



## **Parent-Student Handbook 2017-2018**

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Head of School

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## Welcome to First Baptist Academy

*Welcome to First Baptist Academy of Baytown. We are grateful for your interest in a quality, Christ-centered education. FBA is committed to helping each student maximize his or her God-given academic potential and to fanning the flames of righteousness, faith, and leadership within each child.*

*At FBA, you will find teachers who love your children and teach with enthusiasm and excellence. Our faculty and staff are committed to providing a challenging, Biblically-based curriculum for each child. You will discover a warm, safe, and nurturing Christian environment.*

*If you are not already one of the wonderful FBA families, we invite you to discover the opportunities God has for you and your children at First Baptist Academy. Please contact our school office to find out more about First Baptist Academy—where the Falcons soar.*

*Grace and Peace,*

*Bill Howell—Lead Pastor  
FBC*

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## **Mission Statement and Philosophy**

First Baptist Academy exists to educate the next generation through knowledge of the Bible and academics and to promote love of family and friends and respect for the community.

First Baptist Academy's goal is to create lifelong learners—students who continually strive to build skills and gain knowledge throughout their lives. We consider it our duty to develop students who are committed, respectful, and honest. Our teachers and administrators are dedicated to ensuring that your child is given every opportunity to grow mentally, physically, and spiritually.

**“You shall love the Lord your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.”**

**Deuteronomy 6:5-7 (ESV)**

## **Statement of Faith**

We believe in the following:

1. We believe the Bible to be the inspired and only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, and in His vicarious and substitutionary atonement for the sins of mankind by the shedding of His blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe that God created man in His own image, but because of sin, man is in need of a Savior, and that salvation comes through faith in Christ Jesus, the Son of the Living God. Through faith in Him as Lord and Savior, we are declared righteous by God.
7. We believe in the second coming of our Lord and Savior, Jesus Christ.

## **Christian School Benefits**

1. The Bible is freely taught. Children are taught to love and respect God and His Word. They learn that the Bible and Christian values relate to every area of life.
2. Quality education is provided. Students receive individual attention and encouragement. The basics of reading, writing, and arithmetic are emphasized.
3. Students reach their greatest potential in social development. In a Christian atmosphere, students are free from excessive, ungodly, peer pressure and therefore, relax and prosper socially and spiritually.

## **Accreditation**

First Baptist Academy is accredited by the Accreditation Commission of the Texas Association of Baptist Schools (ACTABS). ACTABS is recognized by the Texas Private School Accrediting Commission (TEPSAC). Credits from these schools are fully recognized by colleges and schools.



## **School Board Members**

Katherine Carsey

Anna DeHoyos

Deloris Ellis

Dave Barber

Kaye Shelton

Michael Rouse

## **Academics**

### **Curriculum**

FBA curriculum is comprised of a mixture of the best materials available centered upon the Word of God. A Beka is the main text used in Kindergarten through 2<sup>nd</sup> grade. Bob Jones along with other, supplemental materials is used in 3<sup>rd</sup> through 7<sup>th</sup> grades. The goal is not only the academic excellence of the student; but more importantly, the personal excellence of the student. The Bible tells us to “Train up a child in the way he should go, and when he is old, he will not depart from it.” (Proverbs 22:6). Keeping this in mind, we attempt to instruct each child in the Christian way of life. Our day includes Bible classes, Scripture memorization and prayer. Throughout the day Bible truths are applied to day-to-day living and working with others.

Believing that reading is vital to learning, we teach according to the phonics method. Mathematics and Science teach the students that there is order and planning in God’s world. Students are instructed in Language Arts and handwriting so that neatness and order can enhance communicating with others. History is the story of God working out His plan on earth through man. Chapel is held once a week and will be led by a pastor. Students with questions concerning doctrinal teaching will be directed to their parents and/or pastor.

### **Grading Procedures**

In determining the grade to assign to a student for his/her work in a given subject, the teacher uses a combination of quantitative and qualitative methods. This means a grade is not determined completely and absolutely by a numerical average of tests only. Each project, written report, homework assignment, and other activity (as determined by the individual teacher) is weighed and converted into a number or letter. This number or letter is recorded in a grade book. A score of 70 or above is passing.

### Academic Numerical Scale

90-100	A	Excellent Progress
80-89	B	Good Progress
70-79	C	Average Progress
60-69	D	Failing
Below 60	F	Failing

### Academic and Personal Development

E	Excellent Progress
G	Good Progress
S	Satisfactory Progress
N	Needs Improvement
U	Unsatisfactory Progress

First Baptist Academy uses Engradepro to record each student's attendance, conduct, and grades. Engradepro is an online grading program that allows parents the access to see their student's grades throughout the year. At the beginning of each school year FBA teachers will set up an account for each child. This is an excellent way to stay up-to-date on your child's progress in school.

### Physical Education

Physical exercise is for everyone. Regular classes are provided to teach skills, produce mature conditioned bodies, and provide a fun group experience. Tennis shoes with Velcro straps or laces are required for PE classes every day. Slip-on shoes will not be permitted. Please be sure to send your child to school in proper physical education tennis shoes. Due to the limited amount of time for PE classes, students will not have time to change their shoes for PE. All FBA students are required to participate in PE classes. It is essential that students follow instructions given by the coach during class time. A note from a physician is required to be excused from PE. Students with excused notes will be allowed to participate in another activity. Students with unexcused notes will need to remain in the PE class. PE grades are based on participation and the willingness to try. Grades will be determined according to the Academic and Personal Development Scale.

### Report Cards

The grading system of FBA is designed to give parents a true indication of the student's progress. Report cards will be sent home on the Friday following the completion of the quarter. Fourth quarter report cards will be mailed along with the student's standardized test results. Parent conferences will be scheduled on an as-needed basis however parents may contact a teacher at any time for a scheduled conference. Any child failing more than one subject, during the first quarter, will be assessed by the teacher and administration to determine placement in a lower grade, tutoring strategies, or removal from FBA. Recommendations will be discussed at a scheduled parent conference.

First Quarter  
Second Quarter

August 23-October 20  
October 23-January 12

Third Quarter  
Fourth Quarter

January 16 – March 23  
March 26– May 30

## **Progress**

Parents may view their student's grades via EngradePro at any time. Your child's teacher will give you more information on how to login at the beginning of school.

