



FBA

First Baptist Academy

A ministry of First Baptist Church of Universal City

Educating Students for Time and Eternity by presenting God's truth
in all areas of education and character development since 1979

Preschool & ELS/SOS Parent/Student Handbook 2024-2025

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Historical Overview...

In early 1978 Universal City Baptist Church, now known as First Baptist Church, offered nursery school services and small kindergarten for families in the greater Randolph Air Force Base area. The church's Weekday Early Education (WEE) committee was responsible for this ministry. At that point in history public schools had yet offer kindergarten in their formal schooling programs and many families were searching for a good kindergarten program in the community that would allow their children to transition into First Grade and beyond.

The committee approached Mrs. Cissy Stubblefield, a church member, teacher and mom, and asked her to serve on the WEE Committee. This was followed by an invitation to build the present kindergarten and add a new first grade. With very little knowledge of such an undertaking she graciously accepted the challenge. She later stated, "I am sure it was the Lord's plan NOT to let me see what was involved with such a project, or I probably would have run for the hills." Her research immediately commenced.

Within weeks Mrs. Stubblefield had the plans in place and the Church voted to offer her the position of Administrator of the newly formed Universal City Christian Academy (UCCA). She humbly accepted the call and presented the following foundational mission statement to the Church Body:

The mission of UCCA, now First Baptist Academy, is to, "Educate students for time and eternity by presenting God's truth in all areas of education and character development."

The steady presence of jets from Randolph AFB flying overhead, coupled with the scriptural encouragement from Isaiah 40:31 denoting the massive endeavor set before the team resulted in the UCCA Committee's decision to embrace the Eagle as the school mascot and Isaiah 40:31 as the key supporting scripture.

The Academy's colors were born out of the firm understanding that the primary goal was to share the gospel with the students and their families; the primary colors of red, which reminds us of our Lord's blood sacrifice, and White, representing our 'clean as snow' new bodies in Christ, became our school colors. The supporting color of Royal Blue for the King of Kings was added and the Church voted that it would be so.

By the fall of 1979 a Christian curriculum had been selected, evangelical teachers had been interviewed and registration was opened. The Lord graciously provided a \$5,000 gift to get UCCA off the ground and the Academy was on its way. By 1981 second through sixth grade classes were included. Middle school classes were added in 1998 and the high school introduced the first use of the "House System" in America as it welcomed its first class of 9th graders in 2004.

Today, First Baptist Academy ministers to nearly 400 students in Pre-K3 through 12th grade. The Academy's 1st through 12th Grade is fully accredited by Association of Christian Schools International. Approximately 99 percent of its graduates pursue higher education with most obtaining scholarships.

God enabled Mrs. Cissy Stubblefield to establish and lead the Academy for 33 years. Her trailblazing spirit, monumental influence, and stalwart focus on pursuing God's best have solidified the foundation of the Academy and continue to influence its growth today.

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Welcome to First Baptist Academy

FBA’s Mission, Vision, Philosophy, and Goal distinguishes the school from other college preparatory schools with Jesus’s heart to disciple in all we do, balancing 4 areas of academic excellence through His Word. ***Galatians 3:24; Hebrews 4:12-14***

FBA Mission: Educate students for time and eternity by presenting God’s truth in all areas of education and character development.

FBA Vision: Teach the Way, Train in Truth, and Live the Life. ***John 14:6***

FBA Philosophy: Kingdom Education with a Biblical Worldview

FBA Goal: Honor/Glorify God

First Baptist Academy (FBA) is a ministry of First Baptist Church (FBC) of Universal City. It is a nonprofit school and admits qualified students without regard to race, color, sex, national or ethnic origin. The Academy’s function and well-being is the responsibility of the Administrator with the support of the FBC School Committee. The Administrator is called by the church to serve on the Pastoral Staff as head of school. Each person on the School Committee is a member of First Baptist Church. Each has his/her own talents and qualifications in education, business, administration, etc., and life experiences. It is with prayerful guidance and diligent work that these people establish policies upon which the Academy is based.

Accreditation and Licensing

First Baptist Academy is a member of the Association of Christian Schools International (ACSI). It is accredited by ACSI and approved by TEPSAC, Texas Private School Accreditation Commission. It also holds a membership in TAPPS, Texas

Association of Private and Parochial Schools. The preschool, elementary, middle and high school programs are fully accredited by ACSI.

Letter from the Administrator

Dear Parents,

Welcome to First Baptist Academy and thank you for choosing Kingdom Education for your child/children. My prayer for you and your child/children as you partner with FBA in Christian Education and as God prepares them for what they are called to do, may be found in **Colossians 1:3, 9-12** "We give thanks to the God and Father of our Lord Jesus Christ, praying always for you...For this reason we also, since the day we heard it, do not cease to pray for you, and to ask that you may be filled with the knowledge of His will in all wisdom and spiritual understanding; that you may walk worthy of the Lord, fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God; strengthened with all might according to His glorious power, for all patience and longsuffering with joy; giving thanks to the Father who has qualified us to be partakers of the inheritance of the saints in the light."

Christine M. Povolish
Head Administrator

Letter from the Senior Pastor

Thank you for entrusting your child to the care of First Baptist Church. It is our purpose to bring honor to our Lord Jesus Christ by providing an educational environment where His presence is felt, His Word is alive, and His love is all encompassing.

David Lindow, Jr.
Senior Pastor

Letter from the Director

My goal as Director at First Baptist Academy is to ensure that every child who enters our doors will know who Jesus is, and know of His love for them. *"I have no greater joy than to hear that my children are walking in the truth."* 3 John 1:4 My prayer is that each parent will feel confident about entrusting the care of their precious children to the Preschool and ELS/SOS programs. We believe these children have each been sent to us for God's special reason. May we be a blessing to you as your children bless our lives.

His servant,
Debra Winkelmann
Director of Preschool & ELS/SOS

ABC's of Salvation

So often we present salvation as something very complex, but God never intended it to be that way. God's plan of salvation is simple enough for everyone to understand. It is as easy as ABC.

- **Admit**

Admit that you are a sinner, and in need of salvation from sin. All persons need salvation. Each of us has a problem the Bible calls sin. Sin is a refusal to acknowledge God's authority over our lives.

Romans 3:10 – As it is written: "There is none righteous, no, not one;"

Romans 3:23 – "For all have sinned, and fall short of the glory of God"

Romans 6:23 – "For the wages of sin is death but the gift of God is eternal life in Christ Jesus our Lord."

- **Believe**

Believe that Jesus Christ is the Son of God and that He is the only way to obtain salvation – to get to heaven. Although we have done nothing to deserve His love and salvation, God wants to save us.

John 3:16 – “For God so loved the world, that he gave his only begotten Son, that whoever believes in Him should not perish, but have everlasting life.”

John 14:6 – “Jesus said to him, “I am the way, the truth, and the life. No one comes to the Father except through me.”

- **Confess**

Confess your sin and faith in Jesus Christ as Savior and Lord to others.

1 John 1:9 “If we confess our sins, He is faithful and just to forgive us our sins and to cleanse us from all unrighteousness.”

Romans 10:9-10 – “That if you confess with your mouth, “Jesus is Lord,” and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved”

- **Please Pray**

Lord Jesus, I am a sinner. But I believe that you died upon the cross for me. That you shed your precious blood for the forgiveness of my sin. And I believe that on the third day, you were raised from the dead, and went to Heaven to prepare a place for me. I accept you now as my Savior, my Lord, my God, my friend. Come into my heart, Lord Jesus, and set me free from my sin. And, because you are my Savior, Jesus, "I shall not die, but have everlasting life". Thank you Jesus!

Expected Student Outcomes

At First Baptist Academy, our goal is to equip students to become:

1. Passionate followers of Christ who
 - a. Exhibit a personal, growing relationship with Christ, fellowshiping and serving with other Christians in an evangelical church.
 - b. Profess that God is the Creator and Sustainer of the universe and His Word (the Bible) is the inerrant, infallible word of God.
 - c. Apply biblical principles to their daily lives through the counsel of the Holy Spirit, handling adversity and difficult circumstances by drawing on His power.
2. Discerning Thinkers who
 - a. Possess a Christian worldview, defend that worldview and articulate differences with other worldviews.
 - b. Apply a biblical evaluation to each academic discipline, various forms of literature, and all aspects of daily life.
 - c. Exhibit independent and cooperative work habits and skills.
 - d. Apply creative and critical thinking skills to each academic discipline, demonstrating academic competence for all levels of academic pursuits.
3. Faithful Caretakers who
 - a. Exhibit Christ-like character traits in personal relationships, service to others and personal integrity.
 - b. Identify his/her body as the temple of God, protecting mind and body
 - c. Select godly friends and accept godly counsel from God’s Word as the means of growing in wisdom.
 - d. Respect all life and cultural differences.
4. Good Citizens who
 - a. Exhibit love and support for our great country, appreciating our Christian and American heritage
 - b. Readily accept positions of leadership and influence.
 - c. Evidence respect and reverence to God and all authority.

