

PARENT & STUDENT HANDBOOK



2016-2017

A Ministry of First Baptist Church of Southwest Broward

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DEAR PARENTS AND STUDENTS,

We thank the Lord for the privilege of educating children through our Christian school ministry. Psalm 78:4 says, “Shewing to the generation to come the praises of the LORD, and his strength, and his wonderful works that he hath done.” This verse summarizes what our school seeks to accomplish in the hearts of our students.

Our staff, which is employed as an extension of our church ministry, is dedicated to each child's success. You will find that the sincerity of their love proves to be an asset to your child's education. They will seek to train the “whole” child which includes emotional, mental, physical, and spiritual aspects. The main mission of our school is to produce students who are saved and who possess the mind of Christ. We seek to fulfill this goal while providing a good, solid education, a strong, spiritual foundation, and Biblical principles upon which to build a Christian life. It is our prayer that each of our graduates would become outstanding citizens who contribute in positive ways to society as a whole through their local church.

While this handbook can in no way answer each and every question, it is designed to help parents and students gain an understanding of the school's general policies. Please pray that God will help you as you read and follow these guidelines for the success of your child's education here at FBA.

Yours for Christian Education,

Thomas J. Odom

Pastor/Principal

BRIEF SUMMARY OF STATEMENT OF FAITH

WE BELIEVE IN THE VERBAL INSPIRATION AND AUTHORITY OF THE SCRIPTURES.

**WE BELIEVE THAT THE BIBLE REVEALS GOD, THE FALL OF MAN,
THE WAY OF SALVATION AND GOD'S PLAN AND PURPOSE FOR THE AGES.**

**WE BELIEVE IN GOD THE FATHER, GOD THE SON
AND GOD THE HOLY SPIRIT.**

**WE BELIEVE IN THE DEITY, VIRGIN BIRTH AND
BODILY RESURRECTION OF JESUS CHRIST.**

**WE BELIEVE THAT SALVATION IS "BY GRACE"
PLUS NOTHING AND MINUS NOTHING.
THE BIBLICAL CONDITIONS ARE REPENTANCE AND FAITH.**

**WE BELIEVE THAT ALL MEN ARE JUSTIFIED BY FAITH ALONE
AND ARE ACCOUNTED RIGHTEOUS BEFORE GOD ONLY
THROUGH THE MERIT OF OUR LORD AND SAVIOR JESUS CHRIST.**

**JUSTIFICATION IS AN ETERNAL RELATIONSHIP
WHICH CAN NEVER BE BROKEN.**

**WE BELIEVE IN THE VISIBLE, PERSONAL,
AND PREMILLENNIAL RETURN OF JESUS CHRIST.**

**WE BELIEVE IN THE EVERLASTING CONSCIOUS BLESSEDNESS OF THE SAVED
AND THE EVERLASTING CONSCIOUS PUNISHMENT OF THE LOST.**

STATEMENT OF FAITH

First Baptist Academy is a ministry of the First Baptist Church of SW Broward in Cooper City, Florida. It is owned and operated by this church under the leadership of the pastor. The school firmly believes and teaches without apology all principles and doctrines found in the church's Statement of Faith which embraces the Biblical, Baptist position. A brief summary of the church's Statement of Faith can be found on a preceding page. A more detailed statement of faith can be found on our church website, FBCBroward.com.

With these beliefs in mind, First Baptist Academy believes that the Bible is the infallible, plenary, inspired Word of God and is the final authority of faith and practice. We believe in the importance of its influence in the lives of our students. This is why Scripture memory is required for each class. Each subject is biblically-integrated which gives principles for the students both to serve as a basis for the knowledge learned and as a guide for further growth and strength. Because of our beliefs concerning the Bible, a Bible class or a chapel service is held every day for all grades. Each teacher and student is required to participate fully in all of the services and functions of chapel. First Baptist Academy uses the King James Version of the Bible in all classroom instruction, Bible memory, and chapel services.

PHILOSOPHY

Colossians 1:18 says, "...that in all things he (Jesus) might have the preeminence." The purpose of First Baptist Academy is not to offer an alternative to the government school system nor to provide only a private education. It is rather to provide a solid Christian education based upon God's Word in a loving atmosphere. FBA is not a corrective institution but is a preservative haven for today's children and youth. This is accomplished by allowing Jesus Christ to have the preeminence in the lives of all those who have a part in this ministry. Our goal, which is also the goal of Christian education, is to develop the mind of Christ by training students to serve Jesus Christ from the heart.

