

## **Faculty and Staff**

### **Administration**

Susan Johnson, Head of School  
Chuck Rockholt, MS Dean of Boys  
Tim Alexander, Athletic Director  
Marcie Soud, Admissions & Special Events Director  
Terrette Mitchell, Administrative Assistant to the Head of School  
Jennifer Alexander, Receptionist & Nurse  
Debbie King, Registrar & Accountant

### **Middle School Faculty**

Kyle Deason, Journalism/Yearbook & MS Chapel Coordinator  
Amy Eden, Middle School Math  
Kelly Gardner, Middle School Writing/Language Arts  
Krista Murray, Middle School Reading/Literature  
Charles Rockholt, Middle School History and 6<sup>th</sup> Grade Bible  
Jenny Scanlon, Middle School Science  
Rev. Dan Elkins, 6<sup>th</sup> Grade Bible  
Pastor Brandon Reagor, 7<sup>th</sup> Grade Bible  
Mr. Shane Johns, 8<sup>th</sup> Grade Bible  
Tim Alexander, MS Boys  
Rob Armstrong, FLVS Facilitator  
Jim Daniel, Director of Bands  
Bonnie Flook, Art  
Dell Kaldor, MS Girls PE  
Kim Whitfield, Choral Director

*Dear Parents/Guardians,*

*Welcome to First Baptist Academy's school year. As we move into another school year, it is evident how God has led us all at First Baptist Academy, and we are looking forward with great anticipation to all God has planned for us this year. It is both our prayer and the desire of our hearts that you understand that you are a vital part of our FBA Family, and God's plan for your life, and your child's life, includes First Baptist Academy. Likewise, we are humbled that God's plan for our lives includes you and your child.*

*This handbook was developed with you in mind. Please use this as a guidebook that provides useful information that will help you better understand First Baptist Academy. The philosophy at First Baptist Academy is Kingdom Education, which focuses on bringing the home, church and school together to form a partnership for training the next generation to live to glorify God.*

*Kingdom Education is built upon the principles found in God's Word. These Biblical principles provide God's Truth and wisdom that we used to develop policies and procedures in order to cultivate order and structure, mutual respect, and accountability.*

*It is our prayer that as you see these principles and guidelines being practiced, you will partner with us in supporting and upholding them. The philosophy practiced at First Baptist Academy will be evident year-round if we all seek to honor the guidelines set forth in our handbook, which are again, based on God's Word and His ultimate Truth and authority.*

*Thank you for partnering with us in making Kingdom Education a reality in the lives of your child and over 350 other children/youth God has graciously brought to First Baptist Academy this year. Please keep us in your prayers as we seek to be ensure our Warriors are ready to "RISE AND SHINE," and be assured that we will be faithful to pray for you.*

*All for His glory,*



*Susan Johnson  
Head of School  
First Baptist Academy*

### Enrollment Contract

The First Baptist Academy of Jacksonville, Inc. and the Parent(s) or Guardian(s) (the "Parent") of the enrolling student (the "Student") who is (are) identified in the Enrollment Agreement hereby enter into this Enrollment Contract (inclusive of the attached Enrollment Agreement) for the school term 2017-2018 subject to the terms and conditions outlined below. The School agrees to matriculate the Student in a program of academic instruction appropriate for the Student's grade level, and the Parent agrees to pay the following tuition and fees. Each Parent is jointly and severally responsible for the financial and other obligations of this Contract.

#### TUITION, FEES AND PAYMENT METHODS

The fees associated with attendance at the School fall into several categories. **Tuition & Fees** are required to secure enrollment and are specific to the Tuition & Fee Schedule in the enrollment agreement. **Incidental** (lunch, overdue book fees, extra-curricular activities, field trips, Extended Day, etc.) fees are the responsibility of each family and are in addition to enrollment. FBA is contracted with FACTS ([www.factsmgt.com](http://www.factsmgt.com)) to manage your financial obligations. We require our families to enroll in this program (enrollment fees apply).

Student	Student 1				
FACTS#					
Division					
Grade					
Annual Tuition					
<b>Total Tuition</b>					
Application Fee(EE – K)					
Re-Enrollment Fee(1-8)					
New Student/ Kindergarten Fee					
Curriculum & Technology Fee					
<b>Total Fees</b>					
Total Tuition and Fees					
Total Deposit Paid					
Total Fees Paid					
Additional Options					
<b>TUITION BALANCE</b>					
<b>TOTAL FAMILY TUITION after Fees Paid</b>					

NOTE: If you selected a monthly tuition plan, you authorized FACTS to automatically deduct tuition payments the 1<sup>st</sup> day of those months. Remember, there is a one-time enrollment fee per family which will be electronically collected by FACTS.

You will be invoiced through FACTS for all other incidental charges incurred at the school. No other payment options or terms are available.

## FINANCIAL TERMS & CONDITIONS

### Tuition & Fees Policy

We, the parents, understand that tuition and other fees are necessary in order for First Baptist Academy to successfully fulfill its mission. We commit ourselves to promptly meet our financial obligations in accordance with Biblical stewardship. We also understand and agree to comply with the following tuition policy:

- Deposits and fees are non-refundable.
- Tuition is due on the first day of each month.
- Withdrawals after July 1, but prior to the start of school, are subject to the following financial obligation:
  - After July 1, and prior to beginning of school, two months' tuition is due.
  - After Aug. 1, and prior to beginning of school, three months' tuition is due.
- The semester's tuition is due if a student withdraws after the beginning of the school year because:
  - The hiring of teachers and staff are based upon anticipated enrollment.
  - The ordering of textbooks and other classroom materials are based upon anticipated enrollment.

*Student records will not be released until the account is paid in full. Parents will be expected to honor their commitment to the school. Requests for exceptions must be addressed to FBA, in writing, and will be considered on a case-by-case basis.*

- Tuition that becomes three weeks delinquent will be charged a late fee of 10% of the total delinquent amount for each month of delinquency. This will subject the student to being withdrawn from school until such amounts due to First Baptist Academy via FACTS are made current.
- Incidental Fees that becomes three weeks delinquent will be charged a late fee of 10% of the total delinquent amount for each month of delinquency.

There will be no reduction or rebate for absences or vacations. Any check returned is subject to a \$25 processing charge. In addition, FACTS charges \$30 for all returned checks. The parties intend that the foregoing fees are to compensate the School for the damages it will suffer from late payment, which are difficult to estimate with certainty. **When any portion of any account becomes greater than three weeks in arrears, then FBA may, in its sole discretion, deny class attendance and participation in other activities, withhold academic reports and transcripts, and revoke this contract.**

### Delinquent Balances

Students with delinquent account balances are not to be considered for re-enrollment until all accounts are current. FBA reserves the right to withhold grades and transcripts until all accounts are paid. In addition, the school reserves the right to deny class attendance and participation in other school activities.

## GENERAL TERMS & CONDITIONS

### Electronic Signatures – Enrollment Application

I acknowledge that my electronic signatures are valid for my child's registration. I have read and accept the terms and policies of the following electronically signed documents: Parental Authorization for Medical Care, Waiver of Liability & Release, Dispute Resolution Policy Agreement, Parental Acknowledgements, Media Release, and Statement of Faith.

### Computer Use/Internet Statement

The technology program at First Baptist Academy provides the students with many opportunities to use a variety of exciting resources including the use of computers and Internet. It is understood that computer use and Internet access for FBA students is a privilege, not a right. Misuse of technology, including FBA and personal, electronic technology, while on campus, consists of the inappropriate use of technology including but not limited to accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on or off campus, and using personal electronic devices. All users of technology and the Internet will agree to sign an Acceptable Use Policy that adheres to the following Code of Ethics, which applies to both school and home use of

technology and the Internet:

“I will strive to act in situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and to others I communicate with on the Internet. I agree to follow First Baptist Academy’s basic rules. I will strive to apply Philippians 4:8 and Psalms 101:3 to my electronic communication.”

*Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things. Philippians 4:8*

*I will set no worthless thing before my eyes. Psalms 101:3*

## **Handbook/Dispute Resolution Policy**

The rules and regulations concerning Student or Parent conduct contained in any applicable student or parent handbook published by FBA, as amended from time to time, are incorporated by reference in this Enrollment Contract. The handbooks contain detailed information including policies and requirements for which the Student and Parent are responsible. FBA reserves the right to suspend, dismiss and expel the Student at any time if the Parent or Student breaches this Contract or if the school determines any discretion that the Student’s industry, progress, conduct, or influence on or off campus are not in keeping with FBA’s standards or the best interests of other students. **There will be no refund of paid enrollment fees where such enforced or voluntary withdrawal occurs, and any unpaid balance is payable in full according to the payment schedule.**

## **Photograph Waiver**

Acceptance of this Contract permits and licenses FBA, without charge or royalty, to take photographs and make audio and video recordings of the Student and to use those photographs and recordings and the Student’s name in school publications, recordings and broadcasts, including but not limited to newsletters, brochures, and the FBA’s website.

## **Extended Day**

Fees are due the first of each month and are payable through FACTS. **Fees that become 10** days past due will subject the student to being withheld from attending Extended Day until such amounts due to First Baptist Academy **via FACTS** are made current. *(Note: The latest pickup time is 6:00 p.m. or the end of your child’s program. After 6:00 p.m. there will be a late charge of \$10.00 plus \$1 per minute, per child. This money shall be automatically charged to your FACTS account.)*

## **Extra-Curricular Activities**

The Parent and Student acknowledge and agree that extra-curricular activity participation (including but not limited to field trips, intramurals, fine arts, etc.) is a privilege to be granted or withheld by FBA in its discretion.