5. Effective Communicators who
 - a. Create quality informative and persuasive writings, both formal and informal.
 - b. Speak with confidence and clarity before both large and small groups.
 - c. Defend their faith in all settings and witness to the lost through evangelism and apologetic training.

“Where there is no vision, the people perish: but he that keepeth the law, happy is he.” Proverbs 29:18

Parent/Student Handbook Review and Revision

While we do not anticipate a need to revise or change policies contained in the handbooks mid-year, we reserve the right to make revisions as necessary.

Philosophy of Education

The educational philosophy of First Baptist Academy is focused on a Kingdom Education model and is based on the Bible. The Bible is the authority for evaluation of truth, for determination of policies and curriculum, and is the basis of our faith. God commands that parents are responsible for the total education of their children and that they bring them up “in the nurture and admonition of the Lord.” (*Ephesians 6:4*) First Baptist Academy seeks to supplement, not supplant, this parental role and responsibility. The Christian school derives its authority from the parents and has been created to provide a traditional, Bible-centered philosophy of education to complement the Godly training received in the home.

It is the desire of First Baptist Academy to lead its students in their spiritual growth and academic preparation. We endeavor to instruct students by the revelation of God’s truth through the scriptures, by the integration of His Word in all curriculum, and by presenting every learning experience as a means to engage students toward their full potential in Christ. We are committed to the development of a discerning spirit in every student coupled with a Christian worldview as they acquire the wisdom to think biblically, defend their Christian beliefs and grow in their personal relationship with the Lord.

As God supplies, the School Committee and Administration are responsible for insuring that the facilities, personnel, materials and curriculum are provided. Our plan to provide this development is five-fold and is centered upon a spiritual base established under the leadership of the Holy Spirit.

- **First**, we strive to exhort each student to grow in their Christian maturity and wholeness in spirit, soul, mind and body. (*II Timothy 3:16-17*)
- **Second**, we strive to provide a challenging academic program of excellence, developing individual abilities and Christian commitment. “Study to show thyself approved unto God...” (*II Timothy 2:15*)
- **Third**, we will provide a program of physical maturation encouraging good habits of healthy growth and activity through careful supervision of recreation and by attention to instruction and health. “...your body is the temple of the Holy Spirit.” (*I Cor. 6:19-20*)
- **Fourth**, we encourage self-discipline, mature emotions, a creative mind, modesty, and a will submitted to the Lord which is necessary to develop the inner person whose model is the life of Christ. “Teach me to do thy will; for thou art my God.” (*Ps. 143:10*)
- **Fifth**, we strive to teach our American heritage, instilling in the minds and hearts of pupils a love for their country and a healthy regard for the people who gave their lives to make America great. (*Romans 13:1-7*)

The Academy, grades K5-8th, is an outreach ministry of First Baptist Church of Universal City. We teach a view of the world based on scripture that highlights the belief in a one-and-only living God, the father of our Lord and Savior, Jesus Christ. Students are also educated in core elemental subjects such as reading, writing, arithmetic, science and many other courses. As a Kingdom-Based educational institution we promote the view that knowledge in school subjects is to be used first to know God and establish a relationship with Him through His son, Jesus. We believe that all who receive by faith

the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.

Middle school students, grades 6th–8th, are at the crossroads of maturity. This is a critical time in the development of their view of self as well as their view of the world, God, family, key relationships and of authority figures in their life. We teach the importance of knowing and using Biblical principles to help them navigate through this significant time of change in their life. Most importantly, we teach the key to stability amidst change is a personal relationship with their creator and author of life, Jesus Christ.

The mission of our high school is to educate for time and eternity by presenting God's truth in all areas of education and character development and our purpose is to disciple young believers as they grow to Christian maturity. The Academy provides a ministry of Christian education excelling in the spiritual, academic, emotional and physical development of all of its students.

All high school students must have declared that Jesus Christ is their personal Lord and Savior and show evidence of a relationship with Him through involvement in a local church. The Academy seeks to educate these young believers in the knowledge of God's Word and its application to their daily lives. A desire to acquire the character traits of Christ, to develop a servant's heart and to persevere in the face of trial are the goals set forth for each student. Where the mind transforms the lives of students through knowledge, the Holy Spirit transforms their character. We consider First Baptist Academy a tool by which the Lord can transform our high school students into dedicated followers of Christ.

Position Statement of Biblical Beliefs

Enrollment is non-denominational; therefore, students may come from homes with a wide range of Christian experiences and church involvement. There may be some teachings that are taught at First Baptist Academy which are not universally accepted by all Christians. These teachings are set forth from scriptural interpretations of First Baptist Church of Universal City.

We interpret Scripture to teach CREATION over evolution. Students in our school are taught that God created the earth. We do not believe this contradicts scientific evidence; it does, however, contradict present-day scientific dogma and theories. Without attempting to demonstrate how evolution could have produced anything, and without any demonstration that evolutionary process can create life, evolutionists ask us to believe this is how we came into existence. Scripture, however, declares that "God created the heavens and the earth" (**Genesis 1:1**), that "it is He that has made us" (**Psalms 100:3**), and that men resist this truth because they choose to harden their hearts to God, refuse to give Him glory, and profess themselves to be wise even as they are becoming fools (**Romans 1:19-25**)! Evolution is another attempt of men to resist God and to offer an alternative to creation so that they can believe that they will not have to give an account someday to God. If no one created us, then no one can judge us. But if God created us, then He can, as scripture teaches, judge us. The real issue of creationism is not science, but acknowledging that we will all have to stand someday before God to be judged!

We interpret Scripture to be PRO-LIFE. We believe the Bible teaches the sanctity of human life even in the womb. **Psalms 139:13, 14** describes the forming of the psalmist David while still in the womb. Jeremiah is described as being known and consecrated by God before his birth (**Jeremiah 1:15**). John the Baptist is described as being filled with the Holy Spirit while in the womb and even experiencing joy (**Luke 1:15, 44**). These verses testify to the humanity and individuality of these men before their birth. These verses also reflect the care of God in forming these individuals while in the womb.

We interpret Scripture to approve of sexual relationships ONLY IN A MARRIAGE between a male and a female. We teach the scriptural practice of sexual abstinence until marriage. Sexual activity outside of marriage is consistently

denounced in scripture, whether it be after a person has been married (adultery: **Exodus 20; 14, Galatians 5:19**) or before a person marries (fornication: **Galatians 5:19, I Corinthians 6:18**). Homosexuality is likewise denounced and is called an abomination to God (**Leviticus 18:22, Romans 1:27**). We do not support any alternate view on sexuality and gender identification that opposes the Biblical standard.

First Baptist Academy expects students to maintain high standards of moral purity and remain accountable to their parents or guardians. Married students are classified by law as adults and are no longer subject to the will of their parents. FBA educates only students who are responsible to parents or guardians. Married students will not be enrolled and enrollment will be terminated should a student get married while attending FBA.

Cohabitation is an unacceptable lifestyle. A student living under such conditions will neither be accepted for enrollment, nor be permitted to continue attending FBA. If a young lady becomes pregnant while a student at FBA, her enrollment will be terminated. If a young man is responsible for a pregnancy while a student of FBA, his enrollment will be terminated. As demonstrated in **Matthew 6:14, 15** and **Matthew 18:35**, forgiveness is a pillar of Christianity. Therefore, FBA will pray for and forgive these students; yet, their actions must not be condoned. In addition, FBA will not accept students who have children.

Prohibiting students from attending FBA is not inconsistent with the Christian value of forgiveness. We will continue to love the students and through the church support them in raising the child under the guidance of the Lord. We must, however, recognize there are unmistakable consequences to sin. (**John 8:33-35**) One of the consequences of this immoral behavior is that the student(s) must find another track for their education. There is a very fine line between tolerance through forgiving and acceptance as a norm. Upper classmen serve as examples to lower classmen, therefore we must hold each student to high moral and Christian standards. Under these conditions the ramifications increase due to the influence upon students half their age who hold the older student in esteem.

We interpret Scripture to be in opposition to that form of teaching that may be called New Age. By 'New Age' we mean any teachings that instruct people to obtain special revelations, insights or knowledge through the use of spirits, séances, horoscopes, Ouija boards, prisms, crystal balls, metaphysical techniques, imaging, and other similar means. Most of these techniques are built upon the premise that one can release hidden innate powers, become one with the universe, and become like unto God. The Bible however speaks strongly against seeking such special knowledge and practicing any form of divination (**Leviticus 19:31**). Christians are warned to be aware of deceiving spirits and philosophies (**Colossians 2:8, I John 4:1**) and not to add to the teachings of scripture (**Revelation 22:18-19**). Seeking knowledge apart from God's grace and God's ordained means is characteristic of false prophets and deceiving philosophies. The primary issue is not a new teaching, but whether we humble ourselves to God and obey His word or whether we decide that we can be like God, deciding for ourselves what is good and what is evil.

Many styles of fashion are clearly a result of the liberal influence of today's secular society. FBA students will glorify God by dressing modestly both in their attire and hair grooming on and off campus. Christian bodies are a temple wherein the Holy Spirit dwells; therefore, no tattoos or body piercing except those described under 'student dress code' should adorn a student's body nor will students be permitted to wear any jewelry which supports 'new age' practices.

