

# Parent Handbook



## FIRST BAPTIST CHRISTIAN ACADEMY

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[www.FBCA-academy.org](http://www.FBCA-academy.org)

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## OUR ADMINISTRATIVE TEAM

Jim Carter- FBCA Principal  
Diane Seipke -Preschool Director  
Rochelle Lewis - Secretary

### PRINCIPAL'S MESSAGE

*Dear Academy Parents,*

*First, if you are new to our school, let me extend a hearty welcome to First Baptist Christian Academy. Our staff and I are delighted that you have chosen to enroll your child in our school. For those who already are part of the Academy family, we welcome you back for the 2015-2016 school year.*

*I believe that because of our excellent faculty and staff, curriculum, and focus on Christ, the Academy offers the finest education available for your child. For thirty years, our school has helped children achieve their full God-given, spiritual, academic, social, emotional, physical, and mental potential. Our commitment to you is that we will do our best, with the Lord's guidance, to provide a positive, safe, healthy, supportive Christian environment in which your child will develop a desire for lifelong learning and spiritual growth.*

*In order for us to achieve our academic goals and our commitment to you, I want to emphasize that we are partners with you in the education of your child. We want to work closely with you in your child's development. Toward this end, I encourage you to contact our school office, your child's teacher, or me if you ever have any concerns or questions.*

*Thank you for trusting First Baptist Christian Academy with the education of your child.*

*Mr. Jim Carter  
FBCA Principal*

# General Information

## HANDBOOK PURPOSE

This handbook contains the purpose, policies, and procedures of First Baptist Christian Academy. Staff, parents, and students may consult this book with any questions regarding school policies. From time to time the Academy may encounter situations that are outside of the scope of this handbook. When this occurs, the principal and/or Academy Board will have the final say regarding any decisions that need to be made. The Academy reserves the right to amend or change this handbook at any time.

## VISION

That FBCA students will keep Christ as their central focus, continue to strive for a high standard of academic excellence, build social independence, and grow in spiritual maturity with strong Christian values.

## MISSION

To provide a Christian learning environment in which the spiritual, academic, social, emotional, physical, and mental needs of each student are recognized and fulfilled so that children and parents have the opportunity to experience a personal relationship with Jesus Christ as Savior and Lord.

## VALUES

We value:

1. God's Truth as revealed in His authoritative and inerrant Word, the Bible
2. Children as unique creations of God
3. Academic excellence

## FBCA PHILOSOPHY OF EDUCATION

The First Baptist Christian Academy exists to glorify God the Father, His Son Jesus Christ, and the Holy Spirit. Toward this end we will establish a Christ-centered curriculum. Our philosophy is guided by the truths of Scripture that teach us we were created by God and for God. When a person commits his life to the Lordship of Jesus Christ, he is then a new creation with a spiritual dimension added to his life.

2 Cor. 5:17 Therefore, if anyone is in Christ, he is a new creation. The old has passed away; behold, the new has come.

We are a Christian academy, bound to the First Baptist Church doctrines and beliefs. Our aim is to provide a Christian perspective from which will come a godly understanding of a person's role in life at home, at work, at play, and in worship.

2 Tim. 3:16 All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness.

This Christian perspective is the foundation for all our classes, and we will promote high academic standards while helping the students achieve skill in creative and critical thinking. Our philosophy dictates that we cooperate closely with parents in every area of the student's development. Our goals are not just for academic excellence in each classroom, but also for spiritual maturity in the lives of our students, teachers, and all who are connected to FCBA.

2 Tim. 2:2 And what you have heard from me in the presence of many witnesses entrust to faithful men who will be able to teach others also.

## FBCA FAMILY AND PERSONAL LIFESTYLE STATEMENTS

We believe that marriage is a sacred institution designed by God, intended between one man and one woman who commit legally to each other through the covenant of marriage.

Genesis 3:21-24; Matthew 19:4-6; Ephesians 5:22-31

We believe that the unique roles of male and female are clearly defined in Scripture, and that homosexuality is a sin.

Romans 1:21-27; I Corinthians 6:9-20

## GOALS

Our Academy goals are to:

1. Provide a positive, safe, healthy, supportive Christian environment for students and staff.
2. Provide opportunities in which a personal and fulfilling relationship with Jesus Christ can be developed.
3. Develop a Christ-centered, child-oriented curriculum.
4. Develop self-discipline based on a sense of biblical right and wrong.
5. Develop a high standard of academic achievement for lifelong learning.
6. Encourage individual creativity.
7. Promote decision-making and problem-solving skills.
8. Help each child become an integrated whole: academically, socially, physically, emotionally, and spiritually.
9. Build positive school-child-parent relationships.
10. Develop an awareness of and concern for our multicultural world.

## SCHOOL AFFILIATION

First Baptist Christian Academy is a ministry of First Baptist Church of Sierra Vista, Arizona. An Academy Board comprised of at least five members of the church mandates Academy policies.

First Baptist Christian Academy is licensed and regulated by the Arizona Department of Health Service, 400 W. Congress, Suite 100, Tucson, AZ 85701-1352, phone 520-628-6540. Inspection reports are available in the Academy office upon request.