The Pupil:

At First Baptist Academy, we believe Christian education begins in the home. The Christian school is not a substitute for the godly teaching of Christian parents but rather is an extension of a Christian home. Christian education is not an end; instead, it is just the beginning for your child to be further developed in every way. We believe that children are a heritage of the Lord. The Bible says, "*Train up a child in the way he should go: and when he is old, he will not depart from it.*" (Proverbs 22:6) We take the responsibility of educating your child seriously. Our highest goal is to see your child come to know Christ as Savior. This goal is then followed by their learning the joys of the Christian life while building character and academic knowledge. Small student/teacher ratios provide the security of a caring teacher in a loving environment.

The Curriculum:

Luke 2:52 says, "And Jesus increased in wisdom and stature and in favor with God and man." A good education is obtained in teaching subjects as they relate to man. A great education is obtained in teaching subjects as they relate to Christ and then man. Our goal is to give your child a spiritual and academic education starting from the mandatory pledges of the flags and Bible in the morning to the

closing prayer for dismissal in the afternoon. FBA curriculum is designed and taught with the students' needs in mind. Curriculum for each grade is organized and developed so that your child will receive superior training in all subjects. Kindergarten through 12th grade classes receive training from the ABeka curriculum which was established in 1972 and Bob Jones Press which was established in 1973. All subjects are taught from a Christ-centered world view. Daily Bible training is designed to enhance your child's spiritual development while providing an opportunity for your child to know the complete truth in all subjects. Social development is encouraged through the teaching of good habits, high moral standards, patriotism, and respect for parents and authority.

The Faculty and Staff:

Our faculty and staff are saved, loving and dedicated Christians who are faithful members of this local, New Testament church. They serve the Lord in ministries such as: Sunday School, choir, bus routes, and youth. They are committed to God, His Word, their country, and the principles upon which this school was founded. They are dedicated to the responsibility of securing the best education possible for your child. They seek to be role models who are committed to success where your child is concerned. Our pastor/principal is the ultimate authority responsible for our school. Our teachers' job is to work hand in hand with all parents to provide for the development of strong Christian character and academic excellence in the lives of every student.

ACCREDITATION & MEMBERSHIPS

First Baptist Academy is registered with the Department of Education for the State of Florida and is working under the umbrella of ABeka Academy in Pensacola, Florida which is also recognized by the Department of Education for the State of Florida.

ADMISSIONS

As a private institution, First Baptist Academy reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness and scholarship. All applicants seeking admission must secure an interview with the registrar, provide all forms of immunization, health and academic progress, and turn in the application form as well as any other forms required for admittance. The results of the above mentioned will be reviewed as the basis for which eligibility and availability for admission will be determined. It is the policy of the First Baptist Academy to require the parents and prospective students to be faithful members of First Baptist Church of SW Broward or a Bible-believing church of like faith before entry and during enrollment of the school year.

Each high school student must be interviewed by the administrative staff to review character, performance, and academics before being accepted for enrollment in FBA. Acceptance will be based upon the discretion of the school principal.

A probationary period of six school weeks is applicable for all new students. First Baptist Academy reserves the right to review the conduct, scholastic achievement, and behavior of each child. To complete this trial period, the student must receive a satisfactory conduct evaluation. As a private,

Christian institution, admission to First Baptist Academy is a privilege rather than a right. This privilege may be forfeited and enrollment terminated should a student, new or returning, fail to meet his or her responsibilities as stated in the policies and practices established by the Administration.

Entry to the school is obtained in the order as follows:

1. Faithful members in good standing of First Baptist Church
2. Students who are accepted for re-enrollment
3. Prospective students on the waiting list
4. Prospective students in the community

First Baptist Academy makes no distinction in the admission of its students on the basis of race, color, nationality, or ethnic origin in administration of its practices, educational policies, athletic and school-administered programs.

RE-ENROLLMENT

Re-enrollment takes place earlier than general registration in order to guarantee acceptance. A re-enrollment form and fee will be required before the end of school to apply for re-enrollment. All applications will be approved at the sole discretion of the school. If re-enrollment is not granted, the fee will be refunded. If a family decides to withdraw from FBA before the start of school, FBA has the right to not refund the registration fee or any other fees already paid for the upcoming year.

ACADEMICS

One of our top priorities is academic excellence. With this in mind, parents will be well-informed of academic progression through special forms and meetings. Kindergarten students will receive regular materials updating parents of development. All students will receive quarterly report cards (every nine weeks). Each child will be assigned appropriate, but not excessive homework. It is the parent's job to make sure the homework is completed. There is no homework on Wednesdays for students who attend the mid-week church service and who have shown a reasonable effort to complete their work during the school day.

STANDARDIZED TESTING

Each student in 1st through 12th grades will be required to participate in a standardized achievement testing program each year which will show the student's academic progress for that year. Results from this testing are made available at the request of the parents.