We interpret Scripture to be in opposition to the use of illegal substances. Students are not to consume or use any illegal substances such as alcohol, narcotics, or body/mind enhancing drugs. Any student discovered using these substances on or off campus will be expelled. Christians are to respect their bodies as the temple of the Holy Spirit. (**I Corinthians 6:19-20**)

*“Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” **Philippians 4:8***

Statement of Faith- FBA

We believe in the Scriptures of the Old and New Testaments inspired by God and inerrant in the original writing and that they are of supreme and final authority in faith and life. **Deuteronomy 4:1-2; Psalms 19:7-10; Isaiah 34:16; 40:8; Matthew 5:17-17; Luke 21:33; Hebrews 1:1-2; 1 Peter 1:25**

We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. **Genesis 1:1; Exodus 20:1-6; John 10:30**

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. **Isaiah 7:14; Matthew 1:18**

We believe that man was created in the image of God; that he sinned, and thereby incurred, not only physical death, but also spiritual death which is separation from God; and that all beings are born with a sinful nature. **Genesis 1:26-30; 3; Romans 3:23**

We believe the Biblical teaching that man was created by a direct act of God and not from a previously existing form of life, and that all men are descended from the historical Adam and Eve, first parents of the entire human race. **Genesis 1:26-30; Psalm 8:3-5; Acts 17:26-30**

We believe that the Lord Jesus Christ died for our sins, according to the scriptures, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the grounds of His shed blood. **Genesis 3:15; Matthew 26:28; Romans 5:8; 1 Corinthians 15:3**

We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High priest and Advocate. **Acts 4:33; Romans 6:5; 2 Corinthians 5:15; 1 John 2:11**

We believe in the “blessed hope”—the personal and imminent return of our Lord and Savior, Jesus Christ. **Acts 1:11; Revelation 19:11-16**

We believe that all who receives the Lord Jesus Christ by faith are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him. **Romans 10:9; 1 John 5:13**

We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost. **John 3:36; Romans 5:21; 2 Corinthians 5:1; Titus 1:2**

Preschool and Childcare (ELS/SOS) Departments

The Preschool and ELS/SOS programs are exempt from state licensing and oversight and is accredited/monitored by the Association of Christian Schools International. We are committed to ongoing self-monitoring for compliance.

Philosophy of Early Education

It is the desire of First Baptist Academy to provide young children with age-appropriate opportunities to develop a love of learning and a strong spiritual foundation. We are a traditional school with a balance of conventional instruction and hands-on applications from learning centers.

Hours & Days of Operation

Preschool Hours and Days of Operation

Preschool class times are 8:15-12:00 (Half day) and 8:15-3:30 (Full day)

- K4 and 5 day 3's: Monday through Friday
- 3 day 3's: Tuesday, Wednesday, Thursday (half day only)

See school calendar on our website for holidays

ELS & SOS Hours and Days of Operation

The ELS and SOS programs are available from 6:30 a.m. until 6:00 p.m., Monday through Friday.

See school calendar on our website for actual dates and holidays.

Admissions

First Baptist Academy accepts students entering Pre-Kindergarten through twelfth grade, upon completion of registration requirements and availability based upon student numbers. These requirements may include readiness and/or achievement tests, a review of the student's previous records, and providing evidence that the parents/guardians share in the goals of the school based upon its philosophy and purpose.

Students who have had a serious discipline problem, have been suspended, or expelled from school will only be accepted for admission when administration has validated the problem was an isolated incident and when they are confident the student shows no sign of future repeated behavior. If later, a student is discovered to have any serious behavioral problems, he/she will be dismissed with financial reimbursements. All new students are given a probationary period to adjust to the Academy.

Disability Statement

First Baptist Academy is an outreach ministry and an auxiliary of First Baptist Church of Universal City. As such, it is exempt from the requirements imposed by the Americans with Disability Act. The Public Accommodations Title exempts religious organizations from coverage under that section of the Act. Furthermore, First Baptist Academy does not accept any federal financial aid or assistance. Since First Baptist Academy is not a recipient of federal financial aid or assistance, it is not covered under the Rehabilitation Act of 1973, which could require the Academy to provide for disabled students. First Baptist Academy regrets that it cannot accommodate students with disabilities. These students are precious in God's sight and need a school wherein they will receive all that they need.

Meet the following admission requirements:

3's / K4 Admission Requirements

- Three year olds must be three before September 1st and completely toilet trained. Students entering our 3 year old program must be 3 years old by the start date of the school in August. If your child is not 3 by the first day of school but turns 3 by September 1st, you may enroll but not start until their birthday. Our exemption from state licensing requires that a student under the age of 3 not begin school until their 3rd birthday.
- Four year olds (to enter our K4 program) must be four before September 1st.
- Parents must present a valid birth certificate and current shot record for verification.
- All students must be completely potty trained. (If a student has three potty accidents in a week, they are not considered to be potty trained, and will be dismissed.). Pull-ups are not allowed.

Registration — A student is not officially enrolled until requirements stated below have been met.

The following forms must be completed and received by the school office:

- Signed Criteria for Admission with non-refundable enrollment fee
- Birth certificate
- Application packet, enrollment and school supply fee
- Questionnaire
- Tuition and Fees Schedule/Financial Agreement
- Medical and Emergency Information

Special Needs:

As a ministry of First Baptist Church, the Academy is exempt from the requirements imposed by the Americans with Disability Act. The Academy regrets that it cannot accommodate physically disabled students. These students are precious in God's sight and need a school wherein they will receive all that they need.

Due to the size and limitations of our school facilities and equipment, the Academy is unable to provide a modified classroom setting and individual supervision for students with special physical needs. Example: deaf students, students in wheelchairs, students with immune deficiency diseases.

The Academy does not offer programs during the school day for students with special needs, academically or emotionally, which would require individual supervision and the teacher to depart from the regular curriculum and/or structured programs.

If a student is taking any medication for behavior modification, explanation must be given.

Academics

The curriculum at FBA has been developed over many years to include a set body of knowledge to be taught at each grade level. In addition to the academic concepts, Bible Truths, worldview, and apologetics are included as appropriate at each grade level. No one textbook incorporates all concepts that are to be taught in each discipline. Child Evangelism Fellowship, Zoo-phonics, Handwriting without Tears, and Get Set for School are used to support the FBA Preschool curriculum.

Student Goals

First Baptist Academy offers a challenging curriculum in a structured environment. It is not designed to be a daycare.

- Build a Spiritual Foundation
- Advance Social Development
- Build General Reading Readiness Skills -Alphabet & Phonetic Sounds
- Introduce Numbers, Colors, Shapes
- Promote Health and Safety
- Participate in Music activities
- Develop Large and Fine Motor Skills

Preschool students will be evaluated in the Fall and in the Spring as to what they have learned throughout the school year.

Bible

Students study Bible stories, characters, and principles based on God’s Word and not on church doctrine. Memory verses are memorized as part of Bible study. Weekly chapel enhances the Bible curriculum.

Character Development (Preschool)

One character trait will be introduced to Preschool students each month, building Christ-like character in our students.

Preschool Character Traits

SEPTEMBER	OBEY-Do what I am told the first time, with a happy spirit.	“Children, obey your parents” Eph. 6:1
OCTOBER	LISTEN-Hear what others have to say.	“Everyone should be quick to listen.” James 1:19
NOVEMBER	THANKFUL-To be grateful and say so.	“Give thanks to the Lord for He is good.” Ps. 136:1
DECEMBER	JOY- Being happy inside and outside.	“Jesus was born in Bethlehem.” Matt. 2:1
JANUARY	GOOD CHOICES – Pleasing God with the choices I make.	“Do what is right and good in the Lord’s sight.” Deut. 6:18
FEBRUARY	KINDNESS – Show God’s love to others.	“Be ye kind one to another.” Eph. 4:32
MARCH	HONESTY – Truthful words and ways	“You should do that which is honest.” 2 Cor. 13:7
APRIL	FAITH – Believing God will do what He says He will do.	“God keeps His promises.” 1 Kings 8:56
MAY	PATIENCE – Waiting with a happy spirit.	“Follow after patience.” 1 Timothy 6:11

Chapel

Students experience a time of worship through music and message once a week. Administration, teachers, guest speakers, and occasionally students present Chapel messages. 3 year old classes will begin attending chapel in January.

Music

Curriculum includes music literacy skills and music repertoire to build aptitude in singing, movement, and instruction in rhythm/beat/sound.

Library

Students attend library classes each week where they learn skills necessary for resource learning as well as reading for enjoyment.

Preschool School Supplies

- Parents will pay of supply fee to cover the cost for the needed supplies. The school will purchase the supplies.
- Each student is required to have a backpack. No rolling backpacks. It must be large enough to hold the Daily folder without folding it.
- Each student will need a paint smock (an old shirt will do). It will be kept at school.
- A change of clothes is also required. Students will need warmer clothes for winter months, and cooler ones for the spring. **Be sure clothing is labeled with student's name.**
- NO toys may be brought to school from home, except on show and tell days. Students staying for naptime may bring a stuffed animal "sleeping buddy" to school that must remain in their "nap cubby" until nap time.
- Full Day Preschool & SOS Supplies: These items are required if you child is in our full day preschool program, or SOS:
 - **Waterproof mat** (size 1"x19"x45") for nap time with small blanket, small pillow, and a small stuffed animal. Because of storage space, mats larger than the required size will not be allowed.
 - **OR Roll up mat with pillow and blanket attached**
 - Nap items will be sent home every Friday for cleaning.

