



faithbaptist
PRESCHOOL & ACADEMY

ACADEMY HANDBOOK

a ministry of
Faith Baptist Church
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SECTION 1. WELCOME

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 while 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

School: www.fbawesleychapel.org

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 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.

1.4 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 cultivate the moral and intellectual virtues needed to pursue truth, live wisely. (Proverbs 1:1-7)**

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 5th 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.

1.5 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 that which is true, good, and beautiful. (Philippians 4:8)

1.6 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.*

1.7 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

Students are admitted based on seat availability, the student's personal character, scholastic records, and/or placement tests. **The school reserves the right to place the child in a lower grade if deemed necessary.** If a student fails to make acceptable scholastic progress or does not adjust to the overall program of the school, withdrawal may become necessary. Students who have been expelled from their previous school(s), who have been withdrawn to avoid such action, or who have a history of discipline involving aggressive behavior, drug-related offenses, weapon violations, immorality, or significant absenteeism may not be permitted to enroll.

Any students who are enrolled under false pretense or contribute to the case for enrollment by either providing false information or withholding information may forfeit their opportunity to enroll or to remain enrolled. Faith Baptist Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. The school maintains the right to refuse admittance to anyone who fails to meet the entrance requirements and to suspend or expel any student who violates the standards set down in the Parent/Student Handbook or other rules of conduct as defined by the Administration.

2.1 Non-Discriminatory Policy

Faith Baptist Academy admits students of any race, color, national, or ethnic origin to all the programs, privileges, and activities of the school. We do not discriminate based on race, color, national, or ethnic origin in our educational policies, admission policies, or athletic programs.

2.2 New Enrollment Procedures

Parents/guardians who are interested in enrolling their students at FBA must first submit an application. Once the application is reviewed, the administration may schedule an appointment with the parent/guardians to meet them and tour the school. If there is adequate space for new students, the administration will perform a grade placement test to determine the student's enrollment eligibility. If accepted, parents/guardians must submit the enrollment packet and the non-refundable Classroom Reservation fee in order to secure their student's enrollment for the school year.

2.3 Re-enrollment

In January of each year, a reenrollment application packet with any tuition changes for the following year will be made available to parents of eligible students. Reenrollment by the announced deadline is required to avoid a Late Enrollment Fee and to guarantee an opening for the coming year. If reenrollment is not completed by the deadline and classes are closed, a student may lose their spot for the coming year and be placed on a waiting list. Reenrollment may still be completed after the deadline if there is seat availability, and the Late Enrollment Fee is paid.

Registration is not completed, nor a place reserved for any child unless the Classroom Reservation fee is paid. THE CLASSROOM RESERVATION FEE IS NON-REFUNDABLE.

2.4 Student Transfer

Academic and other records will be requested from the previous school by Faith Baptist Academy for each transferring student. Grade placements will be determined after review by the school principal. Credits awarded by the previous school will be accepted into FBA records upon approval of the administration. When FBA students transfer to another school, that school will request in writing for records to be sent to them. All earned credits will be transferred on an official school transcript.

Homeschooled students transferring to Faith Baptist Academy must present proper documentation listing the courses taken, grades, and credits earned. Documentation must be signed by the parent or legal guardian. If homeschooling was done under the authority of a homeschool organization, an official transcript from that organization must be presented to Faith Baptist Academy before placement in FBA is made.

A student will be considered for admission when the Classroom Reservation fee and the enrollment packet are submitted along with the following:

- A copy of most recent achievement test scores
- A copy of current or most recent report card

After the student's credentials have been reviewed, a phone call regarding his/her admission status will be made to the parent or guardian. **All new students are accepted under a general probation for the first year.** All students must be living at the home of a parent or legal guardian.

Before the first day of school, each student is required to have on file a Health Record listing all immunizations, diseases, and illnesses. Immunizations must be dated and the form must be signed by a physician. K5 students must have their physical form in the school office filled out and signed by a physician and parent.

Parents and students in grades 7-12 must sign and turn in a statement that they have read the handbook following orientation and agree to abide by the guidelines as stated in the handbook. Parents of students in grades K5-6 must sign a statement that they have read the handbook and will support the guidelines stated in the handbook. **Attendance is a privilege at FBA. This privilege may be forfeited at any time if a cooperative spirit is not maintained in complying with the rules and regulations by both student and parents.**

2.5 Withdrawals and Dismissals

The parent of any student who wishes to withdraw from Faith Baptist Academy must notify the school office in advance. Registration fees are non-refundable. Tuition is refundable if a student is withdrawn before July 1st. However, one full month's tuition is required for any fraction of a month attended (No refunds will be given for partial month's attendance). Records and report cards will not be released until all bills are paid in full and all materials have been returned.

Dismissal or expulsion of a student from Faith Baptist Academy is a serious matter. For this reason, much consideration is given to all circumstances before the student is expelled. A student will be dismissed from school for violation of the rules and policies of the school. At such time, parents or guardians will receive notification of the reason for dismissal. FBA believes that our program for discipline is fair and gives all parties ample warnings. **The purpose of Faith Baptist Academy is not to act as a reform school, but as an educational ministry of Faith Baptist Church to exemplify the Lord Jesus Christ in act and deed.** Expelled students will not be permitted to return for the remainder of the current year nor the following year as a minimum before any consideration will be given for re-entering at the discretion of Faith Baptist's Administration. If a student is expelled or not invited back for the next school year, he/she will not be permitted to return to Faith Baptist Academy for a minimum of at least one full calendar year. After that minimum one-year absence, the student may be considered for re-enrollment in FBA under the following conditions:

1. The authorization of the administration.
2. The student has made necessary personal changes in his/her life.
3. He/She is willing to be received back on a one-year probation trial basis.

Note: The Administration, however, reserves the right to review extenuating circumstances on an individual basis. Any student that would be permitted to return to the school would then do so under very strict probationary measures.