PARENT ORIENTATION & OPEN HOUSE

At the beginning of each school year, a Parent Orientation and Open House Meeting will take place which is vitally important for parents to understand the curriculum and procedures. All students and parents are expected to attend for their child's educational benefit. Parents are encouraged to stay in constant contact with their child's teacher either by written communication or by appointment. Parents should support the Christian school teacher by continually instilling Christian instruction in the home as found in Deuteronomy 6:6-9.

CHRISTMAS PROGRAM, CLOSING PROGRAM & K-5 GRADUATION

Each year our students perform a Christmas Program and a Closing Program. These programs give the students an opportunity to be involved in various facets of speech and drama performance. The Closing Program is a time in which each class exhibits a portion of what they have learned throughout the school year. Each student is required to participate unless programs are scheduled contrary to their own church services. Upon completion of all subject material, K-5 students graduate in cap and gown and receive their kindergarten diploma on the night of the Closing Program. A K-5 graduation fee will be obtained upon enrollment for this event.

GRADUATION

High school seniors must meet all of the school's requirements to graduate. The school expects each graduate to be a saved, faithful church member preparing to further their education while maintaining a good, Christian testimony. In order to graduate, each student must earn 24 high school credits in the approved subjects, meet the standards of conduct of FBA, and maintain a good and respectful attitude. A graduation fee is required at the beginning of the school year.

HIGH SCHOOL TRANSCRIPTS

One high school transcript will be sent without charge at the student's written request before or immediately following graduation. After school begins the following fall, each transcript will be subject to a \$10 transcript fee and will be released only to a college or place of employment upon receipt of a written request and payment of transcript fee.

ABSENCES & TARDIES

Regular, punctual attendance at school is expected and required, as attendance is essential to the learning process. All high school students, grades 9 through 12 are permitted a total of 20 unexcused absences per school year. After this, our school is required to revoke all credit for each and every subject, causing immediate failure. However, students are still required to remain in school for the remainder of the school year. Failure to do so, will force the school to notify the proper authorities. All

school students in Kindergarten through 8th are permitted to have 30 unexcused absences. Every effort should be made to schedule appointments (doctor, dentist, etc.) after school hours.

In the case of a tardy, absence, or early dismissal due to sickness or doctor's appointment, a note is required from the parent or doctor to be considered excused. Without a note, they will receive a 0% on quizzes and tests that they miss. Make up assignments must be arranged by the students, parents and teachers. When picking up students early from school, parents/guardians must go by the office to sign out their students. Do not go directly to the classrooms. The office will send for the students from their classrooms for dismissal.

In the case of an absence due to a planned trip during the school year such as a family vacation or trip, prior approval must be obtained by the principal/administrator before the trip. Parents must contact the principal/administrator a month ahead of the trip for approval. A written letter signed by both parents and principal/administrator must be on file before the trip. Without this approval, any absent days will be unexcused and the student will receive 0% on quizzes and tests they miss. Make up assignments must be arranged by the students, parents and teachers.

All students must report to class by 9:30 am or an unexcused absence for the entire day will be given, excluding unpreventable circumstances such as a doctor's appointment. Five morning (first period) unexcused tardies for each grade level will constitute one absence.

For grades 7-12th, every 3 unexcused tardies in a class period will result in a detention. Tardy counts reset at the beginning of the next quarter. Students coming late to class must bring a written excuse to be excused from being late.

SCHOOL HOURS

School begins at 8:45 a.m. and dismisses from 3:15 p.m. to 3:20 p.m. Students may not be dropped off before 7:00 a.m. and may not remain in the school's care after 6:00 p.m.

FINE ARTS AND ELECTIVES

Fine Arts: Grades one through twelve will participate in our speech program which consists of oral and written reports given throughout the year. Students can be eligible to perform at school functions as well as give testimonies, provide special vocal or instrumental music in chapel services and preacher's meetings. Students can receive speech instruction through our school programs each year in which each child will be given a speaking or singing part.

Art: All students from kindergarten to sixth grade will participate in an art class at least once a week.

Bible: All students will be required to complete the Bible course given for their grade. High school students may complete no less than one Bible credit per year of High School while enrolled at FBA.

Foreign Language: All high school students are required to earn two credits in the same foreign language to graduate.

Physical Education: All students will be given breaks throughout the day from class for social interaction and rest. Physical Education Class is required for grades one through tenth. All students are highly recommended to participate in the sports program for grades 5 through 12.