## **Affirmation of Agreement**

By signing below, we the parents or guardians of this student affirm that we have given completely truthful information herein; and that we have received, read, understand, and will abide by the policies and agreements in this contract and in the Statement of Beliefs, Parents’/Guardians’ Statement of Support, and will sign all other documents required by FBA upon acceptance for enrollment.

*NOTE: This Contract is subject to the Student remaining in good standing both behaviorally and academically. Enrollment at the School is a privilege. Successful completion of the current academic year and a recommendation for re-enrollment from the School is required to permit currently enrolled Students the right to re-enrollment, even after this Agreement is returned to the School. The School maintains sole discretion to determine whether the Student has successfully completed the school year and such determination may include nonacademic considerations.*

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Father/Guardian

Date

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Mother/Guardian

Date

The First Baptist Academy of Jacksonville, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid program, and athletic and other school-administered programs.

## ACADEMIC EXPECTATIONS

First Baptist Academy expects from its students a higher standard of conduct than the minimum required to avoid disciplinary consequences. Honesty and integrity are virtues that need to be pursued by all Christian students. Each student's record is to reflect his own individual effort. Students should not give nor receive assistance on tests or assignments unless the teacher has specifically granted permission.

- a. Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or intent or attempt to help, or conspiracy to help another student commit an act of academic dishonesty. Cheating (using or attempting to use unauthorized information) and plagiarism (representing another's words, works or ideas as one's own) are serious offenses. Whether you give or receive information, the offense is the same.
- b. On homework assignments students should accept the responsibility to honestly pursue academic growth and not merely the "right" answers to "credit points." Except in cases where doing effort or group work is clearly intended and /or allowed by the teacher, copying another student's homework and representing it as one's own is academic dishonesty and will result in a "0" on the assignment for all parties involved. The teacher will confer with the student(s), contact the parents and inform the Head of School via a Discipline Referral. If copying homework were to be detected as a repetitive behavior, a student would be placed on disciplinary probation.
- c. During a test, quiz or exam whether oral, written or on the computer, it is the student's responsibility to avoid every appearance of academic misconduct. All books and papers must be placed at a sufficient distance in an appropriate location away from the student's seat. No communication between students is allowed. Students may receive a "0" if they communicate with another student.

## AFTER SCHOOL PROGRAM

FBA's extended day program is an extension of our regular program. In this social setting, children are encouraged daily to make new friends and to practice God's love, kindness, and compassion toward others. There is time allotted for homework, snack, as well as enriching and exciting activities. The after school program is open during the following times:

- 3:00 p.m. until 6:00 p.m. every Monday through Friday

NOTE: Occasional care is available as a convenience to our families. Please contact the Registrar for details.

## **ARRIVAL/DISMISSAL**

The traffic plan endeavors to accomplish three goals: the safety of all students, minimizing the time required to drop off and pick up, and the smooth flow of vehicles. Parents are advised NOT to use cell phones while the carline is moving. It is important for the safety and security of our students that the traffic flow signs be followed carefully.

### Drop-Off (8:10-8:30 a.m.)

Students should be dropped off in Garage 2, which is located between Laura and Beaver streets. It is important that all parents follow the directional signs as indicated on the map. Traffic flows in one continuous direction. Cars should pull completely forward and stop before allowing a child to exit the vehicle. Safety Patrols are available to assist your child from 8:10 - 8:30 each morning. Adult supervision is provided. Parents are encouraged to allow their students to walk to class after the 1st week of school.

Supervision begins at 8:10 a.m. in a designated area. Students dropped off before 8:10 a.m., must be enrolled in Morning Extended Care which begins at 7:00 a.m. FBA does not assume responsibility for any students on campus before 8:10 a.m. unless enrolled in Morning Extended Care.

### Dismissal (3:00 p.m.)

Students leave the building at approximately 3:00 p.m.-3:05 p.m. each day and will be loaded into their vehicles through Car Line on the 3<sup>rd</sup> level of Garage II. Parents are highly encouraged to utilize the Car Line process. (NOTE: If you desire to park and walk up to pick up your child, your child will be dismissed by his/her teacher AFTER Car Line has commenced for the day.)

Car signs will be given out at orientation. Please be sure to display your sign so teachers can identify your car and prepare your child to dismiss. The dismissal line traffic flows in one continuous direction. Vehicles should pull completely forward to the stop sign. Four cars are loaded at one time. Once all cars are loaded, FBA staff will direct the traffic flow for those cars to exit and the next four cars to receive students. Your child will be brought to your car by a patrol or a teacher. Once your child is safely in the car, please remain in the car line until directed to move forward by FBA Staff. Remember, please drive safely and watch for children at all times. Students not picked up by 3:15 p.m., or when the last car is loaded (whichever is later), will be taken to Extended Care and families will be charged accordingly.

## **ATTENDANCE**

Success at FBA is directly linked to school attendance. Regular attendance is required by law and FBA. It provides students the opportunity to acquire specific skills and meet course goals and objectives that may not otherwise be possible if not in attendance. Parents must inform the school if/when their child will be absent. Many integral learning activities including class discussion, laboratory experiments, field trips, direct instruction, and guest speakers cannot be simulated or replicated with book work. Irregular attendance is a major cause for poor academic work and continual tardiness is disruptive to the normal flow of school activity. More than 10 unexcused absences per year are considered excessive, and may result in an administrative conference and possible grounds for dismissal. If a student is absent three consecutive days, a physician's note is required. If there are extenuating circumstances not covered by a medical excuse, parents may

be required to petition the Head of School in writing. Students must be in class for a minimum of four (4) hours to be counted present for the purpose of attendance records.

**Excused Absence:**

An excused absence is one that occurs for illnesses, death in the family, or other unavoidable occurrences, per discretion of the Head of School. Students should bring a parent’s written excuse for being absent to their teachers upon their return. Make up work will be issued upon return. Requests for assignments for a planned absence should be made at least one week in advance. Work to be made up is at the teacher’s discretion. Students are required to make up tests and quizzes. When parents choose to keep children from attending school for vacations, or other absences, the following guidelines are in place:

1. Any absence that can be anticipated must be communicated to the office ([fbar@fbcjaxacdaemy.com](mailto:fbar@fbcjaxacdaemy.com)) and the homeroom teacher at least one week prior to the absences.
2. With a pre-arranged absence, the student will make up the work missed either before departure or upon return from the trip within the time constraints of the school make up policy; major assignments that are due during the absence must be turned in before the student leaves for the trip.
3. Because teachers generally use Friday afternoon and Saturday to finalize lesson plans and prepare materials for the following week, the teacher will provide the assignments from the plans she has completed at the time of the student’s departure. The rest of the assignment will be given to the student upon his/her return.
4. All work given to the child before an extended absence is due on the day that the student returns to school or it will be considered late. It is the responsibility of the student to receive and turn in make-up work. Extra days given for make-up work will be at the discretion of the teacher depending on the assignment or project due.
5. Teacher will administer tests or quizzes upon return.

In the case of an unplanned absence, students are allowed the same number of days as the length of the absence in which to make up quizzes, tests, homework, and major assignments without penalty. Major assignments/projects are due the day a student returns to school if the first day of the absence was the due date of the assignment. The Head of School may grant exceptions to this policy.

**Unexcused Absence:**

An unexcused absence occurs when a child is absent for any reason other than those stated above. Class work and test missed must be made up.

Four unexcused tardies will be equivalent to 1 unexcused absence.

**Absences for Extra-Curricular Activities and Sports:**

Students participating in any extra-curricular activities or involved in an approved school-day activities should be present at school for at least half of the school day before dismissal on the day of an event. Exceptions are made at the discretion of the administration. When a student leaves school early with the team, club or organization, all work (tests, quizzes, projects, homework, etc.) that is due on that day must be turned in to the teacher before leaving. Otherwise it will be counted as late work.



## **\*SPECIAL NOTE FOR MIDDLE SCHOOL STUDENTS:**

### **Anticipated Absences/Family Vacations:**

Parents must notify the school Head of School prior to taking a child out of school for a family vacation or other planned absence. A ten (10) day notification is desired in order that parents, teachers, and student can plan together to ensure the student will not fall behind in his or her work. Although teachers will assist the student who misses school because of a planned absence, it remains the student's responsibility to obtain assignments and class notes, complete homework, and make up any tests or quizzes. While a vacation during school can be educationally profitable (and valuable family-time), it may also have an adverse impact on a student's academic achievement. We strongly recommend family vacations be taken during regular school breaks. We encourage parents to arrange planned absences only when alternative options are unavailable.

## **ASSIGNMENTS**

### **Late Assignments**

If students must miss class, they are responsible for making up any missed assignments. Students have as many days as missed to make up the work after returning to class. If an assignment was due on the missed day, it is due upon their return.

**No credit will be given for any assignment until it is completely finished.** Work turned in late will result in a penalty to the grade.

- One day late—maximum possible 80%
- Two days late—maximum possible 70%
- More than two days late—Assignment must be completed, but student will receive a "0" for his/her assignment.