2.6 Binding Arbitration Provision

Parents/Guardians of any student at Faith Baptist Academy will sign and agree to the following statement:

I agree that I will never make demands, threaten to sue, or actually litigate any matter whatsoever relating to or resulting from my child's enrollment at Faith Baptist Academy. I understand that making demands, threatening to sue, or actually litigating a matter against Faith Baptist Academy violated biblical teaching and practice and shall constitute sufficient grounds for immediate suspension or expulsion of my child's enrollment. The parties agree to resolve all potential claims, disputes, or causes of action through binding arbitration using the procedures outlined in Faith Baptist Academy's binding arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of my child's enrollment relationship or this enrollment agreement. The parties expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

SECTION 3. FINANCIAL INFORMATION

3.1 Payment Information

A current schedule of tuition and additional fees is available in the school office in addition to enrollment and

reenrollment application packets upon request.

The total tuition is an annual fee that is due in full by **the first business day of July each year**. As a courtesy, FBA gives families the option of paying the total tuition in installments. The installment plan divides the total tuition into ten equal monthly payments, due on the 1st of each month in July through April.

If the full annual tuition payment is not received by the first business day in July each year, student accounts will automatically be placed on the installment plan. Student accounts on an installment plan must pay the monthly installment by the first of each month. **Any payment received after the fifteenth day of the month may be charged an additional \$50.00 late fee.** Report cards will not be issued to any student whose account is not current.

If an account becomes thirty days past due or has an outstanding balance of more than \$200.00, the student(s) may be subject to withdrawal until the account is current. All charges due must be paid in full before the student(s) may return. **School records will not be released to another school until the account is paid in full.**

3.2 Online Payments

Faith Baptist Preschool and Academy is pleased to offer online payments through QuickBooks. For more information about paying through QuickBooks, please call the office.

3.3 Returned Checks

All returned checks have a \$35 return fee. After the second offense, all tuition payments must be paid **ONLINE** or by **CASH** or **MONEY ORDER**. We are unable to accept post-dated checks.

3.4 Additional Fees

Additional fees for **all students** may include yearly registration, book and supply fees, course or lab fees for selected subjects, student insurance, fundraiser fee, and a testing fee for new students. A current schedule of tuition and additional fees is available in the school office.

Other additional fees are conditional and may include: late enrollment fee, after care fees, detention fees, uniform fees, tardy fees, yearbook fee, and graduation fees. If a student loses a book, he/she will be charged for a new one.

3.5 Fundraisers

Fundraisers are held to supplement financial needs of the school and to improve our educational program. Faith Baptist Academy advises parents **NOT** to allow elementary students to go door-to-door for fundraising projects. **Parents are expected to help their child with fundraisers.**

3.6 'Step-Up for Students' Scholarships

FBA accepts the following Florida school choice scholarships through Step-Up for Students as the distribution agency:

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

Parents/guardians benefitting from these scholarships for their students are still ultimately responsible for all tuition and fees not covered by the scholarship and for making sure that Step-Up for Students approves quarterly payments throughout the school year.

SECTION 4. ATTENDANCE POLICIES

4.1 Absences

Parents should communicate with their student's teacher and/or the school office regarding their student's absences from class. **It is the parent/guardian's responsibility to get the notes to their child's teacher.** Parents are encouraged to schedule their students' appointments at times which will not conflict with their school attendance.

Any student with more than 11 absences during a semester and/or a yearly total of 22 days will require a doctor's note and may jeopardize promotion to the next grade or loss of credit. Faith Baptist Academy reserves the right to retain the student at the same grade level or to require summer school attendance. The Administration reserves the right to determine whether a student will be promoted or given credit.

4.2 Tardies

School starts at 8:15 a.m. **Students are expected to be in class at 8:15 a.m.** Emergencies do happen, but persistent tardiness is not accepted. Students who are tardy will receive an Academic Mark (see section 10.7.1).

If a student comes in before 10:30 a.m. on any given day, he/she will be counted present for the day. If he/she arrives after 10:30 a.m., he/she will be counted absent, but may come anyway so as not to miss any more time than absolutely necessary.

4.3 Early Dismissal

If a student must leave early during the school day, prior notice is necessary so that students can gather their work. Coming unannounced to pick up students without warning could interrupt the teacher's class and schedule. A phone call to the office, and/or a note in the assignment planner is appreciated. Students checking out early must be signed out in the office and have all work completed and ready to turn in the next day. **Students (1st grade and above) leaving school before 11:30 a.m. will be counted absent for that day. Kindergarteners leaving school before 10:30 a.m. will be counted absent for that day.**

4.4 Family Vacations and Trips

Family vacation or days off from school should be communicated with a student's teacher at least one week ahead of time. Students are to get assignments in advance and complete work before returning to school. Students should be prepared to take makeup tests and quizzes **immediately upon their return to school.** Families are encouraged to schedule vacations and trips around school days.

4.5 Make-Up Work

Students who are absent due to an illness must check with the classroom teacher immediately upon returning to school in order to get all assignments missed.

If a student will be absent for a planned vacation that was communicated to the teacher at least a week prior, teachers will arrange for students to take all their homework and assignments with them. Graded work like quizzes and tests can be made up upon the student's return.

If students are absent for an unplanned vacation, they will receive 0's for any missed graded work. Missed homework can be assigned at the discretion of the teacher.

In case of absences for other reasons (illness, death in the family etc.) students may be permitted to catch up on missed work and make up for missed graded work.

4.6 Inclement Weather

In the event of any severe weather warning (i.e., tornado, hurricane, etc.) children will be escorted to a safe shelter in one of our inner rooms and instructed in proper safety procedures. Proper evacuation procedures are kept in each classroom.

If Pasco County school systems close due to severe weather, FBA will likely close as well. If this occurs during the day when your child is attending school, you will be contacted and expected to pick up your child *immediately*. If Pasco County school systems close due to inclement weather and FBA decides to remain open, the administration will inform families that FBA has decided to still have school. In this event, parents should use discretion in whether they decide to allow their students to attend classes.