Please remember to label all of your student's belongings.

Preschool Naptime

It is a state requirement that Preschool children have nap time each day. Nap time is scheduled each day from 12:30-2:30. Children are not required to sleep; however, they are required to lay quietly on their mats and not disrupt the students who are sleeping for at least one hour. After an hour, students who are awake will be given a quiet activity to do while the other students sleep.

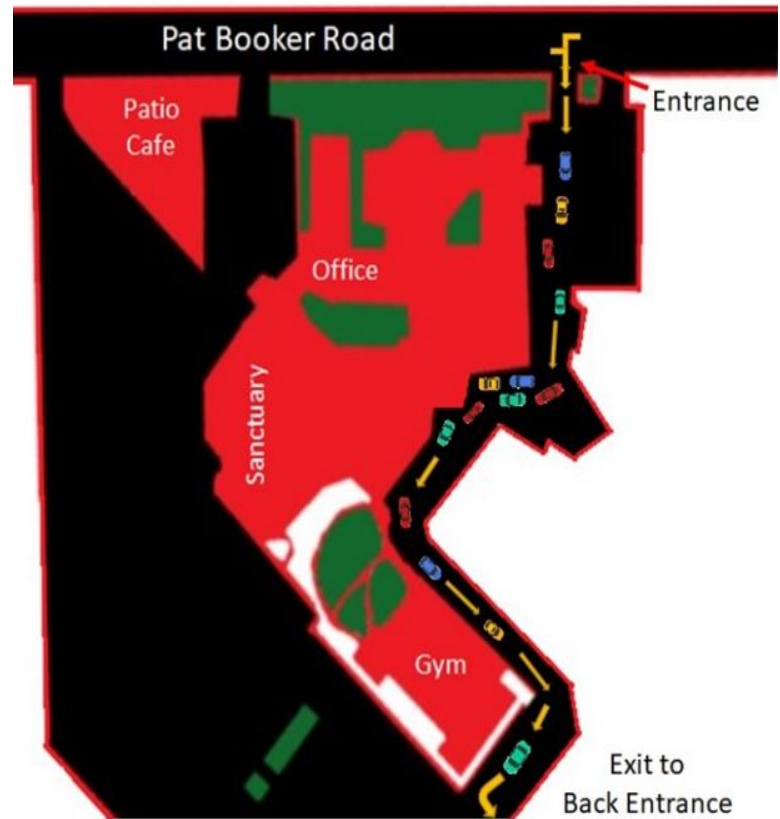
Drop Off and Pick Up Procedures

Preschool Drop Off

- Carpool unloads at 8:15-8:30 a.m.
- You will enter the school on the side closest to Auto Zone, drive past the small fenced in preschool playground, and form 2 lines under the portico of the three story building.
- Please remain in your vehicle until a staff member comes to take your child to class. Students will be taken from the car by the hand and walked to their class.

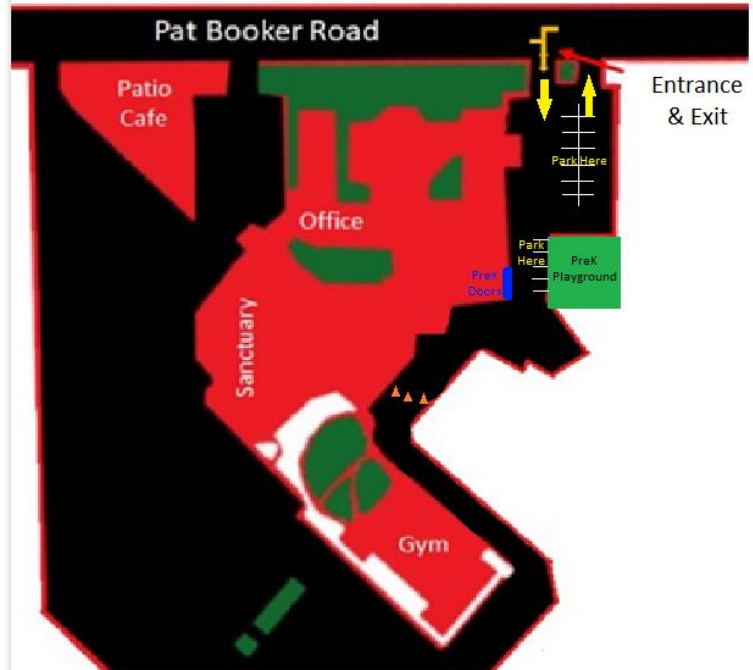
Preschool Pick Up

- Carpool placards with all applicable student names will be hung from the rearview mirror or placed on the center of the dashboard for easy viewing.
Note: Students will only be dismissed to cars in the carline, not by walk-up.
- Display all last name placards if you are providing carpool for students from other families.
- **Full day dismissal (at 3:30):** Faculty members will bring students out to the vehicles starting at 3:30 pm (full day). This is the most efficient way to expedite dismissal from classes.
- Texas state car seat rules apply – all students must be in a booster or car seat.
- Any student who is not picked up by 12:15 or 3:50 will be escorted to the ELS Reception Desk where parents/guardians will be called, and students will be sent to ELS. A Late Pick-Up Fee will be charged.
- Parents may not wait in the foyer to pick up their child. They must all be in the carpool line. Exception: Ladies attending the FBC Wednesday morning Bible Study may wait in the foyer to pick up their child.
- Teachers will make sure each child is properly restrained in the vehicle before leaving school property.
- Teachers will **never** release a child to anyone whose name is not designated on the child's transportation list



- Early Pickup – Students are to be signed out at the ELS Reception Desk. Teachers must collect a ‘sign-out’ slip prior to releasing the child.
- **Half day dismissal (at 12:00):** Parents will park by the preschool playground/church office parking lot and walk to the doors across from the preschool playground to pick up their children at 12:00. Parents will exit on Pat Booker Rd.

The child safety seat or vehicle safety belt mechanisms must be in proper working order. If the lap belt and shoulder harness do not fit properly, a booster/child safety seat must be used. As per State law, children younger than 8 years old or less than 57 inches tall must be restrained in a safety belt. Academy staff are not permitted to buckle a student into a vehicle without the minimum standard requirement being met by the driver of that vehicle. Should the car not meet the standards, the driver must strap the child in themselves and assume full responsibility.



ELS/SOS Drop Off

Students are not permitted to enter the building alone. An adult is required to sign students **in** each day. Each adult who will pick up and/or drop-off will be issued their own individual ID card. When dropping off, the adult must scan their ID card to sign the student in. Students will not be allowed to sign themselves in.

ELS/SOS Pick Up

Students are not permitted to leave the building alone. An adult is required to sign students **out** each day using their own individual ID card. Students will not be allowed to sign themselves out. Persons picking up may be asked to show picture identification prior to students being released.

Behavioral Guidelines

Discipline Basics

Discipline means to train or develop by instruction, to mold, to perfect. A student must have a submissive heart in order to cultivate an inner self-discipline which will result in his/her emotional, physical, social, academic and spiritual well-being.

We believe that the heart of character development is obedience with a submissive heart which will eventually cultivate an inner self-discipline. This is fostered in students based on respect and reverence to God and all authority with the teacher being the authority in the classroom.

Under the loving authority of a classroom teacher and the administration, every student is expected to grow in the areas of attentiveness, respectfulness, responsibility, self-control, and work habits.

Roots of Discipline

Student behavior should be such that it is acceptable to God. The growth of God's Spirit should be evident to both staff and fellow students. The fruit of God's Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. To grow such fruit, children need good soil. Home is the soil in which a child begins to grow.

FBA recognizes the fact that parents/guardians have the primary responsibility to train a child for life's requirements. We believe our role in providing a Christian environment with Godly teachers can help students build a strong root structure for their faith. Students enrolled at FBA will learn they are made in the image of a loving God who wants them to grow in Christ-like character. The Academy works with each family to build a foundation of spiritual and moral values as well as teaching core skills.

A Christian academy is not a substitute for the home or church. In fact, the child who benefits most from attending a Christian academy is the one whose parents/guardians teach and practice God's ways at home and make sure their family is involved in a Bible-teaching church. In no way can the school carry out spiritual or academic training effectively without wholehearted support from home.

"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." **1 Timothy 4:12**

Discipline Communication

Demerits are posted in Praxi with parent notification placed in the student's Daily Folder or Assignment Pad.

Discipline Standards

Teachers use class management skills to provide an environment conducive to learning and growing such that each student may acquire the tools needed for academic and character development. Re-direction, warnings and other character training occurs prior to a demerit being received. When a student has difficulties following class and school rules and procedures, a demerit will be issued. Per the structure below, students receive consequences based upon type and accumulation of demerits.

