



# Parent/Student Handbook

## 2024-2025

A Ministry of First Baptist Church O'Fallon  
[www.fbaofallon.org](http://www.fbaofallon.org)

**Vision:**  
**Partnering with Parents to Equip**  
**Godly Generations**  
**with Hearts that Seek God and**  
**Minds that Pursue Truth**

\* This handbook does not contractually bind FBA and is subject to change without notice by decision of the Governing Board.

(Revised and Reviewed November 2023)



**VOLUME FOUR**  
**PARENT/STUDENT HANDBOOK**  
**4.000 SERIES**  
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## 4.001 LETTER FROM THE PASTOR

### **Doug Munton, Ph.D.**

*Senior Pastor*



*Dear Parents and Students,*

*We are so grateful for your interest in First Baptist Academy. Established in 2002 with kindergarten classes, FBA continues to expand and grow. We know many boys and girls will benefit from this exciting ministry of First Baptist Church O'Fallon.*

*Learning is a wonderful gift God gives us. We believe the integration of faith and academics is especially beneficial for the development of children. The investment you are making in children through FBA is of tremendous worth.*

*At FBA you will find teachers who love your children and teach with enthusiasm and excellence. You will discover a warm, safe, nurturing environment that maximizes the potential of every child. You will find other students, who want to learn, grow, and develop new friends. FBA is a place where Christian values are integrated with academic excellence.*

*I look forward to working with you as we invest in the lives of tomorrow's leaders. Thanks for your support of First Baptist Academy and may God give you a great year of learning and adventure!*

*For His glory,*

*Pastor Doug Munton*

### **First Baptist Church**

1111 East Highway 50 • O'Fallon, Illinois 62269

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## 4.002 LETTER FROM THE ADMINISTRATOR



*Dear Parents,*

*Thank you for your interest in First Baptist Academy (FBA). We are so grateful for God's provisions and blessings over our school and we are excited about what we believe the future holds. First Baptist Academy is a ministry of the First Baptist Church of O'Fallon and as such is governed by the church through the Senior Pastor, FBA Governing Board, FBA School Review Board, and the School Administration. The Statement of Faith found in the Parent Handbook outlines the Biblical and Spiritual beliefs on which the church and school are founded. First Baptist Academy (FBA) does not discriminate against students of any race, color, national and ethnic origin, or social status for admission or in the administration of its educational policies, admission policies, or other school-administered programs.*

*First Baptist Academy provides a Biblically based, student-focused, academically challenging, and culturally relevant educational environment. Designed to develop the entire child to his/her God-ordained potential, First Baptist Academy implements the school's educational philosophy through emphasizing academic and Biblical excellence and by holding students accountable for the highest standards of conduct and behavior.*

*FBA's Philosophy of Education and Mission Statement are found in the Parent Handbook and clarify these positions.*

*We are excited to have the opportunity to partner with you in the spiritual and academic development of these children. Excited to see what God will do in this upcoming year!*

*Blessings,*

*Jackye Biehl  
Administrator*

**First Baptist Academy**  
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## 4.003 ORGANIZATIONAL STRUCTURE

### Organizational Structure of First Baptist Academy

#### Governing Board

Dr. Doug Munton, Senior Pastor	Skip Leininger, Associate Pastor
Tom Dawson, Senior Adult Ministries Pastor	Mark Jones, Worship Pastor
Aaron Walling, Pastor to 30's & 40's/Personnel	Josh Renck, Adult Ministries Pastor
Mariano Sarabia, Student Pastor	Jon McDonald, Young Adult Pastor

#### School Review Board

Mike Arnolds – Committee Member (2026)    Mary Jane Hilden – Committee Member (2024)  
Aaron Broyles – Committee Member (2025)

Jackye Biehl, FBA Administrator  
Stacy Gibson, Assistant Administrator//SLU 1818 Dual Credit Coordinator  
FBA Teaching Staff – Staff information is located on the website  
Melinda Dobbs, Administrative Assistant  
Angie Broyles, Administrative Assistant  
Caroline Dobbs, Administrative Assistant  
Sheri Sasiela, Receptionist

#### Support Staff

Jeanne Langenhorst, Financial Secretary	Wayne Morgan, Custodial Supervisor
Sherry Bleisch, Lunchroom Supervisor	Jim Zagorski, Lunchroom

#### School Review Board

The principal function of this committee is to review and oversee the recommended changes to the policies and procedures of the school along with serving as a grievance committee when issues cannot be resolved at the administrator level. Board members are appointed by the Governing Board/Church Leadership Team with Administrator recommendations. School Review Board members do not have administrative authority. School Board Review Committee will rotate after a three-year term. Administrator/Assistant Administrators serve as non-voting members of the committee.

#### Administration

First Baptist Academy is a ministry of First Baptist Church O'Fallon (FBCO) and operates under its bylaws and under applicable Illinois state school policies for non-public schools. The Governing Board is responsible for the final approval of all policies and procedures as well as hiring and other personnel issues. The School Review Board is responsible for the development, review, and recommendation of all policies and procedures to the governing board and serves as the second step in all grievance issues. The immediate supervision and daily practices of the school rest with the Administrator who is a member of FBCO. The administrator reports directly to the Senior Pastor/Governing Board.

## 4.004 PHILOSOPHY/MISSION

### *Philosophy of Education*

First Baptist Academy provides a Biblically based, student-focused, academically challenging, and culturally relevant educational environment. Designed to develop the entire child to his/her God-ordained potential, First Baptist Academy teaches to the four developmental domains: providing spiritual truth, intellectual stimulation, social activities consistent with Christian values, and physical exercise in a loving and disciplined environment. First Baptist Academy's staff commits to educating

the whole child with excellence, by focusing on individual needs while laying a strong moral and spiritual foundation.

Believing that God's Word is the basis for all truth, we strive to integrate Biblical principles with academic knowledge. First Baptist Academy's staff recognizes parents as the primary educators of their children and encourages close partnerships between parents and school personnel in every phase of the student's development. Parents and teachers work in concert to guide the child in developing his/her abilities.

## Purpose/Mission

The purpose/mission of First Baptist Academy is to provide a Christ-centered environment where our students receive a quality education integrated in Biblical truths that will equip them to lead an effective Christian life and lead our nation in the future. First Baptist Academy, a ministry of First Baptist Church (FBCO), adheres to the biblical principles published in FBCO's Statement of Belief. First Baptist Academy will implement the educational philosophy in the following ways:

❖ **Academic excellence:** Aid students in preparing for productive lives through the cornerstone of a strong core academic program consisting of critical thinking skills, logical reasoning, and an emphasis on effort and work habits. All of the above are incorporated in a comprehensive and challenging curriculum.

❖ **Biblical excellence:** Assist students with integrating biblical principles into every area of academics and life; helping them develop a biblical centered moral compass which will be revealed in Christ-like character attributes such as: self-sacrifice, honesty, self-discipline, generosity, and a loving nature.

❖ **Developmental excellence:** Help students become spiritually, socially, culturally, emotionally, and physically mature by creating an atmosphere where each child is accepted and loved just as he/she is. First Baptist Academy staff will value each individual child in such a way that promotes active participation and sharing in the learning environment and aids the child in developing Godly self-esteem, self-control, and respect for themselves and others.

### 4.004A SCHOOL-WIDE EXPECTED STUDENT OUTCOMES (ESOs)

- A. Students will develop **biblical excellence**, nurturing a biblically centered moral compass, by:
- 1.) clearly identifying how to have a relationship with Jesus Christ as Savior;
  - 2.) displaying a biblical
    - a.) worldview and
    - b.) literacy, acknowledging that from the Christian perspective the Bible is the inspired, infallible Word of God;
  - 3.) manifesting Christ-like character through
    - a.) sacrifice,
    - b.) honesty,

- c.) self-discipline,
  - d.) generosity, and
  - e.) a loving nature.
- B. Students will develop **academic excellence** by:
- 1.) progressing in their unique, God-given abilities and talents;
  - 2.) excelling in all academic standards and disciplines in
    - a.) critical thinking,
    - b.) logical reasoning,
    - c.) innovation and creativity, and
    - d.) **technological literacy**;
  - 3.) fostering life-long learning and mature work habits rooted in
    - a.) personal responsibility,
    - b.) thoughtful planning/effort, and in
    - c.) generating research and essential questions.
- C. Students will demonstrate continued **developmental excellence** in the learning environment by:
- 1.) *Spiritually* – moving from head knowledge to **heart engagement** as revealed by
    - a.) comprehending, conveying, and acting on Truth to glorify God, and
    - b.) edifying and displaying care and respect for family, educators, and peers;
  - 2.) *Socially* – cultivating **leadership** and **good citizenship** by
    - a.) actively participating and sharing thoughts and ideas,
    - b.) effectively cooperating and collaborating with peers, and by
    - c.) submitting to appropriate authority;
  - 3.) *Culturally* – displaying **compassion** and **mission** by
    - a.) growing an appreciation for the cultures and diversity within God’s creation, and by
    - b.) actively stewarding resources to improve the lives of others in their school and community;
  - 4.) *Emotionally* – developing **Godly self-esteem** by
    - a.) recognizing and experiencing godly acceptance and love, and by
    - b.) showing self-respect;
  - 5.) *Physically* – exhibiting continued **maturity** and **growth** over time with
    - a.) self-control, and
    - b.) good sportsmanship.

#### 4.005 STATEMENT OF FAITH

### First Baptist Church O’Fallow/First Baptist Academy

*For further explanation, please refer to the Baptist Faith and Message, 2000*

**Parents and students are expected to honor and not contradict the statements of faith which guide the mission of First Baptist Church and First Baptist Academy. They are:**

- **About God: God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. Genesis 1:1, 26-27; 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14.**
- **About Jesus Christ: Jesus is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of**

all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings and Lord of Lords. Matthew 1:22-23; Isaiah 9:6; John 1:1-5; Hebrews 4:14-15; I Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; I Timothy 6:14-15; Titus 2:13.

