



# 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

## Kindergarten–12<sup>th</sup> Grade Parent/Student Handbook 2025-2026

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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 9<sup>th</sup> graders in 2004.

Today, First Baptist Academy ministers to nearly 400 students in Pre-K3 through 12<sup>th</sup> grade. The Academy's 1<sup>st</sup> through 12<sup>th</sup> 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 the Texas Private School Accreditation Commission (TEPSAC). It also holds a membership in the Texas Association of Private and Parochial Schools (TAPPS). The elementary, middle and high school programs are fully accredited by ACSI. The Early Education department is licensed by the state of Texas.

### *Letter from the Administrator*

Dear Parents,

Welcome to First Baptist Academy and thank you for choosing Kingdom Education for your child/children. My prayer as your family partners with FBA in Christian Education and as God prepares your child/children for what they are called to do is rooted 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, First Baptist Church of Universal City

### *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:

#### A. Passionate followers of Christ who

1. Exhibit a personal, growing relationship with Christ, fellowshiping and serving with other Christians in an evangelical church.
2. Profess that God is the Creator and Sustainer of the universe and His Word (the Bible) is the inerrant, infallible word of God.
3. Apply biblical principles to their daily lives through the counsel of the Holy Spirit, handling adversity and difficult circumstances by drawing on His power.

#### B. Discerning Thinkers who

1. Possess a Christian worldview, defend that worldview and articulate differences with other worldviews.
2. Apply a biblical evaluation to each academic discipline, various forms of literature, and all aspects of daily life.
3. Exhibit independent and cooperative work habits and skills.
4. Apply creative and critical thinking skills to each academic discipline, demonstrating academic competence for all levels of academic pursuits.

#### C. Faithful Caretakers who

1. Exhibit Christ-like character traits in personal relationships, service to others and personal integrity.
2. Identify his/her body as the temple of God, protecting mind and body.
3. Select godly friends and accept godly counsel from God's Word as the means of growing in wisdom.
4. Respect all life and cultural differences.

#### D. Good Citizens who

1. Exhibit love and support for our great country, appreciating our Christian and American heritage.
2. Readily accept positions of leadership and influence.
3. Evidence respect and reverence to God and all authority.

#### E. Effective Communicators who

1. Create quality informative and persuasive writings, both formal and informal.
2. Speak with confidence and clarity before both large and small groups.
3. 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 kindergarten - 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 6<sup>th</sup>–8<sup>th</sup>, 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. Additionally, our high school program is structured to prepare students for success academically as they transition into college or their ministry/trade. We employ a “college preparatory” strategy in classes and heightened levels of study while offering dual-credit courses to fulfill some core college requirements.

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. **Psalm 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 or permit any activities that present an 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***

## Academics

*“Wise men store up knowledge, but the mouth of a fool invites ruin.” Proverbs 10:24*

### *Kindergarten – 12<sup>th</sup> Grades*

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, Christian 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. ABeka, Saxon, Bob Jones, Lifeway, and ACSI publishers are used to support the FBA curriculum.

### Academic Dismissal

A Student may be academically dismissed from FBA for poor academic performance if:

- Student has failed to meet the conditions of an Academic Probation.
- Student has accumulated two F’s in the semester.
- Student has a second failure (semester average) in a Bible course at any time.
- Academic dismissal occurs when a student is performing well below his/her ability and shows no indication of improvement. Appeals to this policy must be directed to the Administrator.

## Academic Probation

Students who earn two or more F's in one semester, will be placed on Academic Probation and an action plan will be developed by the teacher, student, and parent. This contract will stipulate that a student may not receive an F the following semester or he/she may be dismissed from the Academy.

## Artificial Intelligence Policy

### Purpose and Scope

First Baptist Academy (FBA) recognizes the transformative potential of Artificial Intelligence (AI) in education while acknowledging our responsibility to implement these technologies ethically, safely, and in alignment with our Christian educational mission. This policy establishes guidelines for the appropriate use of AI technologies by all members of our school community, including administrators, teachers, staff, students, and parents.

Our approach to AI integration is guided by the following guiding principles:

- **Christ-Centered Education:** AI tools should support, not replace, our mission to develop passionate followers of Christ who apply biblical principles to their daily lives.
- **Biblical Discernment:** Students will be taught to evaluate AI-generated content through a biblical worldview and to discern truth from error.
- **Human-Centered Learning:** AI tools should augment—not replace—the essential human relationships at the core of teaching and learning.
- **Academic Integrity:** All AI use must uphold our commitment to authentic student work and intellectual honesty.
- **Privacy and Data Protection:** Student and staff data privacy will be prioritized in all AI implementations.
- **Equity and Accessibility:** AI tools should enhance educational opportunities for all students regardless of background or ability.
- **Transparency:** The use of AI will be clearly communicated to all stakeholders.
- **Parental Partnership:** In keeping with our mission to supplement, not supplant the parental role, parents will be informed and involved in AI implementation decisions.
- **Definitions**
  - **Artificial Intelligence (AI):** Computer systems designed to perform tasks that typically require human intelligence, including learning, reasoning, problem-solving, and language understanding.
  - **Generative AI:** AI systems capable of creating new content such as text, images, audio, or video based on patterns learned from existing data.
  - **Large Language Models (LLMs):** AI systems trained on vast amounts of text data that can generate human-like text responses (e.g., ChatGPT, Google Bard, Claude).

## Acceptable Use Guidelines for Upper School Students

\*Upper school students may use AI tools when authorized by the classroom teacher to:

- Brainstorm ideas for projects and assignments
- Receive clarification on concepts
- Practice skills through AI-powered learning platforms
- Explore creative applications of technology

\*Note: Failure to cite the use of AI generated material and submission of assignments/work developed with AI as the student's original work will be considered cheating/plagiarism. Faculty members will use various forms of AI detection tools to determine potential level of AI usage.

Must:

- Clearly acknowledge when AI has been used in their work
- Understand that AI is a tool for learning, not a substitute for developing their own skills
- Use AI only as specifically permitted by their teachers for each assignment
- Follow age-appropriate guidelines (students under 13 require additional supervision)
- Adhere to academic integrity standards
- Apply biblical discernment to evaluate AI-generated content

## Roles and Responsibilities

- **School Leadership:** Responsible for policy oversight, resource allocation, and ensuring alignment with the school's Christian mission.
- **Technology Department:** Evaluates AI tools for security, privacy, and educational value.
- **Teachers:** Implement AI tools appropriately in their classrooms and guide students in responsible use.
- **Students:** Use AI tools ethically and in accordance with teacher guidelines.
- **Parents/Guardians:** Support the school's AI policy and reinforce responsible technology use at home.

## Assignment Pads (A.P.) /Daily Folders (1st – 5th Grade)

All assigned homework for students is written in an assignment pad. 1<sup>st</sup> – 5<sup>th</sup> grade parents/guardians are required to sign assignment pads/daily folders each evening when the homework has been completed. The teachers often use the assignment notebooks as a means of communication with the parents. It is the **student's** responsibility to have a parent/guardian sign the notebook daily.

### Assignment Pads/Notebooks (6<sup>th</sup> – 12<sup>th</sup> Grade)

6<sup>th</sup> - 8<sup>th</sup> grade students have the option of using an assignment notebook in which to write homework assignments and organize their study plan. The Academy may have a limited supply of elementary school assignment notebooks on hand on a first come first served basis. Contact the school office for more information.

High School students are not required to use assignment notebooks. However, there may be special circumstances when a student is required to use an assignment notebook to assist them and their parents/guardians in tracking course work and assignments.

### Awards

Student accomplishments will be acknowledged as closely to the date of achievement as possible, normally during the weekly chapel program. Students will also be recognized for their outstanding work in each subject area at an Awards Program at the end of the school year.

### Kindergarten – 5<sup>th</sup> Grade Academic Achievement Awards

#### **Quarter Awards:**

- “A” Honor Roll – Students must have earned a 90 or above in all classes and received an E or S in all support subjects.
- “A/B” Honor Roll – Students must have earned an 80 or above in all classes and must have received an E or S in all support subjects.

#### **End of Year Awards:**

- Citizenship Award – Students must have all E’s in conduct for the entire year.
- “A” Honor Roll – Students must have earned a 90 or above in all classes for the final cumulative grade average and received an E or S in all support subjects.
- “A/B” Honor Roll – Students must have earned an 80 or above in all classes for the final cumulative grade average and must have received an E or S in all support subjects.
- Great Perseverance Award – Students who have gone above and beyond a traditional level of effort to complete challenging subjects and projects.
- President’s Awards – 5<sup>th</sup> Grade students only - These awards are given to students completing elementary school and meeting the nationally established eligibility requirements for either the Academic Achievement or Excellence Award. Requirements include cumulative grade average, conduct and teacher recommendation.
- Memory Awards – In order to receive the memory awards for the entire year, student will only have had two grades with less than a 90.

### **End of Year Programs**

On the last day of school, each elementary class will give a presentation to share with parents and guests. In addition, there will be the presentation of the End of Year Awards. Other individual awards, such as Memory Award, Reading Award, etc., will be presented in the student’s classroom on the day or day

before the End of Year Awards Program. Students and faculty are required to attend the End of Year Awards Program.

### 6<sup>th</sup> – 12<sup>th</sup> Grade Academic Achievement Awards

Students who achieve a 90 or above in each semester grade will receive an “All A Honor Roll” certificate. Students achieving an 80 or above in each semester grade will receive an “All A/B Honor Roll” certificate each semester.

### **End of Year Programs**

Middle and High School Awards assemblies will be scheduled during the last month of school. Awards will be presented to students for participation in the following areas:

- Athletics, Graphic Design, Choir and Band
- High School Service Awards (Paul, David, Daniel, Timothy, The Servant Heart, The Lion Heart, Citizenship, FBA Eagle)
- Middle School Service Awards (Enoch, Noah, Esther, Ruth and FBA Eagle)
- Middle School Economics Recognition
- FBA House Leadership Recognition
- Service Recognition (Tech Team, Yearbook & Technology)
- National Honor Society & National Junior Honor Society
- Outstanding Student Recognition
- ACSI Awards
- Presidential Achievement & Excellence Awards
- Class Valedictorian and Salutatorian
- Scholarships (if applicable)

### *Bible*

Students study Bible stories, characters, and principles based on God’s Word and not on church doctrine. A memory verse is memorized each week as part of Bible study. Weekly chapel enhances the Bible curriculum.

### *Chapel*

Students experience a time of worship through music and message once a week. Administration, teachers, guest speakers, and occasionally students/classes present Chapel messages.

### *Character Development and Spiritual Recognition (Kindergarten -5<sup>th</sup> Grades)*

One character trait will be introduced to elementary students each month, building on traits previously studied and developing an understanding of how all nine traits make up our Lord’s one character (Fruit).

Month	Trait	Greek Word	Meaning	Scripture Reference
Sept	Love	<i>Agape</i>	<b>Seeks highest good of others; unconditional acceptance; forgives</b>	1 Cor. 13:8 <b>Never fails</b> John 17:20-25 <b>Unity</b>
Oct	Joy	<i>Chara</i> <i>Charis</i> = GRACE	<b>Gladness not based on circumstances; based on salvation</b> <i>Where is your focus?</i> Jesus 1 <sup>st</sup> ~ Others 2 <sup>nd</sup> ~ Yourself 3 <sup>rd</sup>	John 15:11; Heb. 12:1-2 Neh. 8:10 <b>“The joy of the Lord is your strength”</b>
Nov	Peace	<i>Eirene</i>	<b>Contentment, unity between people;</b> key = faith to <u>do</u> God’s will	John 14:27; Psalm 34:11-14 <b>comes from pleasing Him</b>
Dec	Patience	<i>Makrothumia</i>	<b>Slow to speak and slow to anger;</b> key = mercy (opposite of judgment)	Rom. 12:12; James 1:19 <b>godly restraint</b>
Jan	Kindness	<i>Chrestotes</i>	<b>Merciful, sweet and tender</b> – actions reflect heart; eager to put others at ease; <u>friendly</u>	Eph. 4:32 <b>unconditional forgiveness is key</b> Matt. 18 <b>repentant heart</b>
Feb	Goodness	<i>Agathosune</i>	<b>Generous, open hearted</b> – heart reflects actions; selfless; gives others above what deserved	Matt. 5:16 <b>deeds reflect His Light within you</b>
Mar	Faithfulness	<i>Pistis</i>	<b>Dependable, loyal and full of trust;</b> Firm devotion to God through faith – conviction evident in <u>consistent</u> walk	Heb. 11:6 <b>“without faith it is impossible to please God”</b>
Apr	Gentleness	<i>Prautes</i>	<b>Humble, calm, non-threatening</b> derived from position of strength in Jesus; calms anger; <b>“steel velvet”</b>	Eph. 4:2 Prov. 15:1 <b>“bearing with one another in love”</b>

May	<b>Self-Control</b>	<i>Egkratea</i>	<b>Behaving well</b> – ability to restrain one’s emotions, actions (body/words), & desires (heart/mind) through His Spirit for His will. We obey who we love.  Allows <b>Jesus to reign</b> in our <b>heart!</b>	1 Pet. 5:8; John 8:31-32  <b>obedience to His teaching</b> – “the truth will set you free”
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### *Computer*

A fully equipped computer lab facilitates our computer classes. Students become literate in computer terminology and in program usage. Students begin working with word processing in first grade and keyboarding training in third grade.

### *Course Change Procedures*

Students pre-register in the spring for the following school year.

Course change requests are submitted during the second week of the new semester. No course changes will be made in the first week or after the second week of the semester. Students enrolled in a class for more than two weeks will not be allowed to drop that class until the end of the semester unless the teacher(s) affected and the high school administrator approves the change. All classes, including electives, are a semester or yearly in duration unless otherwise indicated in the course syllabus/description. Course changes may be denied by the administration.

Change requests must be in writing on the FBA designated form signed by a parent/guardian and the teachers affected. Teachers will be included in the approval process. Completed forms will be processed by the Guidance Counselor. Students must remain in the originally assigned class until notified of approval of the change request.

### *Extra Credit*

Students will not be given extra credit work to bring up an individual student’s grades. A teacher may give bonus words or questions on tests for which all students in the class may receive no more than 10 extra points.

### *Extracurricular Activity Eligibility*

Students must maintain at least a 70 percent semester average in all subjects to participate in extra-curricular activities (a non-graded activity or competition outside of the classroom). Students must have an opportunity to establish a reasonable amount of grades at the beginning of each semester to use as a baseline therefore, eligibility rosters are not required for the first two weeks of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. Quarters 1 and 2 comprise the first semester. Quarters 3 and 4 comprise the second semester. Students

earning a grade below 70 in any subject during the semester will be ineligible to participate in extracurricular activities for one week. Students will remain ineligible until the grade is 70 or above. Teachers will post grades Not Later Than (NLT) 12 PM each Monday. Grading period averages will be reviewed each Monday afternoon to determine eligibility.

FBA's eligibility standards are more stringent than TAPPS therefore, students will be allowed to use one (1) grace week for athletics and one (1) grace week for fine arts, choir/band, during the school year. This allows a student who is ineligible for a failing grade to request a grace week to play/participate in the activity as long as they meet all other TAPPS eligibility guidelines.

Students must attend school for a minimum of 4 classes (half of a day of school) in order to participate in extracurricular activities on that same date. Students with an unexcused absence on the day of an event will be ineligible to participate.

TAPPS Eligibility rules require upper school students failing more than one class at the end of a grading quarter to be ineligible to compete for a minimum of two weeks.

The administration, coaches and directors reserve the right to deem a student ineligible due to other conduct or academic concerns.

See the Athletic Handbook for further explanations.

### *Guidance Counselor*

FBA Guidance Counseling office offers services to students and their parents such as:

- Guidance with students concerning academic progress and concerns regarding education, and career information.
- Consulting and cooperating with teachers, administrators, parents and others on behalf of the student.
- Conducting a program of testing to assess the student's aptitudes, abilities, level of achievement and vocational preferences. The PSAT is facilitated for all 9<sup>th</sup> – 11<sup>th</sup> grade students.
- Acquiring, updating and supervising student records to assist in understanding the individual student.
- Developing educational programs for students and helping plan their schedules.
- Dissemination of college planning materials and resources.
- Facilitate opportunities with college and university representatives.

### *Late Work (Kindergarten – 5<sup>th</sup> Grade)*

Homework more than two class days late will receive a maximum grade of 70.

### *Late Work (6<sup>th</sup> – 10<sup>th</sup> Grade)*

Teachers may allow homework/assignments to be turned in one day late for partial credit (Maximum 50%). Homework/assignments turned in past the one-day option will receive a zero grade.

### *Late Work 11<sup>th</sup> – 12<sup>th</sup> Grade)*

Homework/assignments turned in late will receive a zero grade. Teachers may allow partial credit (Maximum 50%) if they feel there are valid extenuating circumstances.

### *Library*

Kindergarten – 5<sup>th</sup> grade students attend library classes each week where they learn skills necessary for resource learning as well as reading for enjoyment.

### *Mathematics*

Students must show all steps used to arrive at their final mathematical answers. This includes any calculations, formulas used, diagrams, or logical reasoning. Credit will be given not only for correct answers but also for the method demonstrated. Incomplete or unexplained answers may receive partial or no credit. We have no doubt that each student can develop in his/her life every area of character listed above. Our prayer is that each student's heart will be deeply convicted to pursue only those things in life that are pleasing to God.

### *Music*

Curriculum includes music literacy skills and music repertoire to build aptitude in singing, movement, and instruction in rhythm/Orff instruments/recorders.

### *Physical Education*

Physical education is taught from a distinctively Christian perspective. Strength, coordination, agility, and certain sports are taught incorporating Biblical principles and God's design for the human body. The P.E. curriculum is based on child development parameters and readiness abilities. Upper School students with a prolonged medical waiver restricting them from physical activity (90 days or more) will be removed from PE and placed in another elective class or study hall for the remainder of the semester/year to maintain credit.

### *Promotion Policy*

Students in grades Kindergarten-8th receiving a 69 or below yearly average in any two subject areas will be evaluated for retention. The administration and teacher will make a final determination and inform parents/guardians, if a student is to be retained for the next school year. High School students receiving a 69 or below yearly average in any subject area will receive only the semester credit they passed (if any) applied toward graduation for that subject. Credit recovery may be taken to earn graduation credit for the semester failed.

### *Reports*

A summary of each student's work is prepared every nine weeks. Report cards will be given to parents/guardians at conferences at the end of the 1st and 3rd nine week period and issued the end of 2nd and 4th grading periods. **You may also obtain a copy of the report card from FACTS.**

## Admissions

First Baptist Academy accepts students entering Pre-Kindergarten through twelfth grade, upon completion of registration requirements and availability based upon student numbers. Kindergarten through eleventh grade students must maintain full-time academic schedules (8 class periods) at FBA. Twelfth grade student's fulltime academic schedule must have a minimum of 5 class periods a day.

