



faithbaptist
PRESCHOOL & ACADEMY

ACADEMY HANDBOOK

a ministry of

Faith Baptist Church

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Dear Parents,

We are happy to welcome you to the family of Faith Baptist Academy. You have made an important decision for your child regarding his/her education, and we are happy to be part of that decision. Our faculty and staff are dedicated to serving God and helping you as a parent to educate your children. We believe the church, the home, and the school must work together in the education of children. Faith Baptist Academy is an extension of the Christian home and Faith Baptist Church. Faith Baptist Academy will strive to give children a great academic education by teaching them the truths of God's Word. It will take a concerted effort between school and home to reach our high goal of Christian education. Your prayers and participation will be the front-line tools that God will use to build your children into godly men and women.

There is nothing more precious to a parent than the children that God has given to them. You and your child's needs are important to us and we look forward to the opportunity to be of service to you. Our commitment is to provide the finest Christian education possible.

This handbook has been produced in an effort to communicate to you the policies and procedures of Faith Baptist Academy.

Faith Baptist Academy is a ministry of Faith Baptist Church of Wesley Chapel, Inc. Therefore, Faith Baptist Church oversees all policies and programs the school offers. The school staff reports to the principal, who reports directly to the Pastor of Faith Baptist Church.

May the Lord bless you for your commitment and financial sacrifice to place your child in a Christian learning environment. Thank you for allowing us the privilege of being a part of your child's education.

Adam Wilder, Pastor
Sean Herhold, Principal
Kimberly Leonard, Preschool Director



Church: www.faithbaptistofwc.org

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SECTION 1. WELCOME

1.1 History of Faith Baptist Academy

Faith Baptist Preschool was founded in the spring of 2001. In the fall of 2004, Faith Baptist Academy added kindergarten with only four students. As the Lord continued to bless, FBA expanded its facilities in the fall of 2005 to accommodate 53 students from K3 through high school. In June 2007, FBA had its first graduate. Faith Baptist Academy has established a solid foundation both spiritually and academically that continues today.

1.2 Statement of Faith

The Articles of Faith of Faith Baptist Church is the Doctrinal Statement of Faith Baptist Preschool and Academy. A brief summary is as follows:

WE BELIEVE THAT...

- The whole Bible, from Genesis 1:1 to Revelation 22:21, is the verbally inspired and infallible Word of God.
- Jesus Christ was born of the virgin Mary and is the Son of God and God the Son.
- Jesus Christ died for our sins according to the Scriptures, that He might bring us to God.
- He rose from the grave the third day according to the Scriptures.
- He, only, is the Great High Priest, and we need not the intercession of any man, but that Christ ever liveth to make intercession for us.
- In order to be saved, the soul must be born again: "Ye must be born again." (John 3:3.)
- Every truly born-again Christian should declare their faith by the act of baptism (immersion in water) setting forth the Lord's death, burial and resurrection.
- Christ keeps those who are truly born again. (II Timothy 1:12; John 10:27-28)
- All Christians are called unto a life of separation from worldly and sinful practices and to a life of usefulness for Christ. (II Corinthians 6:17; II Peter 1:2-9)
- The Church is a body of baptized believers whose mission is to preach the Gospel, baptize every believer, and teach them to observe all the commands of God. (Matthew 28:18-20)
- At Christ's coming in the air, the bodies of the dead in Christ shall be raised incorruptible and reunited with the soul and spirit; the bodies of Christians who are alive shall be caught up to be with the Lord. (I Thessalonians 4:13-17; I Corinthians 15:51-53) The saved will then appear before the judgment seat of Christ to be rewarded for their deeds. After these things, Christ will return bodily and visibly to the earth, with His saints, and shall rule the earth in righteousness for a thousand years, at the end of which the unsaved dead will be resurrected, and their judgment and condemnation shall take place. (Matthew 24:30-31; Revelation 19:11-16; 20:5-6, 11-15)
- The term "marriage" has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or

rented by this church will only be those ceremonies sanctioned by God, joining one man with one woman as their genders were determined by anatomy at birth (and not subject to change). Whenever there is a conflict between the church's position and any new legal standard for marriage, the church's statement of faith, doctrines, and biblical positions will govern. (Genesis 2:24; Ephesians 5:22-23; Mark 10:6-9; 1 Corinthians 7:1-9)

- God has commanded no intimate sexual activity be engaged in outside of marriage as defined above. We believe that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God's natural design and purpose for sexual activity. (Genesis 2:24,19:5; Leviticus 18:1-30; Romans 1:26-29; 1 Corinthians 5:1, 6:9-10; 1 Thessalonians 4:1-8; Hebrews 13:4)

- God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one's biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)

1.3 FBA's Mission

1.3.1 Vision

Forming students into the Image of Christ by teaching the truth and training in virtue.

1.3.2 Mission Statement

FBA is a ministry of FBC that strives to glorify God by providing an excellent education that derives its purpose and pedagogy from the Bible in order to develop each student into the Image of Christ.

1.3.3 Goals

- To present Jesus Christ as the ideal embodiment of truth, goodness, and beauty. (1 Peter 2:9; Psalm 100:5)
- To lead students to faith in Jesus Christ, love of the Bible, and aspiration of Christian growth. (Matthew 28:16-20)
- To exhibit and cultivate the moral virtues of Temperance, Justice, Prudence, and Fortitude. (2 Peter 1:3-7)
- To exhibit and cultivate intellectual virtue by growing in knowledge, understanding, and wisdom i.e. grammar, logic, and rhetoric. (Proverbs 2:1-3; Colossians 1:9-10)
- To develop each student into the image of Christ. (Romans 8:29)
- To esteem and promote the pursuit of all that which is true, good, and beautiful. (Philippians 4:8)

1.3.4 Values

Truth, Goodness, and Beauty

- Goodness: *FBA esteems all that is good in God, man, and the universe.*
- Truth: *FBA esteems Truth in all its curriculum, classrooms, and correspondence.*
- Beauty: *FBA esteems Beauty as that which is harmonious to God's nature and reality.*