### **Missed Tests/Quizzes**

Class time is precious! If a student misses a day when there is a scheduled quiz or test, the student will be expected to take the quiz or test on the day of their return at 8:00 a.m. or 3:00 p.m. Arrangements should be made with the teacher prior to coming in for a makeup quiz or test. If a student misses an unannounced quiz, time will be given at the beginning of class to complete the quiz.

## **BEHAVIOR EXPECTATIONS**

And he answered, "YOU SHALL LOVE THE LORD YOUR GOD WITH ALL YOUR HEART, AND WITH ALL YOUR SOUL, AND WITH ALL YOUR STRENGTH, AND WITH ALL YOUR MIND; AND YOUR NEIGHBOR AS YOURSELF." Luke 10:27

As image bearers of Christ, we desire to live our lives filled by the Holy Spirit. The fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control. Loving one another and living by the Spirit fosters Christian community and glorifies God.

We are committed to providing students with a Christian community in which to grow spiritually, academically, socially, physically, and emotionally without fear of harassment from others. We expect students to be Christ-like in relationships with each other as well as adults, visitors and school volunteers.

Acts of violence will not be tolerated. Violence is any mean look, gesture, word, or action that harms a person's body, feelings, friendships, reputation or property. Violence destroys community and does not glorify God. It is unacceptable in any form – verbal, emotional or physical.

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student.

Examples of bullying are as follows:

- Verbal: Name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures.
- Physical: Pushing, hitting, shoving, biting, hair pulling, pinching, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: Ostracism or exclusion, ignoring, being unfriendly, alienating, etc.
- Psychological: Acts that instill a sense of fear or anxiety, etc.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Ephesians 5:1-2 “ Therefore be imitators of God, as beloved children; and walk in love, just as Christ also loved you and gave Himself up for us, an offering and a sacrifice to God as a fragrant aroma.”

A list of possible consequences follows:

- Warnings, Phone calls home
- Loss of privileges
- Behavior contracts
- Loss of extra-curricular eligibility
- Suspension, Expulsion

### **BIBLICAL WORLDVIEW INTEGRATION**

FBA is a Christ-centered, kingdom-focused school. As such, it is vital that there be focus and implementation of Biblical Integration in all areas of academic accomplishment. The primary means of accomplishing Biblical Integration at FBA encompasses the provision of a Christ-centered atmosphere for school personnel, students, and families. This atmosphere will be realized and enhanced through consistent prayer, devotions, training, nurturing, and shepherding of students and their families. A second path to attaining Biblical Integration at FBA is through the deliberate merging of the Biblical Worldview into all areas of curriculum content as the instructional staff consistently strives to inform and influence student learning. This will be achieved by intersecting the truths of Scripture with the teachings of the various curricula. Biblical Integration includes the immersion, demonstration, and influence of Biblical doctrine and truth as it relates to all aspects of learning helping students make connections.

### **BIRTHDAY PARTIES, OTHER PARTIES, GIFT-GIVING**

Birthday parties will not be held at school. However, students who wish to celebrate their birthday may bring a snack (cupcakes or individually wrapped cookies) for the entire class for lunch or snack time. No personal party invitations are to be distributed at school unless every child in the class receives one or all students of the same gender receive one. The same guidelines apply to any other party as well (sleepovers, etc.). Our goal is that no child would feel excluded by his/her peers from any such gathering. Please contact your child's teacher in advance for his/her recommendation. The principle of inclusivity applies also to gift giving at FBA. Gifts should be given to all students in a grade level or on a team when distributing such to students at school. Leaving certain students out is always discouraged.

## CALENDAR

FBA's calendar will be published prior to the start of each school year. It will also be published on the web as a downloadable document.

## CENSORSHIP

Concerns regarding materials in the FBA Library/classroom libraries should be handled in a scriptural manner, following the principles of Matthew 18:15-17. FBA supports the rights of all parents to monitor their child's reading and instructional materials. However, those rights extend only to their own children. Individuals are not free to define what is appropriate for all students or teachers to read, view, or hear.

## CHAPEL

Weekly Chapel is a part of the curriculum and designed to be educational, interactive, and a spiritually enriching experience. Chapel provides opportunities to participate in worship and apply biblical truths. Parents, grandparents, family, and friends are always invited to attend.

## COMMUNICATION WITH FACULTY AND STAFF

As partners in your child's education, communication is vital to your child's success. We encourage both verbal and written communication through RenWeb, voicemail, conferences, e-mails, and agendas. If you need to get a message or delivery to your child, please contact the receptionist. For questions or concerns in a particular class, please contact the teacher. If a matter involves issues beyond the classroom, please contact the Head of School. To stay current on school events and news, please be sure to check The Academy Voice at [www.fbcjaxacademy.wordpress.com](http://www.fbcjaxacademy.wordpress.com).

- The school office is open before and after school from 8:00 A.M. till 4:00 P.M. Calls outside these times will be picked up by our answering system.
- If it becomes necessary to reach your child during the day, please contact the office first and someone will assist you.
- Staff will try to respond promptly to voice mail and email messages.
- Staff email addresses follow the same pattern: first name, last initial (no spaces) followed by fbcjaxacademy.com.
- Parent-teacher conferences may be scheduled at the request of parents, teachers, and/or administrators.

## CORE VALUES

**Unified Belief System:** We value a Biblically based Christ-centered belief system and strive to love the Lord our God with all our heart, soul, mind and strength. *For it is by grace you have been saved, through faith-and this not from yourselves, it is the gift of God-not by works, so that no one can boast.* Ephesians 2:8-9; *For God so loved the world that He gave His only begotten Son, that whoever believes in Him shall not perish but have eternal life.* John 3:16

**The Bible:** We value the Bible as the inspired, inerrant, and infallible Word of God that is the authority for all guidance and decision making. *All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.* 2 Timothy 3:16-17

**Parent Partnering:** We value partnering with Christian families whose desire is to foster a love for Christ and His principles. *Train up a child in the way he should go, and when he is old he will not turn from it.* Proverbs 22:6

**Character Development:** We value cultivating an environment that nurtures the spiritual development in our school community. *But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.* Galatians 5:22-23; *Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy-think about these things.* Philippians 4:8

**Christian Leadership:** We value a passion for growing spiritually, personally, and professionally to fulfill God's plan and purposes for each student and staff member. *I can do everything through Him who gives me strength.* Philippians 4:13

**Missions:** We value putting others needs before our own by reaching out to our community near and far. *Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you and surely I am with you always, to the very end of the age.* Matthew 28:19-20

**Academics:** We value excellence through rigorous and challenging academics with intentional planning to exceed high standards. *Whatever you do, work at it with all your heart, as working for the Lord, not for men.* Colossians 3:23

## **DISCIPLINE POLICY**

The policy below is designed to give teachers the tools needed to maintain a safe, optimal learning environment. In addition to the guidelines listed below, each grade level establishes an effective and clear, age-appropriate classroom management policy/success plan. Teachers will explain these expectations and consequences to all students and their parents. Individual teachers will handle inappropriate behavior in their own classrooms, and when they observe such behavior on and off campus. Most disciplinary problems will hopefully be resolved between the student and teacher. The teacher will be an active participant in selecting and enforcing appropriate discipline measures. The levels of offenses and consequences listed below have been established to effectively handle behavior issues and consequences in a progression. All consequences are at the discretion of the Head of School as to the proper level of the offense. An appeals process based on the "Complaint/Resolution Procedure" and/or the "Expulsion/Appeals Policy" may be followed to resolve misunderstanding and differences of opinion. In all such cases, the parent agrees to follow the processes outlined in this handbook as the sole method of conflict resolution without resorting to legal action of any sort. Restitution is sought by the academy at all levels of discipline. It is our intention that the student understands the nature of the consequence and can verbalize an apology with forgiveness.

## **PROGRESSIVE DISCIPLINE GUIDELINES:**

LEVEL 1 DISCIPLINE ISSUES may include, but are not limited to, the following:

- Gum chewing
- Drink or food in hallway, or classroom without permission
- Dress code violation
- Not following teacher's instructions
- Not following classroom procedures
- Not following elevator procedures
- Social Networking on campus (i.e. – Facebook, MySpace, Twitter, etc.)
- Minor disruption of teacher or instruction
- Name calling/teasing
- Late to class during academic day
- Inappropriate hallway behavior
- Inappropriate cafeteria behavior
- Inappropriate assembly behavior
- Excessive noise
- Cell phones, electronic devices of any kind, games, music players, etc. in view and/or heard
- Not following car pool procedures
- Not following before school procedures
- Not following after-school procedures
- Showing disrespect to adult

The classroom teachers handle Level 1 Offenses at their discretion. Teachers may use the following progressive consequences to handle these situations: (Please note that if the offense is strong enough, the Head of School may skip Level 1 consequences and go straight to Level 2.)

- Warnings
- Time-outs
- Lunch detention
- Phone call or e-mail to parent/guardian

Teachers will maintain a classroom record of offenses and consequences for each student as necessary in the Behavior section of RenWeb. Regarding cell phones/electronic devices in Middle School: Personal cell phones and electronic devices are allowed for educational purposes, only, during school hours (8:30 am – 3:00 pm). While on campus, all devices (personal or owned by FBA) must be used in conjunction with our Technology Usage Policy. FBA does not assume responsibility for personal items. Therefore, if a Middle School student is utilizing his/her personal cell phone/electronic device outside of the Technology Usage Policy and when deemed appropriate by his/her teacher(s), the teacher may confiscate the phone/electronic device and return it to the student or the parent at the end of the

school day. At any time, teachers may prohibit a student from the privilege of utilizing his/her electronic device on school property. No electronic devices are to be used during car line.