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.

### *Elementary Kindergarten – 5<sup>th</sup> Grade Requirements*

First Baptist Academy is proud to offer its elementary students a well-balanced, engaging school program that is Bible centered. Due to the high standards expected of our students, First Baptist Academy is limited to the acceptance of only those students it believes can meet the following criteria:

- Students must be five years old by September 1<sup>st</sup>. Parents must present a valid birth certificate for verification.
- Students are required to take and successfully complete an admission assessment.
- Permanent educational records, to include the last three years (if applicable), must also be presented at or before the admissions assessment.
- Positive academic and behavioral standing at FBA or other previously attended school.
- All students are required by the Texas Department of Health and Human Services to be immunized according to the Texas State Vaccine Requirements.

### *Middle School 6<sup>th</sup> – 8<sup>th</sup> Grade Requirements*

First Baptist Academy is limited to the acceptance of only those students whom it believes can meet the following criteria.

Parents must be supportive of Christian principles, accepting the Bible as the revealed Word of God. It is imperative that both the home and the school share the same Biblical philosophy taught in God's Word concerning the instruction of children.

Although middle school students do not have to be believers, we expect Christian ethics and good morals to be evident in their lives.

Students must express a desire to attend First Baptist Academy. A student's attitude determines the motivation to take advantage of everything God has to offer him/her while participating in our programs.

All students are required by the Texas Department of Protective and Regulatory Services to be immunized according to the Texas State Vaccine Requirements.

Assessments: All middle school and entering 9th grade students are assessed prior to admittance to FBA. Assessment will determine acceptance and grade level placement.

New students must meet with the Administration prior to admission.

All upper school students must sign a Statement of Compliance that they have read the Student-Parent Handbook and Upper School Code of Conduct and will comply with all policies and procedures stated within it as part of the application process.

### *High School 9<sup>th</sup> – 12<sup>th</sup> Grade Requirements*

The FBA High School biblical and philosophical goal is to develop students into maturing disciples who will be able to exhibit a Christ-like life. Of necessity, this involves the student's understanding and belief of what qualities or characteristics exemplify a Christ-like life. While enrolled at FBA, all students are expected to exhibit the qualities of a Christ-like life embraced and taught by the school and to refrain from certain prohibited activities or behavior expressed in the Upper School Code of Conduct and this handbook.

The Academy limits acceptance of those students to those it believes can meet the following criteria:

- 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. First Baptist Academy seeks to educate young Christians in the knowledge of God's Word and its application to their daily lives.
- Parents must be highly committed to Christian principles accepting the Bible as the revealed Word of God. It is imperative that both the home and the school share the same Biblical philosophy taught in God's Word concerning the instruction of their youth.

- Students must express a desire to attend First Baptist Academy. A student's attitude determines the motivation to take advantage of everything God has to offer him/her while participating in our programs.
- New students must have a 2.00 grade point average on a 4 point scale or better and have a 90% attendance record.
- Positive academic and behavioral standing at FBA or other previously attended school.
- All students are required by the Texas Department of Protective and Regulatory Services to be immunized according to the Texas State Vaccine Requirements.
- Assessments: All middle school and entering 9th grade students are assessed prior to admittance to FBA. Assessment will determine acceptance and grade level placement.
- All upper school students must sign a Statement of Compliance that they have read the Student-Parent Handbook and Upper School Code of Conduct and will comply with all stated policies and procedures as part of the application process.
- Summary of factors for consideration into FBA High School (applies to existing and transfer students):

#### **Child of Faculty/Staff of FBA or FBC**

- Successful FBA Administration interview with students seeking admission, e.g., personal testimony of belief in Jesus as Savior and Lord for student and parents.
- Enrollment papers and payment submitted on time.
- Years of active Christian Service/Church member.
- Years attended FBA and siblings attending FBA Note: Every student may not fit every criterion.
- Positive academic and behavioral standing at FBA or other previously attended school.

#### ***Home Schooled and Other Transfer Student Requirements***

Home School students transferring to the Academy must have documentation for an accredited Home School Affiliation or students must take a comprehensive exam in each subject in order to receive credit.

Parents of prospective students are expected to be forthright in explaining any difficulties with the law requiring involvement in the Juvenile Court System. Withholding this information will lead to immediate dismissal of the student.

The application will be reviewed once all information is compiled. Notification of status of admission is given shortly after the family interviews with the Administrator.

When considering a transfer student for enrollment a determination must be made as to whether First Baptist Academy can meet the course and graduation requirements of the individual student within an acceptable time frame. If the school is unable to meet the course requirements for graduation within an acceptable time frame the student may not be accepted.

The Administration will determine which course work will be given credit. When credit is given a further determination will be made as to whether the grade for that course will be included in the student's GPA.

Course work from a recognized accredited school is usually given credit and included in the GPA. Credit for course work from home-school, non-traditional and/or a non-accredited school is determined on an individual basis. First Baptist Academy guidelines will be followed as to use of courses in determining a student's GPA regardless of the previous school's criteria.

Those students coming from a home-school, non-traditional and/or non-accredited school environment may be required to take a Credit By Exam (CBE) test for all major academic areas. The results of those exams will be used to determine placement in grade level classes. Information is available from Texas Tech Extended Studies – 800-692-6877 / [www.dce.ttu.edu](http://www.dce.ttu.edu), or the University of Texas Education Center – 888-232-4723 / [www.utk16educationcenter.org](http://www.utk16educationcenter.org).

When a student transfers to First Baptist Academy during a grading period (quarter) the withdrawal grades from the previous school in courses equivalent to FBA courses will be averaged with the grades the student earns during the completion of the quarter grading period at FBA. Attendance, day percentages from the two schools will be used when averaging these grades. Example: a student who attends Public High School 2 weeks and FBA 7 weeks of a quarter will have 2/9's of the math grade at PHS combined with 7/9's of the math grade at FBA to determine the quarter average. For this reason, it is important that a student maintain his/her grades at the present school while a transfer is being anticipated and application is being processed.

### *Period of Adjustment*

New elementary students (Kindergarten- 5<sup>th</sup> Grade) are given a nine week probationary period to adjust to FBA.

New middle school students are given a nine week probationary period to adjust to FBA.

New high school students are given a single semester probationary period to adjust to FBA.

New students will be evaluated at the end of the probationary period by the classroom teacher and principal concerning behavior and academic progress. Students are subsequently removed from probation at this time unless otherwise notified by the administration. Students may be required to continue on probation, be moved back a grade level or be dismissed from FBA based on these evaluations. Students are subject to probation status during the year if they fall below standards.

### *Registration*

Early enrollment for each school year begins in January for students currently attending the Academy. Open enrollment begins near the end of February for new students. The first day of school will be in the following August. **Re-enrollment is not automatic.** Parental support of the faculty, staff and school policies and procedures must be evident.

A new student is not officially enrolled until all of the following requirements have been met and fees have been paid:

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

- \_\_\_ Signed Criteria for Admission with non-refundable enrollment fee
- \_\_\_ Student Records from Previous School(s) – if applicable, prior 3 years + achievement testing
- \_\_\_ Birth Certificate
- \_\_\_ Student Screening/Assessment (will be scheduled upon receipt of above items)
- \_\_\_ Application packet & enrollment fee, for example:
- \_\_\_ Application form
- \_\_\_ Shot Record
- \_\_\_ Financial Agreement
- \_\_\_ Questionnaire
- \_\_\_ Tuition and Fees Schedule
- \_\_\_ Medical and Emergency Information
- \_\_\_ Extended Learning Session (ELS) form
- \_\_\_ Student and/or Parent Interview with the Administrator or Principal (if requested by Administration)

\*Additional “Upper School Student items”

- \_\_\_ TAPPS Forms
- \_\_\_ Pastoral Reference
- \_\_\_ Previous Teacher Reference
- \_\_\_ Interview with the Head Administrator/Principal

### **Disenrollment and Reenrollment Procedures**

Students dis-enrolled during the school year will not be permitted to return to FBA for at least one full year (365 days) unless there are extenuating circumstances. Waivers to this policy must be approved by the Head Administrator after the parents/guardians have met with the Head Administrator and Principal to discuss the rationale for returning to FBA.

### ***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, an explanation must be given prior to testing.

### FLIGHT Intervention

FBA offers Academic Language Therapy using the FLIGHT Intervention Program to assist students who have been diagnosed with learning differences in reading, writing, spelling, and language. This service is provided by Academic Language Therapists who work with kindergarten through fifth grade students either individually or in groups of two or three. This structured system teaches reading, spelling, writing, comprehension and oral to written expression with an emphasis on the alphabet and phonics. Students who struggle in these areas are often referred for evaluation. There is a fee for the testing. If the student is diagnosed with a special need an Individual Education Plan (IEP) will be established and the student will become eligible for the training. The Intervention Program is an extra fee-based program. For more information about the Intervention Program, please contact the school office at 210-658-5331.

### Learning Accommodations

Identifying learning differences early is very important. If your child has been evaluated for or has received services at a previous school, it would be helpful to bring the paperwork along with you when you visit our Academy. This will help our team partner with you as we develop and implement a Learning Accommodation Plan to educate and equip your student to reach their full potential. The LAP is designed to maximize classroom success with individualized accommodations. The plan is reviewed annually by the student's teachers, therapists and parents to evaluate academic performance and to challenge students to perform to their full potential.

### Speech

Speech services are available on our campus through the local public school Speech Pathologist. Parents must submit the required paperwork requesting this service to the school district SCUCISD.

## Arrival, Attendance and Departure

### *School Hours*

Grade	Drop Off Time	School Hours
Kindergarten – 5th Grade	Carpool starts at 7:50 A.M.	8:15 A.M. – 3:30 P.M.
6th – 8th Grade	Students may enter the building at 7:50 A.M.	8:10 A.M. – 3:35 P.M.
9th – 12th Grade	Students may enter the building at 7:50 A.M.	8:15 A.M. – 3:40 P.M.

### *Absences and Make-Up Work*

Students with unexcused absences will receive zeros for all work (including tests). Students with excused absences will be permitted to make up work. An excused absence is any absence due to personal illness, serious illness in the family, medical appointments, personal days or circumstances resulting from providential hindrance. Students must submit a note from their parent/guardian or a physician to the office staff to obtain an absence slip upon their return from any absence to verify their type of absence (excused/unexcused). This slip will be presented to the teacher at the beginning of class to indicate their opportunity to make-up missed class assignments. Students will be granted **2-days** to make up work assigned on the day of their absence if the absence was excused. In extenuating circumstances, i.e. long excused absences (more than 3 days), this deadline may be extended by administration in coordination with the teacher. **We ask that you do not request make-up work if your child will only be out of school for one day.** If your child is absent for more than one day, the parent may email their child's teacher(s) by **9:00 a.m.** to request make-up work. The teacher(s) will email the assignments or the parent may pick up assignments in the school office at **3:30 p.m.** Students are responsible for getting their missed assignments from teachers or fellow students. Students will be responsible for submitting any assignments/major projects that were scheduled for completion on the date of their excused absence. The assignment/major project must be delivered to the school by the parent or student on that date.

### *Attendance Policy*

Attendance at the Academy is a primary factor in mastering the curriculum. In compliance with Texas Education Agency guidelines, and at the discretion of the administrator, students obtaining 9 or more days of absenteeism in a semester, 18 or more in a school year (based on class hours missed), may not be eligible for advancement to the next grade level. All unexcused, excused, and pre-arranged personal days absences are counted in the total absence count. College visits for 11th and 12th grade students are not counted if pre-approved by administration. Also, administration will make reasonable allowances for students with unusual circumstances, such as hospitalization. High school students might not receive graduation credit for any class with 9 or more days of absenteeism per semester. Final determination for

advancement or graduation credit is reserved for the Administrator. Hours can be made up through Saturday School at a rate of 4 hours. The student must pay a \$100 fee to the supervising teacher.

Attendance Probation: Students who miss more than 9 days of classes per semester will be placed on attendance probation and a letter will be sent home to the parents/guardians. If they show a trend of missing more than 9 days of class for 2 or more semesters in a row, they will be considered for disenrollment.

### *Before and After School ELS Guidelines*

Extended Learning Session (ELS) is available for students three to thirteen years of age. ELS is open from 6:30 a.m. until 8:15 a.m. and from 3:30 p.m. until 6:00 p.m. Times may vary during half days and holidays. Students must be registered in this program. Fees will be charged to the students' account.

Students must be 14 or in the 8th grade, whichever comes first to attend after school hang time. Students who are younger than 14 or not in the 8th grade must attend ELS. Students who are 13 and in the 8th grade will still have the option to attend ELS if needed (ELS forms need to be on file and they need to make a reservation to utilize this option).

### *Before/After School Hang Time Guidelines*

Hang Time is available for students fourteen or in the 8th grade, whichever comes first and older. Hang Time is held in ELS from 6:30 until 7:50 a.m. and again after school dismissal until 6:00 p.m. in the Director of Preschool & ELS/SOS' office or another designated room. Hang time will be supervised. It is held in ELS, so students are near the ELS staff if there is a need. Students must sign in and out of Hang Time. **No students can be in the atrium, outside patio, playgrounds,** or other church or school facility without supervision. They must be in Hang Time if they want to come early or stay late.

Upon arrival, students may visit quietly, work on homework, and eat a snack. Hang time students must sign in/out and notify the ELS supervisor if they need to leave the area for any reason prior to being picked up by their parent/guardian.

The teacher may provide selected board games and card games for students to play as long as they do not disturb those working on homework.

Hang Time ends at 6 P.M. or before if all students are picked up early. However, all students in Hang Time must be accounted for. The Hang Time supervisor may need to communicate with parents of any student still there at 6 P.M. in order to get a commitment on a pick up time. Time after 6 P.M. will be charged the ELS late pick-up fee rates.

Students 13 and younger must be supervised in ELS before and after school. Parents must make arrangements with ELS for this care.

\*Should any students be found roaming the campus after 3:50 p.m. without any supervision, they will be sent to “Hang Time” or ELS. They cannot go to their lockers or outside. Students will sign in and out of P.M. Hang Time.

### *Carpool Morning Drop-Off (at Playground Side of Building)*

Due to the number of students enrolled in the Academy, specific safety procedures for dropping off and picking up students is necessary. Maps are provided prior to the beginning of school.

Carpool procedures begin at 7:50 A.M. (No students are allowed in the building before this time without permission from a faculty member).

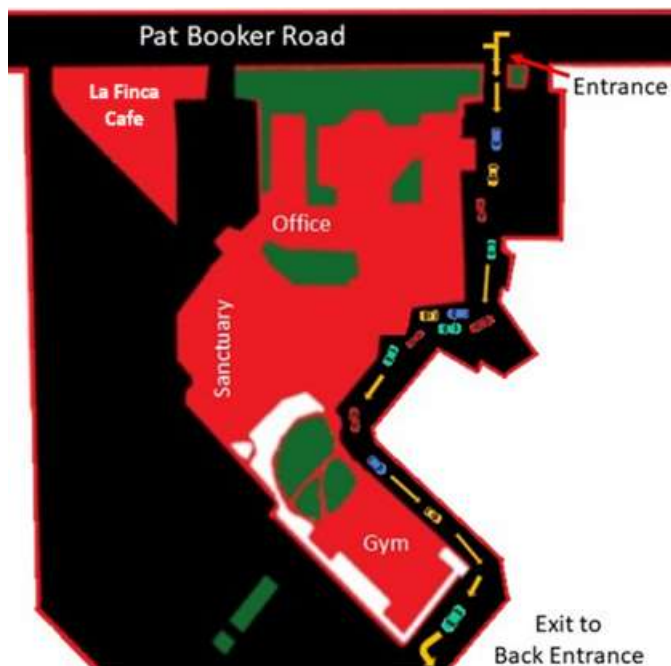
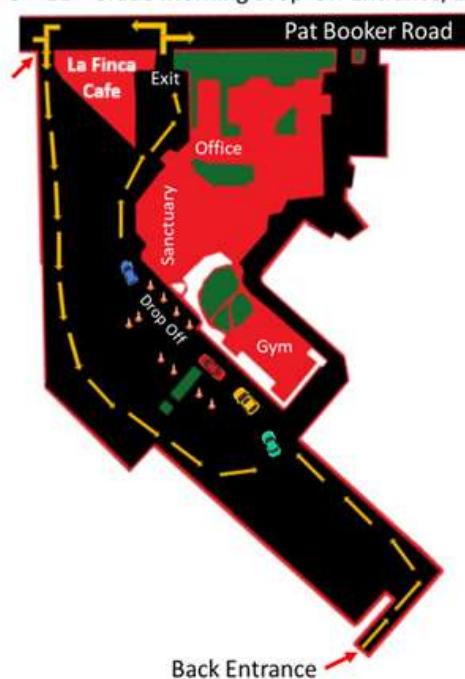
Students may not walk from a parked car to the school unless escorted by a parent driver who is going to the school office for business or for a parent/teacher conference or Upper School students who drive to campus. All students must be dropped off in car pool line.

### *Carpool PM Pick Up*

#### *Students with Full-Day Preschool siblings*

- Students with younger Full-Day preschool siblings attending FBA will be joined their sibling(s) at the preschool sign-in desk area after they are dismissed from the cafeteria or upper school classes. Parents will pick up their children in the Preschool carpool lanes beginning at 3:30 P.M. 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.
- Preschool students with older siblings who are licensed drivers may be released from preschool and may walk with the older sibling to their dismissal/vehicle location by the main entrance to the

K-5 – 12<sup>th</sup> Grade Morning Drop-Off Entrance/Exit



gym. The older sibling's name must be listed on the pickup list in order for the student to be released to them.

- Full-Day students who are not picked up by 3:50 P.M., will be sent to ELS until their parent/guardian arrives to pick them up (applicable charges will apply).

### *Kindergarten – 5<sup>th</sup> Grade*

- The Elementary school day ends at 3:30 P.M. at which time the students will be escorted by their teachers to the lunchroom located by the school office.
- Kindergarten-5<sup>th</sup> Grade parents will line up in the carpool line and will need to stay in their vehicles and ensure that the placard is placed hanging from the mirror or in the middle of the windshield, visible to the teachers.
- Teachers will have a list of authorized persons able to pick up the student(s). Please ensure that you have given all necessary information to the school office in order for other persons to be given permission to pick up the student. This includes grandparents, older siblings, etc.
- Persons on the authorized pick up list who are not the primary guardian may be asked to show an ID.
- Students in 6<sup>th</sup> - 12<sup>th</sup> grades may pick up their elementary school and all-day preschool siblings before they leave the building to meet with their parent/guardian.
- Students in 6<sup>th</sup>-12<sup>th</sup> grades may walk to their parent's parked vehicle on the side of the main entrance to the gym. Parents should not park alongside the sidewalk for pick-up.
- At 3:50 p.m., any student that has not been picked up will be taken to ELS or Hang Time depending on the age of the students. Appropriate charges will be made to the account.