Virtue

- Moral Virtue: *FBA esteems the cultivation of Temperance, Justice, Prudence, and Fortitude.*
- Intellectual Virtue: *FBA esteems the cultivation of intellectual virtue by way of the Trivium.*
- Standards: *FBA's Code of Conduct is based on the Cardinal Virtues and is the school's first line defense of its culture and values.*

Methodology

- Content-Driven: *The content of our teaching determines the method of our teaching. The what of our teaching directs the how of our teaching.*
- Teacher-Led: *Our classrooms are teacher-led; it is the responsibility of the teacher to know the curriculum and to use pedagogical practices most suitable for the content.*
- Student Activity: *Virtuous students actively engage and enjoy learning.*

Church and Family

- Church: *FBA is a ministry of Faith Baptist Church and operates in accordance with the Church's mission and the Great Commission.*
- Family: *FBA is a tool to support families with like-minded educational goals.*
- Student Discipline: *Student behavioral issues are a threat to our school values and culture, and therefore parents must administer corrective discipline when needed.*

1.4 Philosophy of Education

1.4.1 Biblical Purpose of Education

“To know wisdom and instruction; to perceive the words of understanding; To receive the instruction of wisdom, justice, and judgment, and equity; To give subtilty to the simple, to the young man knowledge and discretion” Proverbs 1:2-4.

The purpose of biblical education is not to prepare students for colleges or careers, nor is it to conform them to a particular pattern of living. Although those outcomes may occur, they are not the goal. **The purpose of biblical education is to equip students with the moral virtues and mental disciplines needed to pursue truth, expose error, and live wisely.**

1.4.2 Biblical Pattern of Education

“The fear of the LORD is the beginning of knowledge” Proverbs 1:7a.

When education is divorced from revelation, it tends to stagnate. Academic excellence is more easily attainable when it is subject to and guided by God’s Word. People are more inclined to pursue truth when they are motivated by a desire to know God, understand His ways, and live accordingly. Once a biblical worldview is established as the basis for education, a biblical pattern for instruction can begin. We believe the biblical pattern of instruction is first knowledge, then understanding, then wisdom.

Knowledge is the taking in of information. Students are taught how to receive information. This is the primary focus for elementary students. This is why we prioritize the basic skills of reading, writing, and arithmetic in kindergarten through 6th grade.

Understanding is the mental processing of information that leads to logical conclusions. As students age, their curriculum includes more instruction on logic and critical thinking. They are taught how to use reason to come to sound conclusions and avoid logical fallacies.

Wisdom is the practical expression of knowledge and understanding. Before a student graduates, they will have been taught how to logically express their ideas, defend their conclusions, and apply their knowledge in both rhetoric and life.

1.4 Membership

Faith Baptist Academy holds membership in the AACS (American Association of Christian Schools), as well as the SSACS (Sunshine State Association of Christian Schools), a subsidiary of AACS. We also meet the standards set forth by the fire and health departments of the State of Florida.

SECTION 2. ADMISSIONS

2.1 General

Admission is subject to seat availability and the Administration's review of academic records, placement assessments, character considerations, and all information provided by the parent.

Parents are responsible for the accuracy and completeness of all application materials and disclosures.

The Administration retains sole discretion regarding admission, grade placement, and continued enrollment. Placement in a lower grade may be required.

Continued enrollment is conditioned upon satisfactory academic progress, appropriate conduct, regular attendance, and successful adjustment to the school's program.

Applicants or students with prior expulsions, serious disciplinary histories, or other factors inconsistent with the school's standards may be denied admission or continued enrollment.

Any student enrolled on the basis of false, misleading, or incomplete information may be denied admission or dismissed at any time.

Faith Baptist Academy reserves the right to establish, interpret, and enforce its standards and to refuse admission, suspend, or expel students at the discretion of the Administration.

2.2 Non-Discriminatory Policy

Faith Baptist Academy admits students of any race, color, national, or ethnic origin and does not discriminate on these bases in the administration of its educational policies, admissions, programs, or activities.

2.3 New Enrollment Procedures

Parents seeking enrollment must submit a completed application and all required documentation. Submission of an application does not guarantee admission.

Following application review, the Administration may require a parent conference, campus visit, and/or student assessment as part of the enrollment process, subject to space availability.

If offered enrollment, parents must submit all required enrollment forms and the non-refundable Classroom Reservation fee by the deadline established by the school in order to secure the student's placement.

2.4 Re-enrollment

Re-enrollment materials, including any applicable tuition changes for the upcoming school year, are made available to parents of eligible students in January. Parents are responsible for completing all re-enrollment requirements by the published deadline.

Re-enrollment by the deadline is required to be considered for placement for the following school year. Failure to complete re-enrollment by the deadline may result in loss of classroom placement and placement on a waiting list if classes are filled.

Re-enrollment after the deadline is permitted only if space remains available and all required fees are paid.

No student placement is secured unless and until the Classroom Reservation fee is paid. The Classroom Reservation fee is non-refundable.

2.5 Student Transfer

Parents of transferring students authorize Faith Baptist Academy to request and review academic and other records from prior schools. Grade placement and acceptance of credits are determined at the discretion of the Administration.

Parents of homeschooled students must provide complete and accurate documentation of coursework, grades, and credits. Documentation must be signed by the parent or legal guardian or submitted as an official transcript from a homeschool organization, as applicable. Placement is not determined until documentation is reviewed.

A student will be considered for admission only after submission of the completed enrollment packet, the non-refundable Classroom Reservation fee, and all required academic documentation, which may include achievement test results and report cards. The Administration may require transferring student to complete a placement exam to show academic readiness prior to being accepted.

Admission decisions are communicated to parents following administrative review. All new students are admitted under a general probationary period during the first year of enrollment.

Students must reside with a parent or legal guardian as a condition of enrollment.

Prior to the first day of school, parents must ensure that all required health and immunization records are on file and properly completed in accordance with school and state requirements. Parents and students are required to review, acknowledge, and agree in writing to abide by the Parent/Student Handbook. Enrollment and continued attendance are privileges contingent upon the cooperation of both students and parents with all school policies, rules, and administrative directives.

2.6 Withdrawals and Dismissals

2.6.1 Voluntary Withdrawal

Parents who choose to withdraw a student must provide advance written notice to the school office.