GRADING SCALE FOR ALL GRADES (GPA Points)

A+ = 98%-100% (4.33)	B+ = 87%-89% (3.33)	C+ = 77%-79% (2.33)
A = 93%-97% (4.00)	B = 83%-86% (3.00)	C = 73%-76% (2.00)
A- = 90%-92% (3.67)	B- = 80%-82% (2.67)	C- = 70%-72% (1.67)

D+ = 67%-69% (1.33) F= Below 60 (0.00)

D = 63%-66% (1.00)

D- = 60-62% (0.67)

DISCIPLINE

The Bible clearly teaches that parents are given the responsibility to discipline their children. However, at school, parents delegate the responsibility to school officials. Parents need to view the school as a partner in the discipline process which requires support for its role in the daily life of the child. The objective of FBA is to educate students. Discipline and self-discipline is necessary to develop the student's personal limits in order for him to enhance his society and please the Lord. This discipline system is provided to give the parents and students an overall view of general behavior. This section is in no way conclusive. Administration reserves every right to review each case individually and rule accordingly.

DEMERITS & DETENTIONS

Demerits can be given each day. Three or more demerits per class period per week constitutes a detention. If a demerit is given between periods, the demerit will go toward their next period class. A student may be issued a detention on the spot for excessive misbehavior at the discretion of the staff member.

For grades 5-12th, every 3 unexcused tardies in a class period will result in a detention. Tardy counts reset at the beginning of the next quarter. Students coming late to class must bring a written excuse to be excused from being late.

When a student receives a detention, he will be issued the detention through Engrade which the parent can view and served on the following Wednesday immediately following their last class period and lasting 30 minutes. If the detention is issued on a Wednesday, the detention will be served the Wednesday of the next week. The parents will be notified of the offense by FBA through Engrade.

Demerits will be cancelled out at the end of the week, but are cumulative for each term. If a student accumulates over twenty-five demerits in a quarter (9 week period), a letter will be sent home to notify the parents. When a student receives fifty demerits in one quarter, he will be put on disciplinary probation. Parents will meet with the principal and further action will be determined. A total of one hundred demerits in one semester (two quarters) is cause for dismissal. If a child is not compliant with school officials or school rules, the child will be released from school for that day and a parent will be called and required to take the child from the school immediately. Permission must be obtained to re-enter class the next day. Each class has a detention limit for the same offense. After a student has reached the limit, another disciplinary action will be taken.

IN SCHOOL SUSPENSION (ISS), OUT OF SCHOOL SUSPENSION (OSS) & EXPULSION

ISS and OSS are methods of discipline that build to expulsion when students have violated standards of conduct or have repeated offenses. When a student has multiple ISS violations for one or more offenses, the next offense will be OSS and then expulsion. Parents will be notified when a child receives these levels of discipline. A counseling session will take place before disciplinary action of this kind is taken. In-School-Suspension takes place in a designated area and student may have no contact with other students. Out-of-School-Suspension constitutes a serious offense or repeated offense (s) and is administered by the school principal. For OSS, the student is counted as being absent and no school work may be completed during this time. This is very serious as expulsion is the next step of discipline for a student who has already received ISS and OSS. Expulsion takes place when a student has violated the standards of conduct as listed below, when offenses are repeated, or when the administration deems necessary. When expulsion occurs, all credit will be revoked for at least the current or previous semester and can exceed one semester if deemed necessary by the administration. When a student becomes intolerant of the rules and is a constant offender with behavioral problems, he may cause his parent to be asked to withdraw him from the school. All discipline is administered on an individual basis and is subject to the discretion of administration.

STANDARD OF CONDUCT

As a Christian school, our philosophy is to teach students to behave like Christians at all times. Blatant disrespect for any staff or faculty member, any sexual misconduct, and any use of tobacco, alcohol, drugs or other criminal activity could result in immediate expulsion upon review by the administration.

Students who consistently possess an attitude that is contrary to the spirit of FBA will also be subject to expulsion. In cases of direct defiance of these guidelines in the public eye, FBA reserves the right to allow suspension and expulsion to be factors of the administration's disciplinary action.

First Baptist Academy expects each student and parent to respect the Bible-based beliefs that it teaches and practices. Therefore, worldly pursuits are to be avoided such as: watching inappropriate movies, worldly music, or any other activities considered worldly. Students in grades 7-12th also must read and sign the Student's Conduct Agreement each year. The Student's Conduct Agreement can be found on pages 19 & 20 of this Parent & Student Handbook.

Students are asked to conduct themselves in a Christ-like manner in areas of courtesy, good classroom behavior, general hygiene, abstinence from gossip, stealing (which is also borrowing without asking), cheating, lying, slang language, taking of the Lord's name in vain, etc.

The property of First Baptist Church and Academy is to be respected and treated with care. If any student is caught damaging, stealing, or altering church or school property, the administration will contact the parents and apply a punishment it deems appropriate. The family of the student will be billed for the damages done to the property.

BOY/GIRL INTERACTION

Wholesome Christian friendships between boys and girls are encouraged. The school does not encourage the dating of teenagers unless completely supported by both sets of parents and reserves the right to discern and act accordingly. Hand holding, kissing, or any other bodily contact between opposite sexes will not be tolerated at any time of the student's enrollment. This includes school and church-sponsored activities as well as any other endeavors on and off campus. A six-inch rule is enforced in all interaction between genders.