- **About the Holy Spirit:** The Holy Spirit is co-equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under His control daily. II Corinthians 3:17; John 14:16-17, 26; 15:26-27; 16:7-11, 13-14; Acts 1:8; I Corinthians 2:12; 3:16; Ephesians 1:13; Galatians 5:25.
- **About the Bible:** The Bible is God's Word to us. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error. II Timothy 3:16, 1:13; II Peter 1:20-21; Psalm 119:105, 160; 12:6; Proverbs 30:5.
- **About Human Beings:** People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called sin. This attitude separates people from God and causes many problems in life. Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2.
- **About Salvation:** Salvation is a gift from God to us. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:16, 18.
- **About Eternal Security:** Because God gives us eternal life through Jesus Christ, the believer is secure in that salvation for eternity. The grace and power of God maintain salvation, not the self-effort of the Christian. It is the grace and power of God that gives us this security. John 10:29; 6:38-40; 44; II Timothy 1:12; Hebrews 7:25; 10:10, 14; I Peter 1:3-5; Philippians 1:6.
- **About Eternity:** People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. John 3:16; I John 2:25; 5:11-13; Romans 6:23; Revelation 20:15; Matthew 10:28, 25:44, 46.
- **About Marriage, Sexuality, and Sexual Identity:** We believe that biblical marriage as sanctioned by God joins one man and one woman in a single, exclusive union, as stated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to

**be limited to a man and a woman who are married to each other (I Cor. 6:18; 7:2-5; Heb. 13:4). Other forms of sexual activity (immorality including but not limited to: adultery, fornication, homosexual behavior, transgender or bisexual conduct, bestiality, incest, and use of pornography) are considered sinful as stated in Scripture and offensive to God (Matt. 15:18-20). We believe that in order to preserve the integrity of the church as the local Body of Christ, and all the ministries of the church, and to provide a biblical role model to the church members and community, it is imperative that all persons employed by the church/school in any capacity, or who serve as volunteers, or students attending FBA, abide by and agree to this statement of faith on marriage, gender, and sexuality and conduct themselves accordingly (Matt. 5:16, Phil. 2:14-16, I Thess. 5:22). While holding firm to Scripture's definition of marriage, gender, and sexuality, we believe that every person is deserving of compassion, love, kindness, respect, and dignity. (Mark 12:28-31, Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individuals will not be tolerated and are not in accord with Scripture nor the doctrines of the church.**

➤ **Final Authority for Matters of Belief and Conduct**

**The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of First Baptist Church O'Fallon and its ministries faith, doctrine, practice policy, and discipline, our Pastor and Church Leadership Team is the final interpretive authority on the Bible's meaning and application.**

**By signing the Parent's Pledge of Acceptance found in the application, I agree to uphold and accept this contract as presented without mental reservation. (Revised and updated 11-17-15)**

#### **4.006 BIBLICAL-MORALITY POLICY**

First Baptist Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student or staff member are in opposition to the Statement of Faith and biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, transgender, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

*Revised and updated February 2014*

## **ADMISSIONS**

First Baptist Academy does not discriminate against students of any race, color, Nationality, ethnic origin, or social status for admission or in the administration of its educational policies, or other school-administrated programs. FBA is a ministry of First Baptist Church which is founded on the principles of Christian faith. Parents will be expected to support the statement of faith and the Biblical-Morality

statement detailed in the Parent Handbook and by signing the Parent Pledge of Acceptance without mental reservation. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student or staff member if the atmosphere or conduct within a particular home or the activities of the student/staff are counter to or are in opposition to the Statement of Faith. Substantial disagreement with school policies or philosophy is sufficient for dismissal of a student.

## **4.101 ADMISSIONS**

### **A. General Procedure**

To establish uniform guidelines for admission to First Baptist Academy, the following procedures will be followed:

1. The administration is given authority to admit qualified students.
2. Special approval by the administrator will be required for any exceptions to the stated policies and/or procedures.

### **B. Admission Policies**

1. Students entering kindergarten **must** be five years old on/or before September 1, and first graders **must** be six years old on/or before September 1. Kindergarteners are administered the Phelps Kindergarten Readiness Test to help determine their readiness for kindergarten. The child's chronological age is not nearly as important as his/her physical, emotional, and social maturity. We believe strongly in the "gift of time" when needed for proper academic/social development of students.
2. Any student entering First Baptist Academy for the first time may be given a math and reading assessment as an evaluation for placement. Proper placement for the student's skill level of achievement will be discussed.
3. All students transferring to First Baptist Academy, from out of state or homeschool, and/or entering Kindergarten must provide a copy of his/her birth certificate, completed physical/immunization, dental, and vision examinations prior to the beginning of school. All students in 2nd/6th grade must have a new dental examination. 6th/9th grade students must have a new physical/immunization examination completed and on file prior to the beginning of school. These forms are available online or in the FBA Office.
4. Transferring students must provide a "Student in Good Standing" form from their previous school, a copy of the previous grade report and school records, and their most recent standardized test scores with the application.
5. Students who have been suspended or expelled from other schools prior to enrolling will not be considered for admission to FBA for one year following the suspension/expulsion and then only with approval from the governing board.
6. Applicants and parents must agree to support the Statement of Faith/Biblical Morality Statement, all policies, and parent expectations of FBA which are defined in the student/parent handbook, as well as assume financial responsibility for the child by signing the Parent Pledge of Acceptance form within the application. Parents must read and agree to the Statement of Faith/Biblical Morality Statement and cooperate with the school in pursuing our Mission of developing their child so that he/she might become an effective Christian, living according to Biblical standards.
7. Applicants and their parents must complete an interview with the administrator prior to enrollment.
8. First Baptist Academy is not equipped to provide specialized programs for students with physical, behavioral, or learning disabilities. Such limitations require special attention, resources, and facilities for the students' maximum development. If the staff, through testing and/or observation notes that the child requires special services, we ask your

cooperation in placing your child in an educational environment that more adequately meets his/her needs. The teacher, administrator, and/or testing agent will be involved in the decision-making process. After enrollment should students need special services, FBA reserves the right to suspend services/enrollment immediately. Refundable tuition will be reimbursed on a prorated basis.

9. Tuition/fees payments must be met to maintain placement (see tuition schedule/cost sheet). Tuition accounts that become delinquent may result in student termination.
10. Exceptions to this policy must be taken into advisement with the administration.

### **C. Class Wait List**

Once classes have met their enrollment capacity, a waiting list will be formed. Parents wishing to place their child on a wait list must complete the application for admission and submit the non-refundable application fee to the office. As openings become available, parents/students will be notified of the vacancy according to the date all admission criteria were met. Families will have 24 hours from the time of notification to complete the admission process and pay student fees.

### **4.102 SAMPLE PARENTS PLEDGE OF ACCEPTANCE**

No students will be accepted into the school unless their parents sign, without mental reservation, the Parent's Pledge of Acceptance written below:

***\*This form is located in the student application on page 2 and must be signed by both parents\****

### **Parent's Pledge of Acceptance**

After carefully reading the Parent/Student Handbook, the Statement of Faith, the Vision, Mission, and Philosophy statements, parent and student expectations, tuition, book, and fees responsibilities, I/we sign our intent to support and fulfill all obligations outlined in the First Baptist Academy Handbook without mental reservation.

- I/we have read, understand, and agree to follow First Baptist Academy's Philosophy of Education and Purpose/Mission.
- I/we have read, understand, and agree to follow First Baptist Academy's Statement of Faith and Biblical-Morality Policy.
- I/we understand that First Baptist Academy is a ministry of First Baptist Church, is administered by the School Administrator who reports to the Senior Pastor, and that FBA is governed through the First Baptist Church leadership team.
- I/we accept and agree to the parent responsibilities and understand my responsibility for parent-teacher communications.
- I/we understand and support the student responsibilities.
- I/we support discipline procedures as outlined and understand this procedure will be used with my child.
- I/we understand suspension or expulsion can be a consequence of continued misbehavior.
- I/we accept financial responsibility for my child, all fees and other expenses incurred, and agree to make payments on time. I understand that a delinquent account may result in my student being dismissed from the school. All school accounts must be paid in full before school records or grades are released.

- I/we agree to notify First Baptist Academy of any changes of address, phone numbers, emergency contacts, or health issues as soon as they occur.
- I/we agree that, if for any reason, our child does not respond favorably to the school, we will not try to change the school to fit his/her needs but will withdraw quietly and without delay.

My signature signifies that I have carefully read the First Baptist Academy’s Parent/Student Handbook and agree to abide by all policies and guidelines set forth by the school without mental reservation.

Parent’s Signature	Date
Student’s Signature: 6 <sup>th</sup> -12 <sup>th</sup> Grades	Date

#### 4.103 TUITION/FEE AGREEMENT

We agree to pay the tuition according to arrangements outlined in the contract. We also understand that any monthly payment not made by the 15th of the month will result in a \$25.00 late fee. If financial problems arise, we understand that it is our responsibility to make special arrangements with the school. Failure to do so will require further consequences and could result in dismissal from the school. Applications for Tuition Assistance are based on need and available in the FBA Office. Slight annual increases in tuition rates and fees can be expected.

#### 4.104 ENROLLMENT

Enrollment is opened first to returning students. After the re-enrollment period for current families has ended, waitlist students will be placed, then enrollment will be opened to CC/FBCO families, and then open enrollment/registration for new and prospective families will begin in February immediately following the re-enrollment period. Eligibility to re-enroll will be determined by the following criteria:

- A student may be re-enrolled for the following year only if all tuition and fees from the prior year have been paid.
- A student’s name will not be placed on the class list until required fees for the present year are paid and admission criteria are met.
- Students are evaluated at the end of each year for eligibility to re-enroll. Academic progress and discipline issues are major criteria in the evaluation process.
- FBA reserves the right to expel any family who fails to make timely tuition payments or whose family/child’s lifestyle and attitude is contrary to the standards of the school (see student expectations, Biblical Morality Statement, and Statement of Faith outlined in handbook).

#### 4.105 WITHDRAWAL OR DISMISSAL

Withdrawals from First Baptist Academy are completed through the school office by notifying the school administrator at least one month prior to withdrawal. Student tuition refunds will be based on the number of days a student was enrolled along with the thirty-day required notice. Textbook and registration fees are nonrefundable. All school



accounts must be paid in full before school records or grades will be released. To transfer grades and records to another school, a formal request must be received from the transferring school. If all financial accounts are settled, records will be sent. No withdrawal is complete until all steps outlined above have been followed. First Baptist Academy may terminate the provision of educational services with the violation of any of the provisions described in this handbook by students or their parents/guardians. Should termination occur, a prorated reimbursement of tuition will be returned to the parent.

## HEALTH

### 4.201 MEDICAL RELEASE FORM

***\*This form is located in the admission application and must be completed by parent\****

#### Medical Release Form

I, \_\_\_\_\_ do hereby give permission for my child to attend and participate in activities sponsored by First Baptist Academy. I understand that I will always be given advance notice with specific details of any field trip or activity scheduled and a permission slip for completion.

My child may ride in any necessary and convenient transportation provided by First Baptist Academy in connection with the activities.

In case of an emergency when the parent is unable to be reached, I authorize an adult representative of First Baptist Academy to consent to any and all medical and hospital care treatment as deemed necessary for the health and well-being of my child by a duly licensed physician until the time I am able to be reached/arrive. I understand that I shall be fully responsible for, and agree to pay for, all costs and expenses incurred in connection with such medical services rendered to my child pursuant to this authorization.

I give my permission for \_\_\_\_\_ to participate in a  
Child's name

Vision/hearing screening (depending on grade). You will be notified before screening takes place. I understand there is no charge for the screening and I will be contacted directly if screener detects a possible developmental delay.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

I agree to assume the risk of, and release First Baptist Academy, its staff, and representatives from any and all injury and liability arising out of or relating to the activities conducted or sponsored by First Baptist Academy. I state that the information on this form is correct.

#### **MUST BE SIGNED IN THE PRESENCE OF A NOTARY**

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

The foregoing instrument was acknowledged before me this date \_\_\_\_\_ 20\_\_\_\_  
by \_\_\_\_\_ (name of person named above), whom I personally know  
or who has produced \_\_\_\_\_ (type of identification) as  
identification.

\_\_\_\_\_  
Notary Signature Date Notary Seal

#### 4.202 IMMUNIZATION POLICY

All students transferring to First Baptist Academy, from out of state or homeschool and/or entering Kindergarten must provide a copy of his/her birth certificate, completed physical, dental, and vision examinations, and certification of immunization prior to beginning of school. All students in 2nd grade must have a new dental examination and 6th/9th grade students must have new physical/dental/vision examinations completed and on file prior to the beginning of school. Students not meeting this deadline may be dropped from class roll or students may be unable to attend school until the forms are on file. These forms are available online, in the atrium, or in the FBA Office.