Areas of Offense

First Baptist Academy uses a positive approach to discipline. Guiding, molding, redirecting, and warning comes before demerits are received. A total list of offenses is impractical, but those listed below are points of emphasis at FBA.

Attentiveness

- Not participating in class activity or paying attention to lesson
- Not completing assignments
- Off task
- Being disruptive during lessons

Behavior

- Throwing objects indoors, playing with irrelevant objects, chewing gum, etc.
- Talking out without recognition, interrupting the teacher or a class discussion.
- Not following directions
- Disruptions of school activities or disorderly conduct.
- Being in an unauthorized area or building on campus.
- Inappropriate use of internet or other electronic media.

- Lack of self-control.
- Intention rudeness or meanness to another student.

Conduct:

- Use of profanity, obscene, vulgar or suggestive language or gestures.
- Lying or stealing.
- Throwing a temper tantrum*
- Deliberate disobedience and/or any physical or verbal disrespect (talking back) to an adult.
- Bullying, fighting, threatening or harassing another student, physically or verbally. Bullying: repeated aggressive physical or verbal behavior towards a weaker student, which harms, hurts or humiliates.
- Physically hurting or harming another child intentionally.
- Disrespectful to an adult.
- Tampering with school or church equipment or property, or destroying property in any manner.
- Possession of weapons (knives or other harmful objects).
- Possession of drugs or smoking paraphernalia.
- Temper Tantrum. Temper tantrums can be grounds for immediate dismissal. Should a student throw a temper tantrum (throwing self on floor, kicking, screaming, throwing things, shouting loudly, or refusing to come under control), parents will be contacted to pick the student up from school, and the student can be dismissed immediately.

ELS and SOS Behavioral Guidelines

The same behavioral guidelines are followed throughout the entire day, including ELS hours. See your child’s grade level handbook for details.

Expulsion

If the academy finds it necessary to dismiss a student, several procedures will occur.

- Communication will be sent to the parent/guardian describing the problem(s).
- A conference will take place among the parents/guardians, the administration, and possibly the teacher.

If the ELS/SOS program finds it necessary to dismiss a student, several procedures will occur.

- Communication will be sent to the parent/guardian describing the problem(s).
- A conference will take place between the parents/guardians, the Director, and possibly the teacher.
- The parents/guardians will receive a letter from the administration.

Conferences

If a conference with a teacher or Director is desired at any time, it may be requested through the teacher or Director. Please **do not** expect a “drop in” conference. Teachers are not able to hold a conference with you when you are dropping off or picking up your child. The responsibilities of the teacher at that time are to supervise the students. If you need a conference with the teacher, please request one to be scheduled.

Harassment

The academy is committed to maintaining an academic environment in which all individuals treat each other with dignity, free from all forms of intimidation, exploitation, and harassment (including sexual harassment). The academy will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment is not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, national origin or sex. It includes but is not limited to:

- Verbal Harassment: Derogatory comments and jokes/threatening words.
- Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or intimidating interference with normal work or movements.
- Visual Harassment: Derogatory, demeaning/inflammatory poster, cartoon, written words, drawings, gestures or computer images.
- Sexual Harassment: Unwelcome sexual advances or physical conduct of a sexual nature when any or all of the following occurs:
 1. Submission to such conduct is made explicitly or implicitly a term or condition of a faculty/staff/student member's status or progress.
 2. Submission/rejection of such conduct by faculty/staff/student is used as the basis of status/progress.
 3. Conduct that creates an intimidating, hostile or offensive environment.

First Baptist Academy strives for academic excellence and spiritual character building. In order that each student develop in academically and spiritually, parents/guardians and teachers MUST be cautious and not fall into the current trend toward mediocrity and sub-level performance and behavior. We encourage our families to “hang tough” against worldly pressures and to stand firm with their students, equipping them well for the future. This takes much time, effort, and consistency for parents/guardians and teachers, but we know your student is worth every moment.

Dress and Personal Appearance Code

Pre-K3/4, Extended Learning Session (ELS), Hang Time, and Sounds of Summer (SOS) programs

Pre-K3/4 and SOS students are not required to wear school uniforms. It is important for students to wear clean, comfortable, and modest clothing that is weather appropriate and suitable for their learning environment. The following information is provided to help parents/guardians and staff maintain a healthy and safe learning environment that reflects FBA's Kingdom Education vision.

General Guidance

- FBA students participating in ELS or Hang Time must wear their school uniforms and abide by all school uniform policies during the traditional school year schedule.
- **SOS** Students are expected to dress in a neat, well-groomed and modest fashion.
- Shirts with spaghetti straps, halter tops, short tops where the abdomen shows (midriff /crop top) are not allowed.
- Shorts must be no shorter than mid-thigh. *Please see photo examples for minimum length.



- Girls may wear modest skirts/dresses with underdress shorts that do not extend below the hemline. These underdress shorts are especially important in maintaining modesty while the children are playing.
- Optional footed tights or leggings may be worn with the skirt/dress. Leggings will not be worn as an outer garment.
- T-shirts or patches with controversial references or inappropriate images are not permitted.
- Non-marking tennis shoes, with socks, will be worn during activities. Boots, sandals, flip-flops and Crocs-style shoes are not allowed.
- Students may bring sandals/flip-flops to change into for Splash Day. Students may wear other types of shoes/boots on special "Spirit" dress-up days like Western Day. Students with medical waivers will be allowed to wear prescribed types of shoes as recommended by their doctors. Waivers should be provided to the school nurse or the Director.

	<ul style="list-style-type: none"> • Modest one-piece swimsuits/tankinis for girls and swim trunks for boys may be worn on Splash Days. If there is any doubt concerning the modesty of the girl’s swimsuit, please send a t-shirt to be worn over suit. • K5 – 7th Grade students may wear PE clothes or school approved spirit wear on Parent Conference Days. • Holiday dress code (when ELS is open and there is no school): students may wear comfortable, modest clothes (ex: school approved spirit wear or something similar). Non-marking tennis shoes and socks only. • Students are expected to use the restroom facilities without the aid of a faculty member. Remember, it is difficult for early education children to unbuckle belts, overall straps and other unique styles of clothing fasteners so please plan to dress your student in clothing that is easy to manage during restroom breaks. • Students are not permitted to wear pull-ups. They must be completely toilet trained and wearing regular underwear. • Preschool students must have a change of clothing stored at school in case of accidents. Please have these items clearly marked with the child’s first and last name. ELS students will have two sets of clothes stored at school. • FBA is not responsible for lost or damaged clothing, backpacks, or personal items. We recommend student’s items be marked with their first and last name on the inside of the garment for identification purposes.
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Outside Recess

	<ul style="list-style-type: none"> • Please send your student to school with attire that is appropriate for outside play. Their clothing should provide protection from cold/hot temperatures as children will participate in recess as long as the wind chill factor remains above 32°F and the heat index does not exceed 100°F. Outside recess will not be conducted if the playgrounds are wet or if it’s raining. • Please contact the teacher and school nurse if your child has asthma or other health conditions which would limit your student's participation in outside recess. FBA monitors several weather stations for updates on weather conditions throughout the school day.
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SOS Field Trips

	<ul style="list-style-type: none"> • Students will be required to wear an SOS t-shirt on field trip days (1st-8th grades only). T-shirts can be purchased at the SOS desk. Special instructions regarding appropriate clothing for unique field trips will be sent to parents/guardians in advance.
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Hair and Grooming Standards

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| | <ul style="list-style-type: none">• SOS Boy's hair must be a natural color, kept clean, neat, above the neckline and well groomed. Faddish hairstyles are discouraged (i.e. tails, buns, spikes, weaves longer than 2 ½ inches in length/bulk, mohawks, fauxhawks, mullets, designs cut into hair with the exception of 1 straight line on either side of the head to distinguish a natural part, etc.)• PreK-3/4 Boy's hair must be a natural color, kept clean, neat, and well groomed. Hair will not touch the eyebrows or cover the eyes or face. It will not extend past the middle of the ear on the sides and will not be longer than the bottom of the shirt collar or top of the t-shirt collar in the back. Hair will be no thicker than 2 ½ inches in bulk/thickness at any point. Hair styles should not be distracting in the educational environment. For this reason, faddish hairstyles and styles that require excessive amounts of gels/styling aids are not permitted (i.e. tails, buns, spikes, weaves longer than 2 ½ inches in length/bulk, mohawks, |
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fauxhawks, mullets, hair extensions, designs cut into hair with the exception of 1 straight line on either side of the head to distinguish a natural part, etc.) *See examples and photos of some styles that fit within these guidelines and some that are not in compliance.

- Acceptable examples:



- Unacceptable examples:



- Girl's hair must be kept clean, neat and well groomed. Hair must be a natural color and the maximum length of the hair, **when styled**, cannot extend beyond the tailbone in the back and cannot cover the eyes or face. Hair extensions may be worn as long as they match the hair color and are within the maximum length requirement when styled. Hair styles should not be distracting in the educational environment. For this reason, faddish hairstyles and styles that require excessive amounts of gels/styling aids are not permitted (i.e. designs cut into the hairline, extremely short, shaved sides, or fades that resemble short male styles.) *See Examples



● Acceptable Examples:



● Unacceptable Examples: (example #5 has pink highlights/#6 hair hangs in front of the eyes)



* **Exceptions:** Wigs, unique styles and optional hair devices or styles may be permitted for medical or religious reasons. These will be reviewed and approved by the administration team on a case-by-case basis.