WEAPONS

Possession of any type of a weapon, including pocket knives, will be considered grounds for expulsion. Use of any weapon, discharge of any firearm, or threat will result in immediate expulsion without any review by the school administration. Proper authorities will be notified when necessary.

ATHLETICS

First Baptist Academy offers Varsity (grades 9th-12th) and Junior Varsity (grades 5th-8th) athletics. Students in grades 5 through 12 are strongly recommended to participate in the sports program. Parents must sign an athletic liability release form. Students will be eligible to participate in athletics by maintaining good academics, with a grade average of a C or higher, and a strong Christian testimony. Physical Education classes will be conducted each week for grades one through tenth.

DRESS CODE

It is the desire of First Baptist Academy that each student maintain an appropriate outward appearance. This appearance should be neat, modest and conservative. We have chosen a uniform for a sense of unity and neatness. Students may not arrive in or change into clothes when leaving that are not consistent with the school's dress code. **Students are not to wear heavy sweaters, hoodies or jackets in class.** Students are not permitted to borrow clothes from the opposite sex (guys wearing girl's clothing, and girls wearing boy's clothing). Students are not permitted to wear or use head phones, ear buds, or blue tooth on school or church property or during any school function.

FBA reserves the right to interpret these handbook guidelines on an individual basis for each aspect of the dress code.

DRESS CODE FOR BOYS

It is the desire of First Baptist Academy for each female student to maintain a certain look. The school's utmost concern in this area is three-fold: a look of modesty, masculine, and conservatism. We have chosen a uniform for a sense of unity and neatness.

Hair:

All male students must have a standard, conservative haircut that can be neatly combed. The hair is to be off the collar and must not touch the ears. Dyed hair of any kind is not permitted. The faculty recommends that the parent speak to their child's teacher before any questionable haircut is administered. Haircut notices are issued when necessary. Facial hair is not permitted. All male students must be clean-shaven each day when age appropriate.

Uniforms:

Boys are to wear the uniforms purchased online from Sir Walter Uniforms — store.sirwalteruniforms.com (school number is 133).

Non-Chapel Days:

Boys are to wear any color FBA uniform polo or dress shirt (purchased through Sir Walter Uniforms). They may wear khaki, dark blue, grey, or black pants. Pants with large pockets down the side, many refer to them as cargo pants, and jogger pants are not permitted. Belts are to be worn every day.

Chapel Days:

Boys are to wear a FBA dress shirt with a tie on chapel days. Colored undershirts or undershirts that have printing that can be seen through the FBA shirt may not be worn under white shirts. Pants must be dark blue or black. Dress shoes must be worn for chapel days.

Shoes:

Boys may wear tennis shoes or casual shoes with socks on non-chapel days. Dress shoes must be worn for chapel.

PE:

PE shirts are purchased through Sir Walter Uniforms. Church and Academy t-shirts are also permitted to be worn during PE. Boys are allowed to wear shorts to the knee, flight pants, or jeans for

PE. They must also have tennis shoes for PE class. These guidelines are also required for FBA sports team practices.

Jewelry:

No effeminate or excessive jewelry is allowed. Boys' jewelry is limited to a watch and ring.

DRESS CODE FOR GIRLS

It is the desire of First Baptist Academy for each female student to maintain a certain look. The school's utmost concern in this area is three-fold: a look of modesty, femininity, and conservatism. We have chosen a uniform for a sense of unity and neatness.

Hair:

Each female's hairstyle and coloring should look neat, conservative and feminine. Hair color must be a natural hair color if it is dyed during the school year.

Make-up:

Make-up may be worn, when age-appropriate, that is flattering to the face and non-excessive.

Jewelry:

Earrings may only be worn at the bottom of the lobe and may not exceed two per ear for female students. Jewelry should not be gaudy but conservative.

Uniform:

Shirts/Jumpers/Skirts/PE shirt must be purchased online through Sir Walter Uniforms — store.sirwalteruniforms.com (school number is 133). The skirt must be come below the knee in length when standing and sitting.

Non-Chapel Days:

Girls are to wear any color FBA polo or FBA blouse to school. They can also wear khaki, dark blue or plaid skirt (all purchased through Sir Walter Uniforms).

7-12th Girls, Non-Chapel Days:

Girls in grades 7-12th may wear non-Sir Walter skirts that are loose fitting and must be below the knee on non-chapel days. These skirts can be khaki, grey, black or blue. Jean material, stretchy materials, maxi skirts, and form fitting skirts are NOT permitted.