## **Retention Policy**

Students will be retained, at the same grade level, if the average grade of all four quarters is below 70 in more than one subject. However, if either math or language is failed, the teacher will recommend whether or not the student is promoted. All factors such as age and social maturity are considered by the teacher before recommending that a student be retained.

## **Academic Awards- First through Seventh Grades**

Each nine-week grading period, academic achievement will be recognized. There are two levels of academic achievement that will be recognized.

### ***Principal's List***

The requirements for principal's list are all A's and E's on the quarterly report card, including conduct and PE.

### ***Honor Roll***

The requirements for honor roll are all A's, B's, E's and G's on the quarterly report card, including conduct and PE.

## **Homework**

Homework, which is designed to enhance the classroom experience, has several purposes including review, practice, enrichment, and creativity.

Students require a certain amount of review and practice, which is an integral part of the learning experience. At other times, homework has the purpose of allowing students to be creative and to go beyond what has been discussed in the classroom. Teachers will try to avoid making homework assignments on Wednesdays and Fridays due to church and family activities.

All homework assigned should be returned on the due date. If the homework isn't returned on the due date, the student will have until the next school morning to return it. However, the highest grade they can receive is an 80. If not returned then, the grade will be a zero.

## **Tutoring**

FBA offers tutoring during the school day for students falling behind, needing to make up classwork, overall grade improvement and to enhance learning.

## **Academic Dishonesty**

Cheating involves taking or providing information from some source other than the student's own mind and presenting it as if it was his or hers. It involves components of both stealing and lying and is a serious offense. The Internet and the availability of curriculum materials for homeschooling have increased opportunities for cheating. Examples of cheating include but are not limited to:

- Copying or loaning homework
- Looking at another student's paper for answers
- Plagiarism: presenting information as coming from the student that was taken from another source. Included in the definition of plagiarism is the downloading of information from the Internet without citing the source.
- Discussion of the specific content of a test or quiz with another student.
- Transmitting by electronic devices specific test or quiz information.
- Possession or perusal of teacher test keys, manuals, or tests themselves. This includes items produced by commercial publishers, such as A Beka, that are available to home school parents.
- Receiving answers to school assignments through the use of electronic devices.
- Altering a grade.
- Having someone other than the student complete full assignments.

Students who engage in any form of cheating will be assigned disciplinary and academic consequences. The student's first offense will result in a zero on the assignment or test and a conference will be scheduled with the principal, student, and parents. The second offense will result in a zero on the assignment or test and three days of suspension. The third offense will result in expulsion.

## **Standardized Testing**

Each child in 1<sup>st</sup> grade and above will take an Achievement Test near the end of the school year to determine his or her progress as well as his or her educational strengths. It is important that students are present on testing days. Standardized Testing does not apply to Kindergarteners.

## **Admission and Enrollment Policies**

### **Tuition and Fee Policy**

First Baptist Academy's tuition is a yearly fee. For your convenience, there are two tuition payment options:

#### ***10 Month Payment Plan***

The monthly tuition payment amount will be applied to your account on the first of each month (August-May). August tuition payment is due at the time of enrollment (August 1<sup>st</sup>-August 12<sup>th</sup>). Each monthly payment, September-May, is due on the first school day of the month. Tuition payments should be made on or before the first school day of each month.

If tuition is not paid before the 10<sup>th</sup> of the month, a \$20 late fee will be applied to your account. If late payment is a recurring problem your child may be disenrolled from FBA. If tuition is not paid on or before the 20<sup>th</sup> of the month, your child will be disenrolled from FBA. There will be a \$20.00 charge for insufficient funds. Cash or money orders will only be accepted as a result of insufficient funds. The parent/guardian is responsible for paying tuition for the entire month, even if your child misses days due to illness, vacations, or natural disasters resulting in school closure.

#### ***12 Month Payment Plan***

The 12 month payment option is only available for accounts which are paid through a Tuition Express account. Tuition Express will automatically process payments on the 1<sup>st</sup> of each month. Twelve equal payments will be drafted beginning June 1, 2016 and concluding on May 1, 2017.

### **Late Payment Policy**

Tuition payments should be made on or before the first school day of each month. If tuition is not paid before the 10<sup>th</sup> of the month, a \$20.00 late fee will be applied to your account. If late payment is a recurring problem, your child may be disenrolled from FBA. If tuition is not paid on or before the 20<sup>th</sup> of the month, your child will be disenrolled from FBA.

## **Registration**

A registration form must be completed during the registration period. Registration opens to currently enrolled students and First Baptist Church members on the first school day in February. Registration opens to the public on the first school day in March. A registration/supply fee is required upon receipt of registration paperwork (unless you have chosen the 12 month payment plan). A child is enrolled once enrollment paperwork is completed and returned and all fees are paid. This includes the registration/supply fee and the first tuition payment. All paperwork for students, including the Health Statement as well as an up-to-date copy of shot records, is required to be on file in the office prior to the first day of school. Failure to do so will result in the surrender of enrollment and registration fee.

## **Late Enrollment**

Students enrolled after the first day of school will be required to pay \$50.00 in addition to the registration fee.

## **Enrollment for Returning Students**

For each student applying, the following documents must be provided:

1. Enrollment Packet with Signed Health Statement
2. Tuition Payment
3. Current Record of Immunizations (if not already on file)
4. Birth Certificate (if not already on file)

All returning FBA students must submit new enrollment paperwork each school year (with the exception of the birth certificate and the record of immunizations if your student is up to date on all required immunizations). All parents who have registered a student will need to drop off all required enrollment documents during the enrollment period. The enrollment period will be August 1<sup>st</sup> -11<sup>th</sup> from 8am-4pm. During the enrollment period, you will have the chance to speak with an administrator about any questions or concerns you may have about policies, procedures, schedules, or special needs. All enrollment paperwork must be completed and turned in on or before August 11<sup>th</sup> along with the August tuition payment. Failure to have all completed paperwork turned in on or before August 11<sup>th</sup> will result in the surrender of enrollment and registration fee.

## **New Student Application Process**

Students applying for enrollment in kindergarten must be 5 years old on September 1<sup>st</sup> of the current school year. Classroom assignments are based on age by September 1<sup>st</sup>, class capacity, developmental, scholastic and behavioral qualifications of the student and resources available to meet the needs of students.