Registration and enrollment-related fees are non-refundable. Tuition is refundable only if withdrawal occurs prior to July 1. Ten days or more of attendance in an academic quarter obligates the parent to pay the full quarter of tuition charges. Refunds for partial attendance are at the administrator's discretion. Withdrawals within academic quarters are discouraged by the administration.

Student records, transcripts, and report cards will not be released until all financial obligations are satisfied and all school property is returned.

2.6.2 Dismissal or Expulsion

Enrollment and continued attendance at Faith Baptist Academy are privileges. Students may be dismissed or expelled at the discretion of the Administration for violations of school policies, behavioral standards, or failure to comply with school expectations. Parents will be notified of dismissal or expulsion.

A student who is expelled or not invited to return will not be eligible for re-enrollment for a minimum of one full academic year. Any consideration for re-enrollment thereafter is at the sole discretion of the Administration and, if granted, may be conditioned upon probationary status and additional requirements.

The Administration reserves the right to consider extenuating circumstances and to impose conditions, limitations, or probationary measures as deemed appropriate.

2.7 Binding Arbitration Provision

As a condition of enrollment, parents/guardians agree that any dispute, claim, or controversy arising out of or relating to a student's enrollment at Faith Baptist Academy shall be resolved exclusively through binding arbitration, in accordance with the school's arbitration procedures.

Parents/guardians expressly waive the right to file or participate in any civil lawsuit against Faith Baptist Academy, its church, employees, or representatives, except for the limited purpose of enforcing a legally binding arbitration award.

Failure to comply with this arbitration agreement may result in disciplinary action, up to and including suspension or dismissal, at the discretion of the Administration.

SECTION 3. FINANCIAL INFORMATION

3.1 Payment Information

Parents are responsible for reviewing the current tuition and fee schedule, which is made available by the school upon request and with enrollment and re-enrollment materials.

Tuition is an annual obligation due in full by the first business day of July. Parents who do not remit payment in full by that date are automatically enrolled in the installment payment plan. Under the installment plan, tuition is divided into **four equal quarterly payments**, due on dates established by the school.

Payments not received by the applicable due date may be assessed a late fee. Accounts that are past due, or that carry an outstanding balance exceeding the amount established by the school, may result in administrative action, including withdrawal, at the discretion of the Administration.

Students may be excluded from school activities, report cards may be withheld, and records or transcripts will not be released until all financial obligations are paid in full. Any balance due must be satisfied before a withdrawn student may be considered for return.

Parents of students participating in Step Up for Students scholarship programs, including FTC and FES Education Savings Accounts (ESA), acknowledge that tuition will be billed to the student's ESA on a quarterly basis, in accordance with scholarship program requirements. Parents are responsible to immediately approve quarterly payments from their student's ESA using their EMA login.

Parents remain fully responsible for any portion of tuition, fees, or charges not covered, delayed, denied, or unpaid by the scholarship program. Any balance due must be paid by the parent within the same billing quarter. Failure to remit payment in full may result in late fees or administrative action, including withdrawal, at the discretion of the Administration.

Participation in a scholarship program does not alter the school's financial policies or extend payment deadlines.

3.2 Online Payments

The school may offer online payment options through a third-party payment processor. Parents are responsible for complying with all terms, deadlines, and requirements associated with online payments.

Payments made by credit card or debit card may be subject to a convenience or processing fee. Such fees are the responsibility of the parent and are non-refundable.

Use of online payment services does not alter payment obligations, deadlines, or financial policies. Parents remain responsible for ensuring payments are received by the school in full and on time, regardless of payment method.

3.3 Returned Checks

Returned checks are subject to a return fee established by the school.

After repeated returned-check incidents, the Administration may require that all future payments be made using approved alternative payment methods, as determined by the school.

The school reserves the right to decline post-dated checks or any payment method at its discretion.

3.4 ‘Step-Up for Students’ Scholarships

Faith Baptist Academy participates in the following Florida school choice scholarship programs administered by Step Up for Students:

- Family Empowerment Scholarship – Education Options (FES-EO)
- Florida Tax Credit (FTC) Scholarship
- Family Empowerment Scholarship – Unique Abilities (FES-UA)

Parents/guardians participating in scholarship programs remain fully responsible for all tuition, fees, and charges not covered, delayed, denied, or unpaid by the scholarship program. Parents are responsible for completing all scholarship requirements and ensuring quarterly payments are approved and disbursed in a timely manner.

Participation in a scholarship program does not modify the school’s financial policies, enrollment requirements, or deadlines.

SECTION 4. ATTENDANCE POLICIES

4.1 Absences

Parents are responsible for notifying the school of student absences and for providing any required documentation to the student’s teacher or the school office. Parents are expected to

schedule appointments and activities in a manner that minimizes interference with school attendance.

Excessive absences may require documentation and may result in academic consequences, including loss of credit or retention. Promotion and the awarding of credit are determined at the discretion of the Administration based on attendance, academic performance, and compliance with school policies.

4.2 Tardies

School begins at **8:15 a.m.** Students are expected to be in their classrooms and ready to begin instruction at that time. Parents are responsible for ensuring students arrive on time.

Persistent tardiness is unacceptable and may result in academic or disciplinary consequences, as determined by the Administration.

Students who arrive prior to **10:30 a.m.** may be considered present for the school day. Students who arrive after **10:30 a.m.** may be marked absent for the day but may be permitted to remain at school, at the discretion of the Administration.

4.3 Early Dismissal

Parents must provide advance notice when a student will be dismissed early from school. Students must be signed out through the school office by an authorized adult.

Early dismissal may impact attendance status for the day. Students in **first grade and above** who are dismissed prior to **11:30 a.m.**, and **kindergarten students** dismissed prior to **10:30 a.m.**, may be marked absent for the day.

Parents are responsible for ensuring that any missed assignments or instructional work are completed as required. The Administration reserves the right to determine attendance status and any academic consequences related to early dismissal.

4.4 Family Vacations and Trips

Parents must notify the school in advance of any planned absences due to family vacations or trips. Such absences may impact attendance and academic standing.

Students are responsible for completing all missed assignments, assessments, and instructional work as required. The timing and availability of make-up work, tests, or quizzes are determined by the teacher or Administration.