In accordance with Illinois State law, students who do not have immunizations are required to file a Certificate of Objection to Immunizations to be exempt from the requirement as outlined in the paragraph below:

A medical or religious exemption requires the signature of a physician and a statement signed by the parents or legal guardians and notarized. A statement of immunization history must be filed with the school for children with exemptions - even if said history is completely negative.

Documentation of immunization may take place in one of the following ways:

1. by a medical form signed by a physician (this form can be secured from the office)
- OR**
2. by records forwarded from another school within the district/county

#### **Required Immunizations for Kindergarten through Grade 12:**

- **DTP/Tdap**– 3 or more doses, the last on or after the 4<sup>th</sup> birthday.
- **OPV** – 3 or more doses, the last being on or after the 4<sup>th</sup> birthday.
- **MMR** – 2 doses
- **HEPATITIS B** – 3 doses
- **VARICELLA** (Chicken Pox) – 1 dose on or after the first birthday or proof of prior varicella disease or laboratory evidence of varicella immunity from health care provider.
- **MENINGOCOCCAL CONJUGATE** – 1 dose on or after 10<sup>th</sup> birthday with 2<sup>nd</sup> dose after the 16<sup>th</sup> birthday.
- **PNEUMOCOCCAL** – Series of Immunizations or at least 1 dose after 24 months of age.

#### 4.203 COMMUNICABLE CHILDHOOD DISEASES

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school:

##### **CHICKENPOX**

Incubation period - 2 -3 weeks commonly 13 - 17 days. Isolation - for not less than six (6) days after the appearance of eruption or until vesicles become dry. Exclusion from school - until end of isolation.

##### **MEASLES**

Incubation period: 10 - 14 days. Isolation - until seven days after the lesions heal.

##### **RUBELLA**

Appearance of rash. Exclusion from school - until end of isolation.

##### **GERMAN MEASLES**

Incubation period: 14 - 21 days. Isolation - not required. Exclusion from school not required.

##### **MUMPS**

Incubation period: 12 - 26 days. Isolation - until nine (9) days after the onset of swelling. Exclusion from school - until end of isolation.

##### **SMALLPOX**

Incubation period: 1 - 16 days, commonly 9 - 12 days. Isolation - until all lesions have healed and scabs have fallen off. Exclusion from school - until end of isolation (when all visible scabs have fallen off).

##### **STREP THROAT AND SCARLET FEVER**

Incubation period: 1 - 3 days. Isolation is required, but may be terminated after 24 hours of treatment with antibiotics.

#### 4.204 SCHOOL HEALTH SERVICES

The physical health and welfare of each student is a high priority at First Baptist Academy. We realize that our effectiveness in teaching spiritual, academic or emotional truth is largely dependent on the physical well-being of the child. Please take the initiative to keep your child at home when he/she is ill, for your child's sake and for the sake of other children. (Never send your child to school with a fever or a contagious condition.) If students become ill during the school day, the office will be informed, and parents will be notified to pick up their child.

**Parents are required to pick up their student within 30 minutes of being notified.** In order to be able to return, students should be free of fever or any other signs of illness for 24 hours.

In case of serious accident, students will be the first priority of care, and parents will be notified immediately after student is stabilized. If necessary, 911 will be called and student will be taken to the hospital. If parents cannot be reached, the emergency contacts will be notified for assistance. If unavailable, the doctor/hospital listed on the registration form will be contacted for treatment. Permission for treatment is included in the application form.

##### **Please do not send your child to school if:**

1. The child has a fever above 100.4 and until the child has been fever free for 24 hours without the use of Tylenol or other medicine used to reduce fever.
2. The child has vomited twice or more in the last 24 hours.

3. The child has diarrhea.
4. The child has pink eye and/or white or yellow discharge from the eye.
5. The child has head lice; students must be treated and nit free before returning to school and a note from Dr. must be presented at the time stating they are nit free.
6. The child has strep throat or scarlet fever; or student has been diagnosed by a doctor and has been on an antibiotic for less than 24 hours prior to return to school.
7. The child has chicken pox; all lesions must be dried and crusted before returning to school.
8. The child has impetigo, a highly contagious skin infection marked by a weepy, scaly, or crusted rash. Twenty-four hours of treatment must be completed prior to returning to school. Any unexplained rash must be cleared with a written statement from the Dr.
9. The child has ringworm or any other unexplained skin rash.
10. Chronic coughing, child is uncomfortable and needs to drink constantly.

**Students should not be sent to school with a communicable disease.**

A student may return to school when a physician states the student is no longer contagious.

#### **4.205 MEDICATION**

We do not have a school nurse on the premises. School personnel are not permitted to administer any internal medication, including aspirin or Tylenol without a signed and notarized medical waiver by parent and/or Doctor if it is prescription medication. Since we have no staff nurse, forms must be on file in office and parents assume all responsibility and liability.

Public Act 94-0792 allows students to self-administer both their asthma and allergy medication (allergy medication taken with an epinephrine auto-injector) at school. For students to be able to self-administer, written authorization from the parent/guardian and the physician/advanced practicing registered nurse must be on file in the office of the school nurse. If there is no school nurse, all written authorizations must be kept on file in the office. The written authorization must include the name of the student and the medication that he/she will administer, the purpose of the medication, the prescribed dosage, and the time when the medication is to be taken. The written authorizations must be submitted by the parent/guardian **every year** before students will be allowed to self-administer their asthma and allergy medication.

No medication (prescription or over the counter) shall be given or dispensed unless the office has on file a letter of authorization from the parent or legal guardian of the student, and the signed written instructions of the physician.

All medications prescribed for a student should be kept in the **original container** bearing the original pharmacy label and the child's name. A school bottle may be requested from your pharmacist. All prescribed medication will be kept in and administered by school office personnel, not by the classroom teacher.

#### **4.206 VISION AND HEARING SCREENING**

Vision and Hearing screening will be scheduled for our school/students each year. Vision screening is conducted for all students enrolled in the K, 2<sup>nd</sup>, 8<sup>th</sup> grades and any new/other

students suspected of having a visual defect. Hearing testing will be conducted for all students enrolled in the K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grades and any new/other students suspected of having hearing defects.

## FBA POLICIES AND PROCEDURES

### 4.301 ATTENDANCE

**Calendar Days/Clock Hours:** In compliance with the State of Illinois, First Baptist Academy will have 176 days or 880 clock hours of instruction. If cancellation of school is required, additional days may be added at the end of the school year. Daily attendance and punctuality are responsibilities that each parent and student must take seriously. Students are expected to be in attendance each day during the school year. Prompt and regular attendance is an excellent habit to establish now and is essential for successful class work. Attendance records are kept for each student as required by law. Excessive tardiness or unexcused absences will be addressed, and consequences may apply. See 4.303 Truancy for explanation.

**Reporting an Absence:** If a student is absent for any reason, parents are expected to call the attendance hot line before 8:00 a.m. each day of absence, 618 726-6041. Homework will be available to pick up in the office at the end of each school day when arrangements are made by parents. In order to participate in an extracurricular activity (sports, music, skating party), students must be in attendance on the day the events are scheduled, or they are ineligible to participate in the activity that day or evening. Any student who has been absent for questionable reasons or excessive absences, may be required to present a certificate of illness from a licensed medical doctor upon request of the administrator.

**Appointments:** Doctor or dentist appointments should be scheduled outside of school hours whenever possible. When it is necessary to have an appointment during school hours, parents must notify the office and teacher the morning of the appointment. When daytime appointments are necessary, K-5<sup>th</sup> grade parents must call the FBA office in advance for student release at appointment time. 6<sup>th</sup> – 12<sup>th</sup> grade students may sign themselves out if the parent has notified the office beforehand. Students leaving for appointments are automatically disqualified from the perfect attendance award for the year.

**Perfect Attendance:** A perfect attendance award will be given to any student whose attendance is perfect for all school days. Any absence and/or a tardy will disqualify a student from this award.

**Make-up Work:** Students are responsible for completing all assignments missed for any absences. For elective vacation times, make-up homework will be given upon the child's return. Students will be given one day for each day absent to turn in make-up work or receive a grade of zero. Arrangements should be made with individual teachers for completion of the work. Responsibility for getting all assignments and making up daily work rests with the parent and student.

**Closed Campus:** First Baptist Academy operates under the “closed campus” policy. Once a student arrives on school property in the morning, they are not to leave or return to their car, until dismissed from school in the afternoon. If a student has a special need to leave school, such as a doctor or dental appointment or lunch, a parent must notify the office or come in and sign the student out. In the case of high school student drivers, parents are required to notify the office of the appointment.

#### 4.302 TARDINESS

Students who arrive to school after school has started are marked tardy.

- ✓ Elementary Start Time: **8:10 AM**
- ✓ Secondary Start Time: **8:10 AM**

Students who arrive after the start of school must report to the office and sign in. A student who is tardy must have a note from the office in order to be admitted to class. Students are expected to arrive in time to be in the classroom and ready to work by 8:10 a.m. Students arriving after 8:10 a.m. will be considered tardy and consequences will be applied (see below). Students will need to sign in at the office with reason given. Students are allowed three tardies with reason and signature before consequences are applied. Parents, please be diligent in having your child here on time. After three tardies per quarter, disciplinary consequences will be assigned as follows:

**Elementary** - Consequences may include missed recess time, noon detention, after school detention, or inability to make up work which will affect grade, or other consequences applied at teacher’s discretion.

- MS/HS** -
- 4<sup>th</sup> = Parent notified and student warned
  - 5<sup>th</sup> = Lunch detention
  - 6<sup>th</sup> = Lunch detention and parent notified
  - 7<sup>th</sup> = Lunch detention
  - 8<sup>th</sup> = After school detention
  - 9<sup>th</sup> = After school detention and parent notified of pending out of school suspension and a zero for the day
  - 10<sup>th</sup> = Out of school suspension and zero for the day

Students who are tardy are automatically disqualified from the perfect attendance award for the year.

#### 4.303 TRUANCY

A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or any portion thereof. A child may not be absent without valid cause for 5 percent or more of the previous 176 regular attendance days, or nine days. A child who is absent without valid cause for five percent or more of the regular attendance days will be considered truant. In this case, the student may be unable to move forward to the next grade level. Parents are expected to have their student in school each day. Students who are excessively absent or for more than nine days are required to provide a Dr.’s written medical excuse to be kept on file.

#### 4.304 PROMOTION AND RETENTION

Placement, promotion, and retention shall be made in the best interest of the student after a careful evaluation by the administration, teachers, and parents of all the factors relating to the advantages and disadvantages of alternatives. Promotion, from grade to grade, for purely social reasons is discouraged. Students are promoted or retained on the basis of their total preparedness to do satisfactory work at the next grade level. Ability, achievement, and social factors are taken into consideration. Students must pass all major subjects, English, math, social studies, and science, before being promoted to the next grade level. The final determination for placement, promotion, or retention rests with the school administrator.

#### 4.305 SEXUAL HARASSMENT

First Baptist Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination.

**DEFINITION OF SEXUAL HARASSMENT:** Any form of harassment described in Title VII of the Civil Rights Act of 1964 or Faith's Law 105ILCS 5/22-85.5 will not be tolerated.

Unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment), national origin, age (40 and over), disability (mental or physical), or retaliation constitutes harassment. Jokes, stories, cartoons, nicknames, social media, and comments about appearance may be offensive to others. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged incident occurred, will be investigated fully by appropriate staff, and documented in writing. Violation of this policy may result in disciplinary actions, up to and including possible termination. (www.fcc.gov.understanding workplace harassment, 10/20/11)

**EMPLOYEE TO STUDENT SEXUAL HARASSMENT:** Employee to student sexual harassment is prohibited. No employee shall engage in any sexual or romantic relationship with any student, whether or not during the school year. Employees shall not make sexually suggestive remarks or engage in sexual conduct or acts on or toward students.

**STUDENT TO STUDENT SEXUAL HARASSMENT:** Student to student sexual harassment is prohibited.

**WHERE TO REPORT SEXUAL HARASSMENT:** The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

- ✓ Administrator
- ✓ School Review Board Chairman
- ✓ Senior Pastor

Employees/students may raise concerns and make reports without fear of reprisal. It is the policy of FBA to provide for its employees/students an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined.

#### **4.306 SAFETY/EMERGENCY PROCEDURES**

The safety of all students and staff is of paramount importance at First Baptist Academy. Emergency/Disaster Response Plans are in place and drills are conducted on a scheduled basis as required by the state. When entering the building (when able to do so), FBA parents will be expected to surrender their driver's license at the receptionist desk where it will be scanned and retained. You will then receive a ID to wear while in the building. Upon returning the ID, your driver's license will be returned. 6-12<sup>th</sup> grade students are expected to wear their ID's and if forgotten, there is a \$5 fee for temporary replacement, which must be turned in at the end of the day, and \$15 fee for each permanent replacement.

#### **4.307 TECHNOLOGY/INTERNET USE/SOCIAL NETWORKING**

*\*The full Technology Agreement Form is located on the website under admissions and forms and must be turned in with the application\**

There are several issues of privacy and/or handling of information that we need to address with parents and students. Appropriate use of computers, software is always expected and, if misused, students may lose the privilege of accessing or using provided programs/equipment. Such misuse includes, but is not limited to: cyber bullying, indecent talk/photo uploads, cheating, disregarding classroom use policies, both written and as instructed by the teacher. All technology is the property of First Baptist Academy. FBA reserves the right to review any school issued account at any time. In regard to personal social networking, the school may not request or require a student to provide a password or other related account information in order to gain access to the student's accounts and/or profile on a social networking platform. However, we may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's accounts and/or on a social networking platform that violates a school disciplinary rule or policy. In the course of an investigation, the school may require the student to share content in the course of such an investigation. The technology should only be used by the student who has signed the agreement and passwords should never be shared. Technology is for academic support and should be used wisely and responsibly by the student. Please review the Technology Responsible Use Form and, by signing, indicate your acceptance or approval of these expectations. The signed acknowledgement form is applicable for the duration of your child's enrollment at FBA.

All students shall assume the following responsibilities concerning the use of the First Baptist Academy technology:

1. Students shall treat all equipment with care and report misuse of computers or other technology as soon as the student becomes aware of it.
2. Students may not vandalize or intentionally damage FBA computers or software. Students will be responsible for the cost of repairs and/or replacement.
3. Students are expected to respect the work of others and not damage, destroy, or copy another person's data without permission.
4. Students may not tamper with or attempt to gain access to computer data to which he/she does not have security authorization.



5. Students may not load or copy unauthorized software onto FBA computers.
6. Network security is a high priority. If a student identifies a security problem or issues on the FBA network and/or internet, he/she must notify a staff member. Students must have parental consent to access the internet. FBA will utilize some filtering software or programming to prevent students from accessing inappropriate internet material, however, no filtering program provides 100% security. It is the policy of First Baptist Academy that students will utilize the internet under teacher supervision, and that students may access the internet only while under teacher supervision.
7. Parents or guardians assume financial responsibility for the equipment by signing the Technology Agreement Form. The approximate replacement cost of the technology is: iPad - \$500, Chromebook - \$350, PC - \$700. If the technology device has a failure of an internal part, it is covered by a warranty and will be repaired at no cost. If the technology assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.

### **Student Information for Publication**

From time to time we may have articles appear in the local papers regarding the school. Often, the paper will want to include a picture(s) and/or names of our students as they are involved in some activity. Should you agree, the Technology Agreement Form has a place for you to give permission for your student's picture to be published. ***This agreement will serve as approval for inclusion as long as your child attends FBA.***

## **ACADEMICS**

### **4.401 TRANSCRIPTS AND STUDENT RECORDS**

During the time a student is enrolled at FBA, the school maintains a permanent record file on each student in a secure fireproof cabinet. It includes academic, health, disciplinary, and attendance records. Material in each student's file is confidential and shall be accessible only by permission of the school administration. Information on the student's permanent record will be given out to the following:

1. To the parents and students upon written request of the parents.
2. To prospective employers upon receipt of written parent/student authorization.
3. To colleges, universities, and military services upon the student's written request.
4. To another school as a result of withdrawal or transfer upon receipt of written parental authorization.

Records will be sent within ten days of request for transfer. Official records will not be released if accounts are not current. Once records are transferred, partial records will be kept and maintained in a secure storage location on the premises. All school records are confidential. Written request must be made to review copies or transfer records to another school in which the student has enrolled or intends to enroll. Any outstanding balances for any student fees/books

must be paid before records or transcripts can be transferred or sent. In the event the school should close, all records will be kept with the church financial office to be dispersed and all academic records will be stored and maintained in FOCUS.

#### **4.402 ACHIEVEMENT TESTING AND PROGRESS MONITORING**

All First Baptist Academy students in grades K-12 will be given an achievement test (Iowa Basic, PSAT, SAT, or ACT depending on grade level) each spring. Kindergarten may not take tests every year. These tests are usually given in April or when scheduled and test scores are mailed to parents. In addition to these annual standardized tests, all K-10<sup>th</sup> grade students engage in progress monitoring throughout the school year. K-1 students will take the STAR 360 Early Literacy test, while 2<sup>nd</sup> -10<sup>th</sup> grade students will take the STAR 360 Reading and Math tests. These tests are administered in September, January, and May (9<sup>th</sup> and 10<sup>th</sup> take just Fall and Spring). Our student's tests scores are collectively and individually compared to regional norms, national norms, and Christian school norms and results are used to drive instructional planning and curricular decision-making as we strive to meet the identified needs of our students.

#### **4.403 ACADEMIC STANDARDS**

Since First Baptist Academy represents a ministry of First Baptist Church and the Lord Jesus Christ, we offer high academic and spiritual standards as an aid to each student in his spiritual, intellectual, social, and physical development. Emphasis is placed on learning and application of spiritual truths from a Christ-centered philosophy of education.

#### **4.404 ACADEMIC DIVISIONS AND HONORS COURSES**

First Baptist Academy is divided into three divisions: **Elementary, Middle School, and High School.**

**The Elementary School** serves children in kindergarten through grade 5. One of our goals is to provide a strong foundation in all academic areas and an emphasis on spiritual growth.

**The Middle School** serves our middle school students, grades 6-8. The middle school provides preparation for high school and opportunities for extra-curricular activities as well as spiritual growth.

### **FBA Accelerated Middle School Math Track**

#### *6<sup>th</sup> Grade Prospects*

##### **Eligibility**

FBA students may be invited by FBA Administration to participate in the FBA Accelerated MS Math Track at the end of their 6<sup>th</sup> grade year. Students must meet all eligibility requirements to receive an invitation. The invitation allows incoming 7<sup>th</sup> grade students to take Pre-Algebra. To be eligible, students must meet all of the following requirements:

1. Student must earn a 95% or higher for all four quarters of sixth grade mathematics.
2. Student must *consistently* score at or above the 90<sup>th</sup> percentile on standardized testing for 5<sup>th</sup> and 6<sup>th</sup> grade years. (Terra Nova 3, Stanford 10, and/or Iowa Basic Skills,

STAR 360). Teacher notes and observations will be considered as they pertain to student behavior and participation in the classroom, which will be a consideration.

3. Students transferring into FBA at the beginning of their 7<sup>th</sup> grade year will be evaluated similarly, provided that transferred transcripts and standardized scores are available for review. Transfer students without current Standardized test information may be ineligible.
4. In addition to the STAR 360, transfer students may be required to complete a pencil/paper diagnostic-placement test provided by the FBA Test Coordinator. A transfer student must achieve an adequate score on that test, in addition to meeting previous criteria in #1 and #2 above, to be considered for the FBA Accelerated MS Math Track. Any recommendations from 6<sup>th</sup> grade Math instructors at the previous school will be reviewed as well (equivalent to #3 above). (Approved by CLT – January 29, 2019)

**The High School** has a fast pace curriculum approach which is directed at preparing students for college.

## **FBA High School Honors Program**

### *Policies*

#### **Eligibility**

Currently, the FBA HS Honors Program is only available for HS Math and English courses. Participation in the FBA Honors Program is by Administrative invitation only. FBA Dual Credit courses will not be offered or annotated as Honors courses. The qualifications needed to receive an invitation to the FBA HS Honors Program are as follows:

- Incoming Freshmen must carry a 95% average for each semester of eighth grade Math or English and must meet a 95% or higher for the first semester of that subject their freshman year.
  - Freshmen may only qualify after they have completed the first semester freshman year.
  - New enrollees that are formerly homeschooled students will be considered on a case-by-case basis, depending on curriculum used, transcripts provided, and their performance on STAR test scores, standardized scores, and possibly sample work.
- Sophomores, Juniors and Seniors may enter the program when they have achieved a grade of 95% or higher in the subject area for three *consecutive* semesters.
- Additionally, students must *consistently* achieve a percentile rank (PR) of 70% or above on their STAR 360 and/or Annual Standardized Test (either TN3 or Iowa Basic Skills Assessment).
- Once admitted to the FBA Honors Program, students must maintain an 80% or higher in all Honors coursework to remain in the program.
- Once admitted to the FBA Honors Program, students are expected to complete the semester without dropping.

- If a student chooses to drop from the FBA Honors Program, they will not be eligible to reenter the program the following semester. At any point after that, if they wish to reenter the program, they will need two consecutive semesters at a 95% or higher in the subject area just prior to the semester re-entering. (Approved by CLT January 29, 2019)

## **FBA College Dual Credit Program**

### *Program Policies*

#### **Eligibility Guidelines**

- Juniors and Seniors who meet the guidelines for participation (see below), are eligible to request enrollment in FBA/contracted college-courses. Junior and Senior students must meet the required minimum GPA of a 3.0, and permission must be granted by the FBA Administration. Students who are eligible academically, but who are not in good standing because of academic dishonesty or chronic behavior issues may be denied enrollment. This decision is determined by the FBA Administration on a case-by-case basis.
- FBA Students enrolled in FBA Dual Credit courses must maintain a quarterly ‘C’ average to be eligible for continued FBA Dual Credit courses in the following semester. Any student receiving below a ‘C’ in any quarter of an FBA Dual Credit course will not be eligible to enroll the following semester. This applies whether the semester is Fall to Spring of the current school year or Spring of the current school year to Fall of the following school year. Additionally, if any student enrolled in FBA Dual Credit courses drops a course after enrollment, they will not be eligible to enroll in FBA Dual Credit the following semester. After that semester, however, students may re-enroll if they still meet eligibility requirements.