1. Read the Parent-Student handbook
2. Fill out an application form
3. Visit the school and submit the following to the school office:  
Student application form  
Copy of birth certificate  
Copy of most recent report card and if possible a copy of achievement tests- can be faxed from most recently attended school.  
(If the student has taken any special psychological or educational tests, copies of these should be included.)\$50 application fee—will be applied towards registration fee upon admission
4. After the application is reviewed by the administration, you will be contacted to schedule an appointment for an admission evaluation and family interview with the principal or other administrative personnel. This person will meet with the parents and student(s) to discuss policies and procedures and answer any questions that you may have about the school.
5. After the interview, the admissions committee will review all enrollment information for approval.
6. Parents will be notified of the child's approval for admission, non-approval, or placement on the waiting list within 2 weeks of submitting required paperwork.
7. Upon notification of approval, the non-refundable registration fee must be paid and immunization records and health statement must be turned in, to complete enrollment.

### ***Admission Evaluation***

An admission evaluation will be administered to all applicants prior to the interview. This will include entrance testing.

### ***Students with Disabilities/Special Needs***

FBA will only accept students for which our program is designed. Students with disabilities will only be accepted if the teachers and administration think that the FBA program can meet the needs of the student. *Parents must furnish the school with documentation of professional testing from a certified school psychologist or educational diagnostician that reveals any needs for educational modifications prior to enrollment.*

Modifications for students are limited to small classes, differentiated instructions, time allowances and tutoring. FBA does not offer an organized Special Education Program.

### ***Provisional Period***

All new students will be admitted for a nine-week provisional period. Upon completion of the provisional period, the parents will be notified of the student's enrollment status. Upon completion of the provisional period a student may be disenrolled from FBA if the student's teacher and/or the administration feel that the program does not meet the needs of the student.

Any student that has been suspended or expelled from another school will not be considered for admission at FBA. There are no exceptions to this policy. Upon receipt of student paperwork from previous attended school, if there is evidence of disciplinary problems FBA will be released from admitting the student.

### **Non-Discrimination Policy**

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

### **Change of Contact Information**

If your contact information changes during the school year, you will need to contact the school office to obtain a copy of the required Change of Information form. This form will need to be completed and returned to the office promptly. Contact information which we need to be informed of includes but is not limited to parent phone numbers, address, email address, emergency contact information, and permission to pick up.

### **Withdrawal Policy**

If for any reason you wish to cancel your child's enrollment at FBA, a written withdrawal notice must be supplied. A formal withdrawal form must be requested from the office and completed and signed by the parents and FBA administration. Payments must be made until the FBA administration is notified of changes in enrollment status. If your account has an unpaid balance at the time of withdrawal, FBA will not accept your child's (or a sibling's) enrollment at a future date. All student records, including report cards, will not be released until all school balances have been paid.



## **Arrival and Dismissal**

### **Before School**

You may sign your child up to attend before school from 7am-8am. Breakfast will be provided for before care students at 7:30am and they will be walked to class at 8am.

### **After School**

You may sign your child up to attend after school from 3pm-4pm, if there is availability in the class. Children who attend Extended Care after school will be picked up from their classes at 3pm and taken into the Extended Care classes. Snacks will be provided for after care students. Students in after school care will have the opportunity to work on their homework with the help of the extended care staff.

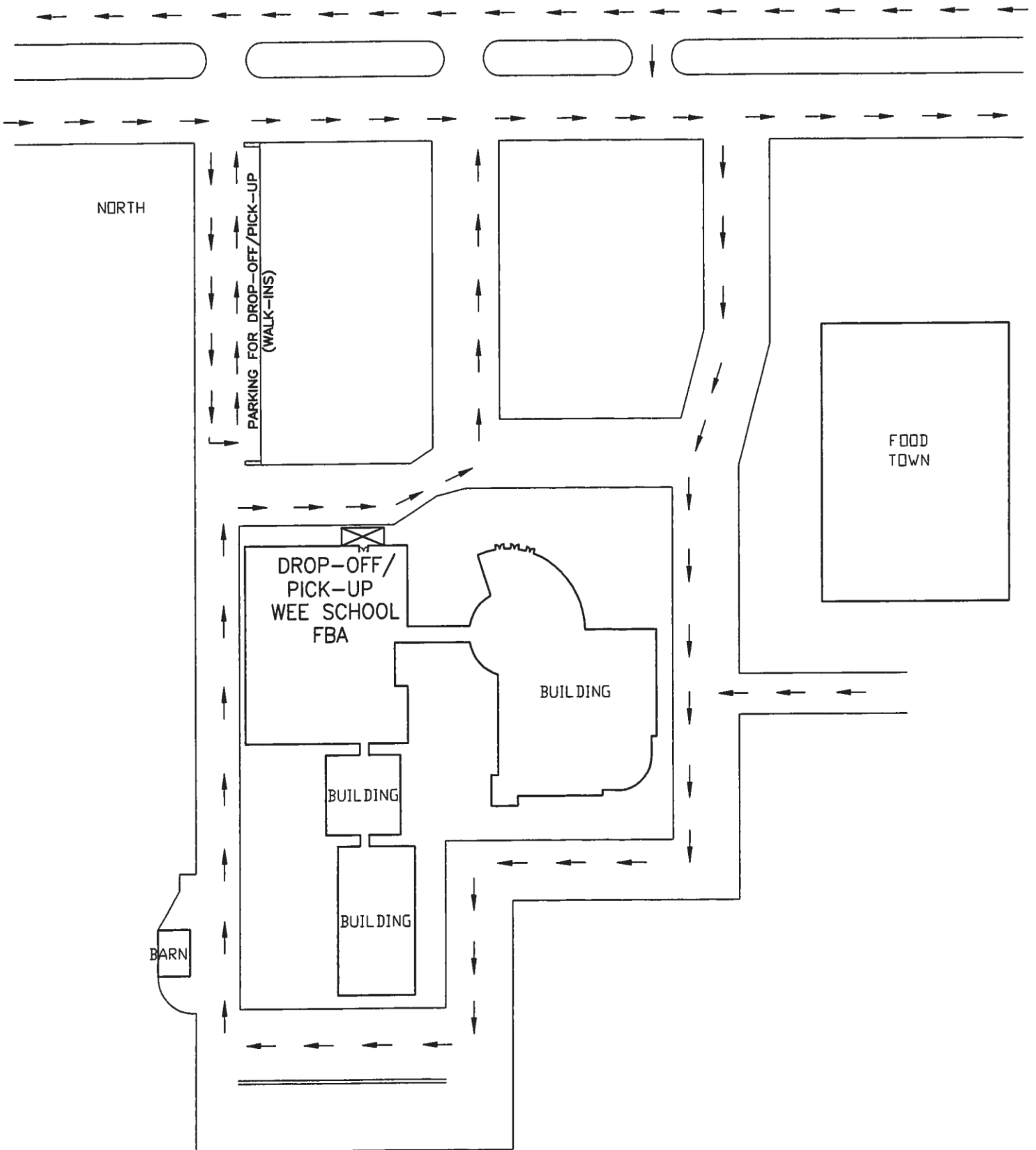
Students must be picked up promptly at 4pm. If your child is not picked up at 4pm, your account will be charged a \$20.00 late fee.