LEVEL 2 DISCIPLINE ISSUES may include, but are not limited to, the following:

- Recurring dress code violations
- Use of cell phone/electronic device of any kind, games, music players, etc.
- Excessive or ongoing teasing/bullying
- Inappropriate physical contact
- Name calling
- Gross disrespect to adult
- Lying
- Cheating
- Inappropriate language
- Inappropriate behavior before, during or after school
- Skipping class
- Major disruption of teacher or instruction
- Excessive roughhousing
- Public display of affection

See cell phone/electronic device information Under Level I.

Parent notification is the normal protocol prior to the issuing of a Level 2 Offense. However, should the actions be so great that it skips Level I, issuing a Level II Offense immediately is allowed with permission from the Head of School. These offenses are referred to the Head of School in writing by the teacher with his/her support for consequences, or something more severe depending upon the nature and severity of the offense.

LEVEL 3 DISCIPLINE ISSUES may include, but are not limited to, the following:

- Fighting/physical aggression/confrontation, intimidation/threats/harassment
- Gross insubordination
- Inappropriate Internet use (see Student Internet Policy)
- Defacing or damaging property
- Theft/stealing of a worthwhile value

Level 3 Offenses are referred to the Head of School in writing by the teacher with his/her support for possible out-of-school suspension (half or whole day) of the student. The number of days of suspension depends upon the nature and severity of the offense. Severe or continued Level 3 Offenses may also result in conditional status or expulsion at the discretion of the Head of School. A parent-Head of School-teacher-student conference is required when issuing a Level 3 Offense.

## Specific Discipline Issues

1. Guns, knives, matches, lighters, clubs or other such items of any type, real or toy, are not permitted on campus. Failure to comply with this regulation may result in immediate expulsion.
2. Profanity, vulgar speech/actions and abusive speech/actions is harmful to others and certainly is not appropriate, nor is it conducive to one's own moral and spiritual development. Any student using profane, vulgar language, obscene gestures or actions, or who is abusive, physically or emotionally, threatening or bringing harm to the person or property of another member of the school community or involved in any type of harassment will be disciplined. Harassment includes sexual, racial, and general.
3. Water pistols, noisemakers, toy weapons, or any other potentially dangerous or annoying devices must be left at home. Failure to do so will result in the device being taken. Additional offenses will result in confiscation of the item and suspension from school. FBA is not responsible for the theft or loss of these items.
4. Do your own work. Do not cheat. FBA expects from its students a higher standard of conduct than the minimum required to avoid disciplinary consequences. Honesty and integrity are virtues that need to be pursued by all Christian students. Each student's record is to reflect his own individual effort. Students should not give nor receive assistance on tests or assignments unless the teacher has specifically granted permission.
  - a. Academic misconduct includes all acts of dishonesty in any academically related matter and any knowing or intentional help or intent or attempt to help, or conspiracy to help another student commit an act of academic dishonesty. Cheating (using or attempting to use unauthorized information) and plagiarism (representing another's words, works or ideas as one's own) are serious offenses. Whether you give or receive information, the offense is the same.
  - b. On homework assignments students should accept the responsibility to honestly pursue academic growth. If copying homework were to be detected as a repetitive behavior, a student would be placed on disciplinary probation.
5. Threatening or bringing harm to the person or property of any member of the school community or to the school itself may result in suspension or expulsion and full financial restitution for damages incurred.
6. Search of Students:
  - a. Upon reasonable suspicion, the Head of School, with another school employee, may ask a student to empty his/her pockets or purse and take off his/her shoes and socks. If the student is unwilling to do so, the Head of School will contact the parent/guardians.
  - b. If the student is still unwilling to do so after having spoken with his parent/guardians, he/she may be expelled from the school.
7. Search of Student's Book Bag:
  - a. Upon reasonable suspicion, the Head of School, with another school employee, may ask the student to empty his/her book bag. If the student is unwilling to do so, the Head of School will contact the parent/guardians.

- b. If the student is still unwilling to do so after he has spoken with his parent/guardians, he/she may be expelled from school.

Probation (Disciplinary) - Probation is invoked by the Head of School when it becomes apparent that a student has a serious problem. The student and parents will have a conference with the Head of School when probation is invoked. A behavior plan will be written and signed by student, parent, teacher, and Head of School. It gives the student an opportunity to correct his/her problem and to assume the responsibilities involved in a more mature and appropriate manner. The problems for which a student can be placed on disciplinary probation include, but are not limited to the following:

- (1) Attitude: A rebellious spirit, which is unchanged after much effort by the teachers, or a continued negative or uncooperative attitude and bad influence upon the other students.
- (2) Misconduct: Continued deliberate disobedience to a teacher or of school rules; committing a serious breach of conduct inside or outside of school which has an adverse effect upon the school's and/or student's Christian testimony. Probation will last from nine to eighteen weeks. At the conclusion of the probation period, the Head of School will reconsider the student, confer with the parents, and will recommend either removal from probation or withdrawal from school. All students on disciplinary probation are ineligible for athletics and all other extracurricular activities.

Corporal Punishment – The Faculty and Staff at FBA do not administer corporal punishment.

Contrition – When a student's choices/behavior may have risen to the level of expulsion or suspension, the student has an opportunity for mercy and grace through contrition. Contrition is defined as a student's "recognition of and repentance for sin." FBA cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition: a student is contrite by confessing wrong doing before being called to the office or called upon by the Head of School in any way to account for behavior. Any student confession must be made to the Head of School by the student alone or with an accompanying teacher, coach, sponsor or parent. Telling a teacher, coach, or other school representative alone does not qualify.

Restoration Plan – It is always the intention of FBA to lovingly restore students after a period of suspension. As a means to that end, the following guidelines will govern the readmission of suspended and expelled students. At the beginning of the disciplinary period, the Head of School and the teacher will:

1. Clearly identify the offense at both the beginning and end of suspension.
2. Assist the student in verbalizing why the offense was inappropriate and/or harmful.
3. Notify the student's teachers/coaches of the suspension term, but not the nature of the offense.
4. Suggest an apology to the offended or victim.

At the end of the disciplinary period, the Head of School will:

1. Conduct a re-entry interview with the student and at least one parent.
2. Assist the student in writing a behavior plan to ensure improvement.



3. Remind the student of their importance in the FBA community.
4. Explain that the student is on disciplinary probation and its ramifications, if applicable.
5. Engage in a time of prayer in which the Head of School and parent(s) pray for the student and the student prays for any whom they have offended as well as themselves.

Expulsion/Appeals - When a student is expelled by the Head of School, both the student and the student's parent(s) shall be notified in person and in writing as to the reasons for the expulsion. The school has the authority to expel a student and may expel a student for any reason it deems necessary, with or without the consent and/or agreement of the parents. Parents are responsible to pay the full tuition for the academic year in which the student is dismissed. The student and his parent or guardian may appeal their case to the Head of School only for the reason that the evidence upon which the decision to expel was made was based on inaccurate or insufficient evidence (see complaints or problem policy). Their appeal shall be in writing and shall be presented to the Head of School within three (3) days of the expulsion. The Head of School may choose to send the appeal to the Discipline Committee or the School Board. The decision of the Discipline Committee or School Board shall be final. Expulsion may result when there is a serious departure from school policies or expectations for students, including but not limited to, the following:

- A. Repeated misconduct.
- B. Failure to respond positively to repeated efforts at correction by the school's personnel.
  1. A serious breach of the school's code for student conduct, including stealing, the use or possession of drugs, alcohol, or tobacco, sexual misconduct, weapons; whether on or off campus.
  2. Threatening or bringing harm to any member of the school community.
  3. Commission of a crime.
  4. An action or attitude that seriously harms the name of Christ and/or the school's reputation in the community including immorality; an attitude not in harmony with the goals and spirit of the school.
  5. Any action by a parent/guardian, which seriously interferes with the school's ability to accomplish its educational purposes.
  6. Once expelled, a student may be considered for admission as a new student the following academic year. Expelled students may be asked not to attend certain school activities during the expulsion period. Re-admission to FBA will be at the discretion of the Head of School.

### STUDENT AGREEMENT OF CONDUCT

As a Christ-centered school, FBA desires that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, both on and off campus are extremely important. Since the testimony of our lives is so significant, you are asked to read and sign the following agreement which pertains to student conduct both on and off campus, during and after school.

1. To God Almighty – I believe and depend on the Gospel, which is the power of God for salvation (Romans 1:16). I will seek to honor the Lord in all that I think, say, and do, and I will humbly submit to

His commands (Deuteronomy 26:17). I recognize that my appearance and behavior should be a reflection of God as well as on me and my earthly family (I Corinthians 10:31).