#### **Attendance Requirements**

- Students enrolled in dual credit courses are expected to be consistent in attendance in their classes. Students are permitted two unexcused absences in a semester in which they are enrolled for FBA Dual Credit courses. Unexcused absences are absences for any reason other than illness or a college visit. For the two allowed unexcused absence days, students may make up any work missed on those days to include taking missed tests and quizzes. However, long term assignments like papers or projects that are due on an absence day **MUST** be submitted prior to the absence. Starting with the third unexcused absence (absences are counted in chronological order), students in dual credit courses will receive zeros for all missed work and be unable to make it up (long term projects or papers can be submitted prior to the date of absence). College Visits, as indicated in the FBA Handbook, are still permitted up to 2 days per school year and do NOT count as unexcused absences. Days missed due to illness, family medical emergencies, or bereavement are not considered unexcused absences. However, in cases of extended illness, a doctor’s note may be required. Extreme absence due to illness may require the student to drop the course. Decisions on dropping due to

extended illness will be made on a case-by-case basis by FBA Administration in conjunction with FBA Dual Credit Staff.

### **Exam Requirements**

- Students enrolled in FBA Dual Credit coursework are required to take semester exams, regardless of the year in school. In Spring semester, seniors are expected to complete any finals or final projects prior to their last official day of school (approx. one week before graduation).

### **Dual Credit/Dual Enrollment Academic Integrity Statement**

- Students who do not exhibit academic integrity on any assignment while enrolled in FBA dual credit/dual enrollment course offerings, will have the suspected assignment/s evaluated by a panel of FBA Administrators and Dual Credit Staff to determine consequences. Consequences will include as a minimum, receipt of a zero on assignment at issue; the potential disenrollment of the student in the dual credit portion of the course; an official report made to the college institution sponsoring the dual credit/dual enrollment for academic dishonesty. (Approved by CLT November 14, 2023).

## **4.405 HIGH SCHOOL GRADUATION REQUIREMENTS**

The graduation requirements of First Baptist Academy follow the guidelines established by the Illinois State Department of Education. We meet all state requirements and add to that our own additional requirements. High School graduates must successfully complete the following:

4 years of English, 3 years of Mathematics, 3 years of Social Studies (including US History and one semester of Government), 3 years of Science, one semester of Health, one semester of Personal Finance, 2 years of Physical Education, 2 years of a Foreign Language, 4 years of Electives and 4 years of Bible while attending FBA. Seniors are required to take a minimum of 5 courses and pay full tuition to take part in graduation ceremonies from FBA.

## **4.406 GRADUATION HONORS**

### **A. The Valedictorian**

The graduating senior who meets the following requirements will be chosen as valedictorian:

1. The student who has the highest cumulative high school grade point average after completing at least six consecutive semesters at FBA prior to graduation.
2. All transfer credits will be scored on a 4-point scale.
3. The student has not been suspended during any high school year.
4. Middle School students must be enrolled a minimum of four semesters.

### **B. National Honor Society Graduates**

All students in National Honor Society with a cumulative grade point average of 3.5 or higher will be designated as an Honors Graduate by wearing a gold cord/tassel around their shoulders at graduation.

#### 4.407 PARENT/TEACHER CONFERENCES

First Baptist Academy designates several days during the school year as Parent-Teacher Conference days. These days are scheduled after the first and third report cards have been issued. The scheduled conference provides an opportunity for the teachers and parent(s) to build a communication bridge as they work together understanding the student's needs, comparing notes. We highly encourage parents to contact the school any time an additional consultation is needed regarding their child. First Baptist Academy is committed to maintaining good communication with the home.

#### 4.408 HOMEWORK /TEST/FINAL EXAM/PROJECT POLICY

Homework, an integral part of most educational programs, is designed to aid the student in his studies. Homework assignments will be relevant to the curriculum and beneficial in reinforcing and expanding concepts and skills being developed during class. Homework assignments build independent study habits, self-discipline, and responsibility. Homework assignments can be a natural consequence when students do not utilize class time appropriately. **Parents are asked to schedule family vacations that coincide with the school calendar. Homework will not be given early for elective vacations.**

Because we believe that it is important for students to be responsible for completing and turning in work on time, the following policy will be adhered to for grades 4 and up:

1. Due date - Full credit is given for work done correctly and handed in on due date.
2. If work is not turned in on due date, a 10% reduction of grade will occur when the assignment is one day late. A 0% grade will be assigned after this day and students will still be expected to turn in all work. FBA staff has the right to revoke the late grade policy for any student or class when deemed appropriate.
3. Projects, tests, and final exams fall under long term assignments and students are expected to turn in all work on the day due.
4. All students are required to be at their scheduled final exam times and prepared to take their finals as scheduled.

#### 4.409 GRADING SYSTEM *(APPROVED BY CLT 1/29/19)*

Report cards are sent home at the end of each nine-week grading period. The following scale is used to assess student grades:

##### **Kindergarten - First**

E – Excellent skills (90-100)  
S – Satisfactory skills (80-89)  
I – Improving skills (70-79)  
N – Needs improvement (60-below)

##### **Second - Fifth**

A – 90-100  
B – 80-89  
C – 70-79  
D – 60-69  
F – 60 and below

## 6<sup>th</sup>-12<sup>th</sup> Grading Scale

Grade	Range	Grade Points	Honors Scale
A/A+	95-99 A/100 A+	4.00	4.33
A-	90-94	3.67	4.00
B+	87-89	3.33	3.67
B	84-86	3.00	3.33
B-	80-83	2.67	3.00
C+	77-79	2.33	2.67
C	74-76	2.00	2.33
C-	70-73	1.67	2.00
D+	67-69	1.33	1.67
D	64-66	1.00	1.33
D-	60-63	0.67	1.00
F	Below 60	0.00	0.00

**“Honors” denotation** only applies to students in High School who’ve accepted an administrative invitation after qualifying for either or both Honors English/Math. It also applies to students in MS who are advancing past 7<sup>th</sup> grade math to take Pre-Algebra during their 7<sup>th</sup> grade year and then proceed to take Algebra 1 their 8<sup>th</sup> grade year.

**Repeating a Course:** Students receiving a failing grade in a course will receive no credit for the course and the grade will be reflected in the student’s GPA. Students will be allowed to retake the course in the future and earn credit based on the grade they receive at that time.

### 4.410 CHARACTER AWARDS

#### First Baptist Academy Golden Eagle Award:

**Qualifications:** This student(s) has displayed persistence in the areas of growth or improvement both socially and academically. The recipient is a student who respects others and themselves and perseveres through difficult challenges. Student will be nominated by Administrator and approved by FBA staff.

#### Principal’s Award:

**Qualifications:** The recipients will be students who exhibit excellence in the following domains:

Academics – Displays critical thinking skills, logical reasoning, and emphasis on effort and work habits.

Biblical – Displays self-sacrifice, honesty, self-discipline, generosity, and a loving nature.

Developmental – Godly self-esteem, self-control, and respect for themselves and others, not solely for personal gain.

Students are nominated by peers and teachers.

**Perfect Attendance:** The perfect attendance award will be given to students whose attendance is perfect for all school days. Excused absences, leaving school early, and tardies will disqualify a student from this award.

#### 4.411 HONOR ROLL

The Honor Roll is composed of those students, 2<sup>nd</sup>–12<sup>th</sup> grade, who have earned quarterly grades of all “A's & B's" to include all Special Classes and Conduct. For high school, Honor Roll is composed of students with a final grade point average of 3.5 or above. Awards are given at the end of the year.

#### 4.412 HIGH HONOR ROLL

The High Honor Roll is composed of students in 2<sup>nd</sup> – 12<sup>th</sup> grades, who have maintained quarterly grades of all “A's” in the academic subjects. Awards are presented at the end of the year.

## DISCIPLINE

#### 4.501 DISCIPLINE PHILOSOPHY AND PROCEDURES

First Baptist Academy maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. Discipline is viewed as the opportunity to teach and correct, helping students develop self-control, character, respect, and responsibility for their feelings, attitudes, and behaviors. If correction is needed, natural and logical consequences will be applied in a loving and positive manner. Corporal punishment will not be used as a discipline method. Parents will be notified if a child needs extra guidance and may be asked to offer support. Serious disciplinary action may include temporary suspension or permanent expulsion from school. Substantial disagreement with school’s Statement of Faith, policies or philosophy is sufficient reason for dismissal of a student. Positive and negative reinforcement is used to promote good behavior choices. Each classroom teacher will develop a discipline system that will follow the C.O.A.R.R. values outlined in 4.502 and 4.601 Student Expectations later in the handbook.

When the above measures fail to correct inappropriate behavior, the student may be placed on probation and may lose the right to remain at First Baptist Academy. Probationary status will be reviewed at the end of the semester by the Administrator. When all the above fails or for gross acts of misconduct, suspension or expulsion may result.

**Suspension:** The term suspension means any disciplinary action whereby a student is separated from school for a period of time as determined by the administrator. This may be assigned only by the school administrator and the following specific provisions apply:



1. Parents will be notified and the student will go home the day of the occurrence.
2. Parents will be expected to pick up their student immediately.
3. The term of suspension shall be at the discretion of the administrator and those days are considered unexcused absences and are marked by loss of academic credit for the period of suspension.
4. Suspension automatically initiates disciplinary probation.

Immediate suspension may follow a very serious offense, such as bullying, disrespect, cheating, stealing, fighting, pulling a fire alarm, turning in a false alarm (dialing 911), etc. Any of these offenses could result in recommendation for expulsion by the Administrator to the School Review Board for consideration and then to the Governing Board/Church Leadership Team for approval.

**Expulsion:** If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant the Academy's most drastic sanction, the administrator may recommend to the School Review Board that the student be expelled from the school and not allowed to return. Review and recommendation would then go forward to the Governing Board/Church Leadership Team for their review and determination. The term "expulsion" means disciplinary action taken by the Administrator with Board support whereby a student is separated from the school for the remainder of the year. Student may not be considered for re-enrollment to the Academy until one year from date of expulsion. At that time, they must appear before the School Review Board and Governing Board for consideration of re-enrollment.

#### 4.502 C.O.A.R.R. VALUES/DISCIPLINE PLAN FOR ALL STUDENTS

The following core values and principles of behavior will be equally expected of all students in an effort to ensure the best possible learning environment for all:

1.           C = Consideration  
Each student is expected to consider the effects his/her words, actions, attitudes, and emotions may have on others, controlling them appropriately. Philippians 2:4
2.           O = Obedience  
Each student is expected to submit to the authority of his/her teachers and all administrative and support staff. Titus 3:1
3.           A = Attentiveness  
Each student is expected to exhibit good listening skills and to include appropriate body language and focus. Proverbs 22:17
4.           R = Respect  
Each student is expected to be respectful in language, action, and attitude toward fellow students, teachers, staff, and property. Galatians 5:14
5.           R = Responsibility  
Each student is expected to be a good steward of property, both borrowed and owned. Students will also be expected to exhibit responsible behavior which includes cleanliness, punctuality, organization, effort, and personal accountability. Proverbs 20:11

Middle School/High School Students who do not adhere to the COARR principles may expect the following course of procedures:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Incident | Student will receive verbal reprimand or redirection to change their course of action.  |
| 2 <sup>nd</sup> Incident | Student will receive a detention. Parent(s) will be notified by a teacher note.   |
| 3 <sup>rd</sup> Incident | Student will be sent to the administrator's office and will receive additional consequences. These may include grade reduction, loss of privileges (field trips, computer lab use, etc.), phone call to parent, or any consequence deemed appropriate by administration. Further incidents may result in suspension or expulsion depending on the infraction. |

As a staff committed to a positive learning environment, we fully expect and anticipate that each student will give their best effort at all times. We believe that in spite of the occasional poor choice, students will strive to meet these expectations.