### **Drop Off and Release of Children**

FBA students may be dropped off at the school entrance only. Students are not to be dropped off from a parking spot. An administrator/teacher will assist your child. If you wish to walk your child to class, you are welcome to park and walk with them to their classroom. All parents/guardians must sign in at the front office before entering the school. No parents will be allowed to meet with teachers while walking their child to class. If you would like to meet with your child's teacher please contact them either through email or by calling the front office to request a conference time. End of day release will occur at 2:50pm at the school entrance. Children who are not picked up by 3:15pm will be taken to the Extended Care classroom and a \$20.00 fee will be applied to the child's financial account. At 3:30pm the parent will be notified and another \$20.00 fee will be applied to the child's financial account. Each 15 minute period thereafter, another \$20.00 fee will be applied to the child's financial account.

Please review the map for proper drop off and pick up procedures. These must be followed precisely to ensure the safety of our students, their families, and our employees.

# ROLLINGBROOK



## **Attendance Policies**

### **School Hours**

First Baptist Academy is in session Monday-Friday from 8am until 3pm. Students are expected to arrive in class between 7:50am and 8am. Students who are tardy to class miss important instructional time and may be disruptive to the learning environment.

### **Attendance Policy**

Students must be present for 90% of the days in the school year. Any student who is absent for more than 17 days during the school year may be retained based upon attendance as well as other factors which will be determined by the School Board, principal, and the student's teacher. Excused absences include illness which requires a medical excuse, death in the immediate family and mission related travel with documentation. All other absences are considered unexcused. Any unexcused absence will be used to determine student promotion. FBA emphasizes that attendance is key to the enhancement of student achievement. Parents, by law, are accountable for their child's school attendance. Upon returning to school, students must be accompanied with absentee excuse. FBA reserves the right to retain a child based on the amount of absences on their record for the school year. The parent of a student who has been absent for more than 17 days during the school year may make an appeal to the principal for the student to be promoted. The principal will appoint a committee consisting of herself, a School Board member, and the student's teacher to make the decision. If any student is absent for more than 2 hours in one day, he/she will not receive credit for one full day's attendance.

### **Tardiness**

Arriving late to class is disruptive to the learning process for both your child and the other children in their class. A student is tardy if he/she arrives to class after 8:05am. All tardy days will be recorded on your child's report card. Students may be assigned disciplinary consequences after the second tardy. Parents will not be permitted to walk their child to class if the child is tardy. The student must be checked in by a parent at the front office and walked to class by an administrator. *Four tardy days will be considered an unexcused absence.*

### **Loss of Credit**

Students must not exceed 17 unexcused absences in one school year. If a student has more than 17 unexcused absences and has not completed the appropriate number of make-up days, he/she may not be eligible to be promoted to the next grade. A conference will be scheduled with

parents of students exceeding the maximum absences. Students absent from the school day will not be permitted to engage in any extracurricular activities on that same day.

### **Make-up Days**

Once a student has 9 documented absences, during one semester, the parents will be notified. A conference will be scheduled with parents of students exceeding the maximum absentees. If a student has more than 9 absences in one semester, they will be required to attend one make-up day per absence exceeding 9. Make-up days will be held on Wednesdays from 3pm-6pm. A \$67.50 charge must be paid in advance for each make-up day.

### **Make-up Work**

Parents are advised to pick up make-up work for students who are absent two or more consecutive days. Please leave a message in the front office and the teacher will have 24 hours to get the work together. The student will have one day for each day absent to make up work. Extenuating circumstances will be considered on an individual basis by the teacher or administration.

### **Inclement Weather Days**

FBA has two bad weather days scheduled on the Academic Calendar. In the event that school has to be cancelled, we will attend school on one or both of the bad weather days. Parents will be notified of this change via email, Remind and a note home. Bad weather days will only be used if a school day is cancelled prior to 8am. Bad weather days will not be used for unforeseen events that lead to FBA having to send children home early.

### **Emergency Closing and Evacuation**

In the event of emergency closing or evacuation, parents will be notified by the following:

- Remind text messaging
- Postings on the school's Facebook website
- Email to parents
- Phone communication to parents including remind.
- If it is announced that the Goose Creek Independent School District will close, we will also close. In the event of a late opening, we will open at the regularly scheduled hours.

The emergency evacuation location for First Baptist Academy is the Goose Creek Independent School District Facilities Maintenance Complex located at 3401 N. Main Baytown, TX 77521

### **Fire and Bad Weather Drills**

At the sound of the fire alarm, students are to stand and walk out of the building in an orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will walk with the class and will take roll when the class has reached their assigned area. A practice fire drill will be held monthly during the school year. Bad weather drills will be held quarterly. Students should proceed to the lunch room and assume a crouching position with their heads protected. Evacuation drills will occur yearly. Students will practice exiting the school building but will remain on campus during the practice drill.

### **Emergency Preparedness Plan**

FBA's Emergency Preparedness Plan is available for review in the school office.

## **Communication**

### **Parent/ Teacher Communication**

Each student will have a folder that will be sent home each day. Please check your child's folder daily. This folder is a key tool in notifying parents about behavior, grades, and school activities. Most correspondence will be sent home in your child's folder. Newsletters, which will contain important information about upcoming school activities, will be sent by email. Most forms that are sent home will also be sent to parents in email. Parents may contact their child's teacher through email. If you wish to contact your child's teacher by phone, please call the main school office and a message will be taken and promptly given to your child's teacher.