SECTION 5. BEFORE AND AFTER SCHOOL CARE

5.1 Before Care/After Care

As a convenience to our parents, supervised care is available in the mornings starting at 7:00 a.m.

Kindergarten after care begins at 1:00 p.m. After care rates are 1:00 – 3:30: \$15 a day, or \$150.00 a month, or 1:00 – 6:00: \$25.00 a day, or \$250.00 a month. Kindergarten students staying for after care will have a quiet rest time in the afternoon, so a small pillow and small blanket should be brought. Mats are provided.

We offer after care from 3:30 p.m. until **6:00 p.m.** for grades 1-6. After care rates are \$25 a day, or \$250 a month.) **The charge for each child using this service is payable by the day and/or by the month.**

Any student not picked up by 3:30 p.m. will be sent to after care/study hall. **Parents picking up their children after 3:30 p.m. must sign them out at the office.** Students not picked up after a scheduled tutoring session will be admitted to after care and charged the daily rate.

Note: Those parents taking advantage of FBA's after care are reminded that this service is available on regular school days only, not on any school holidays, early dismissal days, or weekends.

5.2 Academic Study Hall

Students in grades K5-6 will report to the fellowship hall if not picked up by 3:30 p.m. Parents will be charged the regular after care fee for this time. Students will have snack and recess followed by academic study hall.

Students not picked up after a scheduled tutoring session will be admitted to after care and charged the daily rate.

5.3 Late Pick-Up Fee

A late pick-up fee will be charged to accounts of students who are not picked up by 6:00 p.m. **You will be asked to sign and return the Late Pickup Report upon picking up your child.** The school clock located above the sign-in sheet will be used when implementing this late fee.

Late Pick-Up Fees are charged as stated below:

6:01 – 6:10 pm = \$20 per family

6:11 – 6:20 pm = \$40 per family

The fee will increase by \$20 per family every 10 minutes late.

SECTION 6. GENERAL HEALTH CONSIDERATIONS

6.1 Illness

Students that develop a temperature of more than 100° will be isolated from other students and immediately sent home from school. If the office calls you to notify you that your child has become ill, parents are responsible to see that their child is picked up within one hour of the phone call. **Children should not return to school until the fever has broken for 24 hours without fever-reducing medicine.** Students who are vomiting, have diarrhea, or are nauseous may not attend school until symptoms have subsided for 24 hours. At least four doses of antibiotics must have been taken over a 24-hour period for any type of strep or bacterial infection.

Any student who has been absent for over three days because of illness will need a doctor's note for re-admittance to class.

6.2 Health and Immunization Requirements

Florida law requires that Faith Baptist Preschool & Academy ensure that our students are in compliance with the Florida State Health Department's requirements concerning immunizations.

We are required to keep each a copy of each student's Certification of Immunization (DH 680 form) or a Religious Exemption (DH 681 form).

To obtain a Religious Exemption Form, visit your local County Health Department. Cost is \$10. The County Health Department office closest to the school is located at:

Florida Health Pasco County
33845 FL-54 #102,
Wesley Chapel, FL 33543
Ph. (813) 780-0740

6.3 Medication Procedure

If a student needs to take medicine during school hours, it must be brought to the school office and left with the secretary. **All medication must be in the original container labeled with the student's name, dosage, and time of administration.** The school will not administer any medicine that is not labeled properly. **No over-the-counter (non-prescription) medication will be given without a written statement from the physician or dentist.** All medication will be kept in a safe and secure place. **Medication Administration forms must be completed** before any medication can be given. The student or parent will be responsible for picking up any medicine that needs to be taken home before the office closes at 4:30 p.m.

Students are not permitted to have medication in their possession while at school and are prohibited from administering medication to other students. Cough drops are not considered medication and do not require a Medical Administration form. However, they may be left in the office or with their teacher.

SECTION 7. COMMUNICABLE DISEASES

FBA maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the School Principal. The reportable diseases include the following:

Acquired Immune Deficiency Syndrome (AIDS)
Aids Related Complex (ARC)

Hepatitis
Histoplasmosis

Relapsing Fever
Rocky Mt. Spotted Fever

Amoebiasis
 Animal Bite of Humans
 (only by a potentially rabid animal)
 Anthrax
 Botulism
 Brucellosis
 Campylobacteriosis
 Chancroid
 Chicken Pox
 Conjunctivitis (Pink Eye)
 Dengue
 Diphtheria
 Encephalitis
 Giardiasis (acute)
 Gonorrhea
 Granuloma Inguinale
 Hansen's Disease (leprosy)
 Hemorrhagic Fevers

Human Immunodeficiency Virus (HIV)
 Influenza
 Legionnaire's Disease
 Leptospirosis
 Lymphogranuloma Venereum
 Malaria
 Measles (rubeola)
 Meningitis
 Meningococcal Disease
 Mumps
 Paralytic Shellfish Poisoning
 Pertussis
 Pesticide Poisoning
 Plague
 Poliomyelitis
 Psittacosis
 Rabies

Rickettsia
 Rubella (including congenital)
 Salmonellosis
 Schistosomiasis
 Shigellosis
 Smallpox
 Syphilis
 Tetanus
 Toxoplasmosis acute
 Trichinosis
 Tuberculosis
 Tularemia
 Typhoid Fever
 Typhus
 Vibrio Cholera
 Vibrio Infections
 Yellow Fever

7.1 Bloodborne Pathogens

The policy of Faith Baptist Academy is to use recognized "universal precautions" in handling all blood or bodily fluids. Since bodily liquids have been known to contain several infectious diseases including HIV, **all such fluids will be collected in approved containers and disposed of by the staff according to the OSHA (Occupational Safety and Health Administration) standards.**

7.2 Head Lice

Head lice, though not a disease, is contagious. If a child is found to have head lice, the child will be isolated immediately and the parents called to take the child home. The child, other family members, and the home should then be treated for lice. **The student must be kept home until the parent is sure the lice, eggs, and nits have been eliminated. Upon arrival back to school, the child will be checked again before he/she is allowed to go back to class.**

SECTION 8. PARENT/SCHOOL COMMUNICATION

8.1 Orientation

At least one parent/guardian is required to attend Orientation prior to the start of the new school year. This is a "get acquainted" time for teachers and parents, as well as a time to visit the classrooms.