### **Late Homework**

The FBA handbook, p. 29, clearly states school policy on late homework. If a student misses a due date for a daily homework assignment, that student will have one opportunity to return the work by the following class period for a 10% reduction in earned grade. Homework is due at the time requested by the teacher (usually at the beginning of the class period). Any work turned in past that point will be considered late. Habitual late homework may affect a student's participation grade for that subject and FBA staff has the right to revoke the late grade policy for any student or class when deemed appropriate or necessary.

\*\*\*It is important to note that the late homework policy applies to *daily* homework. It does not apply to long-term projects, test/final exams, or papers (i.e., one school week or more is given for completion). Those items will receive a zero if not turned in at appropriate time.\*\*\*

### **Participation**

Each teacher reserves the right to determine what portion of their grade will be based on participation. The nature of class activities greatly affects the role that participation plays in academic success for differing subjects. Class participation may include observations on the following: quality and timeliness with homework habits, participation in class discussion, attitude, punctuality, and preparedness.

### **Detentions & Tardiness**

Please reference 4.302 in handbook for outline of consequences due to multiple tardies. Detention will be served during lunch time and students will be eating in isolation. Hot lunches will be retrieved and distributed to your student in the detention room.

## **STUDENT EXPECTATIONS**

### **4.601 STUDENT EXPECTATIONS**

- ❖ In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of FBA. Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Col. 3:17). Therefore, the following

general guidelines for student conduct are listed below:

- ❖ **Students** will arrive on time and with assignments completed.
- ❖ **Students** will be attentive and engaged during class and put forth an appropriate effort in accomplishing assigned schoolwork.
- ❖ **Students** will strive to behave in a manner that shows respect and responsibility toward others, models Christian principles, and follows the dress code outlined in handbook.
- ❖ **Students** are responsible for their behavior and respecting others.
- ❖ **Students** will show respect to adults, peers, and property at all time. Students can be held responsible for the cost of damages or items needing replacement.
- ❖ **Students** will strive to always maintain Christ-like attitudes. (no bullying is tolerated)
- ❖ **Students** will always use appropriate language. Eph. 4:29
- ❖ **Students** will solve conflict through discussion and adult intervention when needed rather than physical altercations.
- ❖ **Students** will abide by classroom rules as defined by teachers.
- ❖ **Students** are expected to do their own work. Do not give or receive help on tests or homework unless approved by the teacher.
- ❖ **During** a test, quiz, or an exam, it is your responsibility to avoid every appearance of cheating. We consider cheating a serious offense and will result in a zero as a grade. Further disciplinary action may be taken in cases of cheating.
- ❖ **We** have a no tolerance policy for plagiarism which is a serious offence. Any infraction will result in a grade of zero or more severe consequences.
- ❖ **Refrain** from public display of affection, to include holding hands, at any time while here on campus and always conduct yourself in a manner that brings honor to God. Parents will be notified if inappropriate behavior takes place.
- ❖ **Toys**, electronics, and cell phones, etc. are not allowed to be used during regular school hours unless directed by a teacher. All cell phones and other items must be shut off and in their lockers or backpacks during school. Items will be confiscated if found in use during school.
- ❖ **Use** of tobacco/vaping, alcohol, or drugs is not permitted on school grounds or at school functions. Infractions may result in immediate suspension or expulsion and appropriate authorities will be notified.
- ❖ **Students** are not allowed to leave the building during school hours except for a regular class function or appointments arranged by parents (parents must notify the office).
- ❖ **Weapons** (knives, guns, or any other item that can be used to inflict physical harm) are not permitted and if brought to school will result in dismissal/expulsion and appropriate **authorities** will be notified.
- ❖ **Students** are expected to follow all guidelines concerning use of technology and internet.

Students not conforming to these expectations will receive necessary discipline to correct the behavior. Students also face the possibility of probation, suspension, expulsion or being asked to withdraw from FBA. The administration reserves the right to add to or subtract from the above list.

#### 4.602 DRESS CODE

Students are expected to dress in ways that express Christian values. Modest, neat clothing is expected during school hours and at all school functions. Hats should not be worn in the building. Lettering or logos on clothing should not be offensive. Shoes are required at all times. Spaghetti strap tops **must** be covered by a jacket or overblouse and crop tops are not acceptable wear. Short shorts are not acceptable and pants/jeans with holes in them are not acceptable unless holes are at least fingertip length. Shorts and skirts must be at least **fingertip length or longer**; tops must be no lower than a hand width from the neck. **Students wearing leggings must wear**

**tops that are fingertip length or longer.** Except in severe weather, children will have outdoor recess. Please provide appropriate clothing - hats, gloves, coats, and scarves each day as weather dictates.

We ask parents to take an active role in assisting students in following these guidelines. This standard applies to all classes, before and after school, during field trips, and other school-related activities.

Although, it is primarily a parent's responsibility to enforce dress code, students not adhering to the guidelines set forth may be sent to the school office for final determination by the administration. Until the violation is corrected, the student will remain out of classes. If the dress code violation is not easily resolved, parents may be asked to bring items necessary to meet dress code. Three violations in one quarter may result in a parent conference.

The administration reserves the right to ask a student not to wear clothing it deems inappropriate for First Baptist Academy.

#### **4.603 CHAPEL**

Students will meet for corporate worship, 8:15 a.m., on the last Wednesday of each month. MS/HS will meet at 8:15 and K-5<sup>th</sup> at 8:40 all other Wednesday's during the year. Chapel for FBA will be conducted by our Senior Pastor each week or his designee when necessary.

#### **4.604 CURRICULUM/TEXTBOOKS/VIDEO USE IN CLASSROOM**

When necessary, curriculum materials are reviewed on a five-year cycle by a curriculum committee, if not by the curriculum publishers (curriculum is updated as it becomes available). Any secular sources utilized will be supplemented in scope and context by Christian principles. Integration of biblical truth occurs throughout all curricula. Science is understood as God's creation; geography is God's handiwork; history as God's hand on the nations over time; mathematics as a glimpse of God's orderliness and absolute truth; physical education and health as our opportunity in caring for God's people; music and art as God's beauty and tools for pleasure and worship; and, reading, writing, and speaking as opportunities to grasp and share the Gospel. Curriculum materials will meet all requirements for accreditation.

##### **Video/Movies in Classroom**

In an attempt to provide students with a well-rounded education, the teachers shall enlist a variety of aids to supplement the teaching of curriculum materials. Some of these aids may include the use of educational and/or entertainment videos. Educational videos shall include, but are not limited to, documentaries, historical, science and other types that support subjects being taught in the classroom. Entertainment type videos are used infrequently in the classroom and most often as part of a behavioral award system. Teachers will prepare a list of both types of videos that might be shown during the school year and a general permission slip is included in the syllabi or class packet at the beginning of the year for parents to sign and return in order for their child to participate. Signed permission slips are due back to teacher during the first week of school.

##### **Books and Supplies**

A non-refundable Curriculum/Testing and Assessment fee is assessed (see tuition/fee schedule). This fee is used to purchase consumable workbook materials, non-consumable texts, achievement and progress monitoring, standardized testing materials and scoring, classroom technology, special and general classroom needs, and vision and hearing screening. Non-consumable

textbooks remain the property of the school at the conclusion of the school year. Students are held accountable for the condition of their books when they turn them in at the end of the school year. Students who lose a textbook or workbook are expected to pay the full cost of replacement. In addition, a list of student supplies will be provided by each individual teacher. Parents are asked to provide the items listed and bring them to class the first day of school.

#### **4.605 PHYSICAL EDUCATION**

Elementary students will have time scheduled each week for physical education, involving exercises and games. Middle/High school students will take Physical Education and Health as dictated by the graduation requirements. All students are expected to wear appropriate shoes.

#### **4.606 LOCKERS**

Student Lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened, and its contents may be searched or examined by a school authority without the permission of the student. Searches may be conducted at any time, at the sole discretion of the school authorities, when they deem it necessary to do so. Students must clearly understand the following guidelines:

- Students should not switch or share lockers with another student.
- Students must use the locker they were assigned.
- Students must not share their locker combination with any other student.
- Lockers may be inspected and searched at any time by the administration.
- Lockers must be kept clean inside and out.
- Lockers are to remain locked at all times.
- Students are responsible to pay for any locker damage they do in violation of the above rules.
- Any problems with a locker should be reported to the office or teacher.
- The school is not responsible for lost, stolen, or damaged goods belonging to students.
- There will be a \$10 charge for any lock that is missing or broken.

#### **4.607 ELECTRONICS/CELL PHONES**

Toys, electronics, and cell phones, etc., are not allowed to be used during regular school hours. Middle/High School students must keep all cell phones and other items shut off and in their Lockers or backpacks during school. Items will be confiscated if found in use.

- 1<sup>st</sup> warning: Teacher will address misuse and have student pick up phone at end of day
- 2<sup>nd</sup> warning: Phone confiscated and taken to office – student picks up at end of day
- 3<sup>rd</sup> warning: Phone confiscated, taken to office, and parents are called to pick up phone at end of day from administrator
- 4<sup>th</sup> offense: Student is restricted from bringing phone to school for the rest of the year

## **EXTRACURRICULAR ACTIVITIES**

\*Extracurricular handbook is available on-line ([www.fbaofallon.org](http://www.fbaofallon.org))

***Membership or participation in any extra-curricular activity is a privilege, not a right.***

#### 4.701 ATHLETICS

Athletic teams may compete with other schools in various sports. Students and parents alike are encouraged to support these teams by attendance at the games or events.

Fans and participants are reminded that we represent the Lord Jesus Christ as well as our school; therefore, good Christian attitudes should always be demonstrated.

**Athletic Physical:** Students in 6<sup>th</sup>-12<sup>th</sup> grades participating in interscholastic athletics or extracurriculars are required to have a new yearly physical examination on file in office in order to participate. Physicals are current for one year and should be completed after June 1.

**Transportation:** Transportation to and from games will be as a team by bus (if available) or private vehicle. If we are unable to provide bus service, then it will be necessary for parents to provide transportation for their student to and from the game.

#### 4.702 ATHLETIC COMMITTEE

The Athletic Committee is comprised of the Athletic Director, administrator, and three appointed committee members. The purpose of the Athletic Committee is to oversee the athletic program and make recommendations to the Governing Board for approval.

#### 4.703 ATHLETIC LETTERS

After actively participating in a sport for two years, participants who are on the varsity roster for majority of the season may earn a varsity letter. If injured during a season, a student may earn an athletic letter by active participation in over half of the regular season play. If the student has already been awarded a letter in another sport the student will receive a pin to represent the sport the first year and a service bar for subsequent years. In addition, each sport may have additional/specific requirements for lettering as well.

#### 4.704 ACADEMIC ELIGIBILITY POLICY

First Baptist Academy seeks to provide as many meaningful, purposeful extra-curricular activities as possible in the area of academics, athletics, music, ministry, and the arts. Students are encouraged to participate in those activities which interest them.