### **Parent/ Teacher Conferences**

Confidentiality about student's information is essential. As competent professionals, teachers will not discuss a child's individual needs or progress while they are on duty, in the hallway, in the cafeteria, or while other children or adults are present. Please do not engage a teacher in conversation about a child when the teacher is supervising children. Formal conferences are held at the teacher or parent request. If you wish to have a conference with your child's teacher, please contact the teacher and request an appointment. Conference requests may be made by emailing the teacher or calling the front office.

## **Parental Support**

The teachers and administrators of First Baptist Academy are partners in educating and disciplining your children. FBA expects that, as a partner of education and discipline, you will help your child with homework, studying, and behavior management. We can only ensure that your child will reach his or her fullest potential if academics, discipline, and Christian values are reinforced at home.

Students are developing good citizenship and Christ-likeness when they accept counseling and disciplinary action with a sense of determination not to let the unfortunate experience occur again.

The school expects parents to support the school in administering its disciplinary program. The consistent, vigorous enforcement of a fair disciplinary program not only ensures a better academic climate, but it also helps to develop a sense of responsibility in students. Real love for children is demonstrated by firm yet loving discipline rather than permissiveness.

## **Parent Pledge of Support**

1. We pledge to uphold the school consistently in prayer and to support and participate in school volunteer opportunities and meetings. We will serve the school with our time and talents according to God's leadership.
2. In keeping with scriptural principles, we will bring any and all questions and areas of concern through proper channels of authority directly to the persons involved so that they may be properly considered. We pledge to follow the Biblical model in Matthew 18 by registering any questions or complaints about what is happening at school with the particular person involved. If a parent or student has a dispute with a teacher, the correct order of dispute resolution is as follows:
  - a. Conduct a meeting with the teacher at issue.
  - b. If attempts to resolve the dispute with the teacher are unsuccessful, then conduct a meeting with the principal.
  - c. If attempts to resolve the dispute with the principal are unsuccessful, then conduct a meeting with the Pastor of First Baptist Church, Baytown.
3. The school confesses that although all teachers and staff are chosen for their Christian commitment and high ideals, this does not make them immune from error. All suggestions and comments from parents will be examined fully, and are welcomed and encouraged for the overall strengthening of the school.
4. We pledge to pay all fees and tuition for the school year on a timely basis. Furthermore, we understand that being delinquent in fees is sufficient ground for withdrawal from the

school and that no transcript or report card will be issued until the money due the school is paid.

5. We understand that tuition does not cover the operating expenses of the school. Therefore, we will endeavor to help meet the financial needs of the First Baptist Academy with gifts as the Lord provides and leads.
6. We pledge to support the school's zero tolerance for the use of alcohol, drugs, or cigarettes on the FBA campus and pledge to neither provide for nor encourage the use of any of these substances.
7. We pledge to promote First Baptist Academy privately and publicly, and speak well of its students, parents, staff, administration and board.
8. We pledge to see that our children are dressed consistently with the dress code when they leave for school each day and when attending activities after school.

### **Classroom Visits by Parents**

Parents must be checked in at the school office before visiting the classroom, lunchroom, etc. All parents must sign in and get a pass. This pass will let the teachers know that you have office approval to visit the campus. Other visitors must go to the school office to receive permission to visit classes. Other visitors are not permitted to visit the school campus without the permission of the child's parent or guardian. To ensure that your child has the advantages of an optimal learning environment parents or visitors will not be permitted to interrupt classrooms during instructional time.

### **Parent Code of Conduct**

Listed below are rules of conduct for parents. First Baptist Academy requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the expectations of First Baptist Academy is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of FBA but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

1. No parent or adult is permitted to use vulgar or inappropriate language at FBA at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

2. Threats of any kind will not be tolerated. In today's society, FBA cannot afford to sit idly by while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. Parents must be responsible for and in control of their behavior at all times.
3. While FBA does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child; doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.
4. Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the administration.
5. It is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or principal's attention. At that point, the teacher and/or principal will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and the principal are strictly prohibited from discussing anything about another child with you. All children enrolled in FBA have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.
6. Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of FBA. Please be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Be alert and mindful. Immediately report any breaches to the administration.
7. While it is understood that parents will not always agree with the employees of FBA or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.
8. No parent should share pictures of other children, on the Internet (i.e., Facebook, Instagram), that are taken at First Baptist Academy. This is to ensure the safety of those students whose parents choose to not have their child's pictures displayed online.



## **Conduct and Discipline**

### **General Discipline**

The use of physical punishment or harsh language is prohibited at First Baptist Academy. Discipline consists of positive guidance techniques and, if necessary, meeting with the principal to discuss the child's behavior. With the understanding that discipline starts in the home, FBA partners with parents in the reinforcement of good behavior in the classroom.

Each classroom uses the behavior mark system for discipline. The teachers will send home daily calendars reflecting the conduct marks administered to each student. Students receive marks for distracting the learning environment, refusing to follow directions and refusing to complete assignments. The amount of marks per quarter will result in the student's conduct grade. Conduct grades will be determined by the Academic and Personal Development Scale.

### **Student Code of Conduct**

Listed below are the rules of conduct for students. Consequences of breaking conduct rules will result in ISS, Suspension and or Expulsion depending on the severity of the incident.

1. Students of this school are expected to refrain from engaging in cheating, stealing, and swearing.
2. Possession or use of a knife or any other weapon is prohibited.
3. Fighting is prohibited.
4. School and church property is to be respected. Marked on, defaced, or broken property is to be replaced at the offending student's expense, or the student may be required to make repairs.
5. Matches, lighters, inhalants, drugs and gum are not permitted at school.
6. Vulgar or profane speech, gestures, or writing is prohibited.
7. There is to be no running or horse playing in the halls or classrooms.
8. Food, liquids, and gum are not permitted in the gym.
9. Dishonesty and cheating will not be tolerated on daily work or exams. Honesty is essential for Christian character development.

Behavior Modification Plans may be designed to help students with inappropriate behavior develop better choices.

FBA reserves the right to expel any student who displays continuous conduct violations.

FBA reserve the right to ask parents to make alternative educational arrangements for their child in the event that the child cannot adjust or poses danger to themselves, other children, or any faculty and staff.

### **In School Suspension**

If your child receives In School Suspension (ISS), they will be required to spend the day in a designated area for the entire school day. During ISS, the student will be supervised by an administrator and will be required to complete all daily required assignments and copy passages from the Bible.