2. To my parents – I will attempt to honor my parents in everything I think, say and do (Exodus 20:12). I will seek to learn all that I can from them (Ephesians 6:1-3). I acknowledge that I cannot receive what I need in life or godliness without them (Psalm 78:1-8).
3. To my church – I will submit to all the authorities in the church that God has placed over me (Titus 2:1- 5). I will make worship, discipleship, and spiritual growth a priority in my life (Galatians 2:20). I will attempt to be an ambassador of Christ and His church wherever I go (Matthew 28:19-20).
4. To my teachers – I will demonstrate respect, attentiveness, gratitude, and obedience to my teachers (Hebrews 13:1). I will seek to do all the work that I have been assigned with diligence, honesty and integrity (Ephesians 5:8-17). I will do my utmost to learn as much, and achieve as much, as possible (Philippians 2:3-7).
5. To my classmates – I will honor and respect the time, work, and feelings of my fellow students (Rom. 12:9-18). I will model honesty, integrity, kindness, and modesty in my relationships (Philippians 2:3-7). I will love others by confronting their sin (and receiving their correction) in a spirit of love and humility (Ephesians 4:15-16).

Additionally:

- I will strive for excellence as a student in all that I say and do.
- I will obey Biblical principles, especially with regard to speech and conduct.
- I will show respect and cooperate with those in authority at the school.
- I will abstain from alcohol, drugs and tobacco.
- I will avoid cursing, sexual immorality, witchcraft, dissension, and cheating. Specific acts and attitudes that FBA does not accept or tolerate are cited in Galatians 5:19-21.
- I will dress in accordance with the guidelines set forth by FBA dress code policy.
- I will comply with the discipline policy of FBA.
- I understand that once I enroll at FBA, I am part of the FBA Family wherever I am. Therefore, I agree to avoid behavior, both on and off campus that would dishonor Jesus Christ, the school, the church, my family, and me.
- I understand that I can be held accountable by the school for any negative behavior both on and off campus at any time during the year. If the school determines the inappropriate behavior impacts my witness for Christ, the school's reputation and/or other FBA students or families in a negative manner, suspension or expulsion may result.

Attendance at FBA is a great privilege. And, like all privileges, it comes with certain responsibilities. Therefore, students agree to uphold each of the above statements before enrolling in the school.

## **DISCIPLESHIP**

When children express readiness to accept Christ as Savior, we have a procedure in place for discipleship.

**DISPUTE RESOLUTION POLICY-** Refer to the Contract

## **DRESS CODE**

### Girls

Skirts/Slacks/Shorts/Capris/Jumpers –

- Navy or khaki uniform-style bottoms (FBA logo optional - no cargo or yoga styles, allowed.) *NOTE: No form-fitting or exercise materials such as tight knit or spandex. Also, no skinny denim and/or pants.*
- Official FBA Plaid

Shirts - Collared Polo or Oxford

- Red, white, or navy blue shirts (with current, official FBA logo)
- Red, white, or navy blue solid color turtlenecks can be worn under collared, logoed polos.
- Red, white, or navy blue solid color sweatshirts and sweaters can be worn over collared shirts/turtlenecks as outlined above (with current, official FBA logo).
- Middle School students may also wear official FBA gold colored polos

Please note, all shirts must be tucked in and all shirts, sweaters, and sweatshirts sized to fit. Also, red, white, or navy blue solid color collared polo and oxford dresses are allowed (with current, official FBA logo).

Belts - Must be worn if apparel has belt loops, and must be solid red, navy, white, brown, or official school plaid.

Shoes -

- Lower School (K-5<sup>th</sup> Grades): Athletic shoes, Closed-toed and closed-back shoes with shoe laces, Velcro, OR arch strap. No light-up shoes are allowed.
- Middle School (6<sup>th</sup> - 8<sup>th</sup> Grades): Athletic shoes, Closed-toed and closed-back shoes, however they **MUST** bring athletic shoes for P.E.

### Boys

Slacks/Shorts –

- Navy or khaki uniform-style bottoms (FBA logo optional - no cargo or gym styles, allowed.)

Shirts –

- Red, white, or navy blue shirts (with current, official FBA logo)
- Red, white, or navy blue solid color turtlenecks can be worn under collared, logoed polos.
- Red, white, or navy blue solid color sweatshirts and sweaters can be worn over collared shirts/turtlenecks as outlined above (with current, official FBA logo).
- Middle School students may also wear official FBA gold colored polos

Please note, all shirts must be tucked in and all shirts, sweaters and sweatshirts sized to fit.

Belts - Must be worn if apparel has belt loops, and must be solid red, navy, white, brown, or official school plaid.

## Shoes:

- Lower School (K-5<sup>th</sup> Grades): Lower School (K-5<sup>th</sup> Grades): Athletic shoes, Closed-toed and closed-back shoes with shoe laces, Velcro, OR arch strap. No light-up shoes are allowed.
- Middle School (6<sup>th</sup> - 8<sup>th</sup> Grades): Athletic shoes, Closed-toed and closed-back shoes, however they MUST bring athletic shoes for P.E.

## Hair

Boys: Hair must be no longer than the eyelid when open, may come to the middle of the ear, and at the collar.

Hair may be highlighted or colored with natural hair colors.

Girls: Hair may be highlighted or colored with natural hair colors.

## On Campus

1. All students will be in FBA uniform every day.
2. Students may wear FBA outerwear (hoodies and/or sweatshirts) or other official FBA apparel inside the buildings during the school day.
3. Hats may not be worn inside the building during the school day.
4. All students will wear clothing with a proper fit (not tight or baggy).
5. Undershirts: Undershirts (short or long sleeved) may be red, white, or navy blue and must not be visible at any point except at the collar.
6. Shirts (boys and girls) must be tucked in properly so the belt/waistband is visible.
7. Belts are to be worn on items made with belt loops. Belts must be worn through belt loops. Red, white, navy blue, brown, or FBA plaid cloth/sash belts that compliment the uniform may be worn, but may not be longer than the skirt or shorts with which they are paired. No other designs or colors are allowed.
8. Girls' skirts, skorts, shorts, and dresses will be no shorter than 3" above the knee.
9. Jewelry should be modest and not over-sized. Girls may not have nose piercings, eye brow piercings, or lip piercings. No more than three plastic type bracelets are permitted. Boys may not wear earrings or spacers on campus or at FBA events.
10. Boys must be clean-shaven with sideburns no longer than mid ear.
11. Boys' shorts must be no shorter than 3" above knee.
12. Gothic-type apparel including belts, wrist bands, make-up, tattoos, black nail polish, etc. are not permitted.
13. Boots (all-styles, combat, cowboy, UGG®, etc.), flip-flops, water-type shoes, sandals, clogs, Crocs®, moccasin-type, and bedroom slippers are not permitted. However, the administration may occasionally permit students to wear boots during exceptionally cold, winter school days and communicate that to all students should that exception be made.

14. Girls' leggings, tights, and socks must be red, white, gray, natural, or navy blue solid colored above the ankle (No designs ornamentation, please.).
15. Boys' socks must be solid colored OR approved athletic socks that complement the dress code (red, navy, or white).
16. It is important that every uniform item be labeled with the owner's name. FBA is not responsible for misplaced items.
17. Girls' hair accessories are permitted (red, white, navy, grey, and FBA plaid, only, please).

### Field Trip/Off Campus Activities

All students are required to wear a red, FBA polo shirt, unless otherwise directed.

### Physical Education (P.E.) Class

Lower School students must wear athletic shoes on the day they have P.E. class. Students may not participate in P.E. classes without appropriate athletic shoes, which will affect their grade for participation. Girls should wear shorts under skirts and jumpers for P.E. and recess.

Middle School students (6<sup>th</sup>-8<sup>th</sup>) must wear the approved uniforms for P. E. classes. A student failing to wear the approved P.E. uniform (available for purchase through RC Uniforms) will have points deducted for improper dress. Students may not participate in P.E. class without appropriate athletic shoes.

### Parent/Volunteer Dress Code

Parents who volunteer at school or who need to be on campus for a period of time are expected to follow the same guidelines as students and faculty/staff. Please dress with modesty at all times. Please place special attention to the length of dresses or skirts and blouses/tops that are low cut, see through or that do not cover the stomach.

### **DRIVING/PARKING ON CAMPUS**

In accordance with the policies at First Baptist Church of Jacksonville, FBA does not allow vehicles to be driven or parked on any surface not specifically designed for motor vehicles. These areas include, but are not limited to: sidewalks, patios and curbs. Visitors will be asked to move their vehicles to a proper parking area or roadway. Any unusual circumstances that may require a vehicle to be driven onto a nonroadway surface must be approved. Approval should only be granted if extenuating circumstances warrant the waiver of this policy. In consistency with the church policy, all parents will be issued one badge for garage access.

**EARLY CHECKOUT-** (See Attendance Policy)

**ELECTRONIC DEVICES-** (See also Discipline Policy)

Electronic devices such as iPods, mp3 players, cell phones, iPhones, lasers, electronic games, and video and digital cameras serve to distract from the purpose of learning and are not permitted to be used by students during school hours without the explicit permission of a classroom teacher. It is fine for students to listen to music on their ride to and from school and to use their cell phones before or after the school day, but electronic devices must be locked in lockers once

inside the building. Devices out of lockers during the day (without permission) will be confiscated. 1<sup>st</sup> offense- returned to student at end of school day; 2<sup>nd</sup> offense- returned to parent from administration; 3<sup>rd</sup> offense- device no longer permitted on school grounds. The school is not responsible for the loss of any such devices.