Chapel Days:

Girls are to wear the white FBA blouse to school on chapel days. Kindergarten through 2nd grade girls must wear the uniform dress jumper and 3rd-4th girls can wear the jumper or the plaid skirt. 7th – 12th girls must wear the plaid skirt bought through Sir Walter Uniforms. Dress shoes must also be worn. Grades 7-12th must wear nylons on chapel days and can also wear their white FBA polo.

PE uniform:

PE shirts are purchased through Sir Walter Uniforms. Every student must wear FBA approved basketball shorts (to the knee and loose) and an Academy t-shirt or Church t-shirt for PE class. They

must also have tennis shoes for PE class. These guidelines are also required for FBA sports team practices.

Socks/Shoes:

All students may wear tennis shoes or casual shoes on non-chapel days. The Elementary students must wear socks every day. 7-12th can wear slip on shoes on non-chapel days with no socks or nylons. Dress shoes must be worn by all grades on chapel days and grades 7-12th must wear nylons for chapel.

Undergarments:

Age-appropriate undergarments are to be worn each day and are not to be visible through or outside of clothing. Colored undershirts may not be worn under white shirts.

TUITION

A complete listing of all fees and yearly tuition will be given to each parent at the time of enrollment or at the request of information from perspective parents. All fees and tuition for each grade will be due regardless of absences or holidays. Tuition is based upon a yearly rate and is pro-rated according to when the student is registered. All payment plans are based upon the yearly rate. Fees and tuition will not be refunded for any reason. When a child is withdrawn, a balance will be required as there are 9 months of school and 10 monthly payments. Therefore, tuition will be pro-rated and a balance will be due upon withdrawal. School records and transcripts will not be released until all balances are paid.

PAYMENT POLICY

Tuition is payable through the FACTS management system online. Parents, after admission into FBA, will receive an invite to our FACTS management system online where they will set up their account. Tuition may be paid in one or two payments or in ten monthly payments, due with the first payment on the 5th or 20th day of August. The remaining nine payments are due on the 5th or 20th day of each month from September to May according to the date that the parent's decide. Payments may be paid anytime online through FACTS. If there is ever a problem making a payment, please contact the Financial Administrator, Lydia Platt. Tuition or fees must not be put into any church offering. Fees should be paid by July 20th of the upcoming school year. The registration fee will be required at the time of enrollment. If enrollment takes place during the school year, all fees and the first month's tuition payment will be due upon enrollment. Also, if a student enrolls once school has already begun, the payment plan will be based upon the yearly rate not the 10 month plan and will be pro-rated accordingly.

If monthly payments are not received on payment date, a \$30 late fee will be assessed by FACTS. A tuition statement will be sent home notifying the parent of a past due account. No delinquent account will be carried past the second month of delinquency. Students will not be admitted to class until the balance is paid.

Fees and monthly tuition are non-refundable in the case of early withdrawal. Tuition will not be refunded under any circumstances.

BEFORE/AFTER CARE

Before care is provided each morning beginning at 7:00 a.m. Any student arriving before 7:00 a.m. will have no adult supervision and the school takes no responsibility for any problems accrued. If students arrive between 7:00 a.m. and 8:35 a.m., students should go to the cafeteria for before care. After 8:35 a.m. students can go straight to their classroom. Each day parents will have until 3:45 p.m. to pick up children. After 3:45 p.m. each child will enter after care and will be charged accordingly. The after care program begins promptly at 3:45 p.m. and will be concluded at 6:00 p.m. No supervision will be guaranteed after 6:00 pm under any circumstances. There is a weekly charge of \$50 or \$10 a day per charge regardless of the hours or days needed and will be billed through FACTS. This would include younger siblings of students that are involved in the FBA athletics and athletes who are not picked up immediately after practice. Students will not be released to anyone that is not on their Pick Up list that is on file in the school office. Please contact in advance our aftercare director if you will not be able to arrive by 6:00 p.m. Additional charges may be applied if students are not picked up by 6:00 p.m.

LUNCH PROGRAM

Each class has a designated time for lunch. Students bring a lunch each day. If a child comes to school without a lunch, the parent will be called and will be responsible for making arrangements for their child's lunch on that day. The church kitchen and refrigerator are off limits to students. They must keep their lunches in their own personal lunch bags with proper insulation, and take the lunch bags home every day. Snacks may be sent for consumption during break time. Parents are welcome to visit for lunch occasionally or for birthdays when the teacher is informed ahead of time. All parents must observe the dress code while visiting. All heat ups are limited to a 3 minute or less heat up time.

Pizza lunch cards can be purchased for \$20 each. These cards will be used to pay for the school lunches on Friday. Homeroom/First period teachers will keep track of the pizza cards. If parents need to know their lunch card balance, they can email their child's homeroom/first period teacher. If a family does not wish to use the lunch cards, they can still pay cash or check for lunches, but exact amounts must be used.