8.2 Contacting the School

Good communication between parents and the school is vital. **The preferable way to get in touch with a teacher or principal is to leave a message in the school office between 8:00 a.m. and 3:30 p.m. or write a note in your child's planner.** Be considerate at all times of your child's teacher and his/her time both at school and away from school. Please do not meet teachers before or after school without scheduling ahead to keep from detaining teachers from their responsibilities. **Lunches, homework, books, messages, and other items may be left in the office to be delivered to the student.**

8.3 Friday Folders

Friday Folders will be sent home most Fridays. Keep your child's work and any letters from the office. Return your child's tests, quizzes, and demerit log signed on Monday. If it is not returned on Monday, your child may receive an academic mark every day it is not returned.

8.4 Visiting the School

Parents are invited to visit the school but should check in at the school office before going into any class. Please do **not** go directly to the classroom. Lunches, homework, books and other items you wish to bring to your child may be left with the school office and they will be delivered to the classroom or appropriate place.

Parents and/or other family members who visit FBA should be in modest and appropriate attire. Shirts depicting profanity or disturbing images should not be worn on by anyone on FBA grounds.

The Administration of FBA reserves the right to change the Dress Code at any time in order to correct dress problems that occur as a result of changing styles and fads.

8.5 Change of Address or Telephone Number

Anytime an address or phone number (home, work, or cell) is changed, please notify the school office immediately. This will ensure that you can be reached in case of emergencies.

8.6 Parent-Teacher Conferences

Parent-Teacher Conferences are informative meetings scheduled with your child's teacher to discuss your child's progress.

8.7 Resolving Conflicts

Parents/guardians should keep communication with school staff and faculty open, especially if there are problems or questions. If the problem cannot be resolved, the parent should contact the principal to arrange a conference with the teacher and principal.

8.8 Parent Volunteers

Several activities are promoted and staffed by parents during the school year. Individual teachers may give opportunities to parents to serve in their child's classroom.

Parents and/or other family members who volunteer at FBA should be properly attired. Ladies should wear modest dresses, skirts, loose-fitting slacks, or loose-fitting knee-length shorts. Men should wear pants or loose-fitting knee-length shorts. (See *Section 9* in this handbook, *Dress Code*.)

SECTION 9. DRESS CODE

UNIFORMS

TOPS: Monday—Thursday, students must wear the FBA provided uniform polo shirt (blue, navy, or white). Fridays, students can wear the FBA provided PE shirt (grey).

BOTTOMS: K5-5th grade boys and girls must wear FBA provided shorts, pants or skirts Monday—Friday. Tuesday is chapel day; girls must wear FBA provided skirts or jumpers, and boys must wear FBA provided pants. Shorts or tights should be worn under skirts for girls. Tights should be a single solid color.

6th-12th grade boys must wear FBA provided pants Monday—Friday. 6th-12th grade girls must wear FBA provided skirts Monday—Friday.

SHOES: Students should wear shoes that they can be active in for PE and recess. Shoes should be neat and in good repair.

JACKETS/SWEATERS: In colder weather, students may wear FBA provided cardigans (girls) or FBA provided jackets (boys & girls.)

FIELD TRIPS & FIELD DAYS: Dress code will be provided by the administration ahead of time based on the what kind of activities are planned.

Typically a demerit should be assigned if a student is found in violation of the dress code. Grace can be given at the discretion of the teacher, especially early in the school year or with a new student. See [Demerits](#) for more info.

All uniforms must be clean and in good condition. Uniforms must be free of rips and stains. If a student arrives in a uniform that is not clean or in good repair, the parent will be asked to bring a clean uniform to school. The student will wait in the office until a uniform is brought to them.

All uniform items are provided through FBA's Uniform store.

9.1 Girls' Dress Code

K5-12 th	
GENERAL GUIDELINES FOR GIRLS	<ul style="list-style-type: none"> ▪ <u>Knee-length is defined as the top of the knee when standing. Skirts and shorts are to be worn at the natural waistline.</u> ▪ All clothing must be in good repair, clean, and modest in fit. ▪ NO body piercings or tattoos are allowed (this includes temporary tattoos). ▪ Shirts should be tucked and belts worn with any uniform bottoms that have belt loops. ▪ No characters, peace signs, skulls or questionable designs or wording.
Shoes/socks	<ul style="list-style-type: none"> ▪ Closed-toe tennis shoes and socks. ▪ NO flip-flops, flip-flop style, or open-toed shoes. ▪ Shoes must have a strap on the back for safety reasons. No rollers, peace signs, or skulls. ▪ During cold weather, girls may wear socks, leggings, or tights (no sweatpants, or capris). Tights, leggings and long socks should be neutral in color; free of patterns or pictures.
Jewelry	<ul style="list-style-type: none"> ▪ Only 1 pair of earrings at a time. Earrings may only drop ½ inch below earlobe. Hoop earrings should be no larger than a dime. ▪ No anklets of any kind are permitted.
Hair	<ul style="list-style-type: none"> ▪ All haircuts and styles should be feminine in length, style, and appearance. ▪ No unnatural colors, or styles with carved letters or signs, or unnatural hair extensions. ▪ No hair wraps. ▪ Girls should not shave any portion of their head.
Hats	<ul style="list-style-type: none"> ▪ Hats and ball caps are not to be worn in any building at FBA.
Chapel	<ul style="list-style-type: none"> ▪ Chapel attire will be worn every Tuesday for chapel. ▪ Girls will wear their uniform skirts or jumpers with their uniform polos. ▪ No pants or shorts will be worn on Tuesdays.