### **Suspension**

A student may be suspended from school if they have received two ISS days for the same offense. Students will be suspended immediately for extreme behavior such as, but not limited to, threatening a student or teacher and violence toward themselves, other students, or a teacher. Behavior problems will be reviewed by the administration on a case by case basis.

### **Expulsion**

A student may be expelled from school if they have been suspended once and repeat the offense. Behavior problems will be reviewed by the administration on a case by case basis and may result in disenrollment from the school.

### **Discipline Reports**

If discipline must extend beyond the classroom, the parent will be notified and a copy of the discipline report will be sent home. A copy of all discipline reports will be kept in the child's file indefinitely.

### **Vandalism**

Vandalism will not be permitted at FBA. If a student is found to have vandalized property of FBA or First Baptist Church, the student's parent will be notified and the student's punishment will reflect the degree of vandalism. If the student damages property to an extent that it needs to be replaced, the parents will be required to replace the damaged item.

## **Physical Restraint**

In the event that a student is trying to inflict physical harm upon themselves, other students, staff, or faculty, FBA teachers and administrators have the right to physically restrain the child. The child will be faced forward and the teacher or administrator will place their arms around the child's mid-section, holding their arms in place, until proper authorities arrive. The student's parent will be notified and the student will be expelled.

## **Search and Seizure**

The student's teacher and administrators will confiscate any item that is distracting the student or other students from the learning process. Electronic devices, which can be seen by the teacher, will be confiscated immediately. The parent will be notified of the confiscated item and will be required to collect it in the school office after school hours. If a child is found with any item that may be used as a weapon, the item will be immediately confiscated, the child's parents will be notified, and the child will be expelled.

## **Bullying Policy**

At First Baptist Academy we believe that every child is made in the image of God and has infinite dignity, worth, and value. God created Man in the image of Himself, "in the image of God he created him, male and female he created them" (Genesis 1:27). Each child has unique God-given gifts, abilities, and talents. Our administration, faculty, and staff are committed to providing a safe and nurturing environment for each child to develop in all aspects of his/her life, including spiritual, intellectual, physical, social, or emotional.

In 1 Peter 5 we read that we are to be shepherds of God's flock that are under our care. The Bible also reminds us of Christ's words: "A new commandment I give you: love one another. As I have loved you, so you must love one another" (John 13:34). It is, therefore, essential that we do everything to ensure that First Baptist Academy is safe both physically and emotionally for all students. Furthermore, the Bible teaches us to treat each other with love, respect, and in a way that we would like to be treated to promote a positive feeling of well-being and to develop empathy towards others: "Do for other people everything you want them to do for you" (Luke 6:31). Every child has the right to feel safe.

Therefore, the most important thing that we as a staff at First Baptist Academy must do is make every child aware that bullying behavior is not acceptable and will not be tolerated and to ensure that if it does occur we will follow up with those involved and determine what level of discipline is required to change the behavior.

### ***Definition***

Bullying occurs when a student or group of students directs written, verbal, and or physical conduct against a student and the behavior results in harm to the student, the student's property, or places a student in fear of harm to himself/herself or his/her property.

Bullying consists of three basic types – emotional, verbal, and physical. The behavior may involve taunting, gossip, name-calling, teasing, extortion, physical abuse (shoving, poking, slapping, choking, punching, kicking, beating, pulling hair, scratching, biting, scraping, and/or pinching), intimidation, humiliation, threats, confinement, ostracism, blackmail, spreading rumors, theft of personal property, and destruction of property. Harassment, retaliation, and hazing are all different forms of bullying. It may manifest itself into patterns (repeated offenses) or through an isolated incident.

The effects of bullying may be so persistent and pervasive that it creates a negative learning environment. In some cases bullying can occur through electronic methods called cyber bullying. Cyber bullying is any bullying done through the use of technology. It includes, but is not limited to, abuse using email, instant messaging, text messaging, website, and social networking sites.

### ***Reporting Bullying Incidents***

All students, teachers, administrators, staff, parents, and volunteers are responsible for reporting any incident that is considered to be bullying. This should be done by notifying the principal, a teacher, administrator, or Pastor. Administrative staff will assume that every report is serious and will address the situation by investigating everyone involved. Parents will be notified and a meeting scheduled to discuss their student's involvement. Discipline will be considered on a case-to-case basis taking all factors into account and may include:

1. Counseling and review of school's bullying policy and student expectations.
2. In School Suspension (ISS)
3. Appropriate restitution and letters of apology.
4. Suspension
5. Expulsion

### ***Student Expectations***

First Baptist Academy expects all students to conduct themselves properly as good citizens at all times. It is important for each student to be continually aware that he represents First Baptist Academy wherever he happens to be. Good citizenship includes an appreciation of American heritage, a sense of patriotism, and pride in the school, church, community, and family. It means showing respect for the rights and property of others and being helpful and courteous at all times.

First Baptist Academy expects each student to strive to obey all its rules and to practice all that is being taught inside the classroom at all times in daily life.

## **Biblical Sexual Morality**

Students are expected to conduct themselves in accordance with standards of Biblical morality. Students who choose to engage in, pursue, endorse or encourage sexual conduct defined as inappropriate by Scripture may be disciplined or expelled. This behavior includes but is not limited to heterosexual activity outside of marriage, for example, premarital sex or cohabitation; homosexual or lesbian activity; viewing or the transmission of pornography; maintenance of or frequents visitation of websites carrying sexually suggestive images or language, or improprieties toward minors as defined by Scripture, federal or state law.

## **Dress Code**

### **Student Dress Code**

Standards of dress are important to our school. Clothing for students in school must be characterized by modesty, safety, appropriateness, and good taste. Extremes are to be avoided. When choices of clothing are in question, the student should consult his or her teacher or the administration BEFORE wearing the questionable attire.

The purposes of the dress code are as follows:

1. To promote modesty—the students should dress in a manner that is comfortable and enjoyable but at all times that which honors the Lord. The clothing worn should not be suggestive nor give any cause for impure thinking.
2. To have a little higher standard of dress—when students “dress up” just a bit they tend to have a higher self-esteem, have better conduct, and do better academically.
3. To encourage girls to dress as girls and boys to dress as boys—this follows scriptural guidelines to teach proper femininity and masculinity

### **Dress Code Problems**

There is no way to eliminate all dress code problems. Even if uniforms were issued, clothing could still be worn improperly. How one deals with problems is most important. To minimize problems, the dress code is as clearly defined as possible to promote consistency and enforceability. Students and parents are asked to “work with” the teachers in meeting the dress code rather than “pushing the limit” on questionable or unacceptable dress. The school administration will decide on the acceptability of “fads” or new styles that are not specifically addressed. If a student arrives at school dressed in a manner not in keeping with the dress code

and best interest of the school, he or she may be required to change clothing or may be sent home.