Parents are expected to schedule vacations and trips in a manner that minimizes disruption to instructional time.

4.5 Make-Up Work

Students returning from any absence are responsible for contacting their teacher to obtain missed assignments and expectations.

The availability, timing, and method for completing make-up work, quizzes, or tests are determined by the teacher or Administration. Advance assignments, extensions, or make-up opportunities are not guaranteed and may vary based on the nature and length of the absence.

Unapproved or uncommunicated absences may result in academic penalties, including the inability to make up graded work, at the discretion of the teacher or Administration.

4.6 Inclement Weather

In the event of severe weather, the school may implement emergency or safety procedures as deemed appropriate by the Administration.

School closure decisions are made independently and may, but are not required to, align with local public school systems. Parents are responsible for monitoring school communications regarding weather-related schedule changes.

If early dismissal or closure occurs during the school day, parents are expected to arrange prompt student pickup as directed by the school.

When the school remains open during inclement weather, parents are responsible for determining whether their student will attend. Absences related to weather conditions may be subject to attendance policies.

SECTION 5. BEFORE AND AFTER SCHOOL CARE

5.1 Before Care/After Care

Before- and after-school care may be offered on regular school days only and is subject to availability, staffing, and school schedules. Parents are responsible for reviewing current hours, rates, and policies.

Before-care supervision may begin as early as **7:00 a.m.** After-care supervision is available following dismissal and varies by grade level. Applicable fees are assessed on a daily or monthly basis, as established by the school.

Students not picked up by the end of the regular school day or following scheduled activities may be placed in after care and charged the applicable daily rate. Parents are responsible for timely pickup and for signing students out as required.

After-care services are not available on school holidays, early dismissal days (unless announced), weekends, or other non-school days.

Parents utilizing before- or after-care services are solely responsible for tracking payments for tax purposes. The school does not provide tax advice or assume responsibility for income tax reporting.

The Administration reserves the right to modify availability, rates, procedures, or participation eligibility at any time.

5.2 Late Pick-Up Fee

A late pick-up fee will be assessed when a student is not picked up by **6:00 p.m.** Parents are responsible for prompt pickup and for acknowledging late pickup documentation as required by the school.

Late pick-up fees are assessed **per family** as follows:

- **6:01–6:10 p.m.:** \$20
- **6:11–6:20 p.m.:** \$40
- The fee increases by **\$20 for each additional 10-minute interval** thereafter.

Late pick-up fees are due immediately and may be added to the family's account. The school's timekeeping method will be used to determine lateness. Repeated late pickups may result in additional administrative action, including loss of before- or after-care privileges.

SECTION 6. HEALTH/ILLNESS

6.1 Illness

Students who exhibit signs of illness during the school day may be separated from others and sent home. Parents are responsible for arranging prompt pickup when notified by the school.

Students may not attend school while ill and may return only when symptoms have resolved in accordance with school health guidelines, including being fever-free for a full day without the use of fever-reducing medication. Additional restrictions may apply for contagious illnesses, as determined by the school.

The school may require medical documentation for a student's return following extended or repeated illness-related absences.

6.2 Health and Immunization Requirements

In accordance with Florida law, parents are responsible for ensuring that each student is in compliance with all Florida Department of Health immunization requirements.

The school must maintain on file either a current **Certificate of Immunization (DH Form 680)** or a valid **Religious Exemption (DH Form 681)** for each student. Required documentation must be submitted prior to attendance and kept current as applicable.

Failure to provide or maintain required immunization documentation may result in exclusion from school until compliance is met.

6.3 Medication Procedure

Parents are responsible for notifying the school when a student requires medication during school hours. All medication must be delivered to the school office by a parent or authorized adult and must be in its original container, clearly labeled with the student's name and administration instructions.

Medication will not be accepted or administered without required documentation, including a completed Medication Administration form. The school reserves the right to refuse to administer any medication that is improperly labeled or documented.

Students are not permitted to possess or self-administer medication while on campus, nor may they administer medication to other students.

Parents are responsible for retrieving medications that must be taken home by the end of the school day.

The Administration reserves the right to establish additional procedures or restrictions related to medication administration.

SECTION 7. COMMUNICABLE DISEASES

7.1 Communicable Diseases

Faith Baptist Academy may implement reasonable measures to reduce the risk of exposure to communicable diseases.

For purposes of this policy, a communicable disease is an illness caused by an infectious agent that may be transmitted directly or indirectly to others.

Parents are responsible for notifying the school if a student has been diagnosed with, exposed to, or is suspected of having a communicable disease. Students with communicable conditions may be excluded from school attendance until clearance is provided or until the Administration determines it is appropriate for the student to return.

The school may require medical documentation, follow guidance from public health authorities, and take any action deemed necessary to protect the health and safety of students and staff.

7.2 Bloodborne Pathogens

Faith Baptist Academy may implement generally recognized universal precautions when responding to incidents involving blood or bodily fluids.

The handling and disposal of such materials may be conducted in accordance with applicable health and safety standards, as determined appropriate by the Administration.

7.3 Head Lice

Students suspected of having head lice may be excluded from class and sent home. Parents are responsible for arranging prompt pickup and for treating the student and home environment as necessary.

A student may not return to school until the condition has been addressed to the satisfaction of the Administration. The school reserves the right to recheck a student prior to readmission and to exclude the student if concerns remain.

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SECTION 8. PARENT/SCHOOL COMMUNICATION

8.1 Orientation

At least one parent or legal guardian is expected to attend Orientation prior to the start of the school year. Attendance at Orientation is a condition of enrollment.

Orientation content, format, and materials are determined by the school and may include classroom access and instructional resources, as deemed appropriate.

8.2 Contacting the School

Parents are expected to communicate with school personnel in a respectful and appropriate manner. Communication with teachers or administrators should be directed through the school office during regular office hours or by written communication sent through the student, as permitted by the school.

Meetings with teachers or administrators must be scheduled in advance.

Email and other electronic communication tools may be provided for school-related use. Such communication is intended for non-urgent matters only and should be used in a professional and respectful manner. Response times are not guaranteed and are subject to staff availability.

Items for students, including lunches, assignments, or messages, may be left with the school office for delivery at the school's discretion.