9.2 Boys' Dress Code

K5-12 th	
GENERAL GUIDELINES FOR BOYS	<ul style="list-style-type: none"> ▪ <u>Knee-length is defined as the top of the knee when standing.</u> ▪ All clothing must be in good repair, clean, and modest in fit. ▪ NO body piercings or tattoos are allowed (this includes temporary tattoos). ▪ Shirts should be tucked and belts worn. ▪ No characters, peace signs, skulls or questionable designs or wording are allowed on jackets, coats, sweatshirts, shoes, etc.
Shoes/socks	<ul style="list-style-type: none"> ▪ Closed-toe tennis shoes and socks. NO flip-flops or flip-flop style shoes. ▪ No rollers, peace signs, or skulls.
Jewelry	<ul style="list-style-type: none"> ▪ NO necklaces, bracelets, or earrings are allowed. Medical bracelets are allowed with

	prior approval from administration.
Hair	<ul style="list-style-type: none"> ▪ All haircuts and styles should be masculine in length, style, and appearance. ▪ Neatly cut, not shaggy or bushy, tapered to the contour of the head. ▪ May not touch the eyebrows, ears, or the collar of the shirt. Tails are not allowed. ▪ Sideburns are to be no lower than the bottom of the opening of the ear. ▪ Hair should not be dyed or bleached. ▪ No outrageous hair colors or styles with carved letters or signs. <p>Also, hair should not be spiked or with a mohawk.</p> <ul style="list-style-type: none"> ▪ No bowl cuts or mushroom cuts. ▪ No shaving lines or defined lines in the hair. ▪ Any student whose hair does not comply with the handbook will be given one week after the infraction to comply with an acceptable haircut. Haircut appointments should be made regularly to avoid any problems.
Hats	<ul style="list-style-type: none"> ▪ Hats and ball caps are not to be worn in any building at FBA.
Chapel	<ul style="list-style-type: none"> ▪ Chapel attire will be worn every Tuesday for chapel. ▪ Boys will wear uniform pants with their uniform polo. Boys will not wear shorts on Tuesdays for chapel.

9.3 Dress Code Violations

In the case of an infraction of the dress code, the student will receive either a Uniform Warning or a demerit. If this is a continual problem, the number of demerits may increase. If the student returns to school without the violation corrected, or arrangements made with the administration, the parent will be called and asked to pick up the student and have the violation corrected. The student will not be admitted back to the class until the matter is corrected, resulting in unexcused absences. **FBA reserves the right to call the parent and have them bring a change of clothes or send them home at any time due to uniform violations.**

Repeat offenses in this area will be considered an outward sign of rebellion to the school's standards. The student may be suspended or asked to withdraw after a conference with the school principal and parents.

Note: The Administration of FBA reserves the right to change the Dress Code at any time to correct dress problems that occur because of changing styles and fads. Our goal is to maintain a dress standard that glorifies the Lord. Dress code demerits will be given if students are not wearing their uniform.

SECTION 10. CODE OF HONOR AND CONDUCT

10.1 Standards of Conduct

The school expects full cooperation from both students and parents in the adherence to all school policies and procedures. A parent should never undermine any aspect of the school program and should therefore be careful not to make negative comments about the school or any of its personnel to his/her student, other students, or to other parents. Parents and/or students should not initiate or sign petitions to try to resolve a problem. **Students or families that will not cooperate with the school will not be allowed to remain enrolled at Faith Baptist Academy.** If parents cannot conscientiously and consistently support the school, it would be best for them to withdraw their student.

Acts of immorality, profanity, gambling, lying, cheating, stealing, smoking, use or possession of alcohol, narcotics and other dangerous drugs are unacceptable behavior whether a student is at school or off the school grounds while enrolled at Faith Baptist Academy. Students are not to give nor attend any parties or gatherings in which any of the above-mentioned activities take place or are made available.

Faith Baptist Academy strongly discourages its students from listening to, singing, or playing rock music, rap, reggae, or “Christian” rock music of any type. Such music will not be tolerated at school or any school sponsored functions.

Acts of intimidation or threat by a student or parent toward a teacher or employee of Faith Baptist Academy or Faith Baptist Church will not be tolerated in or out of the classroom, on or off school property.

10.2 Drugs, Alcohol, and Tobacco

The use of alcohol violates Biblical standards of purity as well as the laws of society. Students are to refrain from any association, directly or indirectly, with drugs of any kind other than by a doctor’s prescription to the student. Violation of this rule may result in immediate dismissal. Law enforcement agencies will be notified when appropriate.

Faith Baptist Academy is committed to maintaining a drug-free environment. The school maintains the right to require that parents have their student tested for drugs and have the results submitted to the Administration. A student will be suspended until the school receives the results. Negative test results can be used as evidence to dispel rumor. Positive results normally will result in expulsion, though the school will make an effort to assist the family in obtaining help for the student. The response of the family and the student in dealing with the problem will determine whether or not the student will be considered for re-admission at a later time. Our goal is spiritual restoration for the student and family.

The possession or use of any tobacco, including smoking, chewing, or dipping whether on or off school grounds at any time, is prohibited.

10.3 Morality

In the light of God’s Word (I Cor. 6:18-20; I Thess. 4:3), Faith Baptist Academy upholds a Biblical view of morality. Students are expected to conduct themselves as young ladies and gentlemen at all times. No public displays of affection between students on campus or **at school functions** is permitted. This includes holding hands, kissing, or **unnecessary physical contact of any type**. Whenever there is clear evidence of willing participation in immorality (such as premarital relations or pregnancy), a student may be required to undergo medical testing. A student who through clear testimonial evidence and/or positive medical test results has been involved in immorality, homosexuality, or lesbianism will not be permitted to attend Faith Baptist Academy.

The Scriptures teach that life is sacred. Any student who undergoes an abortion may not attend Faith Baptist Academy. Parents of students in violation of the policies above will be asked to withdraw them from the school. Should the parents choose not to withdraw the student, the student will be expelled.