## **General Requirements**

1. Clothing should be conservative and should be modest in all respects. Students must meet modesty requirements at all school functions.
2. Clothing should be conducive to good health, comfort, safety, and should not be a distraction. Examples of extremes include make-up, hair color and nail color.
3. Shoes must be worn at all times. No flip flops, sports sandals, crocs, or any sandal with straps between the toes are allowed. Tennis shoes with Velcro straps or laces are required for PE.
4. Bizarre hairstyles and unnatural colors are not allowed. Boy's hair is to be no longer than the middle of the ear on the side and not over the collar in the back.
5. All apparel should be in good condition, not torn or with holes.
6. Shirts must have sleeves which are at least three adult fingers in width. See through fabrics are not permitted.
7. Girls' shirts, tops, or blouses must have a modest neckline (no scoop necks or low cut necklines). Generally this means not lower than 2" below the collarbone. Short tops that expose the mid-section with both arms raised will not be approved.
8. Pants should be hemmed so as not to excessively drag the floor. Sweat pants and wind pants are not acceptable.
9. Pants are to be appropriately sized and worn at the natural waist.
10. Pants should not be so low as to expose the back or stomach when bending or stretching. Slacks, jeans, and shorts must be modest and not form fitting.
11. Skirts and dresses must be fingertip length and only worn with leggings or shorts underneath.
12. Shorts must be fingertip length.
13. Tattoos are not preferred. Any tattoos must be covered.

## **Extracurricular Activities**

### **Extracurricular Activities**

Extracurricular activities include Clubs, Field Trips, Organizations and Athletics. FBA believes that a well-rounded education includes the opportunity to participate in extracurricular activities. Students' involvement is a voluntary privilege and requires an investment of considerable time inside and outside of the school day. Therefore, students are expected to represent the school as a part of the Christian community with exemplary behavior wherever they go, confident the public will take notice. In order to take part in these opportunities students must maintain an average of

70 in all school subjects and a G in conduct. Eligibility will be determined by the coach, teacher or school administrator each week of participation.

Other requirements like fees, physical forms and school releases may be needed for student participation.

### **Field Trips**

FBA administration may set up field trips. All parents will be notified of the procedure of the specific field trip once it has been planned. Field trip requirements only pertain to conduct grades.

### **Transportation**

FBA may transport children for extracurricular activities, a field trip, or in the event of an emergency evacuation. This will only happen with parental permission.

### **Medical Policies**

#### **Immunizations**

All immunizations must be up to date. Texas State Law requires that all students must have current immunization information on file in the office. Parents are required to keep immunizations current. The most recent immunization requirements may be viewed at <http://www.dshs.state.tx.us/immunize/school/default.shtm>.

#### **Medication**

Teachers and Staff members will not be allowed to administer any medication, tranquilizers, or aspirin to any student for headaches, fever, or other non-urgent reasons. Prescribed medications that must be taken during school hours will be administered only with the parent's written authorization. All medications must be kept and administered in the school office. All medications must have the child's name and dosage clearly printed on the label by a physician. Please do not send medication in a bottle or cup to school. FBA will not administer breathing treatments to students. Prescribed inhalers and epi pen medications must be kept in the school office.

#### **Non-oral Medications**

No invasive medications will be administered to students at FBA.

## **Physical Assistance Devices**

FBA requires a physician's note for students who need any type of physical assistance device such as crutches, wheel chair, etc. Students will remain downstairs for all classes. Please ensure students are knowledgeable on use of device prior to attending school.

## **Daily Medications**

Parents of students who require daily medication must complete an Authorization for Dispensing Medication form.

## **Medical Care**

The Wee School and FBA administration will contact the student's parent any time that the student's medical needs are beyond the capabilities of present staff members. In the event of a medical emergency, EMS will be contacted.

## **Medical Emergencies**

In the event of a medical emergency, the following procedures will be followed:

1. 911 will be called
2. CPR/First aid will be administered
3. Parents will be notified

## **Illness and Exclusion**

Please do not send your child to school if they are not well enough to fully participate in academic or physical activities. Keep your child home with any of the following illnesses:

- vomiting in the past 24 hours
- fever of 100° or higher in the past 24 hours
- diarrhea in the past 24 hours
- head lice
- impetigo
- conjunctivitis (pink eye) or symptoms such as pink or red coloring in the white part of the eye and white discharge

Children will not be allowed to attend school if they are showing definite signs of illness, such as fever, nausea (vomiting), excessive head congestion, etc. Parents will be contacted if your child



runs fever, 100° or higher and shows signs of previous illness. Children having such symptoms will be immediately isolated and the parents will be contacted to pick them up. Children suffering from an illness must be picked up promptly.

### **Protecting Children from Vaccine-preventable Diseases**

FBA does not require proof of immunizations from employees. However, to help prevent the spread of diseases and germs FBA employees are required to:

- Wear gloves while handling or cleaning body fluids and promptly wash hands after removing gloves
- Change gloves after contact with each child, throw away disposable gloves after each use, and wash hands after wearing the gloves
- Complete an Exposure Control Incident Report if exposure to blood borne pathogens occurs and if necessary have a medical evaluation performed by a licensed medical professional
- Wash hands regularly with the following technique:
  - Use antibacterial liquid soap and scrub hands for 1 minute
  - Scrub tops of hands, palms, between fingers, and under nails
  - Rinse under water with hands pointed down
  - Dry hands with paper towels
  - Turn off the water faucet with a towel before disposing of it
- Ensure that students use proper hand washing techniques
- Use CPR guards to minimize direct contact during mouth-to-mouth resuscitation in an emergency
- Employees with open wounds and/or any injury which inhibits hand washing will not be in contact with children
- Employees with signs of illness will not be in contact with students

### **Health Checks**

FBA will not perform daily health checks.

### **Injuries Occurring During School**

Minor injuries occurring during school hours will be treated by the clinician with the use of first-aid materials. In the case of serious injury or illness, emergency procedures to obtain medical or hospital care will be followed and then parents will be notified. Parents will be contacted immediately if your child is involved in an accident that involves injury to the head.