Hair Items

- Boys will not wear items in their hair. ***See Note**
 - Girls may wear small, simple bows, barrettes, clips, or unadorned (plain) headbands that are not distracting. ***See Note**
- * **Note:** Bandannas, ornamentation and scarves are not permitted except on Spirit Days, Rallies, or other designated theme days with the approval of administration team.

Tattoos

- Body tattoos/body art is prohibited. Semi-permanent transfers may be permitted on Spirit Days, Rallies, or other designated theme days with the approval of the administration team.

Piercings

- Girls are allowed to wear one set of small earrings, no larger than the size of a nickel, in the lobe of the ear. ***See Note**
 - Boys are not allowed to wear earrings of any kind. ***See Note**
 - Ear gauging, nose, tongue, body, and lip piercings are not permitted. Simply covering the piercing with a band aid or wearing a clear device is not allowed as an alternative to removal of the jewelry.
- ***Note:** Students may wear additional jewelry items on Spirit Days, Rallies, or other designated theme days as part of their costume, as long as, the jewelry does not distract from the academic environment.

Jewelry

- One small gold or silver neck chain, bracelet, ring, and a watch is acceptable. Students will be required to remove any jewelry that does not conform to this dress code. ***See Note**

	<p>* Note: Students may wear additional jewelry items on Spirit Days, Rallies, or other designated theme days as part of their costume as long as they do not distract from the academic environment.</p> <p>*Note: Smartwatches must be in “Airplane” mode during the school day.</p>
Makeup	<ul style="list-style-type: none"> • Makeup is not allowed. • Girls are allowed to wear nail polish in any color. • Boys may not wear nail polish.
Backpacks	
	<ul style="list-style-type: none"> • Backpacks are important tools for transporting books and materials to/from school and class. Backpacks should be large enough to allow for “Red Folders” in Pre-K and to carry a reasonable amount of items on campus. • Oversized backpacks and camping-style backpacks and roller-bags are not authorized as they do not fit into bins. *See Exception • Small individual accessories may be clipped to/pinned on bags as long as they remain on the bag during the school day. • * Exception: Roller-bags may be used if the student has submitted an approved medical waiver that prohibits lifting/carrying to the school nurse.

Health & Wellness

Breakfast

We **do not** serve breakfast.

- Preschool students need to finish their breakfast before coming to school.
- ELS and SOS students may bring your child a breakfast from home. Breakfast may be eaten **only** between 6:30 a.m. and 7:30 a.m.
- We are not able to store uneaten food in the fridge, so please be sure to bring only what they are able to eat and drink.

Snacks

A snack and water will be served to all students. You may bring a snack from home **ONLY** if your child has food allergies, and it has been approved by a Director.

Lunch

- Students have the opportunity to purchase a hot lunch. Parents must put money on their child’s lunch account prior to a student ordering lunch. All lunch orders must be made by 9:00 a.m. If a hot lunch is ordered by a student and the student does not eat it, the lunch **must be paid for**, regardless of the reason. Lunch is held from 11:50 a.m. until 12:30 p.m.
- Students may bring a sack lunch, but must include plastic utensils if needed. We will neither warm nor refrigerate lunches. Students **may not** purchase or bring soft drinks. The Academy also requests that parents/guardians avoid excessive sweets in student lunches.

Promotion of Indoor & Outdoor Physical Activity

FBA believes strongly and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Preschool age children will participate a minimum of 30 minutes of moderate to vigorous active play each morning. If your child stays in our ELS program after school they will participate in an additional 60 minutes. School age children in our ELS after school program will participate a minimum of 30 minutes of moderate to vigorous active play each day. On days where there is ELS all day, and during SOS, all students will participate a minimum of 90 minutes of moderate to vigorous active play each day.

FBA will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping. Some activities will be teacher-led activities or games.

Active play will take place outside, on the playground, in the gym, and in the classrooms. Location varies due to weather and schedules. Please be sure to send your child to school with the appropriate attire for outside play in every season. Children go out for recess as long as the wind chill factor is above 32 degrees, and the heat index is lower than 100 degrees. When weather prohibits outdoor play, physical activities will occur in the classroom or in the gym.

Medical Services

Students who become ill or hurt at the Academy are assessed by the Director, Assistant Director, and/or the school nurse. If a student is in much discomfort, the parent/guardian will be contacted and requested to come for the student. Everything possible will be done for the student's comfort and welfare. In the event a student suffers a head injury, every effort will be made to notify the student's parent/guardian immediately. Should a student require medical attention following an illness or injury, a written authorization from a physician is required before returning to school. Students who are sent home are not permitted to return to school the same day.

In the event of small superficial abrasions and minor cuts, injuries will be cleansed and bandaged. First aid supplies are administered by school personnel only. Please note: Academy personnel will not perform any function which requires an invasive procedure (e.g., remove splinter embedded under skin, remove foreign object in ear canal or nasal passage, etc.)

The Director and/or nurse will evaluate student's medical complaints as well as:

- Keep a daily account of student's visits to the infirmary

- Contact parents of student with frequent need of nurse's attention
- Provide medication permission forms
- Provide general health information

Medical Forms

Every student is required by state law to have a completed medical form on file each year. This information is kept at the Academy and provides the necessary health history of each student plus emergency information.

Insect Repellent

The Academy will supply insect repellent to be applied to the students when the insects are active. Parents will sign a permission slip for their child prior to the first day of school.

Immunization Records

All students enrolled are required by the Texas Department of Health and Human Services to be immunized according to the Texas State Vaccine Requirements. The immunization record must be current. A validated copy is required in each student's file. Updates to records must be provided to the Academy each time a student receives an immunization. Failure to provide required documentation prior to the student's first day of class will prohibit the student from attending class.

Emergency Medical Attention

All students must have an annual authorization for emergency medical attention signed by a parent/guardian on file in the office. Families must keep the Academy apprised of current addresses and telephone numbers. This includes all emergency information, even if it is ONLY temporary. If you do not wish for your home telephone number to be published, you must notify the school office.

Injury and Transport Policy

In the event of an injury/illness that needs immediate/emergency medical attention, this procedure is followed:

- Call to 911
- Parents notified by phone. If parents are not available, a decision by the emergency personnel prevails.
- Student is transported to the nearest medical facility accompanied by a member of the FBA administration.

Insurance

The Academy does carry insurance for all student injuries. Insurance is carried through the Association of Christian Schools International.

Communicable Diseases

Parents/Guardians are requested to notify the Academy as soon as a student has been diagnosed with a communicable disease (chicken pox, mumps, influenza, lice, pink eye, etc.). The administration will notify families of the Academy when necessary. If a student has been diagnosed with a communicable disease, he/she may not return to school until medical evaluation determines the student is no longer contagious.

If a student has a fever (100.4 F), he/she is considered infectious and may not return to school until **fever free over 24 hours (without the help of medication)**. Providing your student with acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) only masks the symptoms/temperature. **It does not make the student less contagious.**

Medications

Medications will not be administered by Academy personnel without written orders by a physician or parent/guardian. Prescription medications must be in original containers with a current date and physician's directions for use. When having a prescription filled at your pharmacy, please ask for a "school bottle." The pharmacy will provide this free of charge. Parents/Guardians are required to complete an authorization form prior to any medication being administered. Students are not permitted to self-medicate unless written orders are provided by a physician. The Academy does not provide cough drops, cough medicine, throat sprays, lozenges, antihistamines, or decongestants. Students are permitted to bring cough drops or lozenges to their teachers for administration. Students may not keep these items in their possession. Acetaminophen is never given while at the Academy.

Drug Free Policy

<p>FBA adamantly opposes the possession, use, abuse, sharing, distribution and sale of drugs or any substance represented to be a drug (legal or illegal), drug paraphernalia or alcohol by students on campus or off. The administration reserves the right to require the testing of a student at any time using any available method of drug testing (i.e., urine test etc.). Parents will be responsible for the cost of any testing. The purpose of FBA's drug screening program is to ensure that the school is a safe learning environment.</p>
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Vision and Hearing Screening

Vision and Hearing Screening is available during the fall for K4 students. Students entering the Academy after screening has taken place must be screened elsewhere. Any student who does not pass vision or hearing screening and is referred for further screening must provide documentation of follow-up care as required by the Texas Department of Public Health. Failure to provide required documentation will prohibit a student from attending class.

Suspected Child Abuse

The state of Texas requires the Academy to report any suspected abuse or neglect of a student.