10.4 General Conduct

We desire that FBA students feel secure during their time here by knowing what is expected of them. For this purpose, a list is given below which details expectations for our students. It is not all-inclusive but is designed to provide guidelines for student behavior.

10.4.1 Respect for all authority

- Students are to show respect to those in positions of authority. “Yes, Sir” and “Yes, Ma’am” are expected.
- **Students are not to argue, manifest a rebellious disposition or hateful attitude, or make wisecracks when corrected by a teacher or staff member.** Students should also realize that a bad attitude can also be manifested by the tone of voice, facial expression, or body language. **Students displaying these rebellious dispositions can receive an automatic detention.**
- Students may obtain permission to speak by raising their hands. Talking, whispering, or communicating with other students is prohibited in class without teacher’s permission.
- Students should never bully, tease, or laugh at one another.

- **Students should not adapt “worldly” language or “slang” and should take care not to use any minced oaths.** The term “minced oaths” means the use of any of the names of God or Jesus Christ appearing in the “disguised” form, or reference to anything spiritual, being made out of proper context for the purpose of punctuating one’s remarks or exclamation.

10.4.2 **Respect for God’s property**

- If a student loses a book, he/she has two days in which to find it. If it is not found on that day, he/she will be asked to purchase a new book.
- **Textbooks, covers, and workbooks should not be marred by drawing or writing of any kind.** The name of the student and the subject may be written on the cover for identification purposes.
- Chewing gum is never allowed anywhere on campus except by special permission of the principal. There is to be NO eating in classrooms or halls except during special times as directed by the teacher.
- Destruction of church or school property, including marking on walls, tearing up books, furniture, or audio/visual equipment will result in the student being required to pay for the cost of repairing, refinishing, or replacing of the same.
- The main sanctuary of the church is off limits to all students during the school day except when chapel, programs, classes, or special assemblies are being held. No student is to be in the sanctuary without a teacher being present.
- No student is to be in any classroom without a teacher being present.
- Student’s must use the appropriate gender assigned restrooms in accordance with their gender at birth.

10.4.3 **Boy-Girl Relationships**

- Physical contact between boys and girls is not a good testimony and will not be permitted. This applies to all school functions.
- Students should be discreet in their relationships toward one another at school and at school activities.
- No couple is ever to be alone in an unobservable location.
- These rules apply even when coming with a non-Faith Baptist student to any school activities.

10.5 **Items Prohibited**

Cigarettes, alcoholic beverages, narcotics, any medicines not prescribed by a doctor for that particular student, weapons, magazines, and books not directly related to class work are not permitted.

10.6 **Search and Seizure**

In some schools, there are those students who not only push the limits where the rules are concerned, but also violate them when they can. This often occurs when the student brings to school items which are prohibited, such as weapons, drugs, etc. Therefore, Faith Baptist Academy reserves the right to search any student’s person and belongings in the event the school suspects that the student possesses an unapproved item. This search may be conducted without the student’s or the parents’ knowledge. **Registration of the student constitutes parental and student consent to such searches. Backpacks, student vehicles, purses, pockets, desks, etc., are all subject to search if the school suspects the possession of any unapproved item.**

10.7 **Disciplinary Procedures**

Faith Baptist Academy requires discipline to ensure that the high Christian principles of this school are maintained. Students can expect disciplinary action for infractions of school policies and rules. These measures may include, aside from the demerit earned for the infraction, counseling, profitable extra assignments, writing of sentences, restriction of privileges, after-school detentions, suspension, or expulsion.

We consider the primary responsibility for a student's behavior to rest with the parents; therefore, we will work very closely with the parents in seeking to help each student reach his or her potential. This requires close cooperation between the school and home.

10.7.1 Academic Marks (1st-12th)

FBA uses Academic Marks to track unmet academic expectations that teachers place on students. A student may receive academic marks for the following infractions:

- Not turning in an assignment on the due date
- Forgetting class materials, books, or assignments
- Not finishing work expected by the end of the school day due to negligence or distraction
- Not having their Friday Folder signed by a parent/guardian
- Tardiness for class
- Other academic work based deficiencies
- Dress code violation

Academic Marks are given at the teacher's discretion. **If a student receives 15 academic marks during a quarter, the student's subject grades for that quarter may be dropped by one letter grade at the discretion of the principal.**

10.7.2 Demerit System (K5-12th)

FBA uses demerits to track and improve improper behavior among students. The demerit system keeps parents informed regarding their student's behavior in class and at school activities. Demerits are given at the discretions of the staff and faculty of the school.

In class, teachers will typically have a three-strike policy before assigning a demerit. For example, a teacher may ask a student to remain in their seat for the rest of the class. If the student does not do so out of forgetfulness, the teacher may remind the student of the instruction to remain in their seat. However, if the teacher must remind the student three times in a short time period, the teacher may assign a demerit. Another example might be if the teacher has asked a student not to talk while the teacher speaks. If the teacher must remind a student three times in one day of this rule, the teacher may assign a demerit.

Demerits received by students will be logged into the teacher's demerit log. A copy of these logs will go home on Fridays to give parents a record of behavior for the past week. Remember that a demerit does not curb behavior; it is simply a record. Parents need to take appropriate action to correct behavioral infractions.

Here is a list of student behaviors that are not permitted, and that school staff typically assign demerits for:

- Disobeying or defying instruction from staff or faculty
- Littering
- Name-calling; bullying
- Using phone without permission
- Distracting or obnoxious behavior in class or chapel
- Leaving class/building without permission
- Chewing gum
- Destruction of school or another's property
- Disrespect to school authority or others
- Possession of prohibited items
- Cheating; plagiarism
- Instigating or starting a fight

- Stealing
- Using profanity/vulgarity
- Lying/being deceitful
- Leaving school grounds without permission
- Possession of inappropriate books, magazines or materials

Some infractions are immediately assigned a demerit without warnings. The number of demerits assigned is up to the discretion of the staff and administration of the school and usually increases for repeat offenses. FBA reserves the right to alter the discipline policy to insure corrective discipline.