### **ELEVATORS**

Students may not ride the elevators without prior approval from an FBA faculty/staff member during school hours. As a general rule, students must be accompanied by an adult to ride the elevator.

### **EMERGENCY SCHOOL CLOSINGS**

FBA and First Baptist Church Jacksonville DO NOT necessarily follow the Duval County Public Schools with regard to Emergency School Closings, because Duval County's decisions are based on a wide range of factors (busing, etc.) that may not always affect FBA families. At times, emergencies such as severe weather, fires, power failures or law enforcement issues can disrupt operations. In extreme cases, these circumstances may require the closing of the school. School closure notices will be communicated by the following means:

1. E-mails sent via RenWeb
2. [www.fbcjaxacademy.com](http://www.fbcjaxacademy.com)
3. Phone greeting will be changed

### **EMERGENCY/ HEALTH PROCEDURES**

Please note that FBA School Clinic hours are 8:30 a.m.-3:00 p.m. on school days. If your child participates in an after school activity (intramurals, rehearsals, after care, etc.), you will need to send all appropriate emergency medical supplies (inhaler, EpiPens, etc.) with your child for this activity after school hours. It is the responsibility of the parent to ensure access to emergency medication/ equipment when the school clinic is closed. There will be no access to the emergency medication/equipment stored in the school clinic before 8:30 a.m. or after 3:00 p.m. We appreciate your cooperation as we try to ensure the well-being of your child.

We have a nurse on staff and teachers are provided first aid kits equipped with band-aids and antiseptic to assist students with the cleansing of cuts and abrasions. With the exception of an emergency, the student must be given permission from the teacher to be admitted to the clinic. Regarding medication, we recognize that there are times when students will need to take medications during the school day. All medication brought to school must be in the original container and kept in the school nurse's office. If a prescription or over-the-counter medication must be given during the school day, each must be accompanied by a note signed by the parent or legal guardian giving directions for its administration including date, time, dosage and reason for administration.

Over-the-counter medications will not be given on a routine basis without a signed note from the child's physician. Parents must provide over-the-counter medications with a signed consent form. These over-the-counter medication requirements also include Advil and Tylenol and any other over-the-counter medicines. Over-the counter medications will not be given without consent of the parent.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are available. While extracurricular activities are important and strongly encouraged, they do not supersede academics and conduct. Good academic performance and proper behavior are needed to be able to participate in any extracurricular activity.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

This law gives parents certain rights to inspect and review their children's educational records. Parents have the right to request that a school correct records which they believe to be inaccurate or misleading. The school must have written permission from the parent in order to release any information from a student's education record. However, the school may disclose records, without consent, to the following parties:

- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Accrediting organizations
- Judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities with due cause

Schools may disclose, without consent, certain information also known as "directory" information. Schools must allow parents a reasonable amount of time to request that the school not disclose directory information about their students.

## **FIELD TRIPS/CLASS TRIPS**

Field trips are an educational experience that takes learning outside the classroom. For each field trip, a student must have on file a signed permission form from his/her parents. A student must demonstrate that he/she has the discipline to obey the rules and regulations.

All chaperones must be screened through our background check system prior to the field trip, and each chaperone must sign in at the front office and receive an official FBA Volunteer Badge.

NOTE: When serving as a chaperone, additional children, not enrolled by FBA AND in the same class as the class taking the field trip, are not permitted to attend the field trip.

## **FINANCE POLICIES**

Each year FBA's Board of Directors sets the tuition and fee amounts that meet the school's needs to provide the most excellent educational program in the most cost-effective way possible. Tuition covers textbooks, instructional materials and achievement testing. FBA students with an outstanding balance on their account for tuition, lost books, extended care charges, etc. will not be issued or have access to report cards or transcripts. Records will not be forwarded to another school until all financial obligations have been satisfied. Students may be subject to accumulating fines during the course of the school year. Fines for lost or damaged library books and textbooks, damage to church or school property, lunches, extended care fees, etc. can accumulate. Late fees are added to overdue accounts.

## **FOOD SERVICES**

The Food Services Ministry of First Baptist Church of Jacksonville provides school lunches for FBA. Lunches are charged daily on the FACTS incidental account, and balances are due monthly.

## **FUNDRAISING/CLUB FINANCES**

Fundraisers may be held upon approval from the Head of School. All club/class money and accounts must be maintained in a FBA school activities account specifically for the purpose of the activity.

## **GRADING/REPORT CARDS**

FBA provides parents with ongoing evaluation of students' progress that is consistent and meaningful. Students' grades may include, but not limited to, test scores, quiz scores, homework, notebook checks, labs, projects, reports and classroom participation. Student grades are available for viewing on RenWeb. Parents are encouraged to view these grades on a regular basis and stay apprised of their child's progress in each subject area. Quarterly Reports: Electronic Report Cards will be emailed at the end of every grading period. During each period, a parent will be notified if a student's grade begins a significant decline or if a pattern begins to develop in the student's homework or conduct that indicates a cause for concern.

### **\*Middle School Students:**

The grades students receive are based on daily work, homework, class discussions and participation, projects, quizzes, tests, and exams. Each teacher will explain his/her methods for evaluating students. The grading scale used is:

Letter grade	Percentage
A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	Below 60%

Report cards for middle school students are emailed home at the end of the quarter. Please see the school calendar for the dates.

## **HEALTH ISSUES**

At the beginning of each school year all parents must complete the "Medical Emergency Information Form" located on the RenWeb website, and the "Family Demographic Form." These forms are located in the Web Forms section on the left side of your RenWeb announcement page. The medical form includes the name and phone number of the doctor to be notified as well as allergies and conditions that will help us better care for your child. The demographic form includes the names, addresses, and phone numbers of the parents and an alternate person to be notified if the parents cannot be reached. Note: It is the responsibility of the parent to see that this information is on file and kept current. In case of serious illness or injury, this information may be relied on and used before consultation with the family can occur. The



family will be contacted by phone, and the parents will be requested to come to the school to pick up the student as necessary. *If the student has a fever, he/she must be fever free for 24 hours before returning to school. If the student has a rash or any kind of skin irritation that might be contagious, they must bring a doctor's note upon returning to school stating that they are clear of being contagious.*

### Communicable Childhood Diseases

Upon having the following illnesses, a child must have written consent from either a physician or the Health Department to return to school for re-admittance:

- |                |                    |                    |             |              |
|----------------|--------------------|--------------------|-------------|--------------|
| 1. Chicken Pox | 2. Pinworms        | 3. Lice            | 4. Pink Eye | 5. Measles   |
| 6. Scabies     | 7. Fifth's disease | 8. Mumps           | 9. Ringworm | 10. Shingles |
| 11. Pneumonia  | 12. Impetigo       | 13. Whooping Cough |             |              |

### Immunization Policy

Florida State law decrees that each student must present to the school a current Florida (original) immunization certificate. Non-compliance with this regulation will result in referring the student to the proper authorities.

Immunizations may be obtained from any branch of the Duval County Health Department or your doctor's office.

The immunization program must be completed and dates on file in the office no later than the 15th day of school or the child will be excluded from school until the program is completed. In keeping with the Florida State immunization law, non-compliance will result in the following procedure:

1. The registrar will send a letter to parents of those students with missing and/or expired certificates. This letter will be sent within the first 2-3 weeks of the school year.
2. The registrar will follow up 1 week later with a phone call to the parent if no action has been taken.
3. If action still has not been taken, a meeting will be scheduled with the Head of School and parent if necessary.

### Infectious Diseases

A complete and detailed policy related to Infectious Diseases is available in the front office.

### Medications

Students requiring prescription medications will be administered those medications as directed. Medications must be in the original bottle with the prescription label attached. The parent must complete a Medication Authorization form which gives the school permission to dispense over the counter medicine, and will be kept in the student's file.

This information along with the medication (**in its original bottle**) should be given to the front office where the

Medication Authorization form is available. Students may carry EpiPens to school and on school trips with parent authorization. Parents are encouraged to provide multiple EpiPens. EpiPens can be kept in the clinic or with the child's teacher.

### **HOLIDAYS**

Our activities, parties and projects should focus on the Biblical integration of the holiday.

### **HOMEWORK**

Homework serves two purposes. It reinforces and extends learning. The amount of time a student needs to complete

homework is at the teacher's discretion. Parent participation in providing assistance and accountability is crucial to the educational process of each child no matter what age. Middle school students, please refer to each individual teacher's syllabus.

### **LEGAL INJUNCTIONS**

Parents must provide information pertaining to an injunction each year this is in effect, to the Head of School. Parents will provide the original or court-certified copy of the court order document to the Head of School at the time the injunction is presented listing all the children affected by the injunction. The Head of School will see the parent as soon as possible. Parents must provide a current picture of the spouse 48 hours of notifying the school of the injunction. After the information form has been completed, a copy will be printed and the parent's signature obtained. Copies of the completed form and injunction will be distributed to the:

1. Head of School
2. Student's teachers
3. Receptionist
4. After School Program Director (if applicable)
5. Crisis Management Team
6. Security Officer

### **LOCKERS**

Each middle school student is provided with a metal book locker to store books and personal belongings. It is understood that the student does not "own" the locker, but uses it on loan from the school. Each student is responsible to maintain the locker in a neat, clean, and orderly fashion. The lockers will be checked periodically, and if students do not comply, the locker privilege may be revoked. Lockers are issued to students in grades 6-8 for use throughout the year. Each student should secure their textbooks/personal items in their designated locker and not use hallways or for storage. No graffiti or inappropriate signs or pictures are permitted inside the locker. At the close of the year, the locker must be in satisfactory condition or a fine will be assessed. Lockers should be cleaned out periodically. Students should refrain from piling books on top of the lockers. Students should use their lockers for storing books and belongings rather than leaving them on the floor or in the restrooms.