## **Hearing and Vision**

The State of Texas requires a hearing and vision test on all children who are in kindergarten, 1<sup>st</sup> grade, 3<sup>rd</sup> grade and 5<sup>th</sup> grade. This will be available to you during the school year.

## **Spinal Deformities: Scoliosis and Kyphosis**

The State of Texas Legislature requires all sixth and ninth grade students to be screened for spinal deformities. This will be available to you during the school year.

## **Tuberculin Testing Requirements**

TB tests are not required for schools or daycare centers in Harris County per decision of the Harris County Health Department.

## **Technology**

### **Personal Devices**

Personal cell phones and devices are allowed on campus but can't interfere with classroom learning and discipline. All electronic devices must be stored in backpacks and turned off during school hours. Students should not bring personal lap tops, iPads, iPods, or similar devices to school without prior permission of the Principal.

### **Technology Policy**

We believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Acceptable uses of technology are devoted to activities that support teaching and learning.

Students making postings on social network sites negatively affecting our school will be subject to disciplinary action up to and including expulsion.

FBA allows students access to the Internet World Wide Web information resources through their classroom or school computer lab. A parental consent form must be signed in advance of any such access. Students seeking to use the Internet must sign the Computer Acceptable Use Policy. FBA is not responsible for the accuracy or quality of the information obtained through or stored on the Internet. Access to the Internet will increase learning opportunities by allowing student

and staff access to information sources from around the world. The resources are to be used exclusively to support FBA's educational goals. Precautions have been taken to restrict access to controversial information with the use of filtering software. Although it is impossible to control all materials, the valuable information available on this worldwide network outweighs the possibility that users may procure material that is not consistent with FBA's educational goals. Only students who have been authorized by the school and who are under direct supervision of designated staff are permitted to use a school computer and access any local network or outside telecommunications resources. Prior to such authorization, the student and parent must sign the agreement acknowledging their responsibilities and agreeing to all conditions and stipulations of this policy.

Violations of the First Baptist Academy policies and procedures concerning the use of computers and networks will result in disciplinary actions resulting in fees and immediate loss of use and/or disciplinary actions consistent with other code and conduct violations as seen fit by the administration.

## **General School Policies and Procedures**

### **Grievance Procedures**

FBA follows the 1 Corinthians 6 principles in regard to problem resolution. Parents should understand and agree that resolution must follow these steps:

1. Pray about the situation and determine if it seems serious enough to pursue.
2. Contact the school office to schedule a conference.
3. If unresolved, contact the school office to schedule a conference with the principal.
4. If unresolved, contact the church office to schedule a conference with the Pastor.

### **Confidentiality Policy**

Within First Baptist Academy, confidential and sensitive information will only be shared with employees of FBA who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as FBA strives to protect everyone's right of privacy.

Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with FBA. Parents who share information with another person about FBA employees, students, or parents through email, text, phone, social media websites, or in person are in violation of this confidentiality policy. FBA reserves the right to disenroll any child whose parent violates this confidentiality policy.

## **Parent's Right to Records**

Parents have the right to inspect and review the student's education records maintained by the school and to request that a school correct records which they believe to be inaccurate or misleading. A student's records will not be sent to another school unless the parent has completed a formal withdrawal form, paid any remaining balances and given FBA permission to share the student's records with the transfer school.

## **Class Parties and Birthdays**

There will be five parties scheduled by your child's teacher. They include Thanksgiving, Christmas, Valentines, Easter, and the End of the Year Party. Parents are welcome to attend and/or volunteer to help during a class party. While we welcome any input from parents, all parties will be planned by the teachers and administration. Parents are welcome to send store bought cookies or cookie cake ONLY for a child's birthday. This will be served by the teacher during the class's snack time or lunch time. Because of special dietary needs and restrictions, we do not permit parents to provide lunch for the class. We do not permit decorations, presents, goodie bags, party favors, etc. Invitations to birthday parties may not be passed out during the school day unless the entire class is invited.

## **Breakfast, Lunch, and Snacks**

### ***Breakfast***

Breakfast will be provided for students who attend Extended Care before school at 7:30am. Breakfast will consist of cereal and fruit.

### ***Lunch***

Parents are required to supply a nutritional lunch and drink for each child every day. Please send any utensils needed. Please do not send foods that need to be heated or refrigerated.

### ***Snacks***

All students will have the opportunity to participate in snack time at a designated time each day. Please provide a nutritional snack for your student.

## **Campus Security**

Security cameras are strategically placed throughout our campus. All outside doors are locked with the exception of the front door. The front door is magnetically locked with entrance only

allowed by the front office personal. All visitors must register and submit to a background check to remain on campus. A Security officer is on campus weekly.

### **Gang-free Zone**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone. Criminal offenses related to organized crime activity are subject to harsher penalty.

### **Child Abuse and Neglect**

All FBA teachers are required to complete training on child abuse and neglect each year. This training includes warning signs on both abuse and neglect. Any warning signs observed by FBA employees will result in a report to Child Protective Services.

### **Policy Changes**

First Baptist Academy reserves the right to make needed changes to this handbook. All policy changes will be sent home for you to review and must be signed and returned in a timely fashion.

### **Policy or Procedure Questions**

For any questions pertaining to a policy or procedure, please contact the school's administrative office.



## Policy Agreement

### Parent Agreement

I have read and understand all policies and procedures in the First Baptist Academy Parent/Student Handbook. I understand that if I violate any FBA policy my child may be disenrolled from FBA. I understand that FBA has the right to change any policy at any time. In the situation that an FBA policy needs to be changed after the school year has started a letter will be sent home informing you of the policy and asking that you send back a signed form agreeing to abide by the new policy. I understand that I may disenroll my child if I am not satisfied with any new policies, and agree to pay my child's tuition for the time that they were enrolled.

### School Technology Plan

I am in agreement and acknowledge my students responsibilities to all conditions included in the Technology Policies of FBA. I will be responsible for any damages or fees occurred by my student in the use of FBA technological devices and internet.

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Parent Signature

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Date

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Parent Signature

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Date

### Student Agreement

I have read and understand all policies and procedures in the First Baptist Academy Parent/Student Handbook. I understand that if I violate any FBA policy I may be disenrolled from FBA.

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Student Signature

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Date