AUTOMOBILES

Each automobile must be registered by the student and the parent in the school office. Proof of insurance must be submitted to the school secretary and must remain current in the school's filing system. No student may transport any other student at any time unless both sets of parents have submitted written permission for each occasion. No other student has permission to operate another student's vehicle unless stated on the car registration form. Students may not enter their vehicle during school hours without permission and must leave the school property by 3:45 p.m.

It is a privilege for a student to operate an automobile on the school campus of First Baptist Academy. This privilege can be revoked at the discretion of the principal in matters of reckless driving, disobedience of unapproved riders, and the lack of the responsible operation of a vehicle.

All student's cars must be parked on the south side of the church parking lot by the over-hang door. Students may not drive back and forth between the Youth Center and church building between classes.

INSPECTIONS/PERSONAL PROPERTY

If administration suspects that any unapproved material exists on the school property, a search will take place. A search may be conducted at any time because registration into the school constitutes parental and student's consent to all such searches without prior notification. Contraband materials will be held and their return will be based upon the decision of the principal. The school takes no responsibility for the student's personal property.

If a parent needs to communicate with their child during the school day, they must contact the academy office (954-404-7706). Cell phones and all electronic devices must be powered down and kept in book bags only. They cannot be used before, during or after school unless permission is granted by their teacher. If a student uses an electronic device without permission during school, the device will be confiscated and returned to the parent after school.

VISITORS/LEAVING SCHOOL

We encourage positive parental involvement in each classroom. Any parent may observe in a class when permission from the office and the teacher is granted and scheduled. No person, family, or friend may enter a classroom without first making arrangements with their child's teacher. If your child needs to leave school early for any reason, arrangements must be made with your child's teacher.

No student may leave with another student unless both sets of parents give written permission to school officials. Students will only be released to those people who are on the student pick up form. Parents must give written permission for someone who is not on the list. Photo identification will be required from that person before student is released.

Visitors will be accompanied by a staff member and will be given an administrative tour. No visitor is permitted to attend a class or tour the grounds until the school office is notified and permission is secured. Any person violating these policies or posing a threat to the well-being of any person related to the First Baptist Academy will be escorted off the campus by any necessary measures. Visitors will be asked to present photo identification and state the purpose and length of their intended stay.

PARENT-TEACHER MEETINGS

Parents are not permitted to go straight to a classroom to talk to a teacher. Please sign in at the office first. Appointments with your child's teacher are to be scheduled ahead of time via email or the EngradePro messaging system. Please do not text or call FBA staff members on their personal cell

phones, especially after school hours. Always contact the office first or send an email or Engrade message if you have a question or concern. Parents should refrain from impromptu meetings as teachers are often busy with classroom responsibilities before and after the school day. Mind the teacher's time in their classrooms before and after school.

FIELD TRIPS

Each class will take periodic field trips throughout the year. Permission slips will be sent home for certain field trips when parental permission is required. Parents may accompany the class but are required to observe the school dress code. At times, special field trips will be scheduled for those eligible students meeting the academic requirements.

COMMUNICABLE ILLNESS

Students who are ill are asked to remain at home until their illness is no longer contagious. Students who are obviously ill will not be admitted to class. Students who have had a fever are asked to wait 24 hours before returning to class. Parents are asked to notify the school registrar or their child's teacher each morning the child is sick. Upon return to class, parents need to send a note or doctor's excuse explaining the child's absence(s).

In the interest of both well and sick children, it is the policy of FBA to not accept students with known communicable diseases. If a child becomes aware of being infected with such a disease, he will be asked to be withdrawn in the best interest of protecting all students and personnel involved in FBA.

If medication is required during the school, your child's teacher must be informed and proper paper work must be filled out. The medication also needs to be given to the teacher for safe keeping.

CONCLUSION

First Baptist Academy may interpret the preceding information contained in this handbook in any way it deems necessary for preservation and consistency as well as for the protection of its staff and students. The administration also reserves the right to verbally add to the current policies or interpret measures which need to be taken when situations are presented that are or are not covered in this document.

SPECIAL THANKS

A special thank you is extended to parents and students for enabling this school to have a part in their education.

May God continue to bless and be pleased with First Baptist Academy and all who are associated with FBA. If there is any other way that FBA can be a help, please do not hesitate to call the school office.

STUDENT'S CONDUCT AGREEMENT

(for students in 7th – 12th grade)

Read carefully, discuss as a family, and then sign off on the agreement at the end of this paper.

I agree that God has put me here in First Baptist Academy...