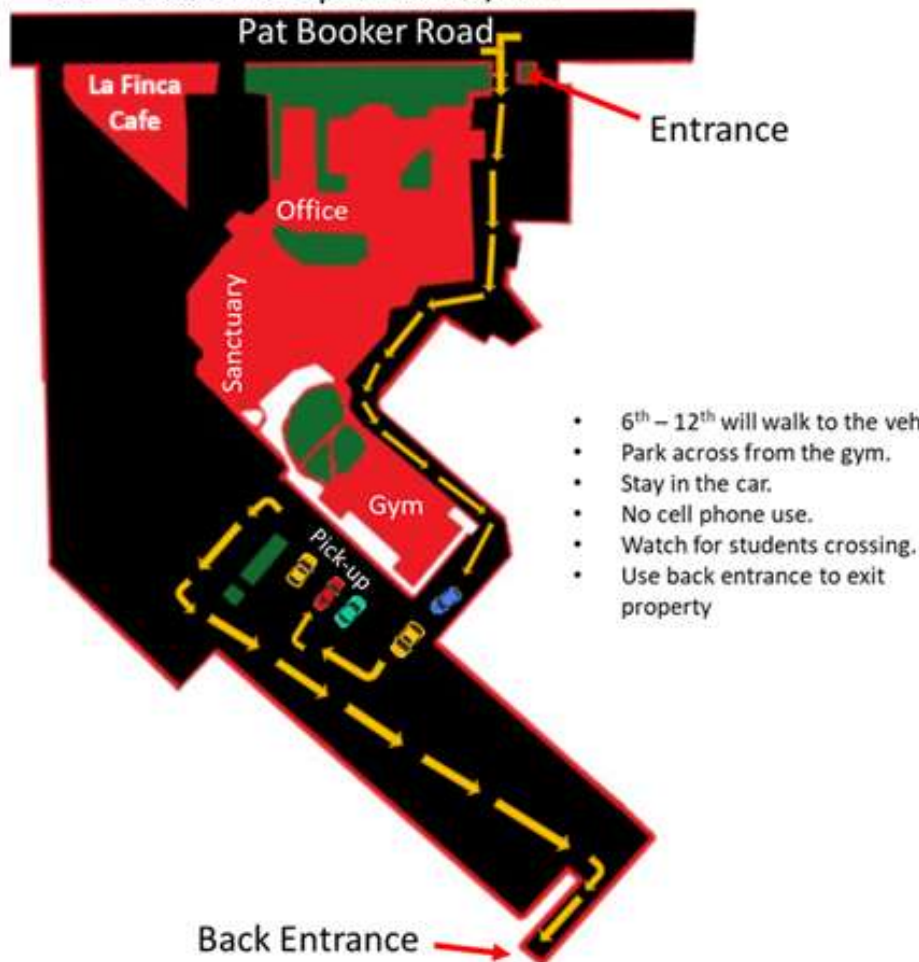


### *6<sup>th</sup> – 12<sup>th</sup> Grade*

Students in 6th-12th grades may walk to their parent's parked vehicle on the side of the main entrance to the gym. Parents should not park alongside the sidewalk for pick-up.

At 3:50 p.m., any student that has not been picked up will be taken to ELS or Hang Time depending on the age of the students. Appropriate charges will be made to the account.

#### **6<sup>th</sup> – 12<sup>th</sup> Grade Pick-up Entrance/Exit**



### *Daily Arrival/Departure Procedures*

Students are not permitted to leave campus once they have arrived in the morning. This includes walking to Taco Cabana or Shipley Donuts for breakfast should they arrive before the first bell. It is a closed campus from 6:30 a.m. until 6:00 p.m. The Academy is not responsible should a student leave campus after four o'clock in the afternoon and later return for a church or other activity. The Academy is **ONLY** responsible for students when they are under the supervision of faculty and staff. The only exception for leaving campus applies to 11<sup>th</sup> and 12<sup>th</sup> grade students with a permission to sign-out form on file: They may sign themselves out for lunch (no non-family mixed pairs), and 12<sup>th</sup> grade students may sign

themselves out at the end of their last scheduled class, if they have a signed parental permission slip on file and if they are passing all of their subjects. Any student under 17 years old must obtain a written pass to sign out of school in order to be in compliance with Universal City ordinances. Any other circumstances (doctor appointment, funeral, etc...) must be specifically approved by parent communication to the office.

\*During inclement weather, kindergarten – 5<sup>th</sup> grade student pick up will be held in the lunchroom.

AGAIN, Students may NEVER leave campus without notifying the office and signing out. Should they leave without permission, they will be considered truant and appropriate discipline will be administered, which may include the notification of the local law enforcement officers.

### *Late Arrival / Early Pick Up*

Please remember that every minute of the school day is planned in the students' interest. Please have your student to school on time. Students arriving late/leaving early must be signed in or out at the reception area in the school office prior to attending class or leaving the campus. Students will be marked absent if they are more than 10 minutes late to class. Students who arrive late or leave school early must submit a parent or doctor's note to the office staff. These procedures are for each student's safety.

### *Parking Lot Safety*

The parking lot speed limit is 5 mph. Please drive safely. Students use the crosswalks going to play areas. Occasionally, parking lot space is used for P.E. activities. Do not move or go around the cones or stanchions.

### *Personal Days / College Campus Visit Days*

Kindergarten - 12<sup>th</sup> grade students may use up to five (5) excused absences (personal days) per school year. These must be requested in advance by completing and sending a "Personal Day Request" form containing the details of the absence to the school principal Not Later Than (NLT) 2-days prior to the absence. The student must have each of their teachers and coaches initial the form indicating their understanding that the student will miss the days indicated and that they will not miss a major test or event. These days are included in the cumulative total days of absence allowed in an academic school year under state law.

Additionally, high school students in the 11th and 12th grades may take up to 3 days per school year to visit campuses of colleges or universities under consideration for attendance after graduation. These must also be scheduled by sending a notification to the school principal Not Later Than (NLT) 2-days prior to the absence.

The Principal will notify affected teachers of students' approved personal days.

Requests for personal days in the month of May and during standardized testing dates should be avoided and will only be approved for extenuating circumstances.

Students may request a list of assignments due during their Personal Days with at least one (1) week advance notice to the teacher. This school work will be due the two days after returning from a personal day absence. Keep in mind, make up work will be allowed only for excused absences.

### *Returning To Classrooms*

After 4 P.M. neither students nor parents are permitted to return to classrooms after school has been dismissed without the permission of a faculty member. This includes weekends, evenings and holidays. Students are reminded daily by teachers to take home everything needed for assignments before leaving classes.

### *Student Parking*

High School students must register their vehicles with the school office and then will have a specific area in which to park. They cannot hang-out at their cars in the mornings or afternoons visiting with friends. Student drivers must maintain strict compliance with the 5 mile per hour speed limit while in the FBC parking lots. Infractions of any of these rules will result in the parking privileges being suspended. No Parking in Patio Café parking lot.

### *Tardy To Class*

Students late to class without an excuse will receive an unexcused tardy in the FACTS discipline system. Students will be marked absent if they are more than 10 minutes late to class. Middle School students who accumulate 5 unexcused tardy violations in a quarter earn a 1-hour Detention (D-Hall) plus a 30 minute D-Hall for every other subsequent tardy in that quarter. The work will still be required of the student. High School students who accumulate 3 unexcused tardy violations in a quarter earn a 1-hour Detention plus a 30-minute D-Hall for every other subsequent tardy in that quarter. Tardy violations do not count against other consequences; they are a separate category that focuses on the students' responsibility to be on time to where they should be as a necessary life skill. If being tardy to class becomes a routine offense, the student will be counseled by the principal and the parent/guardian will be contacted to assist with corrective behavior.

### *The Gathering Place*

The Atrium is an area for "gathering". This area is a wonderful place to relax and visit with friends, but is reserved as a privilege for high school students only at lunch. It is NOT a play area. Any high school student exploiting the privilege of using the Gathering Place will no longer be permitted to use the area. Students may NOT eat in the atrium until after school.

### *Frisbee Golf Course/Athletic Fields/Parking Lots*

Students may not congregate on these areas during the academic school day without faculty supervision. These areas are not approved for lunch breaks or class breaks without approval from administration. Students who chose to sign out for lunch or to leave after their academic day has ended must leave the campus unless they are supervised by a faculty member or coach during practice times.

## *Truancy*

Truancy is not being physically present where the student must be at a given time during the school day.

### **On campus truancy:**

An unexcused absence from any scheduled class, event or activity on campus for more than 5 minutes.

### **Off campus truancy:**

Any student leaving campus without parent and school official's permission.

Any student returning to school the same day after being found truant may be drug tested at the discretion of the administration. Parents are notified and must assume the cost of the drug test.

It is important that a student be at school every day; however, students do miss school occasionally. Students who are absent from school must bring a note to the office signed by a parent/guardian explaining the absence. Students absent or tardy due to a doctor/dental appointment must present the school office with documentation from the medical office. If a student does not present a note, he/she will be considered unexcused until a note is received. Students with **unexcused** absences will receive zeros for all work missed (including tests). Students with excused absences will be permitted to make up work within two (2) school days.

An excused absence is any absence due to personal illness, serious illness in the family, medical appointments, or circumstances resulting from providential hindrance. This does not include school sponsored activities!

## 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

The Academy tries earnestly to keep parents/guardians informed of matters involving their student's behavior when discipline is required or when violations are issued. Faculty members will post violations in FACTS as soon as possible but not later than one (1) school day after the incident. Elementary teachers will note violations received in the student's Assignment Pad (A.P.) to alert parents to the infraction. It is very important that parents/guardians actively monitor their student(s) discipline marks in the FACTS Family Portal and work with the teacher's first if they have questions or concerns about a documented violation or warning.

Additionally, all Detentions, ISS, OSS and Saturday School assignments will be sent home for parental signature before the consequence is to be served.

### *Discipline Standards Kindergarten – 12<sup>th</sup> Grade)*

Teachers use class management skills to provide an environment conducive to learning and growing to assist each student in acquiring the tools needed for academic and character development. Re-direction, warnings, and other character training may be used at the faculty member's discretion prior to a violation being administered. When a student has difficulties following class and school rules or procedures, a warning or violation will be issued. Per the structure below, students receive consequences based upon type and accumulation of violations.

The Academy holds high expectations for its students in both behavior and responsibility. Students are encouraged to set goals and establish good habits in each of the following areas: attentiveness in class and during activities, respectful attitudes, personal responsibility, consistent self-control, and a commitment to good work habits. As students distinguish themselves in these areas, they are recognized and rewarded in ways that will encourage intrinsic motivation, teach character, and encourage long range personal goals. We work with our school families as a "team" to "train up a child in the way he should go..."

## Violation Areas

First Baptist Academy uses a positive approach to discipline that includes the use of redirection, verbal/written warnings, and grace in FACTS in an attempt to curb inappropriate behavior/actions prior issuing violations. The teacher is to be as perceptive as possible about potential discipline problems. FBA has identified five typical violation areas (Attentiveness, Respect, Responsibility, Self-Control, and Work Habits). Individual violations are categorized under one of these five areas in FACTS. Violations will be assessed according to the corresponding action listed below. The most serious types of violations are identified with an asterisks (\*) in the list below. These violations require the issuance of a Conduct Violation and subsequent corrective discipline. A total list of offenses is impractical in this handbook, but those listed below are points of emphasis at FBA:

- **Attentiveness:**
  - Disruptions of school/class activities, not paying attention, or disorderly conduct.
  - Talking out without recognition, interrupting the teacher or a class discussion.
- **Respect:**
  - \*Deliberate disobedience and/or any physical or verbal disrespect (talking back) to an adult.
  - \*Intentional rudeness or meanness to other students or faculty.
  - Students will be courteous and respectful to faculty and one another at all times.
  - Use good manners: hold doors open for adults/ladies, give appropriate verbal greetings.
- **Responsibility:**
  - \*Alteration of documents, report cards, school passes, progress reports, parental permission notes.
  - Assignment Pad (AP) not signed or returned.
  - Daily folder not returned.
  - In an unauthorized area or building on campus.
  - \*Inappropriate use of Internet, social media, or other electronic media.
  - \*Tampering with school or church equipment or property, or destroying/damaging property in any manner.
  - Uniform violations.
- **Self-Control:**
  - \*Bullying, fighting, hitting, slapping, tripping, throwing objects at another student, horseplay, roasting (purposeful belittling), or harassing another student, physically or verbally.
  - \*Inappropriate sexual conduct (kissing, hand-holding, inappropriate hugging/touching etc., is commonly referred to as PDA (Public Display of Affection). Appropriate PDA includes a friendly “side hug”, hand shake, high five, etc., that displays Christian brotherly love (2 Peter 1:5-8). Inappropriate PDA includes prolonged touching, hugging from the front/back with bodies touching, kissing, etc.
  - \*Leaving school grounds without permission, skipping class, or failing to sign out.
  - \*Lying or stealing.
  - \*Physically hurting or harming another child intentionally.

- \*Possession of drugs, smoking, or vaping paraphernalia.
- \*Possession of pornographic or occult material.
- \*Possession of or threats to use weapons to harm others including gestures that indicate the potential to harm with a weapon (knives, guns, ammunition or other harmful objects).
- \*Use of profanity, racially insensitive, obscene, vulgar or suggestive language or gestures. Students will not use the Lord's name in vain or in a sacrilegious manner.
- Chewing gum.
- Eating in class, putting makeup on in class.
- **Work Habits:**
  - \*Copying, plagiarism, cheating, or even the appearance of cheating will be considered a serious offense. The administration will determine a punishment and a zero will be given for the appropriate work.
  - Inappropriate cell phone, smart watch, or FBA issued computer usage.
  - Not following directions.
  - Unprepared for class; Did not have textbooks, supplies, homework.
  - \*Rebellious attitude.
  - Writing or passing notes in class, throwing objects indoors, playing with irrelevant objects, etc.

**Violations marked with an asterisks (\*) will warrant an automatic conduct notice. Elementary students (1<sup>st</sup> – 5<sup>th</sup> grade) will be assigned afterschool detention. Middle/High School students will normally be assigned either an ISS or OSS.**

**Cheating/ (plagiarism)** will not be tolerated at First Baptist Academy. If a student cannot pass without cheating, he/she does not belong at FBA. Students who are suspected of cheating will be warned and disciplinary action will be given if it is reported again. Students who are caught cheating will receive a zero for the assignment and will be subject to additional disciplinary action, which could include expulsion. Also, students who knowingly give answers to another student for the purpose of cheating are subject to disciplinary actions including zero on the assignment and expulsion. The following would be considered 'cheating' at FBA:

- Altering graded work and resubmitting it for grading.
- Copying information from the Internet or other sources and submitting it as one's own.
- Using Artificial Intelligence platforms to create work and submitting the product as one's own.
- Doing another person's work or allowing another person to do one's own work.
- Downloading or copying homework in or out of class.
- Fabricating data, references or other information and including it in an assignment as if it were fact.
- Giving or receiving answers to quizzes, test, examinations or any assignments which the student is expected to submit as one's own work.
- Plagiarism of information from the Internet or other electronic sources.
- Plagiarism or copying the work of another and submitting it as one's own work.

- Using unauthorized aids in doing course work or in testing.

### Code of Conduct (Upper School Students)

Upper school students are expected to uphold the following Student Code of Conduct policies.

First Baptist Academy seeks to educate young Christians in the knowledge of God's Word and its application to their daily lives. They are encouraged to develop Christ-like character traits and experience the joy of giving to others and spreading the Gospel. Each student is encouraged to grow toward Christian maturity and wholeness in spirit, soul, mind, and body.

First Baptist Academy is committed to maintain a consistent testimony before God, the church, and the community. Students are representatives of their school, and their actions are identified with the school. The responsibility of students for their testimony goes beyond the boundaries of school property and school time. Students will be held accountable for their behavior off campus during non-school hours as well as on campus. Their character is also revealed by their activity on social media networking sites; therefore, any student's web content, email, and texting must reflect a godly character. Any student's involvement in sinful public behavior or illegal activity anywhere or at any time brings a reproach to the testimony of the school. These actions become detrimental to the spiritual life of other students in the school and may subject the student to disciplinary action up to and including expulsion. Each student is expected to maintain Christian standards of courtesy, kindness, morality, discipline and honesty.

Students are required to refrain from disruptive behavior, profanity, indecent language, gambling, cheating, sexual immorality, and stealing. Furthermore, they are required by law to refrain from the use of tobacco, illegal drugs, or alcoholic beverages. Students are not to read/watch any indecent or pornographic materials or participate in any activities considered to be of the occult. They are to be law-abiding citizens refraining from any acts of violence or destruction.

First Baptist Academy does not accept the responsibility for activities of a social nature that are not planned or sponsored by the Academy.

Students who are found to be out of compliance with this Code of Conduct may be asked to withdraw from the Academy.

Parents/guardians and students must sign a Code of Conduct document before enrolling at First Baptist Academy and agree to hold their teenager accountable to it with the understanding they will support the school should discipline be necessary. They must also agree to require their youth to show respect for those in authority in the school such as faculty, staff, sponsors, and parent volunteers. Students will also be required to sign and agree to the Code of Conduct.

Jesus said “...let your light shine before men, that they may see your good deeds and praise your Father in heaven.” **Matthew 5:16**

The Academy takes its Code of Conduct seriously. Students' social media networking sites will be visited to see if what they profess on-line is consistent with what they demonstrate during the school day and that it is in line with the standards below. Upper School students are always expected to exhibit the following behavior and adhere to the guidelines in the following areas:

- Demonstrate attentiveness during academic classes and extracurricular activities.
- Engage in class discussions and pay full attention to the teacher.
- Exercise self-control and avoid disruptive behavior.
- No talking without permission or disrupting the class.
- No horse-play, loud talking, slamming of locker doors, running or jumping in the halls or locker area between classes or at any time.
- Students will be permitted to use the restroom only between classes. Emergencies will be the exception.
- Students must use self-control to maintain control of mind, body, and behavior.
- Take responsibility for your actions.
- Students will be in the class, seated and ready to work when the tardy bell rings.
- Late work is ONLY accepted for a grade for excused absences.
- Major reports/projects MUST be turned in on, or before, the due date even if a student is absent. (Teachers may make exceptions with prior coordination)
- Students must bring all required materials and texts to class. They will not be permitted to return to lockers after class starts.
- Students must bring school work or a library book to the classroom study hall.
- STUDENTS are responsible for getting any missed assignments or notes when they know they will be absent from class.
- PARENTS may only pick up work when students have or will have an excused absence for more than one day of school.

### Conduct Notices

Upper school students receive conduct notices for serious unacceptable behavior. \*Five (5) violations issued in a single day in elementary school or three (3) violations issued in a single day in upper school will result in a conduct notice. Missing an upper school make-up detention earns a conduct notice.