8.3 Friday Folders

Friday Folders may be sent home periodically to communicate school information and return student work. Parents are responsible for reviewing all contents and for signing and returning required materials by the date specified by the school.

Failure to return required items may result in academic or disciplinary consequences, as determined by the Administration.

8.4 Visiting the School

All visitors, including parents and family members, must check in at the school office and receive authorization before entering any classroom or campus area. Direct access to classrooms without prior approval is not permitted.

Items for students, including lunches, assignments, or personal belongings, may be left with the school office for delivery at the school's discretion.

Visitors are expected to dress in a modest and appropriate manner while on campus. Clothing displaying profanity, offensive language, or inappropriate imagery is prohibited.

The Administration reserves the right to establish, modify, and enforce dress standards at any time and to deny or limit campus access for noncompliance.

8.5 Change of Address or Telephone Number

Parents are responsible for promptly notifying the school office of any changes to home, work, or emergency contact information. Accurate and current contact information is required for enrollment and student safety.

8.6 Parent-Teacher Conferences

Parent-teacher conferences may be scheduled at the discretion of the school or teacher. Parents are expected to participate in conferences when requested.

8.7 Resolving Conflicts

Parents are expected to address concerns in a timely and respectful manner through the school's established communication channels.

Concerns should first be directed to the appropriate teacher or staff member. If a concern remains unresolved, the parent may request a conference with the principal. Conferences are scheduled at the discretion of the administration.

The school reserves the right to determine appropriate methods for addressing concerns and is not obligated to provide a particular outcome or resolution.

8.8 Parent Volunteers

Volunteer opportunities may be offered to parents or family members at the discretion of the school. Participation is subject to approval, supervision requirements, and compliance with all school policies.

Volunteers may not be alone with students unless the individual has completed all required background checks, screenings, and documentation as determined by the school. Absent such approval, a staff member must always be present.

Volunteers are expected to dress in a modest and appropriate manner consistent with the school's dress standards. The Administration reserves the right to determine appropriate attire and to limit or deny volunteer participation for noncompliance.

SECTION 9. DRESS STANDARDS

9.1 Campus Dress Standards

All students, parents, volunteers, and visitors are expected to adhere to the school's dress and appearance standards while on campus or attending school-sponsored activities. Dress standards are established and interpreted by the Administration.

Volunteers are required to comply with the school's general dress standards as a condition of participation. Failure to comply may result in removal from volunteer activities or loss of volunteer privileges.

Visitors who are not dressed in accordance with the school's standards may be denied access to campus areas or asked to leave school property.

The Administration reserves the right to determine the appropriateness of attire and to take any action necessary to maintain a safe, orderly, and mission-consistent environment.

9.2 Student Uniforms

Students are required to always comply with the Faith Baptist Academy uniform standards while on campus and at school-sponsored activities, unless otherwise directed by the Administration.

Tops

- **Monday–Thursday:** FBA-issued uniform polo (blue, navy, or white)
- **Friday:** FBA-issued PE shirt (gray)
- Shirts should be tucked in during class, lunch, and assembly times.

Bottoms

- **K5–6th Grade:**
 - FBA-issued shorts, pants, skirts, or jumpers (Monday–Friday)
 - **Chapel (Tuesday):** Girls must wear FBA-issued skirts or jumpers; boys must wear FBA-issued pants
 - Shorts or tights must be worn under skirts; tights must be a single solid color
- **7th–8th Grade:**
 - Boys: FBA-issued pants (Monday–Friday)
 - Girls: FBA-issued skirts (Monday–Friday)
 - Shorts or tights must be worn under skirts; tights must be a single solid color

Shoes

Students must wear appropriate, closed-toe shoes suitable for physical activity. Shoes must be neat and in good repair.

Outerwear

Only FBA-issued cardigans (girls) or jackets (boys and girls) may be worn indoors during class hours.

Field Trips / Special Events

Dress requirements for field trips, field days, or special events are determined by the Administration and will be communicated in advance.

Condition and Enforcement

Uniforms must be clean, properly fitted, and in good condition. Uniform items with rips, stains, or excessive wear are not permitted.

Students who arrive out of uniform or in unacceptable condition may be withheld from class until compliance is achieved. Parents may be required to bring appropriate uniform items to the school.

Dress code violations may result in disciplinary consequences, as determined by the Administration. Enforcement decisions, including the use of grace or corrective measures, are at the discretion of school personnel.

Uniform Source

All required uniform items must be obtained through the school-designated uniform provider.

9.3 Girls' Dress Code

Girls are expected to dress in a modest, appropriate, and uniform-compliant manner at all times while on campus or attending school-sponsored activities. The Administration retains final authority to determine whether attire or appearance meets school standards.

General Appearance

- Skirts must be worn at the natural waist and be knee length or longer.
- Clothing must be clean, properly fitted, modest, and in good repair.
- Body piercings (other than ears) and tattoos, including temporary tattoos, are not permitted.
- Clothing or accessories displaying inappropriate images, symbols, or language are prohibited.

Shoes and Socks

- Closed-toe shoes with a secure back are required.
- Flip-flops, open-toed shoes, rollers, or novelty designs are not permitted.
- Socks, tights, or leggings may be worn in cooler weather; colors must be neutral and free of patterns or graphics.

Jewelry

- Earrings are limited to one pair and must be modest in size.
- Anklets are not permitted.

Hair

- Hair styles and colors must be natural, feminine, and modest in appearance.
- Unnatural colors, shaved designs, hair wraps, or extreme styles are not permitted.

Hats

- Hats or caps may not be worn inside school buildings.

Chapel Attire

- Chapel dress is required on designated chapel days.
- Girls must wear their uniform skirts with approved uniform tops.
- Pants or shorts are not permitted on chapel days.

9.4 Boys' Dress Code

Boys are expected to maintain a neat, modest, and uniform-compliant appearance at all times while on campus or attending school-sponsored activities. The Administration retains final authority to determine whether attire or grooming meets school standards.

General Appearance

- Clothing must be clean, properly fitted, modest, and in good repair.
- Body piercings and tattoos, including temporary tattoos, are not permitted.
- Clothing or accessories displaying inappropriate images, symbols, or language are prohibited.