Demerits are tracked and accumulate over the academic quarter (9-week period). Since demerits are only given out for unacceptable behavior, and often after many warnings, parents are expected to take every assigned demerit seriously and work towards achieving better behavior with their student.

The school administration may take the following disciplinary actions at the discretion of the principal as demerits accumulate over an academic quarter:

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

Expulsion of any student is at the discretion of the Principal. A student may be expelled from school for academic reasons, behavioral problems, or a combination of both.

Students expelled for academic reasons will not be allowed to apply for re-enrollment until the following school year. Re-enrollment will be at the discretion of the principal.

Student expelled for behavioral problems or a combination of behavior and academic problems may not apply for re-enrollment for the rest of the school year and the following school year. Re-enrollment will be at the discretion of the principal.

SECTION 11. ACADEMICS

11.1 Homework

Homework is an important part of each student's educational process. Our teachers do not give unnecessary homework. That which is given will be checked by the teacher for completeness, accuracy, and neatness.

Parents should review homework assignments with their children, but the parent must NOT do the assignment for them.

A parent's signature in the Student Assignment Planner is required and indicates that the student made a conscientious effort to fulfill the assignment. **Failure to submit assignments or signed assignment planners on time may result in academic marks.** The student planner is also a great way to keep in touch with the teacher and to keep up with class assignments. There is a place for both parents and teachers to write short notes.

11.2 SchoolWorx

SchoolWorx is an online, student information system that helps parent-teacher communication. Parents can check online for updates on their child's grades and messages from their child's teacher. Registration for SchoolWorx is included in the enrollment packet.

11.3 Report Cards

Report cards are issued every nine weeks to all students in K5-12th grade. Report cards are to be signed by the parent and returned the following school day. Demerits may be issued if report cards are not turned in on time. Parents are encouraged to make an appointment with the teacher through the school office if they have any questions about the student's work and about grades earned on report cards. Sometimes, it is necessary for the teacher to request an appointment with the parents, and cooperation is requested in this matter.

11.4 Grading Scale

The purpose of the grading system is to give parents and students an indication of the progress being made.

The grading scale for K5-12th grade is as follows:

Letter Grade	Percent	Rating
A	90-100	Excellent
B	80-89	Satisfactory
C	70-79	Satisfactory
D	60-69	Needs Improvement
F	0-59	Not Passing
I	N/A	Incomplete

11.5 Incomplete

Incomplete indicates that an insufficient amount of work was completed to receive a letter grade. Incomplete work must be accomplished within ten days of the previous grading period.

11.6 Academic Honors

The following honors reflect the cumulative yearly average in each subject.

Principal's List	=	An "A" class average
Honor Roll	=	A "B" class average

Graduating Valedictorian, Salutatorian, and Honor students are selected based on the cumulative Grade Point Average (GPA) for grades 9 through 12.

Valedictorian – The highest GPA above 3.5

Salutatorian – The second highest GPA above 3.5

Honors – All students who have earned at least a 3.5 or higher GPA.

11.7 Standardized Testing

Faith Baptist Academy has a detailed program of testing to measure the students' abilities and progress. The results of the testing are used to aid the teachers and administration in helping to meet the needs of students. All elementary and secondary school students are given achievement tests in the spring of each year to measure their academic

progress in areas of Reading, English Language, Arithmetic, and cognitive abilities. Faith Baptist Academy uses the Iowa Assessments and Cognitive Abilities Test.

Tenth and eleventh grade students are encouraged to take the PSAT. Juniors and seniors are also encouraged to take the ACT (American College Test) which serves as a competency test. The SAT (Scholastic Aptitude Test) is also highly encouraged to be taken before graduation, but may be taken in tenth, eleventh, or twelfth grade. **All FBA students are expected to either take the SAT (Scholastic Aptitude Test) or the ACT (American College Test) during their junior or senior year. These tests are not offered at FBA. It is the parents' responsibility to schedule and pay for these tests.** As with all standardized testing, scores must be sent directly to the school.

11.8 Graduation Requirements

Faith Baptist Academy requires 24 credits for graduation from high school as required by the State of Florida. **Students who plan on entering most State University systems must take two years of a foreign language.** The following numbers of credits are required:

Bible (Required each year at FBA)	4 credits
Mathematics (including one credit Algebra I, and Geometry; Algebra 2 if applying to college, etc.)	4 credits
English	4 credits
History (Social Studies) (½ World Geography, 1 World History, 1 U.S. History, ½ American Government, ½ Economics,)	3½ credits
Science	3 credits
Physical Education I	½ credit
Health	½ credit
Practical/Performing Arts Elective (Practical: Computers, Office Aide, Teacher Aide; Performing: Speech, Music, Choir, etc.)	1 credit*
Electives	3.5 credits
<u>Total Credits Required for Graduation</u>	<u>24 credits</u>
Minimum GPA Required for Graduation (Cumulative total of all courses taken based on semester grades)	2.00

All courses are in compliance with state core curriculum.

*Students have the option of selecting ½ credits in both Performing Arts and Practical Arts or taking a full credit in either course.

****Students must complete one course online. Students in 9th and 11th grades must complete a one-hour CPR course.**

11.9 Academic Probation

When a student has, in the opinion of the faculty and administration, “shut down” academically, (i.e. refusal to complete homework, study for tests, work on projects, etc.), that student will be placed on academic probation. A parental conference with the principal will be required before the student is placed on probation. This probationary status will require that the student correct the study habit deficits and show significant improvement in grades within six weeks following the probationary conference. The student’s progress will be reassessed at the end of the three weeks. If significant progress and improvement has been made, probation may be removed. If there has been little improvement, probation will continue for three more weeks. At that time student’s progress will be reassessed. If significant improvement and grades established in previous conference have not been met, student may be required to withdraw from FBA.