Emergency Procedures/Drills

Standard Response Protocol

First Baptist Academy has prepared a response plan should there be a chemical, biological or nuclear attack, or aircraft emergency. It also has a plan should any bio-hazard threatening materials be discovered on campus. Lockdown procedures are also in place should there be any threat to harm students. FBA has obtained access to a message notification provider to keep parents, faculty, FBA staff and FBC staff notified about urgent, emergency and weather actions being taken to protect students. Lockdown procedures are also in place should there be any threat to harm students. Generally, as circumstances warrant FBA staff will trigger a text to affected parties briefly stating the nature of the threat and our first response to the threat. As soon and as often as practical the FBA staff will follow up with further texts.

Fire and Emergency Weather Drills

Every month, students will participate in a fire drill. Students will be instructed on the correct procedures according to the Universal City Fire Department. Other emergency drills (tornado, Lockdown/Lockout, etc.) will also be practiced quarterly. For information on the procedures used by FBA for these drills, in cooperation with the Universal City Police Department, you can go to the website www.iloveguys.org.

Emergency Evacuation and Reunification

Circumstances may occur at the school that requires parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat, or if a crisis occurs at the school. In the event of an evacuation, FBA will relocate to the Universal City Public Library (100 Northview Drive, Universal City, 78148). Parents will be notified of the evacuation and given direction for reunification via text message. For reunification, please be sure to bring your ID when picking up your child. You will check in at the appropriate area, which will be marked to be found easily, and your student will be brought to you. Students will only be released to individuals who are on their approved pick up list.

Emergency Weather Closings

In the event of school closings or delays due to inclement weather or other emergencies, the administration will first notify the local TV stations and include an announcement through PraxiSchool text, on our website, and Social Media. TV stations may choose to only put closings on their website. In the event of a weather delay or closure of school, the FBA staff will make every effort to communicate with parents and other interested parties via our message notification provider that will alert your phone by text. However, in the event of inclement weather **make sure to check with your local TV stations** first for possible closures/delays. Also check – www.weather.com - 78148.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Financial Policies

Tuition and Fee Schedules

Tuition and fee schedules are available in the school office and located on the school website. The schedules include enrollment fees, tuition amounts, discounts, and payment options. The Academy makes budgetary decisions based upon anticipated revenue from enrollment. If a family withdraws any time prior to the first day of school, it causes a hardship on the school. An enrollment fee secures a student's place; therefore, it is non-refundable.

Late Enrollment

If a student enrolls prior to the 15th of the month, the full month tuition amount is assessed. If a student enrolls after the 15th of the month, only one-half of the monthly tuition is assessed.

Tuition Due Dates And Late Fees

All payments are due on the 1st and late after the 15th of each month. Payments made by mail must be postmarked on or before the 15th. An initial late charge of \$15.00 will be assessed to the monthly tuition on the 16th. An additional amount of \$2.00 will be assessed each day until the tuition is paid. The daily late fees will continue to accrue until the delinquent account is brought current. If tuition payment is not paid by the last day of the current month, the student(s) will not be allowed to return to FBA until their account is paid in full. May tuition fees must be paid by 15th of May or the student(s) will be dismissed and not permitted to finish the school year. Should a temporary hardship exist, a payment plan may be arranged with the Administrator.

Returned Checks

There is a \$35.00 fee for all returned checks. Late tuition charges will also be charged. If a second check is returned to the Academy, check privileges will be revoked and only cash, certified checks, or money orders will be accepted.

Financial Statements

Statements can be accessed by PraxiSchool. They are ready to view on the first Wednesday of each month.

Student Financial Assistance

The Academy offers a limited amount of student assistance to those who qualify. Applications may be obtained from the bookkeeper. Funds are limited. Please apply without hesitation.

Withdrawal

To withdraw a student from the Academy, a parent/guardian must complete the necessary forms. No test scores,

grades, or transcripts will be released until all paperwork is completed and all fees paid. **The Academy must be notified at least one (1) week prior to withdrawal or a \$25.00 fee will be charged.** All students withdrawing prior to the 15th of the month will be charged a half month tuition. All students withdrawing after the 15th of the month will be charged a full month tuition.

ELS/SOS Hourly Care

All families wishing to participate in hourly care **must** give ELS 24-hour advance notice, as the program is limited to the number of students it can accommodate. If a student comes to ELS without a reservation, a \$10.00 “no reservation fee” will be added.

ELS/SOS ID CARDS

Each adult picking up or dropping off will be issued their own individual ID cards. There will be no fee for the 1st ID cards, but replacement cards will be \$5.00 each.

ELS/SOS Late Pick Up Fee

ELS/SOS concludes its program at 6:00 p.m. each day. The clock on the ELS/SOS sign in/out computer determines the ELS/SOS hours. Fees are applied accordingly. A “late pick up fee” will be assessed as follows:

\$1.00 per minute for the first ten (10) minutes

\$5.00 per minute for each minute thereafter

ELS/SOS Holiday Rates

If you choose to have **before and after school care on a monthly basis**, your **fees will stay the same for ELS** during the month even during school holidays.

Development Fee and Fundraising

In lieu of our two major fundraisers (Fall Fundraiser and Jog-A-Thon), we will be requiring a Development Fee be charged to all individual student accounts. This fee will provide resources to purchase educational programs and supplies, help maintain and update our technology, secure special speakers, and attend educational field trips. This fee is only \$100.00 per child not to exceed \$300.00 per family. The fee may be paid in full or divided into your tuition payment plan.

Please keep in mind that as is the nature of any privately-funded educational institution, all of the funds necessary to provide students with the highest quality programs possible cannot come from tuition and fees alone. Throughout the year there will be several opportunities for students and families to participate in events and activities that serve to generate funds to help keep the cost of tuition to a minimum. In addition, families and community that want to donate funds to our Academy are welcomed to do so

General and Miscellaneous Information

Preschool Parent Volunteer Opportunities

Special Activities

- Chapel Participation
- Turkey Trot
- Western Day
- Field Day
- Thanksgiving Feast
- Classroom Parties

Fundraising

- Eagle Auction (spring)
- Grant Writing

Classroom Help

- General classroom assistance
- Field trip chaperone and/or driver
- Home room parent/party assistant
- Library assistance

Miscellaneous

- Home projects volunteer (this is a great way for people who work during the day and have time at home to work on various projects in the evening)

Animals On Campus

Except for service animals, there are no pets allowed on school campus unless specific arrangements have been made with the administration.

Appeals

If a student or parent is offended by the words or actions of a teacher, these matters must be first respectfully addressed to the teacher (principle of Matthew 18) before bringing the matter to the attention of the administration. If after consulting together and praying for mutual understanding there is no reconciliation, both parties may respectfully seek counsel together with the Director and if needed the Head Administrator. A written description of the problem or a reflection form may be requested by the administration during or prior to the meeting.

In like manner, if there is a disagreement with the Head Administrator and the matter cannot be resolved, a written description of the problem may be submitted the Chairman of the School Committee to meet for the final disposition of the matter.

Conflict Resolution Through The Principle Of Matthew 18

Matthew 18: 15-17 NKJV	Students	Parents
<p>¹⁵ “Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother.</p>	<p>Step 1: Meet with offending person If a student believes that he/she has been disciplined unfairly by a faculty member, substitute teacher, or an administrator, he/she should make an appointment for a conference with said person through the office or directly with the teacher.</p> <p>A student may respectfully bring a House Leader to this meeting. This House Leader will be permitted to speak on behalf of the student if requested. Students would be wise to counsel with their House Sponsor first.</p>	<p>Step 1: Meet with teacher If a student or parent is offended by the words or actions of a teacher, these matters must be first respectfully addressed to the teacher.</p> <p>High School students may respectfully request advice from their House leadership to include accompanying the student to an appointment with the teacher.</p>
<p>¹⁶ But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’</p>	<p>Step 2: Include Director If after the meeting, discipline actions have not been altered or rescinded, and the student still believes the discipline rendered is unjust, the student may respectfully request a conference with the teacher and the principal. The student may also request the High School Guidance Counselor, a House Leader, or a parent to attend the meeting as well.</p>	<p>Step 2: Include Director If after consulting together and praying for mutual understanding there is no reconciliation, both parties may respectfully seek counsel together with the Principal.</p>
<p>¹⁷ And if he refuses to hear them, tell <i>it</i> to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.</p> <p>(*The FBA administrator is both head of school and part of FBCUC church staff who will seek pastoral involvement if necessary.)</p>	<p>Step 3: Include Administrator *</p> <p>A written decision/conclusion concerning the offense will be given to the student and a copy sent to the parents within five days of the conference.</p> <p>Students are always free to respectfully seek council with the head Administrator at any time AFTER they have spoken to the teacher and then, the House sponsor and principal.</p> <p>This conference will be the final appeal.</p>	<p>Step 3: Include administrator *</p> <p>If needed, then the head administrator can be notified. A written description of the problem or a reflection form may be requested by the administration during or prior to the meeting.</p>

Birthdays

There are no birthday parties at school. Individual party favors, treat bags, candles, etc. are not permitted as this

is not a birthday party. Parents/Guardians are welcome to send special food treats for their student's birthday; however, treats MUST BE STORE BOUGHT, and should be made simple and individual (i.e. cupcakes or cookies), and must be brought only after the teacher has been notified. No birthday cakes please. No red or purple drinks are allowed in the classrooms. NO SIBLINGS ARE PERMITTED to come when birthday treats are brought to the classroom. Summer birthdays may also be celebrated at any time during the school year.