Shoes and Socks

- Closed-toe shoes and socks are required.
- Flip-flops, open-toed shoes, rollers, or novelty designs are not permitted.

Jewelry

- Jewelry is not permitted, except for medical items approved by the Administration.

Hair

- Hair must be neatly groomed, conservative, and natural in appearance.
- Hair must be kept trimmed above the ears and collar.
- Extreme styles, shaved designs, unnatural colors, or disruptive grooming choices are not permitted.
- Hair must be maintained in a manner consistent with school standards at all times.

Hats

- Hats or caps may not be worn inside school buildings.

Chapel Attire

- Chapel dress is required on designated chapel days.
- Boys must wear uniform pants with approved uniform tops.
- Shorts are not permitted on chapel days.

9.5 Dress Code Violations

Students are expected to comply with all dress and appearance standards. Violations may result in corrective action or disciplinary consequences, including warnings, behavioral penalties, exclusion from class, or dismissal from campus until compliance is achieved, as determined by the Administration.

Parents may be required to provide appropriate replacement clothing or to pick up the student. Attendance status and academic consequences related to dress code violations are determined by the Administration.

Repeated or willful violations may result in escalated disciplinary action, up to and including suspension or withdrawal, at the discretion of the Administration.

9.6 Dress Code Updates

The Administration reserves the right to interpret, enforce, and modify the dress code at any time. Dress code standards are subject to change, including in response to trends or circumstances.

Failure to comply with uniform requirements may result in disciplinary action, including the issuance of dress code demerits or other consequences, as determined by the Administration.

SECTION 10. CODE OF HONOR AND CONDUCT

10.1 Standards of Conduct

Enrollment at Faith Baptist Academy requires the ongoing cooperation and support of both students and parents. Parents and students are expected to comply with all school policies, procedures, and expectations and to conduct themselves in a manner consistent with the school's values and standards.

Parents and students must refrain from actions or communications that undermine the school, its mission, its programs, or its personnel. Efforts to pressure, organize against, or publicly challenge school decisions or authority are inconsistent with enrollment expectations and may result in disciplinary action or dismissal.

Students are expected to demonstrate honesty, integrity, self-control, and respect in their conduct. Behavior that is immoral, illegal, disruptive, dishonest, threatening, or otherwise inconsistent with the school's standards is prohibited. This includes conduct occurring on campus, at school-sponsored activities, or off campus when such conduct directly impacts the school community or the student's enrollment.

Threatening, intimidating, harassing, or abusive behavior by a student or parent toward any school employee, volunteer, or representative will not be tolerated and may result in immediate disciplinary action, up to and including dismissal.

Continued enrollment is a privilege and is conditioned upon a student's conduct and a family's willingness to support and cooperate with the school. The Administration reserves the right to determine whether conduct or behavior is consistent with school standards and to take appropriate action, including suspension or withdrawal.

10.2 Drugs, Alcohol, and Smoking

The possession, use, distribution, or association with alcohol, illegal drugs, controlled substances, or misuse of prescription medication is prohibited. Violation of this policy may result in immediate disciplinary action, up to and including dismissal. Law enforcement may be notified when required or deemed appropriate.

Faith Baptist Academy reserves the right to require drug testing when there is reasonable concern regarding student conduct. Parents are responsible for arranging testing and submitting results to the Administration. A student may be suspended pending receipt of test results. Positive test results may result in dismissal. Negative test results may be considered in evaluating reported concerns.

The possession or use of tobacco or nicotine products, including smoking, vaping, chewing, or dipping, is prohibited at all times, whether on or off campus, while a student is enrolled.

Any consideration of future re-enrollment following a violation is solely at the discretion of the Administration and may be conditioned upon demonstrated compliance, cooperation, and corrective action.

10.3 Morality

Faith Baptist Academy upholds a Biblical standard of moral conduct consistent with its religious mission. Students are expected to conduct themselves in a manner that reflects modesty, self-control, and respect for themselves and others.

Public displays of affection between students are not permitted on campus or at school-sponsored activities. This includes behavior deemed inappropriate by the Administration. Conduct that is sexually immoral or otherwise inconsistent with the school's Biblical standards may result in disciplinary action, up to and including dismissal. Such conduct includes behavior occurring on or off campus when it directly impacts the school community or the student's enrollment.

Faith Baptist Academy reserves the right to take appropriate action when credible information indicates a violation of moral standards. Continued enrollment is conditioned upon a student's conduct and a family's cooperation with the school's expectations.

The Administration retains sole discretion in determining whether conduct is consistent with school standards and what disciplinary action, including withdrawal or expulsion, is warranted.

10.4 General Conduct

10.4.1 Respect for all authorities

Students are expected to show respect toward all school authorities, including administrators, teachers, staff members, and supervisors. Respectful speech, tone, and behavior are required at all times.

Disrespectful conduct—including arguing, defiance, mocking, inappropriate language, or disruptive behavior—is not permitted and may result in disciplinary action, as determined by the Administration.

Classroom conduct is governed by teacher expectations. Students are required to follow classroom procedures and may speak or participate only as permitted by the teacher.

Bullying, teasing, harassment, or ridiculing others is prohibited.

Language or expressions that are disrespectful, profane, crude, or inconsistent with the school's Christian standards are not permitted.

10.4.2 Respect for God's property

Students are expected to respect and properly care for all school and church property.

Students are financially responsible for lost, damaged, or defaced books, materials, equipment, or facilities. The Administration determines whether repair or replacement is required and the amount owed.

Food, gum, and drink are permitted only in designated areas and at times approved by school personnel.

Students may access classrooms, the church sanctuary, and other campus facilities only with staff permission and appropriate supervision. Unauthorized presence in restricted areas is not permitted.

Restroom use must comply with school policy. Students are required to use facilities designated by the school, as determined by the Administration.

Failure to respect school or church property, facilities, or usage policies may result in disciplinary action and financial responsibility, as determined by the Administration.

10.4.3 Relationships

Public displays of affection are not permitted at school or at any school-sponsored activity.

Students are expected to conduct relationships in a manner that is appropriate, respectful, and observable at all times. Students may not be alone together in unmonitored or unsupervised locations.

These expectations apply to all students and guests participating in school activities, regardless of enrollment status.