The following guidelines of eligibility have been established to ensure that this academic standard is maintained: \*Extracurricular handbook is available on-line ([www.fbaofallon.org](http://www.fbaofallon.org)) under altathleticshteics tab.

##### ELIGIBILITY GUIDELINES:

A grade of 70% or better is required in all subject areas to participate in extracurricular activities. Any student failing to meet this academic criteria will be put on academic probation. While on probation, students will be given an academic success contract. The terms of the contract are that students will turn in all assignments on time and be actively engaged in class. Students will remain on academic probation until all grades are at or above 70%. Students are still expected to attend all practices and competitions. Loss of playing time could result from probation which will be at the discretion of the AD. If a student does not follow the terms of the contract, probation will be revoked, and they will be ineligible. Students must be in attendance at school for at least half of the day (in afternoon) to be eligible to compete in competitions. No student will be ineligible based on a single recorded grade. Administrator may use teacher discretion in making a decision to place a student on academic probation\*

**EXTRACURRICULAR REGULATIONS:** Any student representing FBA may be suspended or dropped from any team or organization for any violation or act, either in school or out-of-school, which violates the FBA code of conduct for students. Some examples of unacceptable behavior include, but are not limited to, gross disrespect, failure to obey/follow direction given, unsportsmanlike conduct with coaches, other team, or officials.

#### **4.705 CHEERLEADING**

Cheerleading is offered based on interest of students and available coaching.

#### **4.706 MUSIC**

The music program is an exciting aspect of First Baptist Academy. In addition to weekly music classes for each elementary grade level, enrichment classes may be offered in Chorus and Band for middle/high school students (depending on interest and instructor) and may require an additional expense for parents.

#### **4.707 STUDENT COUNCIL (SECONDARY)**

Middle & High School Student Council members are elected on a yearly basis. Candidates for student council offices are required to meet the "Academic Eligibility" standards for participation in extra-curricular activities. They must also maintain personal standards worthy of a student role model.

The purpose of the student government is to learn the democratic process, to develop leadership, and to promote service to the school and community. Bylaws are available in the office for you to view.

#### **4.708 CLUBS**

As First Baptist Academy grows, various clubs or activities will become established parts of the school. All clubs and school related activities must meet certain requirements in order to be sanctioned and allowed by the school.

1. There must be a teacher sponsor and approval from administration.
2. The teacher sponsor and student leader must attend all meetings and activities of the club.
3. The club must follow the requirements for physicals and parent permission.

## **GENERAL POLICIES AND PROCEDURES**

#### **4.801 CARE OF SCHOOL PROPERTY**

All students are always expected to take care of our school property. The student must reimburse the school for willful or careless damage to, or loss of, textbooks. School property, including

furniture and equipment, must not be defaced, marred, or damaged. Violators will be billed for damages.

#### **4.802 STUDENT PICK -UP AND TRANSPORTATION**

##### **Transportation:**

Bus service is not offered by First Baptist Academy. Transportation may be available through the O'Fallon public schools for those students who qualify (generally those who reside more than 1½ miles from the public school) and must be arranged by parents with the bus company. Parents are otherwise responsible for transportation to and from school. Transportation for field trips will be provided by parent volunteers or through use of the church bus.

##### **Drop off/pick up: Doors will open at 7:50 a.m. and students must be picked up by 3:05 p.m.**

Students may enter classrooms upon arrival. For times other than drop off and pick up, FBA parents will be expected to surrender their driver's license to our receptionist and wear the visitor tag while in the building. Upon returning the visitor tag, your driver's license will be returned. For safety reasons, please do not leave cars unattended in the circle drives during drop off or pick up – remember to **be patient**; the safety of the students is of utmost importance. **DO NOT** drive around cars that are waiting for children to leave their vehicles. Please be mindful of children in the crosswalk. Pickup location is dependent upon grade level and will be communicated through the back-to-school letter in August.

#### **4.803 STUDENT DRIVERS**

A student who wishes to drive to school must meet the following regulations:

1. Drivers must have on file in the office proof of insurance and driver's license.
2. Students must obtain, from the office, a \$5.00 parking permit which will always be displayed in the back window, drivers' side. Additional permits will require an additional \$5.00 fee.
3. Vehicles are to be parked as stipulated and students may not use their car during school hours.
4. Students, other than siblings, who ride with other students to or from school must have their parents' written consent on file.
5. Students may not drive or ride with other students on field trips.
6. Careless or reckless driving is prohibited.

#### **4.804 CHANGE OF ADDRESS/TELEPHONE**

Within 24 hours of any personal information change, parents must notify the school office. Change of address, telephone, cell phone, email, insurance information, medical information is all critical to the student file and essential for school records in case of an emergency or illness.

#### **4.805 RECESS**

Students are expected to be prepared to go outside at recess; however, if it is raining or a wind chill of below 20° F, recess will be held inside. For the safety of our students, parents are asked to refrain from being on or near the playground any time students are present for recess.



#### 4.806 SCHOOL CLOSING

In the event of possible school closing due to weather or facility problems, announcements will be made on local radio stations: KSDK-TV Channel 5, KMOV-TV Channel 4, and KTVI-Fox 2 Channel 2. These announcements will be made frequently, beginning at 6:00 A.M. Please look for our listing as First Baptist Academy, O'Fallon, Illinois. **If you would like to receive a text in case of a school emergency or closing, please sign up for the emergency text system located on the website under the parent resource tab.**

#### 4.807 SCHOOL OFFICE HOURS

The school office is open from 7:45 A.M. to 3:30 P.M. daily. The office is open during those hours to answer general questions and assist parents and students.

#### 4.808 ELECTRONIC COMMUNICATION/CELL PHONE POLICY

**Office Staff to Parents:** In cases of illness or emergency, the office will call the parent about his/her child.

**Parents to Faculty & Staff:** Parents that wish to communicate with faculty and staff are to use email. The email address format for all FBA faculty and staff is as follows:  
firstname.lastname@fbaofallon.org

**Students to Faculty & Staff:** Students are to communicate with teachers by the avenue of communication preferred by that teacher (e.g. email or Microsoft Teams).

**Parents to Students:** All messages from parents to students are to be communicated via office phone number (618-726-6040). Messages will be passed on to the students by the office staff. Please refrain from contacting your child through text messages and calls, as cell phone use is not permitted during class time. Students refer to cell phone policy, p. 37.

#### 4.809 PARENT VISITS

The school personnel are available for consultation regarding problems or questions that concern your student. It is the desire of the administration and faculty to be available to parents as well as students. However, due to the growing size of our student body and the number of people on staff to service the school, it is requested that parents email teachers to make an appointment so that we may give you our full attention. Zoom appointments may be made in lieu of in-person whichever you prefer. Please be considerate of the teacher's time during school.

#### 4.810 PARENT RESPONSIBILITIES

**Parents are expected to read, understand, and adhere to the intent and mission of First Baptist Academy, the Biblical-Morality Statement, and the Statement of Faith as defined in the Parent/Student Handbook. By signing the Parent Pledge of Acceptance on the enrollment application, you agree to accept and uphold, without mental reservation, all policies, procedures, and the Statement of Faith of FBA/FBCO.**

Understanding that parents are the primary educators of children, FBA encourages parent participation with the school. Parents and teachers will work together to train, nurture, and equip

students academically, spiritually, and in the development of each child's unique God-given gifts. Parents are expected to:

- ❖ **Cooperate** in your child's educational development by encouraging his/her best effort, monitoring his/her progress, providing study time at home, and working with him/her when needed.
- ❖ **Cooperate** with teachers and staff to build respect and accountability in the child for his/her satisfactory effort, level of work, and behavior.
- ❖ **Monitor** a child's behavior by signing and returning weekly behavior progress reports if used by the teacher.
- ❖ **Work** to achieve a rapport with your child's teacher and maintain open communication.
- ❖ **Support** the school and its programs.
- ❖ **When** traveling with students on a field trip, abide by the same dress and conduct expectations as the faculty and staff (younger siblings may not accompany parent chaperones).
- ❖ **Pay** all financial obligations in a timely manner.
- ❖ **Bring** all items that need to be delivered during school hours to the building's main entrance and call the office phone number 618 726-6040. The office staff will come out to receive the item.
- ❖ **For** early pick-up of a student, notify (phone) the office staff and (email) teacher(s) one day prior to the appointment if possible. Call the office upon arrival at the main entrance. The student will sign themselves out in the office and exit through the main entrance.
- ❖ **For** late drop-off of a student, notify the office staff and teacher(s) of late arrival by the first bell. The student will enter the building through the main entrance and sign themselves in at the office.
- ❖ **Regarding** security, sign in at the receptionist desk in the atrium and follow all protocol when visiting the school.
- ❖ **Arrange** classroom visits with the administrator and teacher in advance.
- ❖ **Participate** in regularly scheduled conferences. If desired, additional conferences may be scheduled by contacting the teacher.
- ❖ **Refrain** from contacting the teachers at home.
- ❖ **Refrain** from engaging teachers in conversation prior to and during class to allow teachers focus to remain on students.
- ❖ **Pick** children up promptly at the close of the school day – 3:05 p.m.
- ❖ **Notify** the office by 8:00 a.m., 618 726-6041, when children will not be present due to illness or any other reason.
- ❖ **Inform** the school in advance of absences unrelated to illness.
- ❖ **Read** all school correspondence and check FOCUS and the website regularly for updated information.
- ❖ **Once** notified by the FBA office that your child is sick, promptly pick up your child within 30 minutes.
- ❖ **In** the event of inclement weather, parents may choose to pick up their children early from school before an official school closing is announced.
- ❖ **Parents** serving in any volunteer capacity at the school are required to fill out an application. All volunteer applications will be followed up by a background check, parent cost is \$13.
- ❖ **Agree** to follow First Baptist Academy's Statement of Faith and Biblical-Morality Policy and, if for any reason, you or your child does not respond favorably to the school, we ask that you not try to change the school to fit personal needs but withdraw quietly and without delay.

#### 4.811 PARENT VOLUNTEERS

Parent volunteers for classroom, lunchroom, office, field trips, etc. will be asked to fill out a volunteer application and criminal background checks will be completed on all volunteers for FBA. There is a \$13 fee for the background check. Applications are available in the office and must be completed by September 15<sup>th</sup> of the current school year. Applications remain current as long as the student is at FBA.

#### 4.812 PARENT TEACHER FELLOWSHIP

The Parent/Teacher Fellowship (PTF) was established in 2004 through a partnership with the parents and FBA administration. Our school is blessed to have a wonderful PTF organization which is crucial in fulfilling our mission to “partner with parents”.

**Purpose:** The Parent Teacher Fellowship of First Baptist Academy is a support group, not a policy making group, and exists to: partner with the school to support the school’s programs, promote communication, organize and support volunteerism, provide fellowship opportunities for parents and staff, be a role model of servant leadership, reinforce the Christian perspective of education and service, support the school through providing funds, pray for the school, students, and expressed needs, create and foster a support system for parents including welcoming and mentoring new parents and supporting families. Bylaws are available for review in the FBA Office.

#### 4.813 GRIEVANCE PROCEDURES

To resolve issues that might arise in a Godly manner, the following guidelines have been established and approved by the governing board of First Baptist Academy according to Matthew 18.