In the event your student wishes to distribute birthday party invitations at school, every student in the class must be included. Otherwise, we require that invitations be distributed off campus.

Cell Phones And Other Electronics

Students are permitted to bring cell phones. Cell phones brought to campus must be turned off and stored in the student's locker or backpack during school hours.

Electronic devices or cell phones that are not properly stored will be confiscated by the teacher or staff member who discovers it, given to the office or the head administrator, and returned only to a parent or guardian who comes to claim it.

Should a student have a cell phone visible to faculty or staff, or should the cell phone ring or make any other audible sound when they are not to be on the devices, then the following consequences will apply:

1st time in a semester: \$25 fine to be added to the child's account.

2nd time in a semester: \$30 fine

3rd time in a semester: \$35 fine

> 3 times in a semester: \$40 fine

Continued violation of these rules may result in the permanent confiscation of the device or equipment. Any exceptions to these policies must be approved by the head administrator.

FBA is not responsible for loss or damage to any cell phone or other devices that are brought to school.

Chewing Gum Fine

Any student found chewing gum in school will be fined \$5 to be added to the student's account.

Class Observations

Parents are welcome to visit campus for a short 30-minute visit to their child's classroom. Do check with the office before your visit in order that the students are in the teaching classroom, not a co-curriculum class or at recess. Visitors must check in at the reception desk. If you want to observe for a longer period of time, advance arrangements must be made. We ask for your understanding, a lengthy visit from a parent might distract the students from the activities planned for the day. Please note: There will be no classroom observations during the first month of school.

Emergency Child Care

All academy students under 14 years of age must have an ELS enrollment form on file for emergency child care situations.

Field Trips

SOS ONLY – On scheduled afternoons (once a week) the 1st-8th grade students will go on a fun field trip. Times will vary depending on the location and activity. Please refer to the SOS calendar and newsletter for information. Students will be transported on the school bus. All students 1st-8th grade that attend SOS on a field trip day must attend the field trip. Field trip are an additional cost to the parent.

Library

The Academy library is available as a resource center for all students and parents/guardians. 3'S/K4 students visit the library once a week. They are not permitted to check out books to take home; however, parents/guardians may do so.

Any member of the FBA community (Faculty member, parent, student, etc.) may make a request for a book/resource to be purchased for the school library. This request is taken by the Library Media Specialist and considered in light of curriculum needs and the common Christian values of the FBA community. The request form can be accessed on the school website under the tab "Current families" and then "Library."

Lost And Found

Students **must have ALL** clothing, coats, school supplies, and other personal items clearly labeled to avoid confusion and to enable identification. The Academy **is not** responsible for lost clothing or other items. Please do not expect teachers or staff members to keep up with students' personal belongings.

Parent Conferences Or Other Communication Requests

Student's progress is shared at parent conferences. The Academy has two (2) mandatory parent/teacher conferences. Conferences are held in the fall and spring. Check your school calendar for dates. Teachers will send home assigned conference times. Each student's progress is discussed at these times. No students or other children are permitted to attend conferences. ELS is available for students by reservation. If a conference with a teacher or administration is desired at any other time, it may be requested through the assignment pad or arranged by contacting the office. Please do not expect a "drop in" conference, including before or after school. Messages may be left in the school office for a teacher or administrator. Please do not call teachers at home unless absolutely necessary. Calls will be returned during a teacher's planning period or after regular school hours. Email messages are also quite effective

Parties

For Preschool students there are four (4) major parties throughout the year. ***(FBA does not recognize Halloween as a holiday. Please do not send any Halloween treats to acknowledge this occasion. Our church hosts a festival each year to which all FBA families are invited!)***

- Thanksgiving Feast
- Christmas: Students **may not** exchange gifts at school.
- Valentine's Day: If students distribute valentines, all children in the class must be included.
- Easter

At Orientation, parents are encouraged to volunteer to assist with school parties and other class activities. We also encourage parents to join the Parent Auxiliary which meets to assist teachers with various projects.

Parent sponsors (room parents) volunteer to arrange parties with the help of other parents. Generally, "goodies" are donated; however, a maximum of \$5.00 may be collected from students for each party. Although parent helpers may attend parties, siblings may not. Parties times will be on the monthly calendar.

Photographs

Each fall, individual student photographs are taken. Class pictures are taken in the spring. Parents/Guardians are not required to purchase these; however, the photographs will be used in the school yearbook, **THE EAGLE**, and in Praxi.

School Orientation

There will be a special **MANDATORY** orientation for all school students and their parents, which will count as the first day of school with attendance taken. After the orientation students will have the opportunity of meeting their teachers and fellow students, visit classrooms and organize desks and lockers. Parents/guardians may also visit classrooms on this day.

School Policy Exception

Should a parent/guardian have a question concerning school policy or an exception to school policy, an appointment should be made for discussion with the Academy Administrator.

Special Occasion / Birthday Books

Library books may be purchased and placed in honor of your student's birthday or any other special occasion. Contact the librarian for more information.

Student Permanent Records

Permanent records of prior students are archived and maintained in storage. Forty eight hour notice is necessary for archived records. Current student's records are filed in the school office. Viewing access to all records is limited to: administrative staff and specified office personnel, the student's current teacher, and the student's parent/legal guardian upon request. All other requests will be granted only by court order.

First Baptist Academy has given public notice, as required by the Amended Family Educational Rights and Privacy Act of 1974, to all parents of students under the age of 18 and to students 18 or older that:

- A. FBA maintains the following education records directly related to each student.
 - 1. Academic records
 - 2. Personal information records
 - 3. Disciplinary records
 - 4. Health records
 - 5. Standardized testing records
- B. Access to educational records is limited to the following:
 - 1. Parents of students under 18
 - 2. Parents of students over 18, if such student is dependent as defined in the Internal Revenue Code
 - 3. Students age 18 and over
 - 4. Officials of the Academy who have a legitimate educational interest
 - 5. State and local officials to whom information is required to be reported
 - 6. Certain testing organizations
 - 7. Accrediting organizations
 - 8. Appropriate person in connection with an emergency
 - 9. Pursuant to subpoena or court order
 - 10. School to which a student seeks or intends enrollment
- C. FBA policy requires that education records be kept to an essential and relevant minimum. Records are reviewed at the end of each school year and non-essential or irrelevant material is deleted.
- D. FBA policy limits the right of access to education records to the persons and under the circumstances indicated above. FBA policy provides that explanations and interpretations of records are available upon reasonable advance notice.

Transportation

Preschool and ELS students will not be taken off campus. SOS students in 1st-8th grades will be transported via the school bus to and from the field trip location.

Visitors on Campus

Visitors must sign in at the office and receive a Visitor Badge before joining students for lunch or any other activity. Before leaving campus visitors must sign out as well. Items can be left in the office and will be delivered to a student. These requests are made for the security of all students.

Preschool Daily Communication Folders

Daily Folders containing students' work, teachers' monthly letters, etc., are sent home each day for all grades except high school. We have found that high school students communicate better in other ways. For grades Preschool-5th it is important for parents to go through the papers in order to stay informed. The Administration uses the daily folder as a means of communication to parents. Parents/Guardians are required to sign these folders (if requested by teacher or administration) and return them with students the following school day. Students MUST return the folder each day. Additionally, a school newsletter is sent to each home via email each week.

Yearbook

THE EAGLE, First Baptist Academy's yearbook, is published each year and is available to all students. Class composites, activities, school programs, etc., are featured. Personal messages to students (*Lovelines*) may be published in THE EAGLE for a small fee. Contact the school office for more information. Family businesses are welcome to advertise in THE EAGLE. The Eagle will be available in late summer and on Get Acquainted Day. THE EAGLE, yearbook does accept advertisements to offset the cost of publishing the manual.

Water Activities

All students may participate in water activities while at school. This could be water sensory tables or water games during field day or SOS splash days. Please see the Director if this is a problem for your student.

ELS Homework Time

K5-8th grade have a designated quiet homework time on Monday, Tuesday, and Thursday afternoons. It is not the responsibility of ELS to assist or tutor students; however, teachers will monitor during this time of study.

Product Safety

We regularly review the United States Consumer Product Safety Commission (CPSC) recall list. We ensure that there are no unsafe children's products at FBA. As parents you may view all current and past recalls through CPSC's Internet Website at: www.cpsc.gov.

Gang Free Zones

Effective March 1, 2010 House Bill 2086 of the 81st Texas Legislative Regular Session, 2009, under the Texas Penal Code, any area within 100 feet of a child-care center is considered a gang-free zone and is enforced accordingly. FBA's ELS falls within the purview of this law.

Yearly Inspections

Universal City Health Department
Texas Department of Agriculture
Universal City Fire Department

Tuttle Plumbing – Texas School Facilities – Gas Pipe Test Results.

Parent/Student Handbook Review and Revision

While we do not anticipate a need to revise or change any policies contained in the handbooks, we reserve the right to make revisions as necessary.