Grades 1-5 (Elementary School), within each semester:

- 1<sup>st</sup> Conduct Violation – After school detention
- 2<sup>nd</sup> Conduct Violation - Visit Principal to call parent/guardian
- 3<sup>rd</sup> Conduct Violation – Administrators must meet with parents to discuss paddling, ISS/OSS
- 4+ Conduct Violations – Dismissal/expulsion at administrator's discretion

Grades 6-8 (Middle School), within each semester:

- One conduct notice results in 1 day of ISS

- Two conduct notices result in 2 days of ISS or 1 day of OSS
- Three conduct notices result in 2 hours of Saturday School or an OSS suspension. (conduct violation counts run for a semester)

\*Note: Students who fail to adhere to the dress code policy as it pertains to school uniforms or personal appearance standards after their second week of school will receive a dress code violation. Dress code violations in the first two weeks of school may be documented as uniform warnings rather than violations in FACTS. A student may have several violations in one day. In that case all violations will be noted but only one dress code violation will be assessed for the day.

Grades 9-12 (High School), within each semester:

- One conduct notice results in 1 day of ISS
- Two conduct notices result in 1 day of OSS
- Three conduct notices result in 2 hours of Saturday School, multiple day OSS, or expulsion. (conduct violation counts run for a semester)

### Corporal Punishment Elementary School

If an elementary student receives three (3) Conduct Violations in any one (1) grading period, he/she may receive corporal punishment. Upon receiving the third conduct notice, **parents/guardian** will be notified and will be asked to come to the Academy to discuss the reason for the conduct notice before the spanking is administered. The Administrator will ask the parent/guardian if they would prefer to administer the spanking or allow the administrator to fulfill this responsibility. There will be another adult in attendance when the spanking is given. Refusal to allow corporal punishment will result in expulsion from the Academy. If a student receives a fourth Conduct Violation within the same grading period, the parent/guardian will be required to come to the school office **the same day the Conduct Violation Notice is received** to administer the spanking and/or discuss expulsion.

*“Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him.”* **Proverbs 22:15**

### Detention Elementary School

After school Detention is held after school for thirty minutes. (Tues. & Thur. 3:30pm – 4:00pm)

Students who attend after school Detention should be picked up promptly by a parent/guardian or an adult in charge. Any student not picked up at the end of Detention will be taken to ELS where appropriate fees will be assessed.

Students who receive a Detention notice **MUST** attend on the day designated. These dates can only be changed with the approval of the administrator or principal. Should a Detention Form not be returned the day after being submitted, the student will attend a second consecutive day of Detention.

Elementary School students (1<sup>st</sup> – 5<sup>th</sup> Grade) who receive five (5) violations in a quarter grading period in any one of 5 area of offense categories (Attentiveness, Respect, Responsibility, Self-Control, and Work

Habits) earns a 30-minute after school detention. Receiving ten (10) violations in any combination of the 5 area of offense categories during the quarter will also result in a 30-minute after school detention.

**Exception:** Kindergarten students **do not** attend Detention; rather, they may have time taken from recess or other activity. Accumulation of above Violations = deduction in Responsibility and Behavior/Conduct grade as stated above and completion of written conduct notice with discipline stated. Conduct and academic difficulties will be responded to separately.

*“But he who heeds rebuke gets understanding” Proverbs 15:32b*

Violation Matrix				
Violations in Quarter Grading Period Elementary School				
Violation Areas	Violations Received		Action	Additional Action
Attentiveness	5 <sup>th</sup>	10 <sup>th</sup> in any combination of these violations	30-Minute After School Detention	4 detentions in a semester = 2 hours of Saturday School, ISS or OSS
Respect	5 <sup>th</sup>			
Responsibility – Non-uniform	5 <sup>th</sup>			
Responsibility – Uniform Violation	5 <sup>th</sup>			5 uniform violations in a grading period results in the loss of the privilege to wear spirit clothes on Fridays until the next grading period.
Self-Control	5 <sup>th</sup>			5 violations in a single day = a Conduct Violation
Work Habits	5 <sup>th</sup>			
Unexcused Tardy	5		30-Minute After School Detention	

**Elementary violations received within a quarter grading period should be reflected on the report card as follows:**

Elementary K5 – 5 <sup>th</sup> Grade				
Attentiveness Respect Responsibility Self-Control Work Habits	0-5 Violations = E	6-10 Violations = S	2 Detentions = N	3 or more Detentions = U
Conduct	0 Violations = E	1 Conduct = N	2+ Conducts = U	

### Detention Upper School

Specific infractions of the stated Student Handbook rules will be handled individually by the classroom teacher. Detention Slips will be issued by the principal for infractions outlined in this handbook. Other forms of discipline can be administered by teachers as they deem appropriate, but always with the counsel of the Administrator. The principal or another designated administrator will review violation rosters for each class weekly. Students who have received more than the allowable amount of violations will be scheduled for detention and presented a detention notice for the following week.

Students who receive a detention notice for conduct **MUST** attend on the dates designated on the detention slip. These dates can only be changed by the principal. The principal will give a copy of the Detention Slip to the student. The student will give the slip to their parent/guardian for signature and return the Detention Slip to the principal for filing on the next school day. If the student does not show up for detention he/she will serve a make-up detention. Students who fail to return their signed detention slip to the principal and those four (4) or more minutes late to detention will serve another day of Detention. Any student who fails to show for a make-up Detention-Hall automatically earns a day of In School Suspension (ISS).

Upper School detentions are served on Tuesdays and Thursdays in 30-minute increments during the lunch period. Students will report to the designated detention room at the beginning of the lunch period. Students may eat their lunch, work on school assignments, or read their bibles during this time. They will not converse/interact with others or leave the area without permission from the detention monitor or administrator.

Middle School students who receive three violations in a quarter grading period in any one of 5 area of offense categories (Attentiveness, Respect, Responsibility, Self-Control, and Work Habits) earns a 1-hour school detention. Receiving five violations in any combination of the 5 area of offense categories will also result in a 1-hour Detention. Four Detentions in a semester will result in 2 hours of Saturday school.

High School students who receive two violations in a quarter grading period in any one of the five area of offense categories (Attentiveness, Respect, Responsibility, Self-Control, and Work Habits) will earn a 1-hour school detention. Receiving four violations in any combination of the 5 area of offense categories will also result in a 1 hour detention. Four Detentions in a semester will result in 2 hours of Saturday school.

Violations in Quarter Grading Period Middle School					
Violation Areas	Violations Received		Action	Additional Action	
Attentiveness	3 <sup>rd</sup>	5 <sup>th</sup> in any combination of these Violation Areas	2 – 30-Minute Lunch Detentions	4 detentions in a semester = 2 hours of Saturday School, ISS or OSS	
Respect	3 <sup>rd</sup>				
Responsibility – Non-uniform	3 <sup>rd</sup>				
Responsibility – Uniform Violations	3 <sup>rd</sup>			3 uniform violations in a grading period results in the loss of the privilege to wear spirit clothes on Fridays until the next grading period.	
Self-Control	3 <sup>rd</sup>				3 violations in a single day = a Conduct Violation
Work Habits	3 <sup>rd</sup>				
Unexcused Tardy	5 <sup>th</sup>		2 – 30-Minute Lunch Detentions	Additional detention for each additional unexcused tardy during the grading quarter	
Violations in Quarter Grading Period High School					
Violation Areas	Violations Received		Action	Additional Action	
Attentiveness	2 <sup>nd</sup>	4 <sup>th</sup> in any combination of	2 – 30-Minute Lunch Detentions	4 detentions in a semester = 2 hours of	
Respect	2 <sup>nd</sup>				

<b>Responsibility – Non-uniform</b>	<b>2<sup>nd</sup></b>	<b>these Violation Areas</b>		<b>Saturday School, ISS or OSS</b>
<b>Responsibility – Uniform Violations</b>	<b>2<sup>nd</sup></b>			<b>2 uniform violations in a grading period results in the loss of the privilege to wear spirit clothes on Fridays until the next grading period.</b>
<b>Self-Control</b>	<b>2<sup>nd</sup></b>			<b>3 violations in a single day = a Conduct Violation</b>
<b>Work Habits</b>	<b>2<sup>nd</sup></b>			
<b>Unexcused Tardy</b>	<b>5<sup>th</sup></b>		<b>2 – 30-Minute Lunch Detentions</b>	<b>Additional detention for each additional unexcused tardy during the grading quarter</b>

**Upper school violations received within a quarter grading period should be reflected on the report card as follows:**

<b>Upper School 6<sup>th</sup> – 12<sup>th</sup> Grade</b>				
Attentiveness Respect Responsibility Self-Control Work Habits	0-1 Violations = E	2-3 Violations = S	1 Detention = N	2 or more Detentions = U
Conduct	0 Violations = E	1 Conduct = N	2+ Conducts = U	

### **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 Administrator, and possibly the teacher.

- Upper School students may be expelled after having attended Saturday School and/or OSS (out of school suspension) an excessive amount of times.

First Baptist Academy strives for academic excellence and spiritual character building. Maintaining an environment that permits maximum development academically and spiritually requires hand-in-hand coordination between our teachers, parents/guardians, and administration. FBA is committed to upholding high standards for our students and current trend toward mediocrity and sub-level performance and behavior. We encourage our families to stand firm against worldly pressures.

### 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. An accusation of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated 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:
  - Submission to such conduct is made explicitly or implicitly a term or condition of a faculty/staff/student member's status or progress.
  - Submission/rejection of such conduct by faculty/staff/student is used as the basis of status/progress.
  - Conduct that creates an intimidating, hostile or offensive environment.

### In School Suspension (ISS)

This is a disciplinary measure when a student spends the entire school day alone to 1) contemplate the behavior that resulted in the ISS consequence and 2) completing work necessary to ensure the student comprehends material not mastered due to unacceptable behavior. ISS can also be used by the Principal or Administrator for other disciplinary reasons. The student will be allowed on campus and will complete their daily studies in a designated area under the supervision of an administrator. They will not participate in any extracurricular activities during this suspension.

### Out of School Suspension (OSS)

Out of School Suspension is the prerogative of the Principal and Administrator. This is a disciplinary action assigned by the principal or administrator for serious infractions of school policy. The student will not be allowed on campus. They will complete their daily studies however, all work completed during OSS will receive a grade of zero. They will not participate in any extracurricular activities during this suspension.

### Probation

FBA's principal will review quarterly discipline rosters and academic performance. Students who have shown trends in unacceptable behavior or academic performance may be placed on probation with notification to the student's parents/guardians. Proper documentation must exist before probation will be considered. Probationary periods will normally be assigned for the following quarter. They may be extended beyond this as the discretion of administration.

### Saturday School for Conduct

Students are sent to 4 hours of Saturday School by the principal for escalating misbehavior. Upon the recommendation of the principal, students may also be sent to Saturday School for other serious incident(s). The student must pay a \$100 fee to the supervising teacher.

### Student Appeals

Step 1. 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.

High School students may 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.

Step 2. 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 administrator/principal. The student may also respectfully request the High School Guidance Counselor, a House Leader, or a parent to attend the meeting as well. \*A written description of the problem or a reflection form may be requested by administration prior to the meeting.

Step 3. 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.

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.

This conference will be the final appeal.

### Conflict Resolution Using the Matthew 18 Principle

<b>Scriptural Reference</b>	<b>Students</b>	<b>Parents</b>
<p><b><i>Matthew 18: 15-17 NKJV</i></b>  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</p> <p>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</p> <p>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 Principal</p> <p>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 Principal</p> <p>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 it 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>*Note: 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>*Note</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>*Note</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>
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### Threats of Violence

A student who makes verbal or any other kinds of threats may be suspended and may be required to show evidence of receiving a licensed psychological assessment and counseling.

The student may return only with a written recommendation from the psychological assessor.

The parent/guardian will be notified in writing that a second offense may result in immediate expulsion without an appeal.

Police notification – The Administration will promptly notify the police department when there is any reason to believe that an act of violence has been or is about to be committed against a student or there is otherwise reason to believe that there is credible evidence that a life has been or will be threatened.

It is the responsibility of all faculty/staff/students to report incidents of discrimination or harassment to the Administrator. Consequences for inappropriate behavior will be dealt with on an individual basis including dismissal/expulsion.

## Character Training Events

### *7th & 8th Grade Bi-annual Retreat and Trip to Washington D.C.*

During this biannual retreat students will be led in worship, study, recreation and prayer to build unity. They will also participate in a rite of passage activity to prepare the 8th graders for their transition to high school. On even numbered years 7<sup>th</sup> & 8<sup>th</sup> Grade students have the opportunity to travel with FBA

chaperones to Washington, D.C. and spend 5 days and 4 nights discovering our great nation's Christian foundations via planned and well organized tours from Joshua Expeditions.

### *High School Bi-annual Foreign Mission/Fine Arts Trip*

During this bi-annual retreat students will travel with FBA chaperones to a designated country/region and spend 5 days and 4 nights discovering and participating in the unique ministry/fine arts opportunities of this foreign country. They will work as a team to serve a current mission outreach program and represent themselves as ambassadors for our Lord. The event will be organized and supported by FBA faculty, local hosts, and our tour organization.

### *New High School Student House Induction*

Students will be taught how the structure of FBA High School will assist them in growing a closer relationship with the Lord, their fellow students, others in the community, and with the lost. They will also discuss skills to improve their study habits. Students will be assigned to the Houses, and they will be taught the responsibility of their "House" duties/responsibilities.

Note: The above trips are school sponsored learning experiences. Students not participating for any reason will be required to complete a related assignment.

### *Chapel Programs - Weekly Chapel*

Students will attend chapel/worship services once a week. They need to bring their Bible with them. Throughout the year the Academy will host visitors to share special assemblies with our students (i.e., traveling theater groups, science presenters, etc.). House Sponsors will ensure a minimum of 2 members from each House engages the Speaker upon dismissal offering thanks and encouragement. Elementary students may also offer thanks and encouragement to the speaker. Students will remain with their respective class/house assignment during chapel services for safety and accountability. Parents/guardians may formally request special permission from administration for their child/children to sit with them on a one-time basis for special circumstances. Submit requests to the main office at least two days in advance of the chapel service. Parents/guardians requesting this privilege must sign the student out of class prior to the chapel service and sign them back in after the service has ended for accountability purposes. Parent/guardian seating will be assigned in a specific area in the sanctuary, normally the far right/left sections of the main level.

Upper school students will be seated in designated areas of the sanctuary during chapel services. House members/sponsor/homeroom teacher will sit with their house/class and monitor participation and behavior.

### *Competitions*

Students will attend many varied extracurricular competitions throughout the school year including academic, athletic, choir and band events. They represent FBA, their families, and the Lord Jesus Christ at these competitions. Therefore, their behavior must be exemplary. We trust their activities will bring

glory to our Savior, win or lose. Students representing FBA at any event will have 2 days to make up work assigned on the day they missed.

Disclaimer: FBA Administration reserves the right to adjust dress code requirements, following the lead of the Holy Spirit, based on the particular situation.

### *Field Trips*

During the year, students take field trips relating to subjects taught in the classroom. Parents are notified beforehand in order to make plans. Parents may be called upon to drive school vans or personal vehicles and must sign the driver liability form located in the school office. Students who are not enrolled in the Academy may not attend field trips. In addition, no siblings or small children may accompany parents/guardians on field trips of FBA students. When accompanying as chaperones, parents may not purchase items for their children or any other students. High school students may bring money on field trips. Students may not drive personal vehicles on field trips.

\*Students will wear the school uniform unless otherwise specified by the teacher. We request all parents/guardians who attend field trips to dress appropriately and remember that we represent not only the Academy, but our Lord as well.

\*Note: See dress requirements for students and chaperones in the Dress and Personal Appearance Code portion of this handbook.

### *High School Service/Mission Trips*

Cultural Service and/or Mission Trips may be planned yearly within and outside the USA.

### *National Junior Honor Society (NJHS)*

The purpose of the First Baptist Academy chapter of the National Junior Honor Society is to create an enthusiasm for scholarship, to stimulate a desire to serve others, to promote leadership, to develop within oneself the character traits of Christ, and to develop a love for our country and the freedoms it has bestowed. Our 6th – 8th grade students with a 93 cumulative academic average are eligible for membership. Additionally, the number or type of behavior or conduct violations in the FBA discipline system could adversely affect eligibility for membership. Leadership ability, behavior and conduct are also taken into consideration when selecting members. Students must maintain a 90 cumulative academic average to maintain membership.

### *National Honor Society (NHS)*

The National Honor Society is an honorary organization for 10th, 11th, and 12th grade students. Our 9th grade students will be considered for induction in the spring of their 9th grade year, but membership will not start until the first day of their 10th grade year. The purpose of the FBA chapter of the NHS is to create an enthusiasm for scholarship, to stimulate a desire to serve others, to promote leadership, and to develop within oneself the character of Christ, and to develop a love for our country and the freedoms it bestows its citizens. High School students with a 93 cumulative academic average initially are eligible for

membership. Additionally, the number or type of bad behavior or conduct violations in the FBA discipline system could adversely affect eligibility for membership. Leadership ability, behavior, conduct, Christian character, and service are also considered when selecting members. Students must maintain a 90 cumulative academic average to maintain membership.

### *Student Activities*

The Academy is an active participant in the “Student Activity Program” sponsored by the Association of Christian Schools International. Students are eligible for competition in district Science Fairs, Art Festivals, Speech Meets, Spelling Bees, Creative Writing Festivals, Math Olympics, Choral and Instrumental Festivals, etc. FBA also participates in TAPPS, Texas Association of Private and Parochial Schools, for vocal, instrumental, and athletic competitions.

Young Authors and Illustrators
Optional 1st – 5th
Math Olympics
Required 3rd – 8th
Spelling Bee
Required 3rd – 8th
Spelling Bee
Required 1st & 2nd
Creative Writing Festival Optional 4th -12th
Science Fair
Required 5th & 7th
Optional 3rd, 4th, 6th, & 9th – 12th
Speech
Required 1st – 5th
Optional 6th
Art Festival
Required Kindergarten – 5th, MS/HS Art, & HS Graphics

## Dress and Personal Appearance Code (Kindergarten-12<sup>th</sup> Grades)

**Note:** For specific guidance on proper clothing/uniform wear and personal appearance standards during **ELS, Hang Time** and **SOS** please consult the Early Education & Child Care Department Parent/Student Handbook.

Students, Kindergarten-12th Grade, are required to wear school uniforms and maintain established grooming standards during the school day and during school events. Uniforms serve as an economy measure for our families. Uniforms are also designed to bring dignity to the wearer, reflect a God-honoring culture and encourage enhanced school spirit. FBA promotes unity and spiritual emphasis by encouraging a focus on developing Christ-like characteristics and minimizing competition based on outward appearances.