Violations may result in disciplinary action, as determined by the Administration.

10.4.4 Student Safety and Campus Boundaries

Student safety is a priority of Faith Baptist Academy. Students are expected to comply with all safety directives, supervision requirements, and campus boundaries established by the school.

Students may not leave assigned areas, enter restricted locations, or be present on campus without proper supervision or authorization. Wandering, unsupervised movement, or remaining on campus outside approved times or activities is prohibited.

Students must remain on campus during the school day unless released through approved checkout procedures. Unauthorized departure from campus may result in disciplinary action.

Failure to follow safety rules, supervision expectations, or campus boundaries may result in disciplinary action, up to and including suspension or dismissal, as determined by the Administration.

10.4.5 Academic Integrity

Students are expected to demonstrate honesty and integrity in all academic work.

Cheating, plagiarism, copying, unauthorized collaboration, misuse of technology, or any other form of academic dishonesty is prohibited. Students are responsible for understanding and following teacher and school expectations regarding academic work and assessments.

Violations of academic integrity may result in academic penalties, disciplinary consequences, or loss of credit, as determined by the Administration.

Repeated or serious violations may result in further disciplinary action, including suspension or dismissal.

10.5 Items Prohibited

Students may not bring to school or possess on campus, at school-sponsored activities, or during school-related travel any item that is illegal, unsafe, disruptive, or inconsistent with school policy.

Prohibited items include, but are not limited to:

- Tobacco or nicotine products, alcohol, illegal drugs, or controlled substances
- Prescription or non-prescription medications not authorized for the student
- Weapons or weapon-like items
- Materials, publications, or media not approved for school use

The Administration reserves the right to determine whether an item is prohibited and to confiscate, restrict, or take disciplinary action as deemed appropriate.

10.6 Search and Seizure

Faith Baptist Academy reserves the right to conduct searches of students and their property when there is reasonable cause to believe that a student is in possession of prohibited or unauthorized items.

Searches may include, but are not limited to, a student's belongings, backpacks, purses, lockers, desks, vehicles on school property, and other personal items. Searches may be conducted with or without prior notice to the student or parent, as permitted by law.

Enrollment at Faith Baptist Academy constitutes consent by both the student and parent to such searches. Prohibited or unauthorized items discovered may be confiscated, and disciplinary action may be taken as determined by the Administration. Law enforcement may be notified when appropriate.

10.7 Disciplinary Procedures

Faith Baptist Academy maintains disciplinary standards to support a safe, orderly, and mission-consistent learning environment. Discipline may be imposed for violations of school policies, expectations, or directives.

Disciplinary measures may include, but are not limited to, warnings, academic or behavioral marks, loss of privileges, detention, suspension, dismissal, or expulsion, as determined by the Administration.

Parents are responsible for supporting the school's disciplinary expectations and cooperating with corrective measures. Continued enrollment is conditioned upon such cooperation. The Administration reserves the right to impose discipline it deems appropriate regardless of prior warnings, marks, or disciplinary history.

10.7.1 Academic Marks (1st-8th)

Academic Marks may be used to document unmet academic expectations, including but not limited to missing assignments, lack of preparation, incomplete work, tardiness, or other academic deficiencies.

Academic Marks are assigned at the discretion of the teacher or Administration. **Accumulated Academic Marks may result in academic consequences, including grade adjustments, loss of credit, or other corrective action, as determined by the Administration.**

The use of Academic Marks does not limit the school's authority to impose additional academic or disciplinary consequences.

10.7.2 Demerit System (K5-8th)

Behavioral marks or demerits may be assigned to document violations of conduct expectations, including but not limited to disrespect, disruption, dishonesty, misuse of technology, dress code violations, possession of prohibited items, academic dishonesty, or unsafe behavior.

Behavioral marks are issued at the discretion of school personnel. Warnings may be given but are not required. Certain behaviors may result in immediate disciplinary action without prior notice.

Accumulated behavioral concerns may result in escalating disciplinary action, including detention, suspension, or dismissal. Parents are expected to address behavior concerns promptly and cooperatively.

The Administration reserves the right to determine how behavioral concerns are tracked, weighted, or acted upon and may modify disciplinary responses at any time to ensure corrective discipline.

The administration will typically follow the following discipline procedure schedule:

5 Demerits in an academic quarter	-	1 Day Class Suspension
10 Demerits in an academic quarter	-	1 Day Class Suspension
15 Demerits in an academic quarter	-	2 Day Class Suspension
20 Demerits in an academic quarter	-	3 Day Class Suspension
25 Demerits in an academic quarter	-	Suspension or possible Expulsion

A student will receive zeroes for all work missed as a result of a suspension.

10.7.3 Expulsions

Suspension or expulsion may be imposed for academic deficiencies, behavioral violations, lack of cooperation, or a combination thereof.

Expulsion decisions are made at the discretion of the Principal or Administration. Expelled students may be denied re-enrollment for a period determined by the school. Any consideration for re-enrollment is solely at the discretion of the Administration and may be subject to conditions.

Students may receive no academic credit for work missed due to suspension or expulsion.

Administrative Authority

Disciplinary procedures, consequences, and interpretations of this section are determined solely by the Administration. No disciplinary guideline, mark, or example limits the school's authority to act in the best interest of the school community.

SECTION 11. ACADEMICS

11.1 Homework

Homework may be assigned as part of the instructional program and is intended to reinforce classroom learning. Students are responsible for completing assignments accurately, neatly, and on time.

Parents are expected to monitor homework completion but may not complete assignments on behalf of the student. Failure to complete assignments, submit required materials, or provide required planner acknowledgments may result in academic or disciplinary consequences.

Homework expectations, volume, and due dates are determined by the teacher.

11.2 Student Information System

The school may utilize an online student information system to provide access to grades and school-related communication. Parents are responsible for reviewing available academic information and maintaining access credentials.

Use of online systems does not replace official school communication or modify academic policies.

11.3 Report Cards

Report cards are issued at regular grading intervals. Parents are responsible for reviewing, signing, and returning report cards as required.

Failure to return signed report cards may result in disciplinary or academic consequences. Conferences may be requested by either the parent or the school and are scheduled at the discretion of the Administration.