### **LOST AND FOUND**

Lost articles, including books, clothing, valuables, etc., may be reclaimed in the school office before or after school only. Items in Lost & Found that are not labeled with students' names will be sorted and donated twice a year. Students must reimburse the school for school-owned property (textbooks, manipulatives, lockers, etc.) they have damaged or not returned by the end of the school year.

### **NON-DISCRIMINATORY POLICY**

FBA does not discriminate on the basis of race, color, biological sex at the time of birth, national or ethnic origin in its administration of educational, admission, athletic, or financial policies or in any other school programs.

## **ORGANIZATIONAL STRUCTURE**

FBA is a ministry of First Baptist Church Jacksonville (FBCJ). The Head of School of FBA serves as the person responsible for leadership of the Christian school ministry. The Head of School works with the men and women of the Board of Directors to establish sound policies, promote programs, and create long-range plans for the school. The daily operations of the school are carried out by professional educators and staff.

## **PARENT COVENANT**

A covenant is a binding agreement between two parties. It signifies a solemn oath and sincere pledge of mutual respect and cooperation. FBA covenants to provide the best possible experience for your children in the way of instruction, curriculum, facilities, faculty, and social functions. We further pledge to do everything possible to support your home in growing every student in the nurture and admonition of the Lord. As the legal parents (guardians) of our children, we covenant to support FBA in its efforts at Christian education. We agree that it is our responsibility to strive diligently toward the observance of the Parents'/Guardians' "Statement of Support" as God enables us by the power of the Holy Spirit. If for some reason we become dissatisfied, we promise to handle the matter privately and lovingly. If support or resolution cannot be reached, we recognize it is our responsibility to leave FBA and seek a school in alignment with our personal convictions. Together, as a school and as parents (guardians) we pledge to submit our lives to one another and to the final authority of the Word of God.

## **PARENTS'/GUARDIANS' STATEMENT OF SUPPORT**

1. We have received and read the Statement of Faith of the school; we are willing to have our child educated in accordance with it and we will attend a Christ-centered church regularly; we will actively participate in the spiritual formation of our child and realize that success in this area begins with the home, and continues with the church and school.
2. We agree to support to the best of our ability the school's entire program through prayer, time, and financial contributions to the expenses, understanding that we are partners in the educational process.
3. We will fully cooperate in the educational activities of FBA by doing our best to make Christian education effective in the life of our child.
4. We will require our child to support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.).
5. We will pay all of our financial obligations to FBA on or before the date due. If we are ever unable to do so, we will notify the FBA Office, giving a reasonable explanation for the delay and stating when payment will be made.
6. I have read the Parent/Student handbook in its entirety and agree without reservation that the school has my support in both the interpretation and enforcement of the policies as it relates to my child. I have carefully reviewed the Honor Code found in the above mentioned handbook and support such without

reservation.

7. The school reserves the right to place our child at the appropriate grade level and designate the appropriate teacher(s).
8. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.
9. We will be faithful to attend all parent functions at FBA, to the best of our ability. These include Open House, Parent Teacher Fellowship meetings, Parent Conference requests, Information Nights, etc.
10. If we become dissatisfied with FBA in any way we will resolve the matter with the person(s) involved as outlined in the Parent/Student handbook rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24). We agree to follow the process of resolving conflicts as set forth in the FBA Dispute Resolution Policy.
11. FBA's Biblical role is to work in conjunction with the church and home to mold students to be Christlike. Understanding our role in the parent-school partnership, we agree to abstain from sexual immorality, including homosexual orientation (I Thess. 4:3-8, Lev. 20:13, Rom. 1:27). We understand that First Baptist Academy reserves the right to refuse the admission of an applicant or to discontinue enrollment of a student.
12. We will seek to support and advance FBA in every area possible—spiritually, academically, physically, and financially.

## **PARTIES/SOCIALS**

1. The Head of School must approve all class party plans.
2. Flowers and/or gift baskets/balloons may NOT be delivered to students during class on any school day or at any school-sponsored event or program. Any deliveries may be picked up at the school office.
3. For birthday parties outside of school, please adhere to these guidelines:
  - Invitations may not be distributed in school unless the entire class (or all boys/all girls) is invited.
  - After school carpool lines may not be used as pick up times for birthday parties to avoid students feeling left out for not being invited.

Note: Social gatherings or parties not sanctioned by FBA (events where a school employee is the person in-charge) may take place. The school however does not endorse, promote, or advertise such events. Parents who allow their children to attend must assume all risks associated with the event.

## **PERSONAL PROPERTY (i.e.- Book Bags, Gym Bags, Etc.)**

Backpacks, books, and other student materials should not be left in the hallways or in the restrooms as they present a safety hazard. Student belongings found in the hall may be taken to the lost and found and may result in a lunch detention. Students may store instruments in the band room or in the Homeroom. Instruments may not be left in the hallways.

## **PHILANTHROPY AND ANNUAL FUND SUPPORT**

Your financial gifts to FBA are an investment in our present and our future. They are also an act of Christian service, as the Bible tells us that “God loves a cheerful giver” (2 Corinthians 9:7). Scripture also tells us that we are to “honor the Lord with [our] wealth” (Proverbs 3:9), and the Apostle Paul commended those who “gave as much as they were able and even beyond their ability” to meet the needs of others (2 Corinthians 8:3, 4). Annual funds campaign and donations to the general scholarship funds are critically important parts of the financial plan for nearly every private school, as its fundamental purpose is to provide financial support for the tuition assistance program and to support ongoing school initiatives. Your gift has a direct impact in every classroom on the campus, and each family is asked to give prayerful consideration to the needs of our students and the benefits they will receive.

1. Partner with the faculty and school leadership in their commitment to providing your child with the best possible education.
2. Help FBA achieve its goals, mission, and vision of the future. We are equally committed to our future through pursuing the measurable objectives and specific action steps that serve as a blueprint for moving FBA forward.
3. Help FBA attract and retain exceptional teachers who are highly qualified in their field.
4. Provide a diverse, real-world, socio-economic environment for all FBA students by extending tuition assistance to deserving Christian families.
5. Your gifts of cash, stocks, securities, gifts-in-kind, and by way of long-term endowments and annuities are tax deductible to the extent allowed by law.

### **Philosophy of Education**

The philosophy of FBA is Kingdom Education. Kingdom Education is defined as the life-long, Bible-based, Christ-centered process of leading our children to Christ, building them up in Christ, so that they are equipped to serve Christ. The primary goal of Kingdom Education is to develop a mature disciple of Jesus Christ who uses his/her life to glorify God.

God's Word provides us with Truth and principles necessary to practice Kingdom Education at FBA. To practice and preserve Kingdom Education, these Biblical principles must be studied, understood, and applied to every facet of our lives. These principles must also be integrated into all teaching and intentionally applied to children and youth. By partnering with the home and church, FBA joins these two entities to teach children and youth how to apply these principles to their lives through every level of growth and development.

Below are the 10 Principles of Kingdom Education:

The education of children and youth:

1. Is the primary responsibility of parents. (Psalm 127:3, Deuteronomy 6:7-9, Psalm 78:4-5, Proverbs 22:6)
2. Is a 24 hour-a-day, 7 days-per-week process that continues from birth till maturity. (Deuteronomy 6:7, Deuteronomy 11:19, Proverbs 22:6)

3. Must have as its primary goals the salvation of and discipleship of the next generation. (Matthew 28:19-20, Psalm 78:6-7)
4. Must be based on God's Word as absolute truth. (Matthew 24:35, Psalm 119:89, Isaiah 40:8)
5. Must hold Christ as preeminent in all of life. (Colossians 2:3, Colossians 2:6-10)
6. Must not hinder the spiritual and moral development of the next generation. (Matthew 18:6, Matthew 19:13-14, Mark 10:13-16, Luke 18:15-17)
7. If and when delegated by parents, must be done with utmost care to ensure that all teachers follow these principles. (Exodus 18:21, I Samuel 1:27-28, I Samuel 3:1-10)
8. Results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. (Luke 6:40, Philippians 4:9)
9. Must lead to true wisdom and understanding by connecting all knowledge to a biblical worldview framework. (Proverbs 4:5 & 7, Proverbs 9:10, Romans 1:20, Colossians 2:3)
10. Must have a view of the future that includes the eternal perspective. (Colossians 3:1-2, Colossians 3:23-24, Matthew 6:19-21, Hebrews 11:13)

The purpose of education is to know God and respond to His Word. The fear of the LORD is the beginning of knowledge, but *fools despise wisdom and discipline*. Proverbs 1:7 The foundation of Christian education is to help students understand their relationship with God through a personal faith in the Lord Jesus Christ as Savior, and equip students with a Biblical worldview so they may apply Biblical truth to all areas of learning and life. *For wisdom will enter your heart, and knowledge will be pleasant to your soul. Discretion will protect you, and understanding will guard you.* Proverbs 2:10-11 This is accomplished through Christian teachers who diligently pursue Christ-like character and facilitate learning that enables students to become lifelong learners and critical thinkers. *Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.* Deuteronomy 6:7 Ultimately, they will become productive members of society and Christian leaders in the body of Christ. So that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ—to the glory and praise of God. Philippians 1:9-11

### **PHOTOGRAPHS AND VIDEO**

FBA students are photographed (and videotaped) on a regular basis by staff, students and professional agencies. These photos and videos are used to promote the school by showing many of our great activities. If a student or family does not wish such pictures to be used in school publications or promotions, parents should note their request on their contract. FBA is not responsible for photos and videos taken by others.