FBA's approved uniform vendor is Lands' End. Uniform items should be purchased through their website at [www.landsend.com](http://www.landsend.com). **\*See Note**

**\*Note:** There are times when items may be on backorder. If this occurs, please provide a copy of the status of the backorder from Land's End to the administration team with a projected date that the item may be received. This information will be noted in the student's file in FACTS to avoid violations until the item is received. In some cases, the administration team may recommend a suitable substitute for an item if it appears there will be an extended wait. New students will be given a one-month grace period to receive their new uniform items. This period may be extended on a case-by-case basis with approval of the administration team. New students may wear current Spirit Shirts, as an option, or plain white, red or navy polo with navy/khaki skirts/trousers, until their uniform items arrive.

The following information is provided to help students, parents/guardians, and staff maintain a healthy and safe learning environment that reflects FBA's Kingdom Education vision.

<b>General Guidance</b>	
<b>General Guidance</b>	<ul style="list-style-type: none"> <li>• Kindergarten students are expected to use the restroom facilities without the aid of a faculty member. Kindergarten 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.</li> <li>• T-shirts, costumes, or patches, if worn as a part of a "Spirit Day/Fun Day" must not have controversial references, suggestive, or inappropriate images.</li> <li>• Leggings, if used as part of a "Spirit Day/Fun Day" costume must be covered by a skirt or shorts that comply with FBA's skirt length policy.</li> <li>• Flip flops, sandals, Crocs-style shoes, and boots of any kind are NOT permitted. *Exceptions must be approved by the administration team.</li> <li>• Student's Dress Code violation violations will be documented in FACTS under the area of Responsibility.</li> <li>• Refer to the Athletic Handbook for authorized sports team uniforms/shoes/socks.</li> <li>• Upper school students are not authorized to wear any portion of athletic/fine arts uniforms/warmups during school unless they will be performing/competing on that day and have been given permission by the athletic, music, or band director.</li> <li>• 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.</li> <li>• Elementary School Chapel is normally held on Wednesday mornings. Students will wear white long/short sleeved polo shirts with logos on Chapel days. Shirt will be worn tucked in and the bottom polo button will be buttoned. Girls will wear the plaid skirt or plaid jumper (with logo) with black or navy underdress shorts that do not extend below the hemline of the skirt or jumper. Boys will wear navy or khaki pants with a brown or black belt. (No Shorts) and appropriate tennis shoes.</li> <li>• Middle/High School Chapel is normally held on Tuesday mornings. Students will wear white long/short sleeved polo shirts (tucked in) with logos on Chapel days. Girls will wear the plaid skirt with optional black or navy underdress shorts that do not extend below the hemline of the skirt. Shirt will be worn tucked in and the bottom polo button will be buttoned. Plaid skirt will be no shorter than 2 inches above the top of the knee cap and no longer than 2 inches below the bottom of the knee cap. Boys will wear navy or khaki pants with a brown or black belt. (No Shorts) Students will wear appropriate uniform shoes. (See information below)</li> </ul>

## Uniform (Girls Kindergarten-5th Grade)

- **Option 1:** White, navy or red long or short sleeved polo shirt (with logo) and plaid skirt with black or navy underdress shorts that do not extend below the hemline of the skirt. The bottom button of the polo will be buttoned and the shirt will be tucked in. Plaid skirt will be no shorter than 2 inches above the top of the knee cap and no longer than 2 inches below the bottom of the knee cap. \*Note: Students with short skirts will be referred to the office to obtain a loaner skirt (if available) or to call parents/guardians to have another skirt/pants brought to the school.
- **Option 2:** Plaid jumper (with logo), black or navy underdress shorts that do not extend below the hemline and either a long or short sleeved white, navy or red polo shirt (with or without logo) or a white Peter Pan shirt without a logo.
- **Option 3:** White, navy or red long or short sleeved polo shirt (with logo) and new style knee-length skort. The bottom button of the polo will be buttoned and the shirt will be tucked in. (Note: Old style shorter skorts are no longer allowed.)
- **Option 4:** White, navy or red long or short sleeved polo (with logo) with navy or khaki pants or shorts. Pant length should extend to the top of the shoes and be no shorter than 2 inches above top of the shoe. Shorts should be no shorter than 2 inches above the knee cap. A brown or black leather belt must be worn with pants/shorts. Polo shirt must be long enough to remain tucked in. Bottom button will be buttoned.
- Undershirts (e.g., white or nude) may be worn under the shirt and be tucked in. The sleeves must not extend beyond the hem of the shirt sleeves.
- Optional: solid navy or white footed tights or leggings may be worn with the knit skirt/jumper knee-length skort.
- Low-top, black, white or black and white combination non-marking tennis shoes with color-coordinated solid black or white socks. Laces/velcro straps will match primary color of the shoes. Shoes will not have patterns, sparkles, or decorations. They may have a small logo. \*\*See examples of shoes that meet/fail to meet specifications.

**\*\*Acceptable examples:**



**\*\*Unacceptable examples:**




### ***Uniform (Boys Kindergarten-5th Grade)***

- **Option 1:** White, navy or red long or short sleeved polo (with logo) with navy or khaki pants. Pant length should extend to the top of the shoes and be no shorter than 2 inches above top of the shoe. A brown or black leather belt must be worn with pants/shorts. Polo shirt must be long enough to remain tucked in. Bottom button will be buttoned. White undershirt, if worn, will be tucked in and sleeves will not extend beyond the polo sleeve hem.
- **Option 2:** White, navy or red short or long sleeved polo (with logo) with navy or khaki shorts. Short length should be no shorter than 2 inches above the knee and no longer than the bottom of the knee. A brown or black leather belt must be worn with shorts. Polo shirt must be long enough to remain tucked in. Bottom button will be buttoned. White undershirt, if worn, will be tucked in and sleeves will not extend beyond the polo sleeve hem.
- **Low-top, black, white or black and white combination non-marking tennis shoes with color-coordinated solid black or white socks. Laces/velcro straps will match primary color of the shoes. Shoes will not have patterns, sparkles, or decorations. They may have a small logo. \*\*See examples of shoes that meet/fail to meet specifications below.**

**\*\*Acceptable examples:**



**\*\*Unacceptable examples:**

	<ul style="list-style-type: none"> <li>• Leather, black or brown belt.</li> <li>• Optional: Boy's cardigan sweater or fleece quarter zip pullover with logo.</li> </ul>
<b>Uniform (Girls Middle/High School)</b>	
	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> White, navy or red, long or short sleeved polo shirt (with logo) and plaid skirt with optional black or navy underdress shorts that do not extend below the hemline of the skirt. Shirt will be worn tucked in and the bottom polo button will be buttoned. Undershirts (e.g., white or nude) may be worn under the shirt. They must be tucked in and may not extend below the hem of the shirt at the sleeves. Plaid skirt will be no shorter than 2 inches above the top of the knee cap and no longer than 2 inches below the bottom of the knee cap. *Note: Students with short skirts will be referred to the office to obtain a loaner skirt (if available) or to call parents/guardians to have another skirt/pants brought to the school.</li> <li>• <b>Option 2:</b> White, navy or red, long or short sleeved polo shirt (with logo) with navy or khaki pants. Pant length should extend to the top of the shoes and be no shorter than 2 inches above top of the shoe. A brown or black leather belt must be worn with pants. Shirt will be worn tucked in and bottom polo button will be buttoned. Undershirts (e.g., white or nude) may be worn under the shirt but must be tucked in and may not extend below the hem of the shirt at the sleeves.</li> <li>• Middle School girls are allowed to substitute navy or khaki shorts for pants except on chapel days. Short length should be no shorter than 2 inches above the knee cap and no longer than the bottom of the knee cap. A brown or black leather belt must be worn with shorts.</li> <li>• Optional solid navy or white footed tights or leggings may be worn with the knit skirt.</li> <li>• Middle School: Low-top, black, white or black and white combination non-marking tennis shoes with color-coordinated solid black or white socks. Laces will match primary color of the shoes. Shoes will not have patterns, sparkles, or decorations. They may have a small logo.  **See examples of shoes that meet/fail to meet specifications below.</li> </ul> <p><b>**Acceptable Examples:</b></p> </div> <div style="flex: 0.5; text-align: center;">  </div> </div>



**\*\* Unacceptable Examples:**





- **High School: Solid brown or black leather (including heel) closed-toe, dress shoes, with a flat heel of no greater than 1 inch, with navy, black or white footed tights or cable knee socks. Suede shoes are not authorized.**
- **Non-marking tennis shoes and athletic socks must be worn during P.E. classes.**
- **Students will not wear boots, high top tennis shoes, flip flops, sandals or Crocks-style shoes. \*\*See Exceptions**


**\* Note: Middle School girls have the option of wearing solid brown or black leather closed-toe dress shoes with a flat heel of no greater than 1 inch with navy, black or white footed tights or cable knee socks with their skirt. Suede shoes are not authorized.**

**\*\*Exceptions to the shoe policy will be approved on a case-by-case basis for verified medical waivers.**

#### **Uniform (Boys Middle/High School)**



- **White, navy or red, long or short sleeved polo (with logo) with navy or khaki pants. Pant length should extend to the top of the shoes and be no shorter than 2 inches above top of the shoe. A brown or black leather belt must be worn with pants. Polo shirt must be long enough to remain tucked in. Bottom button will be buttoned. White undershirt, if worn, will be tucked in and sleeves will not extend beyond the polo sleeve hem.**
- **Middle School boys are allowed to substitute navy or khaki shorts for pants except on chapel days. Short length should be no shorter than 2 inches above the knee cap and no longer than the bottom of the knee cap. A brown or black leather belt must be worn with shorts.**

	<ul style="list-style-type: none"> <li>• <b>Middle School boys wear low-top, black, white or black and white combination non-marking tennis shoes with color-coordinated solid navy, black or white socks. Laces will match primary color of the shoes. Shoes will not have patterns, sparkles, or decorations. They may have a small logo. **See examples of shoes that meet/fail to meet specifications.</b></li> </ul> <p><b>*Acceptable examples:</b></p>  <p><b>*Unacceptable examples:</b></p>  <ul style="list-style-type: none"> <li>• <b>High School: Solid brown or black leather (including heel) closed-toe, dress shoes with navy, black, brown or white socks. Suede shoes are not authorized. **See Exceptions</b></li> <li>• <b>Non-marking tennis shoes and athletic socks must be worn during P.E. classes.</b></li> <li>• <b>Students will not wear boots, high top tennis shoes, flip-flops, sandals or Crocks-style shoes. *See Exception</b></li> <li>• <b>Leather, black or brown belt. The leather belt and leather shoe color will match.</b></li> <li>• <b>Refer to the Athletic Handbook for proper shoes/sock types on sports teams.</b></li> <li>• <b>Students must wear approved uniform shoes when in the main academic building and during ELS/Hang Time. Other styles of shoes may be allowed for use during athletic practices and games at the discretion of the Athletic Director and coaches but they must be changed before the student returns to the main building.</b></li> </ul> <p><b>*Exceptions to the shoe policy will be approved on a case-by-case basis for verified medical waivers.</b></p>
<b>Other Uniforms</b>	<ul style="list-style-type: none"> <li>• <b>Scout and AWANA uniforms are permitted in their entirety on meeting days. Scout pins may be worn on school uniforms.</b></li> </ul>

<b>Miscellaneous Items</b>	
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>• Students are permitted to wear a jacket or coat of no particular style or color to and from school, however, <b>ONLY</b> “school” letterman jackets or approved Lands’ End jackets and sweaters with logos or FBA hoodies are to be worn inside school buildings. Lands’ End Uniform sweaters include <b>SOLID</b> red or navy blue cardigan sweaters and pullover sweaters (with logos).</li> <li>• Students may also purchase and wear optional navy blue blazer or rain jackets (with logos) from Lands’ End. *Note (Rain jackets will not be worn in chapel)</li> <li>• Only letter jackets, sweatshirts, vests or hoodies purchased from FBA or FBA’s contract uniform store are permitted for wear during school.</li> <li>• Sweatshirts and hoodies will not be worn in Chapel unless the administration team decides the indoor temperature warrants an exception.</li> <li>• Hoodie/jacket hoods will be worn with the hood down when students are indoors.</li> <li>• TAPPS or other school-sponsored activity shirts/jackets/hoodies are allowed on spirit days only.</li> <li>• Letter Jackets must have the student’s “House Patch” centered under their name on the right front side of the jacket.</li> </ul> 
<b>Purses/Handbags</b>	<ul style="list-style-type: none"> <li>• Kindergarten – 3<sup>rd</sup> Grade: Not allowed</li> <li>• 4<sup>th</sup> – 12<sup>th</sup> Grade: Purses must be kept in lockers, or stored on the floor below the student’s desk, except at lunch time or when it is necessary to transition to/from class, at lunch and during breaks.</li> </ul>
<b>Backpacks</b>	<ul style="list-style-type: none"> <li>• 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 Elementary School and to carry a reasonable amount of items on campus.</li> <li>• Oversized backpacks and camping-style backpacks and roller-bags are not authorized as they do not fit into lockers/bins. *See Exception</li> <li>• Small individual accessories may be clipped to/pinned on bags as long as they remain on the bag during the school day.</li> </ul> <p>* Exception: Roller-bags may be used if the student has submitted an approved medical waiver that prohibits lifting/carrying to the school nurse.</p>

<b><i>Clothing for special days/circumstances</i></b>	
<b>Outside Recess</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
<b>Field Trips</b>	<ul style="list-style-type: none"> <li>• Students will be required to wear clean, neat, blue or black jeans (faded jeans and jeans with holes/rips are not allowed), a current FBA spirit shirt, tennis shoes and socks on field trip days (Kindergarten-8th grades only). Special instructions regarding appropriate clothing for unique field trips will be sent to parents/guardians in advance.</li> </ul>
<b>FBA Sponsored Activities (Field Trip Chaperones)</b>	<ul style="list-style-type: none"> <li>• We request all participants (students, teachers, family members, friends, chaperones...) who attend FBA sponsored activities to dress appropriately and remember that we represent our Lord at all times. Student dress standards are outlined in the preceding paragraph of this Dress and Personal Appearance Code section. The following information pertains to chaperones and all others participating in the event.</li> <li>• <b>Shorts:</b> In FBA Sponsored activities where shorts are allowed (a rare exception), shorts must be modest (not too tight) and not be shorter than 2 inches above the knee cap/athletic length (like PE uniform shorts).</li> <li>• <b>Tops:</b> In FBA Sponsored activities where tops other than uniform/Spirit wear are allowed (a rare exception), no see through (where undergarments show), spaghetti strap, or tank tops.</li> <li>• <b>Skirts:</b> In FBA Sponsored activities where skirts are allowed, skirts cannot be shorter than 2 inches above the knee cap.</li> <li>• <b>Jeans:</b> In FBA Sponsored activities where jeans are allowed, jeans must not be too tight, have holes/rips, or be baggy.</li> <li>• <b>Disclaimer:</b> FBA Administration reserves the right to adjust attire requirements, following the lead of the Holy Spirit, based on the particular situation.</li> </ul>
<b>Spirit Days</b>	<ul style="list-style-type: none"> <li>• <b>Kindergarten-5<sup>th</sup> Grade:</b> Students may wear spirit wear with uniform skirts/pants.</li> <li>• FBA students have the privilege of wearing clean, neat blue or black jeans/denim cargo pants (faded jeans and jeans with holes/rips are not allowed) with a FBA spirit shirt, non-marking tennis shoes and socks every Friday. If a student does not have a spirit shirt, the normal school uniform must be worn. Spirit shirts can be purchased through the school's vendor. *Note</li> <li>• Middle School students have the option of wearing their navy or khaki shorts.</li> </ul>



	<ul style="list-style-type: none"> <li>• Middle School/High School students have the option of wearing black or brown leather school shoes.</li> <li>• TAPPS or other school-sponsored activity shirts/jackets/hoodies are allowed.</li> </ul> <p><b>* Note: Students may wear their choice of non-marking tennis shoes on Spirit Days/Fun Days. Other types/styles of shoes are not allowed unless approved by the administration team.</b></p> <p><b>*Note: Students that exceed the maximum number of uniform violations/violations in a quarter will lose the privilege of wearing spirit gear on Fridays for the remainder of the grading quarter. These students will be required to dress in their normal daily uniform. (See discipline area for more information)</b></p>
<b>House Monday Uniform</b>	<ul style="list-style-type: none"> <li>• High School: House students have the privilege of wearing clean, neat, blue or black jeans/denim cargo pants (faded jeans and jeans with holes/rips are not allowed) with their formal House t-shirt or polo and non-marking tennis shoes on Mondays. Students who choose not to wear their House t-shirt or polo must wear their normal school uniform. Outerwear for that day must be FBA approved, e.g., sweaters, letter jackets, sweatshirts, etc.</li> </ul>
<b>House Fun Day/Spirit Week</b>	<ul style="list-style-type: none"> <li>• House Fun Day and Spirit Day costumes must adhere to the same modesty standards outlined in the uniform and spirit guidelines. Students will wear items appropriate to their gender and costumes must not be a distraction to or hinder the academic process.</li> </ul>
<b>House Rally</b>	<ul style="list-style-type: none"> <li>• Students will wear FBA House or Spirit Shirts with jeans or FBA PE athletic shorts (red or blue) with at least a 5 inch inseam length. No other shorts/t-shirts will be allowed. Girls may wear biker shorts under their athletic shorts. Spirit shirts and athletic shorts, in limited sizes, can be purchased in the school office.</li> <li>• PE shorts can be purchased online through the school store.</li> <li>• Modest one-piece swimsuits/tankinis for girls and swim trunks for boys will be worn if going to the pool. If there is any doubt concerning the modesty of the swimsuit the staff will advise the wear of a t-shirt over the suit.</li> </ul>

<p><b>House Sponsored Events:</b> <b>Christmas Banquet/Spring Formal</b></p>	<ul style="list-style-type: none"> <li>• Modest, conservative dress appropriate for each event is required of all who attend, including outside guests of FBA High School students, who do not attend FBA. Dress on all occasions should be such as to uplift each other, our school, our sponsoring church and our Lord.</li> <li>• Ladies' dress length can be no shorter than the top of the knee cap.</li> <li>• Spaghetti or shoulder straps are permitted.</li> <li>• No stomach or cleavage showing. (See-through fabric is not an acceptable alternative that permits exposure of these areas)</li> <li>• No high slits (higher than mid-thigh).</li> <li>• No ruching on the bottom/rear end.</li> <li>• No low back line below the middle of the back. *See examples and photos of some styles that fit within these guidelines and some that are not in compliance.</li> <li>• Exceptions to nail colors/design may be requested prior to the spring social from the school principal. If an exception is approved the nails may be modified not earlier than one week prior to the social and they must be returned to normal colors/styles not later than one week following the social.</li> </ul> <p>• <b>Acceptable Examples:</b></p>  <p>• <b>Unacceptable Examples:</b></p> 
<p><b>Upper School</b></p>	<p>• 6<sup>th</sup> – 12<sup>th</sup> Grade students will wear the normal chapel uniform to the annual</p>