11.4 Grading Scale

Grades are used to indicate academic progress. The grading scale for **K5–8th grade** is as follows:

Letter Percentage Description

A	90–100	Excellent
B	80–89	Satisfactory
C	70–79	Passing but Needs Improvement
D	60–69	Needs Improvement
F	0–59	Not Passing
I	N/A	Incomplete

The Administration reserves the right to interpret and apply grading standards.

11.5 Incomplete

An “Incomplete” indicates insufficient work to assign a final grade. Requirements and deadlines for resolving an incomplete grade are determined by the Administration. Failure to meet such requirements may result in assignment of a failing grade.

11.6 Academic Honors

Academic honors are awarded based on cumulative academic performance, as determined by the school.

- **Principal’s List:** “A” average
- **Honor Roll:** “B” average

The Administration reserves the right to determine eligibility, calculation methods, and final recognition.

11.7 Standardized Testing

Faith Baptist Academy may administer standardized assessments to evaluate student progress and instructional needs. Testing programs, schedules, and instruments are determined by the school and may change as deemed appropriate.

Parents are responsible for ensuring student participation in required assessments and for scheduling, paying for, and submitting results of external standardized tests, including college-readiness exams, when applicable. Test results must be sent directly to the school when required.

Failure to participate in required testing or to submit required results may impact academic standing, promotion, or enrollment status.

Scholarship students who are absent during standardized testing are required to complete make-up testing within the approved testing window. Failure to do so may impact scholarship eligibility in accordance with state requirements.

11.8 Academic Probation

A student may be placed on academic probation when academic performance, effort, or work completion falls below school expectations, as determined by the faculty or Administration.

Academic probation may include required conferences, corrective plans, additional academic requirements, or other conditions established by the Administration. Continued enrollment during probation is contingent upon demonstrated improvement and cooperation by both the student and parent.

Failure to meet probationary conditions may result in additional academic consequences, including retention, loss of credit, or required withdrawal, at the discretion of the Administration.

11.10 Summer School

The Administration reserves the right to require additional academic intervention, including summer coursework, tutoring, placement testing, retention, or other remedial measures, for students who do not demonstrate satisfactory academic progress.

Summer school, when required, is arranged by the parent and is not provided by Faith Baptist Academy. Attendance at summer school or completion of alternative academic requirements does not guarantee promotion or credit.

Promotion, retention, placement, and re-enrollment decisions are made at the discretion of the Administration based on academic performance, testing results, work habits, and overall readiness.

SECTION 12. MISCELLANEOUS INFORMATION

Carline

Student pickup occurs during designated dismissal times and locations as established by the school. Parents must follow all staff directions and traffic procedures.

Drivers are expected to remain in their vehicles unless otherwise directed. Failure to follow carline procedures may result in modified pickup arrangements at the discretion of the Administration.

Fire, Safety, and Emergency

The school conducts periodic safety drills, including fire, lockdown, and weather-related procedures, in accordance with school policy. Emergency procedures are established and implemented at the discretion of the Administration.

Lost and Found

Unclaimed items may be discarded or donated at the school's discretion. Parents are responsible for labeling student belongings. The school assumes no responsibility for lost, stolen, or damaged personal items.

Office Phone/Cell Phones

Student use of the school office phone is permitted only with approval and for limited purposes. Student possession or use of personal electronic devices, including cell phones, is subject to school policy and administrative approval. Devices must remain powered off and secured during the school day unless expressly permitted. Violations may result in confiscation, loss of privileges, or disciplinary action.

Student Vehicles

Students may operate vehicles on school property only with prior administrative approval. Required documentation and forms must be submitted and approved before driving privileges are granted. The school reserves the right to revoke driving privileges at any time.

Extracurricular Activities/Field Trips

Participation in extracurricular activities and field trips is a privilege and subject to school approval. Parents are responsible for completing required permission forms and making alternate arrangements if a student does not participate.

Students who do not attend a scheduled field trip may be marked absent. The school does not provide supervision for students remaining on campus during field trips.

Volunteer participation is subject to annual background screening and compliance with school policies. Attire standards apply to all participants and guests.

Eligibility for athletics or extracurricular activities may be restricted based on academic performance, conduct, or disciplinary history, at the discretion of the Administration.

Book Bags and Lunch Boxes

Student book bags, lunch boxes, and personal items must be free of inappropriate or questionable designs or imagery. The Administration reserves the right to require replacement of unacceptable items.

School Photographs

School photographs are taken annually for identification, yearbook, and record purposes. Participation is required; purchase of photo packages is optional. Attire must comply with school dress standards.

Snacks, Lunches, Chicken Wednesdays, & Pizza Fridays

Parents are responsible for providing student lunches and snacks in accordance with school guidelines. Certain beverages or food items may be restricted.

Optional school-provided lunch programs may be offered periodically. Participation requires timely submission of forms and payment. Availability and procedures are subject to change.

Parties and Celebrations

Classroom parties and celebrations must be scheduled and approved in advance. Food items must comply with school guidelines and allergy considerations.

Celebrations and seasonal observances are conducted in a manner consistent with the school's Christian mission and standards. The Administration determines permissible themes, activities, and materials.

General Hygiene

Students are expected to maintain appropriate personal hygiene. Parents are responsible for supporting cleanliness and health standards.

Restroom Policies

Students, staff, parents, and visitors are required to use restrooms designated by the school that correspond with their biological gender. Restroom access and use are determined by school policy and Administrative direction.

Handbook Authority, Interpretation, and Amendments

This Parent/Student Handbook is intended to provide general guidelines and expectations for students and families of Faith Baptist Academy.

The Administration of Faith Baptist Academy reserves sole authority to interpret, apply, and enforce all policies contained in this handbook. The Administration may modify, amend, suspend, or revoke any policy, procedure, or provision at any time, with or without notice, as deemed necessary in the best interest of the school.

Failure by the school to enforce any policy in a particular instance does not constitute a waiver of the school's right to enforce that policy in the future.

Enrollment and continued attendance at Faith Baptist Academy are privileges contingent upon student conduct, parent cooperation, and compliance with all school policies and administrative directives.

The Administration's decisions regarding policy interpretation, discipline, academics, and enrollment are final.