SECTION 12. MISCELLANEOUS INFORMATION

12.1 Carline

Students can be picked up in carline in the circle drive or at the church entrance between 3:00 and 3:30 p.m.

In order to maintain a smooth-running carline, please follow staff instructions. From time to time, staff may need a parent to move while waiting for their child. If so, please cooperate and follow teacher instructions.

12.2 Fire Drills

Fire drills are held monthly in order to familiarize the children with proper and safe procedures for an emergency exit of the building. In the event of a fire, children will be evacuated according to plan. The school is inspected on a regular basis by the fire marshal. The most recent inspection information is located in the school office.

12.3 Lockdown and Tornado Drills

FBA will perform lockdown and tornado drills each semester to ensure that students will know what to do in these events.

12.4 Lost and Found

Lost and Found is located in the office and will be cleared out periodically. Unclaimed items may be donated to a charitable organization or discarded. You can avoid lost items by **labeling** your student's clothing, books, book bags, lunch boxes, and other personal belongings. **FBA assumes no liability or responsibility for any lost or stolen items belonging to a student.**

12.5 Office Phone/Cell Phones

Students may ask permission to use the school office phone. However, in an effort to minimize student use of the office phone, please make arrangements before your child leaves for school as to after-school activities. Students in 9th grade and above may have a cell phone at school with permission from the principal. **It must be turned off (not on vibrate) during school hours and in the designated area in their classroom.** Students staying for after care must leave their phones off until they leave for home or until they have the principal's permission to turn them on. **Cell phones that are on or used during the school day can be confiscated.** The principal will then return the phone to the parent. **Any texting, talking, taking pictures, or going online without the principal's permission will result in loss of phone privileges at school.**

12.6 Student Vehicles

Students who drive must secure permission from the school administration in order to drive on the property. Students will need to provide a copy of their driver's license, vehicle registration(s), and proof of insurance. **A Student Vehicle Authorization Form and a Student Driving Policy Form must be completed, signed, and turned into the office before driving privileges will be allowed.**

12.7 Extracurricular Activities/Field Trips

Volunteers on field trips, in the classroom, or at school activities **must fill out and turn in a Volunteer Form (Background Check) to the office every year.** Parents and/or other family members who attend FBA field trips or extracurricular activities should be properly attired. Ladies should wear modest dresses, skirts, loose-fitting slacks, or

loose-fitting knee-length shorts. Men should wear pants or loose-fitting knee-length shorts. (See *Section 9* in this handbook, *Dress Code*.)

All classes share in field trips for enjoyment and to enrich the curriculum. Parents will be notified before each field trip and will need to sign a permission slip. If a child does not attend a field trip, it will be counted as an absence. **No students will be allowed to stay at the school during a field trip. Parents must make other arrangements for their child if he/she does not go on a field trip.**

Because of limited seating on the bus, adults and other family members need to provide their own transportation.

Sports will be offered as an extracurricular activity when possible. Students receiving an excess of demerits may be restricted from play at the principal's discretion. Good grades are expected of our athletes. Students whose overall grade average is below a "C" may be restricted from play at the principal's discretion. Those participating in sports must still keep up with their day-to-day homework responsibilities in order to participate.

12.8 Book Bags and Lunch Boxes

Book bags and lunch boxes must be free of provocative or questionable designs. Please avoid peace signs or anything with questionable material on it. When purchasing these items, it is always best to error on the side of caution; your child's teacher will contact you in the event an item needs to be replaced. We ask that you help us to keep worldly influences out of our school.

12.9 School Photographs

Individual school pictures will be taken annually. **K5 and Highschool graduation pictures will also be taken in the spring.** Students may wear dress clothes for the fall **and spring** pictures that follow school dress guidelines. Pictures are available in a variety of packets. **Purchase of these pictures is optional, but it is necessary for each student's picture to be taken to be in the yearbook and in the class composites.**

12.10 Snacks, Lunches, Chicken Wednesdays, & Pizza Fridays

All lunches and snacks are to be provided by the parents. Please ensure that your child's lunch box and any containers or cups are clearly labeled with the student's name. Please send snacks, foods and juices that are **low** in sugar content. **Carbonated and/or caffeinated beverages are not permitted.** Nutritional lunches are to be provided and prepared ahead of time. **We are not able to heat up snacks. Students in grades 3-12 only are allowed to heat up their lunches.**

Chicken Wednesdays & Pizza Fridays: Parents can purchase chicken & chips (Wed.) and pizza & chips (Fri.) for their child's lunch. Return order forms by the set deadline with payment to the school office.

12.11 Parties and Celebrations

Only scheduled and approved parties may be held in class or at school. Birthday treats should be arranged during a time convenient for the class. Please check with the teacher regarding any food allergies students may have.

Birthday Parties: We want to keep birthday parties simple. Parents may bring **store-bought**, lined cupcakes, cookies, and/or treats for the class. In order to keep on schedule, parties must be kept short and simple.

Halloween: We do not allow ghosts, bats, witches, goblins, or jack-o-lanterns to be used in any way on napkins, cupcakes, bulletin boards, etc. We do allow a celebration of harvest using traditional leaves, pumpkins, and

scarecrows.

Christmas: We emphasize the birth of Jesus and deemphasize the secular presentation of Christmas. Santa Claus may not be used.

Valentine's Day: Students may exchange Valentine cards and candy. If students are going to exchange Valentine's Day cards, they need to bring enough for their entire class.

Easter: We place our emphasis on the spiritual truth of the resurrection of Jesus and minimize bunnies and eggs.

12.13 General Hygiene

To ensure the dignity, well-being and health of school personnel and students, students are expected to follow regular hygienic practices. Parents and teachers should monitor and help in keeping students in state of cleanliness and good health.

12.14 Restroom Policies

All students, staff, parents, and visitors must use the restrooms that correspond with their biological gender that is not subject to change.