<b>Awards</b>	awards chapels.
<b>Graduation</b>	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> – 11<sup>th</sup> Grade students will wear the normal chapel uniform with house sashes. Graduates will wear either chapel uniforms or modest dresses/skirt combinations (ladies) collared shirt with slacks/dress pants (no jeans) (men).</li> </ul>
<b>P.E. Uniforms</b>	<ul style="list-style-type: none"> <li>• Kindergarten-5<sup>th</sup> Grade students are required to wear P.E. uniforms purchased through the school office or at the Parent Auxiliary uniform sale. Non-marking tennis shoes and athletic socks must be worn during P.E. classes. November through March are considered cold weather months. During cold weather months, students may wear plain navy, red or grey sweatpants and sweatshirts to P.E. Sweats are not sold at FBA, however, they may be purchased at a local store. Sweats may be brought to P.E. class every day during November through March. P.E. teachers have the option of allowing them during other months, if the weather conditions make it necessary. P.E. attire must be marked with the student's first and last name.</li> <li>• Middle School &amp; High School students are required to purchase PE uniforms from the FBA approved contract uniform store or the Parent Auxiliary uniform sale.</li> </ul>

#### ***Dress Code Violations***

	<ul style="list-style-type: none"> <li>• Homeroom teachers are responsible for evaluating dress code compliance, making corrections, and documenting violations daily. Standards will be established in the first two weeks of the student's attendance and violations will be noted as uniform discussions in FACTS. Once the standard is set (first two weeks of school) students will receive uniform violations. All faculty members are authorized to make uniform corrections and document violations as necessary throughout the day. If a correction is given it should be followed by a discussion or violation in FACTS.</li> <li>• Students who fail to adhere to the dress code policy as it pertains to school uniforms or personal appearance standards will receive a dress code violation. A student may have several violations in one day. In that case all violations will be noted but only one dress code violation will be assessed. For example, a student may have the wrong uniform shirt, have the wrong shoes and be in need of a haircut. All three violations will be noted in FACTS but they will only count as one dress code violation for that day. Dress code violations will accumulate toward behavioral consequences as any other discipline mark. Students will not be excused from participation because of dress code violations.</li> <li>• Students with uniform items that are unserviceable (ripped, torn, too small/large to allow for proper modesty) will be referred to the office to see if the academy has a loaner item on hand to use for the day. If no item is available</li> </ul>
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	<p>they will be given the opportunity to contact their parent/guardian to request a serviceable/suitable item be brought to the school.</p> <ul style="list-style-type: none"> <li>• Students that exceed the maximum number of uniform violations/violations in a quarter will lose the privilege of wearing spirit gear on Fridays for the remainder of the grading quarter. These students will be required to dress in their normal daily uniform. (See discipline area for more information)</li> </ul>
<b>Hair and grooming standards</b>	
<b>Hair</b>	<ul style="list-style-type: none"> <li>• 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 opening on the sides (including sideburns) and will not be longer than the bottom of the uniform 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, 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.</li> <li>• Acceptable examples:</li> </ul>  <p>Unacceptable examples:</p> 

- 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 and photos of some styles that fit within these guidelines and some that are not in compliance. \*\*See Exceptions:



#### Acceptable Examples:



#### Unacceptable Examples: (examples #3 & 4 have unnatural colors/highlights)



**\*\* 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

	<ul style="list-style-type: none"> <li>• Girls may wear small, simple bows, barrettes, clips, or unadorned (plain) headbands that are not distracting if they match the school uniform colors of red, white, and navy, neutral, or are plain gold or silver in color. *See Note</li> <li>* Note: Bandannas, ornamentation and scarves are not permitted except on Spirit Days, Rallies, or other designated theme days with the approval of the administration team.</li> </ul>
Moustache/Beard;	<ul style="list-style-type: none"> <li>• All male students must be clean shaven. Moustache and beard hair is not permitted. Sideburns may not extend past the middle of the ear opening and hair on the back of the neck should be trimmed. *See Exception</li> <li>• Middle School: There may be times when a Middle School student matures to the point where they need to begin shaving to maintain a clean-shaven appearance. In these instances, the administration team will contact the student's parents/guardians to work out a plan for compliance. *See Exception</li> <li>* Exception: Students with medical conditions that do not allow for a clean-shaven appearance must have an official diagnosis from a medical professional stating the nature of the medical condition and the duration of the treatment before a waiver can be issued.</li> </ul>
Tattoos	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
Piercings	<ul style="list-style-type: none"> <li>• Girls are allowed to wear no more than two sets of small earrings or studs, no larger than the size of a nickel, in the lobes of the ears. * See Note</li> <li>• Boys are not allowed to wear earrings of any kind.</li> <li>• 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.</li> <li>* 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.</li> </ul>
Jewelry	<ul style="list-style-type: none"> <li>• Kindergarten –Middle School: Jewelry must be God-honoring and non-distracting. One small necklace, bracelet/medical ID bracelet, maximum of two rings, and watch is acceptable. Students will be required to remove any jewelry that does not conform to this dress code. Students may also wear plastic bracelets with a Christian message or school-supported theme. *See Notes</li> <li>* Note: Students may wear additional jewelry items on Spirit Days, Rallies, or</li> </ul>

	<p>other designated theme days as part of their costume, as long as, the jewelry does not distract from the academic environment.</p> <p><b>*Note: High School students may wear no more than 2 rings per hand, 2 bracelets/medical ID bracelet, 1 watch and 1 necklace.</b></p> <p><b>*Note: Students may wear Smartwatches/rings at FBA. These devices must be placed in “Airplane” mode during school hours unless the student has approval to use the features for class purposes. Unauthorized use of these smart devices during school will result in violations and potential fines.</b></p>
<b>Makeup</b>	<ul style="list-style-type: none"> <li>• <b>Kindergarten-5<sup>th</sup> Grade: No Makeup Allowed</b></li> <li>• <b>Boys are not allowed to wear makeup. *See Exception</b></li> <li>• <b>Middle/High School girls are permitted to use a modest amount of makeup. Makeup must be applied lightly such as to not draw attention to the individual. Makeup is never to be applied in the classroom. Clear, light or medium pink lipstick or lip gloss may be worn. (No dark, black, or glittered lipstick, eye shadow, or bright red cheek color allowed.) *See Exception</b></li> </ul> <p><b>* Exception: Waivers to this policy may be made in the case of medical necessity. These cases will be reviewed/approved by the administration team, on a case-by-case basis.</b></p>
<b>Acne Patches</b>	<ul style="list-style-type: none"> <li>• <b>Upper school students may wear acne patches/band-aids that match the color of their skin-tone or are neutral in color on exposed skin.</b></li> </ul>
<b>Nails/Nail Polish</b>	<ul style="list-style-type: none"> <li>• <b>Kindergarten – 5<sup>th</sup> Grade: Girls (Only) may wear clear, white, light colored or medium pink nail polish. Dark colors, black, glittered nail polish, painted or sticker nail designs, ornamentation and fake nails/extensions are not allowed.</b></li> <li>• <b>Middle/High School: Girls (Only) may wear clear, neutral, light or medium pink, red, navy, white or French tip nail polish. No more than two colors may be used at one time. Extremely dark, fluorescent, black, glittered nail polish, painted or sticker nail designs and ornamentation is not allowed. Acrylic nails/extensions may be worn as long as they are no longer than ¼ inch beyond the tip of the finger and the tips are round, oval, ballerina or squoval in shape. *See Exceptions</b></li> </ul> <p><b>*Exception: High school girls may request an exception for nail color/styles for the spring social. Request must be approved by the principal. Approved colors/styles may be worn the week before and after the social.</b></p>

	<p><b>*Acceptable Examples:</b></p> <div data-bbox="518 287 1385 497"></div>
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## Financial Policies

### *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 \$125.00 per child not to exceed \$375.00 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 communities that want to donate funds to our Academy are welcomed to do so.

### *Financial Statements*

Statements can be accessed by FACTS. They are ready to view on the first Wednesday of each month. Payments can be made online or in the school office. Electronic payments are subject to additional fees.

### *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.

### *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.

### *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.

### *Tax Credit Research*

The Academy charges \$25.00 per hour with a one (1) hour minimum for research. Please retain monthly statements for income tax purposes.

### *Tuition and Fee Schedules*

Tuition and fee schedules are available in the school office and 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.

### *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 posted 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. Report cards and grades may be held due to nonpayment of account balances.

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.

### *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.

## **General and Miscellaneous Information**

### *Animals on Campus*

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

### *Before And After School Services*

**Extended Learning Session (ELS)** is available for students three to thirteen years of age. ELS is open from 6:30 a.m. until 8:15 am and again after school dismissal until 6:00 p.m. Students must be registered in this program. Fees will be charged to the students' account.

### *Birthdays Kindergarten – 5<sup>th</sup> Grade*

There are no birthday parties at school. Individual party favors, treat bags, candies, etc. are not permitted as this is not a birthday party. Parents/Guardians are welcome to send special food treats for Kindergarten-5th grade student birthdays; however, treats should be made simple and individual (i.e. cupcakes or cookies) and must be brought only after the teacher has been notified. Arrangements are to be made with homeroom teacher for distribution by parent during lunch or by teacher at the end of the day. **No birthday cakes please. SIBLINGS ARE NOT PERMITTED** to come when birthday treats are brought to the classroom. Summer birthdays may be celebrated at any time during the school year as arranged with the teacher.

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.

FBA Early Education Department is licensed by the Texas Department of Family and Protective Services; therefore, all snacks must be prepackaged or bought at a bakery/deli.

### *Chewing Gum*

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

### *Daily Communication Folders*

Folders containing students' daily work, grade level newsletters, etc., are sent home each daily. The school newsletter is sent to each home via email each week.

### *Eating/Drinking In Classrooms*

Teacher directed activities involving food will take place in reserved designated rooms. PreK and elementary students are allowed to have water in a sealed container in the classroom. Water bottle/container must fit in the student's cubby/backpack. Upper school students are permitted to consume snacks and should hydrate between class periods. Snacks in class must be approved by the teacher and should be limited to special occasions under controlled circumstances to avoid disruptions and potential spills/messes. Beverages/food brought to school in the morning, except for those contained in the student's water bottle, must be consumed prior to the beginning of 1<sup>st</sup> period. Upper school student water bottles will be stored in the student's wall locker for use between classes. High school juniors and seniors who have purchased food/beverages off-campus during lunch may finish them during 6<sup>th</sup> period with the permission of the classroom teacher.

## *Library*

Kindergarten – 5<sup>th</sup> grade students visit the library once a week. Library skills are taught and students have the opportunity to browse and check out books for personal reading, classroom research, or assignments. The following guidelines will be followed:

- Books may be checked out for one week, but may be renewed for an additional week.
- When a book is checked out, the due date is given as the first notice for the child's responsibility to return the book on time.
- A second notice will be issued if the book is not turned in on time with a fine notice of ten cents (.10) per school day per overdue book until the book is returned.
- A third notice will be issued if the book is not turned in within 10 school days after the second notice was issued. "Upon the third notice, the cost of the book will be charged to the student's school account."
- A student may not check out a book if he/she has any overdue books or owes fines on books returned late.

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," "Library."

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.

## *Lockers*

Each student will be given a locker in which to store their school materials. Students may stack backpacks and other items except for books/notebooks on tops of flat lockers or between sets of lockers. Students purchase a combination lock and provide the combination to their homeroom teacher. These lockers may be locked at all times. The Academy is not responsible for anything stolen from the lockers. Students must not leave bags, books, and clothing on the floor in front of the lockers or on the table in the locker area. Lockers can be searched at any time.

Students may decorate the inside of their lockers and with appropriate materials. Only magnetic or peel off vinyl clings may be used. The outside door of the locker may be decorated for special occasions by the administration, senior parents or house sponsors.

It is very important that the locker area remain neat to be safe. No backpacks, gym bags, books, etc. may be kept in front of the lockers on the floor. All student materials must be placed inside lockers. Backpacks may be placed on top of the locker, if the design of the locker permits. Food items and beverages should not be stored in lockers with the exception of lunches in lunchboxes. Disposable drink/food containers will not be stored in lockers. By 4PM all materials must be cleared off the tops of lockers. If students away at practice for extracurricular activities, etc., will be returning to school, they may leave their backpacks in the ELS hallway.

The combination for locks must be furnished to the homeroom teacher, who will provide a copy to the school office. Students are responsible for the care of their lockers and locks. ONLY magnetic and peel off vinyl materials may be used on the INSIDE of the locker. These materials must be in good moral taste and appropriately Christian in context. Students will be asked to remove anything which the administration deems inappropriate.

Unscheduled Locker Checks may be made by the administration.

### *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.

### *Parties Kindergarten – 5<sup>th</sup> Grade*

For elementary students there are three (3) 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).

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

With teacher approval, candy or baked goods may be brought for class distribution. (See "Birthdays") Individual 'treat' or goodie bags are not permitted.

Parent sponsors (room mothers) volunteer to arrange parties with the help of other parents. Generally, goodies are donated; however, a maximum of \$2.00 may be collected from students for each party. Although parent helpers may attend parties, siblings may not attend. Parties begin 45 minutes prior to the close of the school day, with a 15 minute set-up time period.

### *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:

- FBA maintains the following education records directly related to each student.
- Academic records
- Personal information records

- Disciplinary records
- Health records
- Standardized testing records
- Access to educational records is limited to the following:
- Parents of students under 18
- Parents of students over 18, if such student is dependent as defined in the Internal Revenue Code
- Students age 18 and over
- Officials of the Academy who have a legitimate educational interest
- State and local officials to whom information is required to be reported
- Certain testing organizations
- Accrediting organizations
- Appropriate person in connection with an emergency
- Pursuant to subpoena or court order
- School to which a student seeks or intends enrollment

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.

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.

### *Photographs*

Each fall, individual student photographs are taken. PreK - elementary school class photos are taken in the spring. Parents/Guardians are not required to purchase these; however, the photographs will be used in the school yearbook and in FACTS. Pictures taken of FBA students may be used for the school website and school social media.

### *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.

### *Service Hours*

Students may acquire Service Hours. These Service Hours must be approved by the homeroom teachers and documented on the Service Hour sheet maintained in each student's folder. Service hours must be brought to the homeroom teacher by the student with appropriate signatures of adults responsible for the service project, e.g., church youth director, Sunday school teacher, etc. Normally expected service such as babysitting a sibling is not acceptable. When 12 hours of service have been approved, students may wear 'civilian' clothing, appropriate modest clothing, for a day once approved by the Principal. Each House is required to have a service project during the school year. Also, the NHS and NJHS will have a service project. House and NHS/NJHS service hours count toward the hours necessary for a student to

wear civilian clothes for a day. Not more than 2 “civvies” days per month will be approved (never approved for Chapel day, nor House meeting.)

### *Student Activities*

The academy is an active participant in the “Student Activity Program” sponsored by the Association of Christian Schools International. Students are eligible for competition in district Science Fairs, Art Festivals, Speech Meets, Spelling Bees, Creative Writing Festivals, Math Olympics, etc.

<b>ACSI Young Authors and Illustrators</b> Optional 1 <sup>st</sup> – 6 <sup>th</sup>
<b>ACSI Math Olympics</b> Required 3 <sup>rd</sup> – 8 <sup>th</sup>
<b>ACSI Spelling Bee</b> Required 3 <sup>rd</sup> – 8 <sup>th</sup>
<b>FBA Spelling Bee</b> Required 1 <sup>st</sup> & 2 <sup>nd</sup>
<b>ACSI Creative Writing Festival</b> (Mail-in Event) Required 4 <sup>th</sup> – 6 <sup>th</sup> Optional 7 <sup>th</sup> -12 <sup>th</sup>
<b>ACSI Science Fair</b> Required 5 <sup>th</sup> & 7 <sup>th</sup> Optional 3 <sup>rd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> , & 9 <sup>th</sup> – 12 <sup>th</sup>
<b>ACSI Speech</b> Required 1 <sup>st</sup> – 6 <sup>th</sup>
<b>ACSI Art Festival</b> Required Kindergarten – 5 <sup>th</sup> , MS Art, & HS

### *Textbook Assignment and Care*

Students will be assigned textbooks in each class. At the time of assignment the teacher will note the condition of the book(s). When the teacher takes the books up, normally at the end of the year, he/she will make note of any significant deterioration. Cost of replacement for abnormally worn or torn books will be added to the student’s account. It is important to take care of these books to reduce the high costs of book replacement.

### *Visitors on Campus*

Approved family members and former FBA graduates/students (in good standing) are always welcome on campus. All other guests invited by a FBA student will need to complete a Visitor Form which can be obtained by an FBA student from the office. Visitor Form must be completed by guest and returned to the

office for Administrative approval 48 hours prior to visit date. 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.

### *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. 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 FBA Night. THE EAGLE, yearbook does accept advertisements to offset the cost of publishing the manual.

## Grading Procedures

### *Kindergarten*

The following scale is used to evaluate kindergarten students in areas of instruction:

<b>Grade</b>	<b>Level of Achievement</b>
<b>E</b>	<b>Above average</b>
<b>S</b>	<b>Satisfactory</b>
<b>N</b>	<b>Needs improvement</b>
<b>U</b>	<b>Unsatisfactory</b>

### *1<sup>st</sup> – 5<sup>TH</sup> Grades Scale*

**Subject Area Grading Scale:** ABC/Number grades are used to report progress in most subject areas; 70 or above is passing.

A/E.....90-100	C/N.....70-79
B/S.....80-89	F/U.....0-69

### *1<sup>st</sup> – 5<sup>th</sup> Grades (Responsibility, Behavior/Conduct, Support Class Grading)*

E,S,N,U are used to report grades for 1<sup>st</sup> – 5<sup>th</sup> in responsibility, conduct, music, art, P.E., computer, handwriting (penmanship).

E.....Excellent (0-2 Violations)	S.....Satisfactory (3-4 Violations)
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N.....Needs Improvement (5-6 Violations)	U.....Un-Satisfactory (7 or more Violations)
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In a quarter's grading period, students receiving one (1) detention will automatically receive an "N" (needs improvement) in the respective discipline area. Students receiving more than one (1) detention will receive a "U" (unsatisfactory).

### *6<sup>th</sup> – 12<sup>th</sup> Grades (Grading Objective)*

We conclude that every family has chosen to enroll their student in a Christian school because they take seriously the responsibility of providing a quality instructional program that is Bible-centered. Since all truth is God's truth, the student's studies in every instructional area reveal God as Creator and Sustainer and His glory as the ultimate purpose of each area of study. We endeavor to teach our upper school students that it is not for self that one does his very best, but to please the Lord. It is His character we hope to see in each student as he/she grows to know the Lord more intimately.

In addition to the Academy objectives which support the philosophy of the Academy, our upper school students are expected to grow even further in the following areas of maturation.

