside the building or on field trips unless specifically permitted by the administration.
- The administration reserves the right to determine the appropriateness of student dress and grooming.

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

Girls PK-2nd grade

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

Girls 3rd-6th grade

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

Boys PK-6th

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

FRIDAY DRESS

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

APPROVED OPTIONAL UNIFORM COORDINATES

Girls PK-2nd

Mills Cardigan/solid navy, red or white cardigan

Girls 3rd-6th

V-neck sweater vest

Crew neck sweater/solid navy, red or white cardigan

Boys PK-6th

V-neck sweater vest

Crew neck sweater

Mills sweatshirt

COLD WEATHER OPTIONS

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

PROPER GROOMING

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

Girls: Hairstyles must be conservatively cut, neatly styled, not shaved in one place and longer in others (no patterns in cut). Hair may not be highlighted unnaturally or bleached, and should be kept clean and brushed. Accessories which cause distraction in the classroom may not be worn. Appropriate hair accessories include bows and headbands, and should coordinate with the uniform colors. No hair pieces, feathers, scarves, or long ribbons are allowed.

GENERAL INFORMATION

CHANGE OF ADDRESS

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

FUND RAISING

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

CELL PHONES

Students may not have cell phones turned on or use cell phones during the school day. FBA is not responsible for loss or damage to cell phones brought to school.

CRISIS MANAGEMENT

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

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

STUDENT DISCIPLINE MANAGEMENT

The Board of Trustees and administration are committed to a student management plan that effectively supports the mission statement of First Baptist Academy – 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. Student management at FBA is therefore based on biblical principles and structured so that parents, students and school personnel benefit mutually.

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

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

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

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

BIBLICAL GUIDELINES FOR STUDENT MANAGEMENT

RESPECT AUTHORITY

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

BE AN EXAMPLE

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

SEEK EXCELLENCE

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

BE HONEST

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

BE TRUTHFUL

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

PRACTICE CLEAN SPEECH

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

REFLECT JESUS

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

ORGANIZATION OF THE STUDENT MANAGEMENT PLAN

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

The FBA Student Management Plan, as presented here, was adopted by the First Baptist Academy Board of Trustees.

THE CAMPUS DISCIPLINE OFFICER

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

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

8. recommend to the Administrative Review Committee that a student be expelled from the Academy for any of those reasons specifically enumerated as expellable offenses in the Student Code of Conduct.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

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

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

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

RIGHTS AND RESPONSIBILITIES OF PARENTS

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

RIGHTS AND RESPONSIBILITIES OF TEACHERS

Teachers have the responsibility to:

1. actively support the philosophy and mission statement of the Academy.

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

Teachers have the right to:

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

RIGHTS AND RESPONSIBILITIES OF ADMINISTRATORS

Administrators have the responsibility to:

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

Administrators have the right to:

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

HOME AND SCHOOL COOPERATION

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

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

Appeals (Matthew 18:15)

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

If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go FIRST to that person through whom the offense came and share this with that person. If, after consulting together and praying for mutual understanding, there is no reconciliation, then they should agree to go together to counsel with the principal or person directly

over him but NEVER before approaching the person committing the offense. In like manner, if the matter is not resolved there, it may then, and only then, be taken to the Head of School.

THE STUDENT CODE OF CONDUCT

THE AUTHORITY OF THE SCHOOL

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

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

GUIDELINES FOR IMPLEMENTING DISCIPLINARY RESPONSES

Disciplinary options constitute an array of responses available to the teachers and administrators at First Baptist Academy. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Conduct Code violations, including but not limited to tardies, truancies and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by Academy personnel. In the event a student offense involves a violation of the law, Academy officials will not only institute an appropriate disciplinary response within the context of this Student Code of Conduct but will normally refer the offense to law enforcement officials as well. Any decision to refer a matter to civil authorities will be immediately made known to the student's parents.

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

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

Interrogations and Searches:

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

SAINTS CAMP

PURPOSE

Saints Camp is an extension of the Academy school day. Every student enrolled in grades PK through 6 is automatically enrolled in Saints Camp. It is established to provide proper care and supervision for all students before the school day begins and for students needing to remain on campus after 3:45 pm.

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

PROCEDURES

ENROLLMENT

All students in grades PK through 6 are a part of the Saints Camp program. All students are checked out of school by Saints Camp staff after school. The morning and afternoon supervision until 3:45 pm at our campus and 4:15 at our downtown campus, is provided as a service by the school free of charge. **A fee is charged to those students attending Saints Camp between 3:45 pm and 5:30 pm at our campus. At this time there is no Saints Camp in the afternoon available at our downtown campus.**

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

STUDENT RELEASE

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

SAINTS CAMP FEES

The fee for Saints Camp is set by the administration and applies for **any** amount of time the student is in Saints Camp between the hours of 3:45 pm and 5:30 pm at school and at this time there is no Saints Camp available at our downtown location. Students will need to be picked up by 4:15 downtown.

There is a late charge of \$5.00 if a child is picked up between 5:31 and 5:35; \$1.00 per minute thereafter.

MORNING SAINTS CAMP: STUDENT DROP-OFF at the school

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

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

Please **arrive by 8:20 am**. They are being lined up by classes at 8:20 am, and workers leave when the children go to class at 8:30 am. **No one is available to receive your child after that time**.

NOTE: If you arrive at 8:20 am or after, you must park your car and **take your child to the office**. For the safety of your children, please **do not allow them to enter the building by themselves**.

MORNING SAINTS CAMP: STUDENT DROP-OFF at the Downtown location

For the safety and security of your child, **please do not arrive before 7:30 am**. No supervision is available before that time. **All** students must be brought to the designated drop off area where they will be received by Saints Camp staff. Students **must not be dropped off on the street** and allowed to go into the building by themselves.

When students arrive each morning, cars should pull up as far as possible to allow for more cars to pull up to the curb. Saints Camp staff will direct traffic. **Parents need to remain in the car** and allow the Saints Camp staff to help students out of cars and escort them into the building. **Do not allow your child to exit the car if a Saints Camp employee is not present**. Please exit building-side only. The bus will leave PROMPTLY at 8:00 we cannot wait for students who are late.

AFTERNOON DAY CAMP: STUDENT PICK UP

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

If you have an older student picking up your PK-6th grade student, the older student should know the Family ID number to give the staff member at the time of pick-up. Students must be picked up by 4:15 at our Downtown location.