If a parent is faced with a problem, the following steps are to be instituted:

1. Parents are to discuss problems with the respective teacher. Discussions at school will be scheduled before or after school hours, not during the school day.
2. If the problem is not resolved, parents may *set an appointment* to confer with the administrator and teacher.
3. If the above fails to resolve the issue, the matter may be heard by the School Review Board at their next scheduled meeting unless a special meeting is required. The School Review Board will make recommendations to the Governing Board/Church Leadership Team for review and approval.

If a teacher is faced with a problem, the following should be instituted:

1. Discuss the problem with the parents.
2. If problem is not resolved, then an appointment may be set to confer with the administrator and parents.
3. If the above fails to resolve the issue, the matter may be heard by the School Review Board at their next scheduled meeting unless a special meeting is required. The School Review Board will make recommendations to the Governing Board for review and approval.

Cases taken to the School Review Board will be dealt with as follows:

1. A letter must be submitted in writing outlining the issues and concerns.
2. At their next scheduled meeting, the School Review Board will then convene to review the concerns and determine the outcome of the request. If more information is needed, the School Review Board may request a meeting with all parties concerning the grievance.
3. All recommendations and findings will be submitted to the Governing Board/Church Leadership Team for their review and approval.

#### **4.814 TERMINATION OF SERVICES**

First Baptist Academy may terminate the provision of educational services with the violation of any of the provisions described in this handbook by students or their parents/guardians. Should termination occur, prorated reimbursement of tuition will be returned.

#### **4.815 FIELD TRIPS**

As a part of the instructional program, various classes take trips to interesting and educational places in the area. A general permission form to be notarized at registration is required within the admission packet. In addition, parents will receive information prior to field trips and must sign a permission slip specific to the trip for students to attend. If a parent chooses for his child not to participate in a scheduled trip or fails to return a signed permission slip, parents are expected to pick up the child prior to the stated departure time. Transportation for field trips may be provided through use of a bus or by parent volunteers/private vehicles. Because we are concerned for the safety of the children, all parents who drive for school functions must have a "Certificate of Insurability" which can be obtained from their insurance agents. In case of an accident, it shows that the driver has liability insurance. Only FBA students will be allowed on field trips. Parents who accompany a class are unable to bring younger siblings on field trips so they can focus their attention on their role as a chaperone. To chaperone, parents are required to have a completed background check on file.

#### **4.816 STUDENT PICTURES**

Student and class photographs will be taken once a year. It is our policy that all packages are paid for online. Purchase is optional.

#### **4.817 STUDENT VISITS**

Any visit must be arranged through the administration. Prospective students/parents are welcome to visit with previous arrangements made. Any visitor must check in at the office upon arrival.

#### **4.818 LUNCH**

Students are to bring their own lunch. Lunches should be packed to remain fresh without refrigeration. Parents must provide all utensils needed for their students' lunch as the school does not provide utensils. **Microwaves are not available for use.** An alternative for hot lunch may be provided through area restaurants. Lunch order forms will be provided to parents for their

selection. Completed orders with payment will be returned to the office by deadline (listed on school calendar). No late orders can be processed.

#### **4.819 PARTIES AND SPECIAL EVENTS – ELEMENTARY** (NOT ALL PARTIES MAY BE OBSERVED IN EACH CLASSROOM)

**Thanksgiving Party:** The Thanksgiving party is a time set aside to thank God for His many blessings to each of us. This celebration is preceded by much classroom instruction and many creative activities.

**Christmas Party:** At the Christmas party we celebrate the birth of our Lord and Savior Jesus Christ.

**Valentine's Party:** Focusing on the gift of God's love, we celebrate Jesus during the Valentine's Day.

**Easter Celebration:** Easter is a time for jubilant celebration as we focus on Christ's resurrection and our opportunity for redemption.

**Birthdays:** Birthday celebrations will be during the last 15-30 minutes of the day and must be coordinated with the classroom teacher. Any parent volunteers are asked not to bring younger siblings with them. Please check with teachers on diet restrictions in the classroom.

**Awards Day Program:** Honors day is a time when all gather together to honor student achievement for K-12. Awards are given during the last Chapel of the year. Separate programs for elementary and secondary students for attendance, scholarships, spiritual leadership, and other honors earned throughout the year are acknowledged during that time.

**8<sup>th</sup>/12<sup>th</sup> Grade Graduation:** Graduation is a planned event to celebrate the achievement of our graduating students. Dates for graduation are posted yearly on the calendar.

#### **4.820 LOST AND FOUND**

Students are expected to be responsible for their personal belongings. For elementary, please clearly label your child's supplies and outer wear with his/her name or initials. First Baptist Academy is not responsible for lost or broken items. Lost and found articles will be placed in the church lost and found location near the FBA office. It is the student's responsibility to reclaim lost articles. Articles not claimed within 30 days will be given to a charitable organization.

#### **4.821 WELLNESS POLICY**

FBA is committed to provide a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle in our students. A policy is in place, and on file in the office, that works to promote and support student health and wellness in our school through physical education, health classes, community involvement in learning, dental hygiene, and nutrition classes, etc.

#### **4.822 FINANCIAL POLICY**

While a ministry of First Baptist Church O'Fallon, FBA is a financially independent ministry requiring no direct financial support from the church budget funds. FBA provides monetary support to the church for custodial services, technology and other needs related to the building.

## **Annual Budget**

FBA shall have an annual budget, proposed by the Administrator and Financial Secretary and reviewed by the School Review Board. The budget shall then be submitted to the Governing Board for approval. The budget shall serve as the normative guide for financial operations of the school. The budget is developed based on the number of students enrolled for the year. Should enrollment fall significantly, the budget will be revised so that expenses do not exceed income. Spending is monitored monthly by the FBA Administrator, Financial Secretary, School Review Board, and Governing Board.

## **Fiscal Year/Accounting Procedures**

The fiscal year for FBA begins on July 1 and ends on June 30. All accounting procedures are handled by the church accountant and a statement is provided monthly to the FBA Administrator. The budget is audited each year by an independent agency.

## **Budget Surplus**

Should there be surplus money in any year, a portion of the surplus monies will be invested in a three-month contingency fund required by law for emergency staff salaries. That will continue yearly until the contingency fund is secure. Then all surplus funds will be used to enhance and expand the school program by purchasing curriculum, supplies, equipment, technology.

### **4.823 MANDATED REPORTING**

The teachers and staff of First Baptist Academy are mandated by law to report any suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act.

**Missing Person and his/her School Record:** First Baptist Academy shall follow the provisions of Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, which requires each school to have a system in place for flagging record requests for any former or current students who have been reported as missing by the Illinois State Police. The following actions will take place:

1. Illinois State Police notifies First Baptist Academy of a person's disappearance and missing status.
2. First Baptist Academy flags the record of that missing person so as to alert the school whenever a copy of the record or information regarding the record is requested.
3. First Baptist Academy immediately reports any request concerning the flagged record, including knowledge of the whereabouts of any missing person, to the Illinois State Police.
4. First Baptist Academy removes the flag from the record once the Illinois State Police notifies the school that the missing person has been recovered.

### **4.824 TEACHER EXPECTATIONS**

Teachers must have a personal relationship with Jesus and minimum of a four-year Bachelor of Arts or a Bachelor of Science Degree in a field related to education from a recognized college or university. Teachers are held to the following expectations:

- ❖ **Be** an actively ministering Christian within an evangelical Christian church, exhibiting the highest moral integrity and behavior and maintaining the ethical standards consistent with Scripture. Teachers are considered a minister of the Gospel of Jesus Christ.
- ❖ **Be** capable of integrating Scriptural principles within all curricula.
- ❖ **Be** able to teach from the Statement of Faith.
- ❖ **Be** an enthusiastic supporter of the philosophies and ministries of First Baptist Church.
- ❖ **Maintain** a vital, growing spiritual life.
- ❖ **Approach** the educational process as a ministry (Ephesians 4:11).
- ❖ **Possess** a thorough grasp of educational principles.
- ❖ **Be** certified or working toward teacher certification (exemptions possible).
- ❖ **Pursue** professional growth through classes and in-service training.
- ❖ **Possess** a thorough preparation and planning of material.
- ❖ **Utilize** creative and varied presentations of material.
- ❖ **Work** closely with Administrator and staff to maintain a team approach under God's direction to achieve educational objectives.
- ❖ **Value** students and their learning potential.
- ❖ **Maintain** high standards of personal character development in students and staff.
- ❖ **Continually** renew a personal vision for excellence.
- ❖ **Maintain** stringent academic standards.
- ❖ **Develop** and implement a good, consistent discipline program in keeping with the discipline philosophy stated in the handbook.
- ❖ **Love** and respect each student without favoritism.
- ❖ **Keep** an open line of communication with each student's parents in the form of regular reports, special contact when needed, and through parent teacher conferences.
- ❖ **Be** familiar with emergency crisis plans and all daily classroom procedures for FBA.
- ❖ **All** staff are expected to uphold the Statement of Faith, Biblical-Morality Policy and all policies and procedures set forth in the handbook without mental reservation.

#### 4.825 TRANSPORTATION – FIELD TRIPS AND ATHLETIC EVENTS

When buses are being used for transportation, proper care and conduct by the student is essential. If available, seat belts must be worn and students must remain seated at all times during the ride. No part of the body should ever be extended outside the vehicle. Following are guidelines that are expected when riding a bus:

1. No students are to be on the bus without the driver present.
2. Students are to obey the driver and/or sponsor's instruction.
3. Students should keep their conversation at a level that allows them to hear the instruction of the driver/teacher at any time.
4. Students should ask permission from adults before using cell phones.
5. All riders should check before leaving the vehicle that all belongings are taken, and the vehicle is clean for the next use.

#### 4.826 HOME SCHOOL STUDENTS

All 9-12<sup>th</sup> grade home school students desiring to take classes at FBA must be enrolled as a part-time student at First Baptist Academy for the year and take a minimum of 4 classes in addition to Bible. In our desire to maintain academic excellence and alignment with accreditation expectations, all home school students are expected to have grades/transcripts from a recognized, accredited home school institution. Exceptions may be considered and recommended by the Administrator for FBA Governing Board approval. Tuition for each class will be \$750 per class plus all fees.

#### **4.827 PLEDGES**

**American Flag:**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**Christian Flag:**

I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands, one brotherhood uniting all Christians in service and in love.

**Bible:**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my pathway. I will hide its words in my heart that I might not sin against God.

#### **4.828 SCHOOL COLORS AND MASCOT**

Navy and white are the school colors and the mascot is the eagle. These were chosen and voted on by the student body in 2004. The crest was designed and adopted by the student body in 2011.

#### **4.829 Video Surveillance Policy**

FBCO has authorized the use of video camera on campus to help safeguard the facilities and equipment and to ensure the health, welfare and safety of all staff, students, and visitors to the church property and FBA. Please be aware that video surveillance will occur at FBCO church property.

We will do our best to ensure the confidentiality of students, but we also realize that students might be captured on video. Surveillance video will only be viewed by the administrator, IT director, or any employee that is deemed necessary. Any person in violation of policies, regulations, building rules, or law shall be subject to appropriate disciplinary action. If necessary, local law enforcement may be notified.

#### **4.830 GENERAL DISCLAIMER**

The administration reserves the right to amend the Parent/Student Handbook whenever it is necessary and without notification. First Baptist Academy will attempt to keep parents informed of all changes, however, some changes might be made immediately due to unforeseen circumstances. We intend to follow the legal requirements of state and local governments except where they clearly violate scripture.