It is the desire of First Baptist Administrator to see each student in our upper school program:

- Acquire quality academic knowledge and application skills necessary for Christian leadership in today's world.
- Develop a close personal relationship with the Lord through prayer, praise, worship and meditation upon His word.
- Develop Christ-like character qualities of love, joy, truthfulness, respect, submission to authority, humility, kindness, and responsibility through self-discipline and discipleship.
- Develop discernment for righteous living in a self-indulgent society.
- Develop listening skills whereby concentration, understanding and retention of information can be assimilated.
- Develop organizational skills necessary to leading a productive and successful life.
- Learn of God's attributes, values, and truths through the study of His Word and His Creation.
- Learn the joy of giving to others and spreading the Gospel as a servant willing to minister in His name.
- Learn to defend their faith in the public arena.
- Value and appreciate hard work and experience the satisfaction of a job well done.

*"Whatever is true, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things." **Philippians 4:8.***

The desire of First Baptist Academy is to instill in each student a discerning spirit supported by a biblical worldview.

Our high school students as young believers are expected to be wiser in all of these areas of character development than our younger students. High School students will present themselves as examples to the other students.

It is the desire of the administration to develop a comfortable rapport with each of the students. The office of the administrator and principal as well as the guidance counselor are always open to students desiring guidance in areas of academics, peer relationships or personal conduct. At no time will the administration assume the role of a parent.

*“And let us consider how we may spur one another on toward love and good deeds.” Hebrews 10:24*

### *6<sup>th</sup> - 8<sup>th</sup> Grade Middle School Course Requirements*

The academic program at FBA meets state required coursework including state TEKS (Texas Essential Knowledge and Skills) for each required discipline. All middle school students must fulfill their fine arts requirement by taking at least one year of art, choir or band by the time they finish 8th grade.

Middle school requires the core courses of Bible, Math, English, History and Science. Additionally, FBA requires Physical Education all three years. Electives complete the 8-period day.

### *9<sup>th</sup> – 12<sup>th</sup> Grade High School Course Requirements for Graduation*

First Baptist Academy has high academic standards and expectations for its students. Attending the Academy is a privilege given to each student as a gift from their parents; therefore, any student who attends FBA High School is expected to achieve academically based on the student’s willingness to learn. Students who consistently fail to achieve scholastically will not be retained at First Baptist Academy. Students must obtain the minimum credits necessary to graduate from FBA and receive a state of Texas approved diploma.

### *Achievement Test*

An achievement test is administered to all students in Kindergarten – 8th grade during April. Results are usually available before school concludes in May. The 9th, 10th and 11th grade students will take preliminary college admission exams. The fees for those exams are added to the student’s account.

### *Deficit Credits*

If at the time of graduation a student has not completed all courses needed for graduation, he/she may be permitted to “walk the stage” only with the approval of the Administrator. They may be recognized as part of the class, and later be awarded a diploma when these deficit credits are completed no later than the end of the summer following graduation. Arrangements must be approved by both the Principal and the Guidance Counselor.

### *Dual Credit Classes*

The Academy works with LeTourneau University to offer Dual Credit classes for 10th, 11th and 12th grade students. Dual credit classes taught by FBA faculty will require additional tuition. Any dual credit

classes taken online through LeTourneau University will be subject to the college's tuition and fees. Students must complete all registration requirements and maintain a 3.0 GPA for entrance into LeTourneau University's dual credit classes. Some Dual Credit Course Textbooks will be provided by FBA. Students may be charged a textbook usage fee.

### *FBA Foundation Diploma Programs*

<b>Subject</b>	<b>Advanced College Prep</b>	<b>College Prep</b>	<b>General**</b>	<b>Minimal**</b>
<b>English*</b>	4 Includes DC	4	4	4
<b>Bible</b>	4	4	4	4
<b>History*</b>	4 Includes DC	4	4	3
<b>Mathematics</b>	4+	4	3	3
<b>Science</b>	4	4	4	3
<b>Foreign Language</b>	3	2	2	2
<b>Physical Education/Athletics</b>	1	1	1	1
<b>Fine Arts</b>	1	1	1	1
<b>Electives</b>	1	2	1	1
<b>Total</b>	26+	26	23-25	22

\*FBA is a college preparatory high school. Students are expected to follow the Advanced College Prep or College Prep graduation programs. Administrative approval is needed for General and Minimal graduation programs.

### **Endorsements (26 hours): Level of Achievement:**

### **Distinguished**

Multidisciplinary: 4 credits in 4 core endorsement

4 credits in 4 core + 1

STEM: 4 credits in 4 core + 1 Extra Math/Science Credit

Arts and Humanities: 4 credits in Fine Arts

### **Performance Acknowledgements:**

Dual Credit – 12+ hours with 3.0

PSAT – commended

SAT – 1250+ CR & Math

## ACT – 28+ Composite

- All athletic participants must be enrolled in PE/Athletics. 9th grade students must return to PE when they are not actively participating in sports. 10th and 11th grade athletes must stay in PE/Athletics until the end of the grading period. Schedule changes will not be considered after the second week of a grading period.
- Foreign Language: Spanish
- Electives: Additional Fine Arts and or Athletics, Online Dual Credit, and Calculus.

Students participate in eight (8), 45 – 55 minute class periods each day. Courses meet each day of the week unless they are .5 credit courses, which meet either 2/3 days a week or only for one semester.

Each semester course is awarded .5 unit of credit. Should a student fail the first semester of a required two semester course, they will have the opportunity to average the first and second semester grades to receive credit for the entire year. Students, who fail required courses overall must make up that part of the required course they failed, e.g. one semester.

**All FBA students must be enrolled as full-time students and may not take more than two study hall classes. 12th grade students must take a minimum of 5 courses per semester at First Baptist Academy unless approved by administration. In order to participate in TAPPS activities, a student must be enrolled in at least four academic classes.**

First Baptist Academy High School is a college preparatory school which has high academic expectations for its students. A change from one Program to another (i.e. College Prep or Advanced) must be approved by the Guidance Counselor and administration.

### *Grading Curve Policy (Upper School)*

Grading curves may be used at teacher discretion but should remain the **exception**, not the norm. When applied, curves must be implemented **consistently and equitably** for all students. The following guidelines are to be followed by all instructional staff:

- **Homework Assignments**
  - **Curving is not permitted** on homework assignments.
  - Students are expected to utilize available resources (e.g., family support, tutors, peers, and online tools) and submit high-quality work reflective of those supports.
- **Quizzes and Tests**
  - Curves **may be applied** to quizzes and tests at the teacher's discretion.
  - All students must have equal opportunity to benefit from any curve applied.
  - Teachers are encouraged to provide **correction opportunities** under the following conditions:
    - **Quizzes/Tests:** Corrections may be submitted within **three (3) school days**.
    - **Semester Finals:** Corrections, if allowed by the teacher, must be completed at school and submitted within **one (1) school day**.
- **Partial Credit Back Method (Up to 50%)**
  - If using the **Partial Credit Back** method, adhere to the following:

- Students may earn back up to **50% of the total missed points**.
- To qualify, students must:
  - Correct **all incorrect answers** or incomplete sections.
  - Clearly **show all work**—final answers alone are not sufficient.
- This method provides structured remediation while maintaining academic integrity.
- **Example:**  
A student scores a **60%** on a quiz, missing 40 points. By correcting all mistakes and showing full work, they can earn back 20 points (50% of the missed points), raising the final score to **80%**.
- **Documentation Requirements**
  - Teachers must **note in FACTS** when a student completes a correction opportunity on a quiz or test.
  - This ensures transparency and consistency in reporting academic progress.
- **Student Participation**
  - Participation in correction opportunities is **optional**, but strongly encouraged to reinforce learning and promote mastery.

### *Grade Placement by Credit*

In order to be admitted into the grade indicated, a student must have obtained at least the amount of credits shown below; this will put the student in the position to meet all state graduation requirements.

10th grade = at least 5 credits

11th grade = at least 10 credits

12th grade = at least 20 credits

### *Grading Point Average*

First Baptist Academy High School uses a 0 - 4.0 grade point average (GPA) scale. No GPA above a 4.0 is awarded. No credit or GPA is awarded for courses earning less than a 70. Repeating the course or taking credit recovery is necessary for courses required for graduation.

Furthermore, no grades above a 100 are awarded in a single course unless it is a dual credit college level course. Dual Credit courses may have grades higher than 100, because 10 points is added to each final semester grade for this higher level of work. The GPA for courses earning above a 100 will be awarded a maximum 4.0 GPA.

### *High School Class Attendance /Grades*

At the 9th absence for a course in any semester, the grade may become a W/A, and the students may be dismissed from the school.

An “F” at the time of withdrawal remains an “F”

Only passing grades will be changed to W/P

The following codes will be used for withdrawals:

W/A	Withdrawn/Absence	No Grade Points	No Credit
W/P	Withdrawn/Passing	No Grade Points	No Credit
W/F	Withdrawn/Failing	No Grade Points	No Credit
ME	Medical Excuse	No Grade Points	No Credit

### *Preliminary Scholastic Aptitude Test (PSAT)*

#### National Merit Scholarship Qualifying Test

PSAT/NMSQT assessments are preparations for college entrance examinations. The PSAT is administered to 9th, 10th and 11th grade students. The PSAT/ National Merit Scholarship Competition is scored only in a student's 11th grade year. Students may be charged a portion of the fee to take these tests.

### *Report Cards*

A summary of each student's work is prepared every nine weeks. Report Cards will be given to parents/guardians at conferences (at the end of the 1st and 3rd nine week period) or issued the week following the end of 2nd grading period. End of year reports will be available in June at the latest.

A	90-100	B	80-89	C	70-79	F	0-69
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\*70 above is passing

All students will receive conduct grades based on the number of violations they received in each class during the grading period. Class conduct grades will be computed as follows:

E.....Excellent (0-2 Violations)	S.....Satisfactory (3-4 Violations)
N.....Needs Improvement (5-6 Violations)	U.....Un-Satisfactory (7 or more Violations or any Conduct Violation/ISS/OSS during the quarter)

\*Administrative notes and conduct violations are not used for individual class conduct grades.

\* Extra credit is not given to individual students to bring up grades. A teacher may give bonus words or questions on tests for which all students in the class may receive extra points, but not more than 10 points on any one assignment.

### *Scholastic Aptitude Test (SAT) and American College Test (ACT)*

Students should take the SAT and/or ACT College Entrance exam on or before the summer testing date of a student's 11th grade year. The SAT and ACT measure how well one has developed the verbal and mathematical skills necessary for success in college work. Registration information and testing dates, as well as locations for the SAT and the ACT, are available through the Guidance Counselor's office and the FBA College Handbook. Students absorb the cost of the tests.

### *Semester Exams*

Semester exams will be given at the end of each semester. Ninth and tenth graders will not be exempt from taking semester exams. Eleventh and twelfth graders will be exempt from semester exams if the following qualifications are met. The student must have a 90 average or above for the semester in the class. The student can have no more than 3 unexcused absences and/or be tardy no more than 3 times for the class during the semester. Students who score below 60% on any semester exam will lose the exemption privilege for the remainder of the school year. Appeals for this policy must first go through the teacher with final approval by principal. The student cannot be suspended off-campus nor be assigned an ISS/OSS during that semester. **There are no exemptions for Dual-Credit courses.** Students must report to the examination room on time and be in a school uniform (not a spirit day or house uniform) and be prepared to remain in the examination room until all students have finished the exam. Students remaining on campus after semester exams have finished will report to a designated classroom where they will be supervised by a faculty member or will resume their daily schedule of classes if applicable. Students with approved permission to sign out of campus letters on file and those who will be picked up by parents/guardians may sign out when the testing period is complete. Students who sign out must leave the campus.

### *Transcripts and Other Document Requests*

One set of transcripts will be sent upon request to any college/university or legal guardian free of charge. Legal documents requested by lawyers will be photocopied at the current rate for the service rendered.

## **Graduation**

12th grade students at First Baptist Academy must meet all requirements listed below in order to participate in the graduation ceremonies:

- Must pass all courses necessary for graduation and not be credit deficient.
- Attendance requirements and disciplinary obligations must be met.
- Text books, library materials, band equipment, sports equipment/uniforms must be returned.
- Payment of all fines and fees must be received.
- Health records must be up to date.

### *Class Ranking*

FBA does not rank its students due to our small size and the selective nature of our student body. Should a college request a ranking, please discuss the possibilities with the FBA Guidance Counselor.

The **Highest Ranking Graduate** program provides a tuition waiver for the student graduating at the top of their high school class to use for their freshman year at a public college or university. The program is described in [Texas Education Code § 54.301](#). Determination of the highest ranking student will be made after the 3<sup>rd</sup> quarter of the 12<sup>th</sup> grade year. See both the Texas Eligibility Requirements and the school's Valedictorian eligibility requirements.

#### Texas Eligibility Requirements

The student is: a Texas resident, nonresident, or foreign student; graduate from an accredited high school in the State of Texas and the highest ranking graduate in their high school.

#### EDUCATION CODE

#### TITLE 3. HIGHER EDUCATION

#### SUBTITLE A. HIGHER EDUCATION IN GENERAL

#### CHAPTER 54. TUITION AND FEES

#### SUBCHAPTER A. GENERAL PROVISIONS

Sec. 54.301.HIGHEST RANKING HIGH SCHOOL GRADUATES; OPTIONAL EXEMPTION. The governing board of each institution of higher education may issue scholarships each year to the highest ranking graduate of each accredited high school of this state, exempting the graduates from the payment of tuition during both semesters of the first regular session immediately following their graduation. This exemption may be granted for any one of the first four regular sessions following the individual's graduation from high school when in the opinion of the institution's president the circumstances of an individual case, including military service, merit the action.

#### *Graduation Ceremony*

12th grade students, who have completed ALL requirements for graduation, will participate in a ceremony in May of their 12th grade year. There will be a graduation fee.

Attendance at the Graduation Ceremony is MANDATORY for all students in grades 9-11. Students will enter with their Houses. Graduates will enter in procession. The House Speaker will present their members for graduation.

#### *Graduation Invitations*

Graduation Invitations will be available to order from Balfour in the fall of the 12th grade.

#### *Graduation Photos*

Cap and gown pictures will be made by a school photographer on picture day makeup day. Cap and Gown picture dress attire is as follows: Recommend students wear a white collared shirt for photos.

Students are encouraged to seek a professional photographer for casual wear pictures. Group senior pictures for the yearbook will be taken in the spring.

### *Graduation Rings*

11th grade students will have the opportunity to order their graduation rings in the fall of the school year. In keeping with FBA tradition, all class rings ordered through our sponsored distributor must have a red, blue, or white stone.

### *Valedictorian and Salutatorian Requirements*

The Valedictorian Salutatorian and at First Baptist Academy will only be selected from those students enrolled in the Advanced High School Program or the College Preparatory High School Program (See High School Course/Graduation Requirements), meet the Texas Highest Ranking Graduate requirements, and have earned the highest overall numerical average for all high school credit courses. Students must have been enrolled at FBA for the full 11th and 12th grades to be eligible for these honors. While other students may rank high in their graduating class under other High School programs, they will not be eligible. Transferred credits that do not have a numerical grade cannot be used for this determination.

## **Health and Safety**

### *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 (100.5 F), he/she is considered infectious and may not return to school until fever free over 24 hours. Providing your student with acetaminophen (Tylenol) or ibuprofen (Advil or Motrin) only masks the symptoms/temperature. It does not make the student less contagious.

### *Drug Free Policy*

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.

### *Emergency 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 on our telephone system. 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](http://www.weather.com) 78148)

### *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.

### *Excused Participation/Medical Waivers*

If a student is not able to participate in P.E. or other physical activities due to an illness or injury, a written waiver notice must be provided by the parent/guardian or a physician. A student may be excused by a parent/guardian for a maximum of three (3) days. After three (3) days a note from the physician that identifies the specific conditions/restrictions/activities to be avoided or followed. Waivers must also contain a specific expiration date. Upper School students with a prolonged medical waiver restricting them from physical activity (90 days or more) will be removed from PE and placed in another elective class or study hall for the remainder of the semester/year to maintain credit.

### *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. Each quarter other emergency drills (tornado, etc.) will also be practiced. In the event of an actual fire or weather event at the 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 or email.

### *Immunization Records*

All students enrolled are required by the Texas Department of Protective and Regulatory 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.

### *Infectious Disease Health and Safety Plan*

See school website [www.fbauc.org](http://www.fbauc.org) for most recent health and safety plan.

### *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.

### *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.

### *Medical Services*

Students who become ill or hurt at the Academy are assessed by 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 the skin, remove foreign object in the ear canal or nasal passage, etc.)

The 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

### *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 without prior approval of a parent or guardian.

### *Pets*

In order to ensure the safety of all students, pets such as dogs and cats are not allowed on FBA campus during school hours. Teachers may request permission from administration for a pet or other living creature to be brought into their classroom for educational purposes. Teachers and department heads may have a small aquarium with live fish if approved by administration.

### *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.



# 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.





# STANDARD RESPONSE PROTOCOL

## PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

## SECURE

**"Get Inside. Lock outside doors"**



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

## SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

## WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

## WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

## LOCKDOWN

**"Locks, Lights, Out of Sight"**



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

## SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

## SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

## WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it is a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a drill and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

## CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



### *School Resource Officer (SRO)*

A School Resource Officer (SRO) is a sworn law enforcement officer who is permanently assigned to a school, acting as a bridge between law enforcement and the school community. SROs perform various duties, including law enforcement, counseling, and providing a positive presence within the school environment. They are trained in areas like child development, mental health, and de-escalation techniques to better serve the school community.

First Baptist Academy staff, students, and family members are prohibited from engaging in any interactions with security officers unless assistance is needed, to report an incident or under exigent circumstances for the safety and security of the school, staff, student body or church. Security personnel are responsible for maintaining a safe and secure environment, and any disruption to their operations compromises overall safety.

Academy staff, students, and family members should direct any security-related concerns or inquiries through the appropriate academy administrative channels rather than engaging security officers directly in a manner that obstructs their responsibilities.

First Baptist Academy staff, students, and family members are not permitted to enter the security office under any circumstances unless explicitly authorized by the Church Business Administrator, First Baptist Administrators, or on-duty contracted security personnel *unless assistance is needed or to report an incident or under exigent circumstances for the safety and security of the school, staff, student body or church*. This policy is in place to ensure the integrity and confidentiality of security operations and to maintain a safe and controlled environment.

Exceptions to this policy must be pre-approved by the school or church administration.

First Baptist Academy staff, students, and family members are restricted from viewing security camera footage without prior academy administration authorization. Access to security camera feeds is restricted to authorized security personnel and designated administrators. Any attempt to view, tamper with, or distribute security footage without explicit permission may result in disciplinary action.

Recording of security camera footage on any personal device is prohibited. Video and still photo capture is allowed only on authorized on-site academy administration computer systems. However, authorized contracted security personnel, School and Church Administrators and Directors have permission to record video forensics, to include but not limited to photo forensics under exigent circumstances involving emergency response, emergency management, incident response and criminal investigations to support immediate law enforcement response

This directive is in place to maintain the integrity of security operations and ensure the privacy and safety of all individuals on campus. Compliance is mandatory.