### **POSTERS, FLYERS, ANNOUNCEMENTS, ETC**

Solicitations that are not FBA/FBCJ related are prohibited.

## **PLAYGROUND**

Safety is a great concern on the playground. Students are permitted to play in designated areas. No roughhousing or contact sports are permitted. Good sportsmanship is the key to a healthy playground. Students are not allowed on the playground without adult supervision.

## **PROMOTION/RETENTION POLICY**

A student who is experiencing academic difficulty, particularly in the critical areas of reading and math, may be required to repeat the year if it is determined that they are not likely to experience success in the next grade. This decision will be made with input from the parent(s), teacher, and Head of School by evaluating the child's academic performance, work habits, and achievement test scores. If a student is experiencing significant academic difficulty by the end of the first semester, he/she will be placed on Academic Probation. The student's maturity and development will be a consideration also. The teacher and/or Head of School will hold conferences with the parent when necessary. Unless there is significant improvement, the student may be retained or the parent may be asked to withdraw the student. The general policy regarding retention is that a child may not be retained more than one time while enrolled in FBA.

## **RENWEB**

RenWeb is an Internet-based school management system that encompasses the various needs of administration, staff, teachers, students and parents. RenWeb's Parents Web is a private and secure website that allows you to see complete information specific to your child. You may view information such as: Attendance, Daily Grades, Progress Reports, Discipline, and other school information. It is the responsibility of each student's parents to update contact information and student medical information as soon as there is a change. Correct information will assure that communication is delivered promptly and correctly, emails are received as intended, and that school officials have access to current information, should an emergency arise. To logon to RenWeb for the first time, click the "RenWeb" link from the FBA homepage. Click the First-time Users tab and enter a valid email address. A password will be emailed to that address which will allow you to log on under the Parents tab.

## **RESTROOM POLICY**

Students are encouraged to use the restroom during the breaks in order to preserve learning time. Students will not be permitted to use the restroom during class time. Exceptions will be made for emergency situations.

## **SAFETY AND SECURITY**

Security at FBA is a community-wide responsibility. Faculty, staff, administration, parents, and students will endeavor to create a safe learning environment. Full time security is provided for every school day. A comprehensive Crisis Management Plan is available in each classroom.

## **SCHOOL OFFICE HOURS**

The FBA offices are open from 8:00 a.m. to 4:00 p.m. when school is in session.

## **SNACKS**

Students will be permitted to eat snacks during our scheduled snack breaks unless otherwise permitted by teacher. Snacks

will not be permitted during any other time. Snacks should be individual in nature and not require utensils. No gum, candy, shelled nuts, or sunflower seeds.

## **STANDARDIZED TESTING**

Testing is an important component of FBA's academic program. The Terra Nova is administered in the spring. The test results are reviewed as part of the student's academic requirements for readmission and are shared with the parents.

## **STATEMENT OF FAITH**

- (a) We believe the canon of Holy Scripture, the Holy Bible, is the inerrant word of God, recorded through the agency of inspired men of God, breathed out by God; and is profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.
- (b) We believe the Bible is the foundation and basis for all education, that it is essential for a right understanding of God's created world, and of life (both mortal and spiritual). We establish that it shall be the fundamental and guiding standard for all education conducted by the Academy.
- (c) We believe that there is one, and only one true God, eternally existent in three persons, Father, Son, and Holy Spirit, yet indivisible in nature and being, equal in divinity, eternity and essence, as revealed in Holy Scripture.
- (d) We believe in God the Father; in His deity, in His Holiness, in His omnipotence, in His omniscience, in His omnipresence. He is the creator of all that exists, the ruler of all that exists, the judge of all men, the one and only God, eternal, infinite, immutable, incomprehensible, most wise, most free, most absolute, most loving, most gracious, most merciful, yet hating all sin, and who will by no means clear the guilty apart from the blood of His Son, but will forgive all who call upon Christ for salvation.
- (e) We believe in the Son of God, the Lord Jesus Christ; in His deity, in His creation of the material universe, in His sustaining of all of creation by the word of His power, in His authority over all of creation, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to God the Father's right hand, and in His personal return to earth to rule in power and glory eternally.
- (f) We believe in the Holy Spirit of God; in His deity, in His creative activity in the creation of the material universe according to the will of the Father and the Son, in His indwelling presence in the soul of every believer in Christ Jesus, for the enabling of spiritual life, obedience to God, and the guarantee of final redemption.
- (g) We believe that salvation is the gift of God, by grace, through faith in Jesus Christ. Every person who is truly saved is eternally secure in Jesus Christ, and will spend eternity in heaven. Those who reject Christ die in their sins and will spend eternity in hell according to the just judgment of God.
- (h) We believe in the creation of the material universe, by God, in six (6) literal days, and that all of His creation was very good; that God created man in His own image, male and female, with reasonable and immortal souls, sinless, perfect, having the law of God written in their hearts, yet possessing the liberty of their own will, which was subject to change.
- (i) We believe that male and female are of equal worth in the sight of God, being each created in His image, yet each is complimentary to the other and has God-assigned responsibilities to one another in the context of marriage; that sexual relations are allowed only in the confines of marriage, and only between a man and a woman.
- (j) We believe that children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents and those in authority.
- (k) We believe in the biblical mandate to train up children in the way they should go, and to teach them the word of God; therefore, the Academy will endeavor to fulfill this requirement in the most biblical, God-exalting, truthful and faithful



means possible, teaching its students to think biblically, act biblically, relate biblically and proclaim the gospel biblically, so that they become mature in Christ, lacking in no area of their person, and are prepared to engage the world from a God-centered world view.

(I) We believe that all have sinned and come short of the glory of God; therefore the Academy shall faithfully, intentionally, and consistently share the gospel of the Lord Jesus Christ with every student so that they may believe on the Lord Jesus Christ and be saved from the wrath of God against sin.

### **STUDENT RECORDS (See also Family Education Rights and Privacy Act)**

The school maintains complete records for each student. All material in these records is treated as strictly confidential and is available only according to the following policy:

1. No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
2. Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder. All records will be reviewed or inspected in the presence of the Head of School so that proper explanation can be given. Any discrepancies concerning content of student records will be handled according to the Dispute Resolution Policy.
3. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October 1, 1982, State Statute 61.13, "Dissolution of Marriage; Support; Custody." If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Head of School, if the school is to comply. Such documents shall be placed in the student's regular file. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.
4. Transcript request must be in writing. Please expect at least 5 business days to be completed.

### **SUSPICIOUS ACTIVITY**

FBA reserves the right to search students and their belongings should we deem necessary upon suspicious activity.

### **TARDIES**

Students arriving after 8:30 will be marked tardy and must report to the office to receive a Late Pass before going to class. Students will have four minutes between each class to go to their lockers and the restroom. Students should not leave the fourth floor of the building during this time with the exception of Music and Band. Students will be marked tardy if arriving in class after the tardy bell for each class. After the third unexcused tardy in a quarter, a lunch detention will be issued. Subsequent tardies may result in additional detentions and/or a request for a parent conference.

## **TEXTBOOKS**

Students are responsible for textbooks that have been issued to them. It is required that all textbooks be kept properly covered. If a textbook is lost, report card/transcripts will be held until the student reimburses the school for the book. Students will be charged the full price of all lost textbooks. A fee will be charged for excessive wear or damage to textbooks. This is done with the hope that this major investment will be properly safeguarded. Reasonable wear is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN FINES.** Lost textbooks must be paid for and replaced immediately. The fine for these will be charged to your FACTS account at the time of damage or loss. Parents will be notified before these charges take place. No final report cards will be issued until and outstanding fees/charges are brought current and family account is in good financial standing.

## **TOYS**

Toys should be left at home unless special permission is granted by the teacher.

## **VISITING CAMPUS**

Visitors are welcome at lunch, chapel and special events. They must sign in the designated sign-in areas. Visitors' dress and appearance must be modest (appropriate).

## **VOLUNTEERS**

We welcome and appreciate volunteers in Middle School – from field trip chaperones to office/classroom helpers to tutors. Please contact Jennifer Alexander (Jennifera@fbcjaxacademy.com) in the school office to sign up to volunteer.

## **WITHDRAWAL PROCEDURES**

Parents should make direct contact with the Head of School several days prior to the withdrawal date. The student or parent should pick up a withdrawal form from the office. The student and/or parent will be supplied with a checklist of items that must be cleared prior to withdrawing. The withdrawal form must be returned to the main office when completed. Records will not be forwarded to the new school until all items on the checklist are cleared, all outstanding fees and fines are paid, and a parental release form has been received from the new school. The receiving school initiates the actual release of records. Academic records are only transferred from school to school.