I agree that God has given me a great opportunity to be able to attend FBA. I want to come to this school, not just to learn academically, but to grow spiritually in my Christian walk. This is the most important reason for attending FBA! I understand that the rules and guidelines FBA has laid out for me are not to hurt or hinder me, but to protect, nurture, and guide me in my daily Christian walk.

I want to be a student in First Baptist Academy because...

(Please write 2-3 sentences about why you want to be in FBA) _____

I agree to make safety a priority...

I agree to always keep safety a priority, taking care of myself and those around me. I will ask questions and/or speak up when I feel unsafe or uncomfortable with a situation or activity.

I agree to respect people...

I agree to treat others as I wish to be treated. I will not engage in any form of physical, emotional, or verbal abuse, bullying, or discrimination of any kind. I will avoid foul language and dishonesty. I will avoid involvement in "cliques" or other exclusive groups.

I agree to respect places and property...

I agree to respect the church and school property and the places that I may travel to with the school. As instructed by staff, I will wear clothing in keeping with what is deemed appropriate by the school. I understand that staff may ask me to change if I ignore instructions. I also agree to not steal, damage, or alter any property that is not my own, and will help keep the area clean by throwing away trash.

I agree to use cell phones and electronics only during approved times...

I agree to use cell phones, tablets, laptops, and other electronics only during times designated by staff. I understand phone calls, checking social networks, etc. during school times can be disruptive and is therefore not allowed.

I agree to the ZERO tolerance policy for tobacco, alcohol, and illegal drugs...

I agree to not consume, possess, purchase, conspire to purchase, or even associate with those using tobacco products, e-cigarettes, alcohol products, illegal drugs, and/or prescription medications not used as directed. I understand the zero tolerance policy extends to extended breaks and summers when I am returning to school in the fall.

I agree to not obtain tattoos or body piercings...

I agree to not obtain tattoos or piercings (except for ear lobes as a girl).

I agree to participate fully...

I agree to participate fully in my school's activities. I understand the success of my experience is largely determined by me and my peers, by our individual and collective attitudes and motivation. I will try to maintain a positive attitude even when I'm upset. I will work cooperatively and interact maturely with others, and will "pull my own weight" with the responsibilities.

I agree to stay with my group when on trips...

I agree to stay with my group at all times on trips, except when staff has expressly allowed small group exploration. I also agree to stay in my room or sleeping area after instructed to go to bed. I understand violating this policy can put my safety at risk and risk me getting sent home early.

I agree to not engage in sexual relations...

I agree to not engage in any form of sexual relations or sexual behavior while enrolled at FBA. I understand that this is something reserved only for marriage. I will respect the rules given at any hotel, including no boys in girl's sleeping areas and vice versa.

I agree to obey instructions...

I agree to listen and obey the instructions given by staff. I know, above all, they are looking after my safety and wellbeing, as well as the group. Throughout my program, I affirm that I will conduct myself within the boundaries of this contract. I understand that breaking any of the agreements can incur severe consequences, including immediate dismissal without refund.

I have read and understand this Conduct Agreement and by signing my name to this, I agree to abide by the guidelines given to me in this agreement.

Sign your name: _____ **Date:** _____

Print your name: _____

ACKNOWLEDGEMENT AND RELEASE FORMS

Statement of Faith Acknowledgement:

I have read and do understand the Statement of Faith of First Baptist Academy, and subscribe to it without reservation, and agree that my child will abide by these doctrines in all aspects of his life, both at and away from school functions.

Parent Signature _____ Date : _____

Parent’s Discipline and Standard of Conduct Acknowledgement:

I have read and do understand the entire handbook and acknowledge the Standards of Conduct with respect to the discipline procedures of First Baptist Academy and do agree that my child will abide by them. I agree to fully support the school in its enforcement of discipline and of the Standards of Conduct. As First Baptist Academy is a ministry organization, I agree not to make demands or threats, make any accusation, formal complaint or litigate any matter whatsoever in relation to or resulting from the enforcement of the Standard of Conduct. To do otherwise would be a clear violation of biblical teaching and practice.

Parent Signature _____ Date : _____

Transportation Acknowledgement:

I hereby give First Baptist Academy permission to transport my child as necessary. I agree not to hold the school liable for any injury, regardless of the extent, received during that transportation.

Parent Signature _____ Date : _____

(For students and parents of students in grades 5 through 12)

Athletic Liability Release: (For parents of students in grades 5 through 12)

As a parent, I am giving permission for my child to participate in the athletic program of FBA. I agree not to hold the academy liable for any injury received by my child while participating in the academy's sports program.

Parent Signature _____ **Date :** _____

Student Acknowledgement: (For students in grades 7 through 12)

I have read and do understand the entire handbook and agree to abide by the principles and rules found therein. I do understand that my violation of these rules will result in the immediate and appropriate action deemed necessary by the administration.

Student(s) Signature _____ **Date :** _____