### *Suspected Child Abuse*

The Texas Department of Family and Protective Services requires the Academy to report any suspected abuse or neglect of a student.

## *Weapons Policy*

Uniformed or plain-clothed law enforcement officers may be armed on any campus at any time. For purposes of this policy, “prohibited weapon” is defined to include a firearm, club, explosive weapon, illegal knife, knuckles, or prohibited weapon, as defined by Texas Penal Code Chapter 46.

FBA does not allow any individual, regardless of their relation to the school, to possess, use, conceal, carry, or maintain a prohibited weapon on FBA’s premises or property. This prohibition applies to concealed handguns or weapons. Employees who lawfully possess a firearm may store such firearms in their locked, personal vehicles. Under no circumstances, however, may such firearms, even if lawfully possessed, be brought into the FBA building or removed from the employee’s locked vehicle. This does not apply to law enforcement officers on campus during the course of their public duty or when hired by FBA for security purposes.

If FBA has a reasonable suspicion at any time that a prohibited weapon is on FBA premises or on FBA property in violation of this policy, FBA reserves the right to conduct a reasonable search of the person, area, personal items, or any vehicle in the possession or subject to the control of such person to investigate whether or not a prohibited weapon is present. Violating this policy or refusing to consent to a reasonable search conducted pursuant to this policy may lead to discipline up to and including immediate termination of employment.

## **Lunches/Snacks**

Students have the opportunity to purchase a hot lunch and/or drink. Parents should put money on their child’s lunch account prior to a student ordering lunch. All lunch orders are/ must be made by 9:00 a.m. If your student is going to be late and needs to order, please call the school office before 9:00 a.m. to place the order. Students may also bring a sack lunch from home. Elementary students will eat lunch in the lunchroom only. Upper School students may eat lunch in the lunchroom or courtyard (weather permitting) only. Middle and High School students will eat at designated areas/tables and will not intermingle during the lunch period.

Parents of elementary students are welcome to have lunch with their child periodically, i.e. on birthdays or special days. Please avoid visiting during the first two weeks and the last week of school (only exception is for birthdays). Please do not plan on having lunch with your child every day. Students need the opportunity to visit with their classmates. Parents will sit at the designated “parent” table with their child. No other students may join them for lunch.

**Morning beverages** – Students must consume beverages purchased/brought from home prior to the start of their first period class except for water in their water bottles. Unsealed beverages will not be stored in student lockers. Upper school student water bottles and unopened prepackaged beverages intended for consumption during lunch will be stored in the student’s wall locker.

**Morning Snacks (Middle School)** – Middle school students participating in athletic practice prior to school may consume a snack after practice/at the beginning of their 2<sup>nd</sup> period class with the permission

of the classroom teacher. Students will ensure they clean up their area and throw away any trash prior to finishing class.

**Energy drinks** - Students are **not** permitted to consume energy drinks during school hours.

**Sodas** – Elementary students may not purchase sodas from the vending machine or bring sodas for lunch.

**Microwave** – The lunchroom microwaves will be available for 3<sup>rd</sup> – 12<sup>th</sup> Grade student use. Students must be able to independently run/use the microwave and may only use the microwave to warm up items requiring one minute or less cooking time. Fully cooking prepackaged frozen meals or uncooked items is not feasible with the number of students needing access to warm their precooked meals.

**Vending Machine Use** - Upper school students may use the vending machines prior to the beginning of their first class, during lunch, and after their last scheduled class. Students will not leave class to purchase items from the vending machines without a written pass from their teacher.

#### *Leaving Campus for Lunch (11<sup>th</sup> and 12<sup>th</sup> Grade Students Only)*

Students may leave campus for lunch **IF** they have written permission/are signed out by their parents under the following conditions:

Students have the privilege of leaving campus for lunch in their cars if they have a valid driver's license, insurance and a signed Travel Authorization and Permission to Sign Out Form on file at the school. They must abide by all legal restriction for passengers according to their license. All passengers and drivers must have a signed parent permission slip giving permission for the students to ride together.

Authorized 11<sup>th</sup> and 12<sup>th</sup> grade students may sign out for lunch by the principal's office or the school office. They may not leave campus for lunch on House Meeting Days. 11<sup>th</sup> and 12<sup>th</sup> grade students need to return from lunch for their afternoon classes(s).

Sixth period study hall teachers may allow junior and senior students who purchased lunches off campus to finish them in class as long as they clean up after themselves.

All lunch food/drink items will be consumed before transitioning to 7th period. Students must make sure all trash is discarded and their tables are clean prior to transitioning to the next class.

This privilege is only extended to juniors and seniors. Juniors/Seniors will not purchase food/drink items for students in grades 6 -10 except for younger siblings who may not have a lunch ordered or on hand. These purchased lunches would need to be consumed by the sibling during the regular lunch period.

\*Note: 10<sup>th</sup> grade students with licenses are not permitted to sign out of campus for lunch unless they are accompanied by their parent/guardian.

## Organizations/Activities

**High School Motto:** “Students Committed to the Success of other Students”

### *FBA Houses*

FBA’s very first 9th grade class, who became our first graduating class (2008), spent a 3-day retreat praying, discussing, and designing the four Houses. They chose four of the 12 tribes of Israel that best fit our school mission, vision, and motto. The four Houses are described below:



### ***The House of Levi***

“Make every effort to live in peace with all men and to be holy; without holiness no one will see the Lord.” ***Hebrews 12:14***

The Levites were great men of prayer. Levi stands for a very Holy people “Holy” means to be “set apart”. May our House stand up for what we believe no matter what, and be willing to lead, pray, teach and sing.



### ***The House of Simeon***

“Forgetting what is behind and straining toward what is ahead, I press towards the goal for the prize of the upward call of God in Christ Jesus”. ***Philippians 3:14***

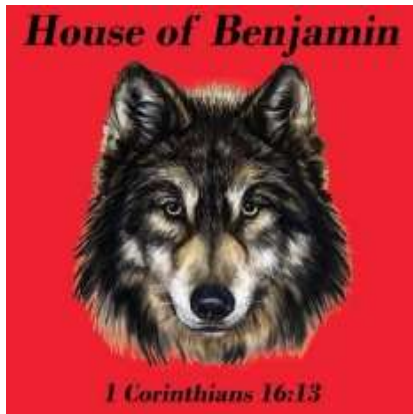
Simeon was a warrior in defense of God’s Truth. May our House be as godly warriors pressing on towards our goal of sharing the Truth from God’s Holy Words to all those we meet.



### ***The House of Judah***

“Wait on the Lord; be of good courage and He shall strengthen your heart”. ***Psalm 27:14***

Members of the House of Judah will be patient and wait on the Lord to direct their lives and strengthen their character. We will take heart, trust In God, and praise Him. We will be students of gratitude.



## ***The House of Benjamin***

“Be on your guard; stand firm in the faith; be men of courage; be strong. Do everything in love.” ***1 Corinthians 16:13***

Members of the House of Benjamin will strive to be defenders of the faith. We will be on guard, stand fast in our faith; be brave and strong with the power and love of the Holy Spirit.

New house member assignments will be conducted prior to the high school House Rally and new house members will sign the house registry book during the following chapel service. High school students that enroll during the school year will be assigned to a house and will sign the registry at the first chapel following their enrollment.

### ***House Accountability***

Should House members discover that a fellow member has a discipline problem or has broken school rules, they are encouraged to counsel their fellow member according to the Matthew 18 principle.

### ***House Council - Student Government***

*“In his heart a man plans his course, but the Lord determines his steps.” Proverbs 16:9*

The student government of First Baptist Academy High School is made up of two representatives from each of the four Houses; the Speaker of the House and the House Prefect. The House Council meets every other month at a minimum.

House members are encouraged to share their concerns and requests with each other and their House Sponsor at their weekly meetings. The House Chaplain/Sponsor will provide a short devotion during the weekly meeting.

Concerns that are voiced by the Housemates at these weekly meetings should be submitted for review/action to the House Council by their representatives.

The House Council will meet to plan their year, plan the induction of all new high school students into their Houses, plan and prepare to deliver a worship experience from their House to the assembled high school at the rally, and plan their House’s “cheer” for the rally. The house Banner Bearer will make sure the house banner/gonfalon is on display during all upper school chapel services, graduation and at the house rally.

Each House will plan and execute a Service Project each year.

### *House Officer Election Procedures*

In late April, each House Speaker will share leadership criteria listed below and ask members who would desire to be nominated for Speaker, Prefect, and Banner Bearers, and Chaplains. Students must submit a Servant Leadership Contract. The House Speaker will submit names to the principal who will involve the head administrator and select faculty members in a review. The principal will release a list of eligible candidates to the House Sponsors by the last week in April. Houses will conduct elections during the first Monday meeting in May.

#### Leadership Criteria:

- Attends weekly meetings and actively participates in those meetings. (House Sponsor).
- No major discipline consequence during current school year, e.g., ISS/OSS.
- Actively participates in House Service Projects (House Sponsor).
- Passing all current classes (Principal).
- Possesses leadership potential for the office sought and demonstrates consistent Christian walk. (House Sponsor and Principal).
- Actively living out a genuine relationship with Jesus Christ.

This type of house structure promotes integration of values, beliefs and ideas resulting in a character of unselfishness, service, and close relationships between peer groups of varying grade levels. It also permits healthy camaraderie and competition between Houses! Intramural sports and other competitions will be between Houses. House leaders must emphasize the importance of welcoming new members and take steps to make sure they are supported by all members.

No student will be left out, feel less important than another, but rather, be accepted as uniquely made by God with a gift and purpose. Students will grow to understand their differences and love one another for them.

Older students will be protective of and welcome the younger students. Younger students will call upon older students for help with communicating with teachers and other students.

*“and let us consider how we may spur one another to love and good deeds.” Hebrews 10:24*

Classes will remain traditional for academic purposes as well as for student training and college acceptance.

All academic transcripts and testing will appear at grade level. Each grade level will experience specific training from participation at retreats, mission trips, etc.

### *House Sponsored Events*

Several events will be held throughout the year to build a strong House identity and esprit-de-corps.

**House sponsored events are mandatory.** Students will only be excused from participation if they have

an approved waiver from administration. Requests for waivers must be received not later than one week prior to the event.

- **House Rally:** Scheduled at the beginning of each school year. This Rally will be a retreat away from campus. Students who are waived from participating in the rally must attend school on both rally days and must complete a 7-page written essay on the topic of “The Importance of Teamwork”. Students will receive a test grade for their participation at rally/completion or for their written essay. The grade will reflect their level of participation or quality of their essay.
- **Fun Days:** Also, each House will team with another House and be responsible for one Theme Day per year. All ‘themes’ must be approved by the House sponsors and the administration and should promote Christian character and Biblical principles. In addition to the Theme Days, two Houses will team on the following events:
- **Christmas Banquet:** High school students will participate in a Christmas Banquet. House Council will be responsible for the decorations and special program.
- **Spring Formal:** High school students will participate in a Spring Formal. House Council will be responsible for the decorations and special program.

Outside guests (non FBA students) may only attend special events as dates of FBA students after approval from the School Principal. The FBA student must complete a form no later than 2 weeks prior to the event requesting outside approval from the principal.

### *House Structure*

First Baptist Academy high school students will be structured by grade for academic purposes and by Houses for social and mentoring purposes. Each House will have a biblical name with its own identifying scripture, Coat of Arms, colors, and chant.

Students from each grade, 9, 10, 11, and 12 will be assigned to a specific “House”. Each House will have a faculty sponsor. Houses will meet for lunch once a week with their House Sponsor.

Students will be accountable to the other students within that House and its House Sponsor. House members have the privilege of supporting their Housemates by accompanying them to meetings with faculty and the administration. Housemates will hold themselves accountable to each other in all areas of academics and character development. House members will be responsible for the actions of their fellow Housemates. They will counsel and support one another, always seeking the advice of their sponsor.

Emphasis will be given to students’ biblical values, beliefs and ethics. Older students will mentor the younger students. Younger students will seek the assistance of older students. Students will help one another master study skills, communicate with others, encourage one another and pray together.

### *Positive Points*

Students can earn Positive Points for their Houses by Christ-like actions which are unsolicited. The House which acquires the most Positive Points will be recognized at the end of each semester. High School Positive Points can be given to students whenever a faculty person sees a student doing, saying, or

appearing as would our Lord Jesus. Each house student should look to acquire Positive Points for their House, not themselves. At the end of each semester, the House with the most Positive Points will receive special recognition on a plaque and the House Banner will have a special drape put on it.

## Parental Communication and Involvement

### *Class Observations Kindergarten – 5<sup>th</sup> Grade*

Parents are welcome to visit campus for a short 30-minute visit to their child's classroom with at least 24 hours' notice to the classroom teacher. All 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 as 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 academic testing and during the first month of school.**

### *Meet and Greet*

There will be a special MANDATORY meet and greet for all school students and their parents, which will count as the first day of school with attendance taken. Parents/guardians may also visit classrooms on this day.

### *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 and the newsletter for location and times blocked to visit with upper school and middle school teachers. 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 email to the teacher 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 normally be returned during a teacher's planning period or after regular school hours within 1 business day. Email messages are also quite effective.

### *Parents' Night*

All parents of elementary students are requested to attend a Parents' Night on dates designated by the administration. See school calendar for specific dates and times.

### *Parent Volunteer Opportunities*

Volunteers are an important part of our FBA team. Those wishing to be included in volunteer activities may be required to undergo a background verification screening prior to serving at FBA/class activities.

- Afterschool club sponsor

- Athletics: Concessions, ticket sales, time keeper, scoreboard...
- Bike Rodeo
- Chapel Participation
- Classroom Help
- College/Career Day Speaker
- Field trip chaperone and/or driver
- Fundraising
- General classroom assistance
- Grant Writing
- Home room parent/party assistant
- Jog-A-Thon
- Field Day
- Library assistance
- Miscellaneous
- Parent Auxiliary
- Special Activities
- Teacher Appreciation Coordinator & Volunteers

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)

*“Volunteers do not necessarily have the time, they just have the heart.”* (Elizabeth Andrew)

### ***FACTS On-Line Student Record Portal Access for Parents***

Parents and students can have access to their grade reports, assignments, and activities by logging on to the Academy’s FACTS Portal: Log-on instructions are emailed to parents. Each family will have access to FACTS through the FACTS Family Portal .

## **Technology Usage Policy**

Use of technology at First Baptist Academy is designed to dignify all persons, aide in the cultivation of community, and help to reach curricular goals. Technology use is not a private matter, but a public and community one. Technology use must be in alignment with the school’s mission, vision, and values, and Biblical ethical standards. In a world of growing technology, we must partner together to discipline ourselves to make healthy, safe boundaries allowing us to stay focused on the task at hand.

First Baptist Academy provides students in grades 6–12 access to its computer network for educational purposes, including access to the public internet for research associated with their course of study. All access to the public Internet is filtered and monitored using network equipment designed to prevent access to unsuitable Internet content. This protection system undergoes continuous review and modification to accommodate the ever-changing nature of the World Wide Web. Students in grades 9–12 may bring their

FBA Chromebook or personal laptop/tablet to school, if approved, to allow for classroom writing, research, and collaborating as directed by the faculty.

The school is not able to guarantee that a student will never be able to access inappropriate Internet content, particularly if that student makes intentional, determined, and sustained attempts to do so. A log of all Internet activity is kept and it is possible to identify which sites were visited (or attempted) by each device on the network.

In order to ensure that computers and the Internet are used in a proper manner, the administration and staff have the authority to monitor all aspects of computer usage which occurs within the school facility.

### *Cell Phones and other Electronics*

A general rubric for all student protocols, discipline, uniforms, etc. is “We seek to minimize distractions in the classroom.” With this in mind, we are aware of the distractive nature of electronics in our current culture. The following guidelines seek to meet our desire to maximize learning by minimizing distractions from media and electronics.

- Students are permitted to bring cell phones and other smart devices to school. These devices must be turned off or be placed in airplane mode and stored in the student’s locker or backpack during school hours.
- At the end of the school day students may use their phones after they have left the academic classrooms and hallways and are on their way to carpool.
- During the school day, school computers or personal laptops (6th-12th grade) are to be used only under the direct supervision of a teacher for an assignment in the classroom.
- “Smart watches” may be worn by students during school hours but must be put in airplane mode.
- Students are permitted to use other devices at the discretion of a teacher in a class situation. Otherwise, other devices must also be stored in the student’s locker or backpack.
- Cell phones, smart watches, ear buds and other electronic devices that are not properly stored will be confiscated by the teacher or staff member who discovers it, given to the office, principal or the head administrator, and returned at the end of the day to the student, parent or guardian who comes to claim it.
- Should a student have a cell phone visible to faculty or staff (including carrying them in pant/hoodie pockets), or should the cell phone/smart watch/ring or other device 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 + ISS
  - 3rd time in a semester: \$35 fine + Saturday School
  - >3 times in a semester: \$40 fine + OSS
- Students are not permitted to take electronic devices (other than cameras) on field trips. Cell phones are only permitted in cases deemed necessary by the head administrator.
- 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.
- If a cell phone is visible or heard during any quiz or test, it will be considered as the appearance of cheating and will be punished as such.

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

### *Computer Use*

Students have permission to use the computers in the lab to do research and write required papers if the computer teacher permits. Laptop computers will be issued to students in classes where teachers need them to do specific research. Any copies made or pages printed on school equipment incur a charge of \$.10 per page B&W and \$.25 per page for color.

### *Digital Etiquette*

All network users at First Baptist Academy are expected to conduct themselves according to principles of digital etiquette. These include (but are not limited to) the following:

#### **Acceptable Uses:**

- Conducting research.
- Participating in collaborative projects.
- Creating beautiful, informative works.

#### **Unacceptable Uses:**

- Public posting of any student's name, personal address, or phone number.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Bullying or other unloving actions or words directed toward others.
- Damaging computers, computer systems, or network systems.
- Trespassing in another's folders or files.
- Using someone else's password.
- Attempting to disrupt community networks.
- Agreeing to meet someone online without parental approval and under the supervision of an authorized adult.
- Plagiarizing information found on the Internet.
- Recording of another person, whether video or audio, without their knowledge or permission.
- Using school accounts in any way that is not related to school projects or purposes.
- Students who steer off from faculty instructions.

### *Telephone Use (Staff)*

Telephone messages to students are restricted to emergency situations only. Personal matters between parents/guardians and students should be handled at home prior to coming to school. Students may ask the office to call home for essential communication; i.e. Soccer practice has been cancelled, choir practice

will be running late, or a student needs a lunch. Students may only phone parents for an emergency. The administration will make the final determination on questionable requests. Students are not allowed to use the phones in the school hallways unless permission has been given by a faculty member.