First Baptist Christian Academy is a member of the Association of Christian Schools International (ACSI).

## ADMINISTRATION OF THE ACADEMY

The Academy is a ministry of First Baptist Church. The Academy Board acts as the legislative body in formulating policy for the conduct of the Academy. The Board approves the hiring of staff, sets policy, adopts textbooks, approves diplomas and certificates, determines use of school property, approves the school calendar, and develops and approves the budget for the school.

The Academy principal is responsible for the academic operation of the Academy. The principal works under the supervision of the Academy Board and in accordance with the philosophy and policies adopted by the Board to ensure academic excellence.

The preschool director is responsible for the operation and staffing of the preschool division of the Academy. The preschool director works under the supervision of the principal and in accordance with the philosophy and policies adopted by the Academy Board.

## SERVICES

We provide education and childcare for children 3 years of age through eighth grade. Class time is 8:30 a.m. until 12:00 noon for morning preschoolers, 8:30 a.m. until 3:00 p.m. for all-day preschoolers, and 8:00 a.m. until 3:00 p.m. for Kindergarten through 8th grade. Extended care is available for our students from 6:30 a.m. until 5:30 p.m. The Academy office hours are from 7:30 a.m. to 4:00 p.m.

All students in extended day care have a nutritious afternoon snack. Information about our hot lunch program is available in the Academy office.

We have a summer program that includes Bible stories, academics, recreation, music, and arts, crafts and academics.

It is open to all students, preschool through fifth grade, whether or not they are enrolled in the Academy during the school year.

The Academy library offers a wide selection of books and materials.

Our computer lab facilitates technology instruction and enables students to participate in a wide variety of learning experiences and research. Academy teachers and staff take precautions to prevent student access to inappropriate information.

FBCA may offer a for-pay tutoring program after school, with priority enrollment for Academy students. Tutors will be K-8 Academy teachers. [policy added by Academy board on July 12, 2010]

We encourage parents to view the Academy website at [www.FBCA-academy.org](http://www.FBCA-academy.org) and use Jupiter Grades.

## INSURANCE

The Academy carries insurance as required by the State of Arizona.

## SCHOOL SPIRIT

We are the First Baptist Christian Academy Eagles.

The official school colors are blue and white.

At FBCA, we encourage school spirit by offering many activities to promote school spirit.

## **Policies and Procedures**

### ACADEMICS AND CURRICULUM

Our curriculum is child-oriented. The child's needs in all areas (mental, social, emotional, physical, and spiritual) determine the activities that teachers prepare.

God's truth is integrated into all parts of the program. Teachers include prayer, singing, Bible stories, Bible verses, and object (values) lessons in their daily plans.

In our preschool program, children become acquainted with letter sounds and numbers. They expand their vocabulary and learn how to express themselves verbally and artistically. They learn how to interact with their peers and adults as they work and play together. They learn fundamental truths about God's love through age-appropriate Bible stories.

The A Beka and Bob Jones ACSI curriculum are the foundation of our academic planning. In the elementary classes, teachers prepare and teach a full curriculum that includes grammar, literature, writing, reading, history, geography, spelling, art, music, physical education, health, science, Spanish, and computer applications.

In grades 1-8, students usually have homework three nights a week. There will be limited homework on Wednesdays. Occasionally, homework may be given on Fridays. Teachers may also assign larger projects that may require some help from parents.

All students in grades 3 through 8 will take an assessment test at the Academy during the month of April. Test results will be available for pickup in the school office.

Only parents, legal guardians, and school officials have access to students' cumulative records. All other persons and agencies desiring records must submit a Request for School Record form, signed by at least one of the parents or a legal guardian.

### **Film Viewing Policy**

Academy staff will show only G-rated movies to students without signed parent permission. Teachers will preview a movie before showing it. Teachers and/or staff may show a PG-rated movie for educational purposes as long as teachers obtain signed parent permission from every student. The Academy will not show films rated other than G (no parent permission required) or PG (parent permission required) at any time to students, nor will students go on field trips to see movies rated other than G or PG.

### ADMISSIONS

FBCA admits students of any race, gender, creed, 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, or national or ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, athletic, or other school-administered programs. The Academy reserves the right to refuse admittance to any applicant or withdraw any student on any other basis. The Academy does not enroll non-resident alien students or those who cannot provide the proper citizenship documentation.

### **Admission Forms and Registration Fees**

The first step in the admission process is to submit properly completed application forms along with the registration fee.

The forms are: 1) Application for Admission to First Baptist Christian Academy; 2) Parental Agreement; 3) Health Certificate; 4) Emergency Information and Immunization Record Card; and 5) Information Release Card. Parents must also produce a copy of their child's birth certificate. The registration fee is due when the completed admission forms are returned to the Academy office. The enrollment procedures cannot continue until the Academy receives the required registration fee. If the parents change plans and decide not to enroll the student, the registration fee is non-refundable.

### **Transfers**

Students in grades 1-8 who apply to transfer to the Academy from other schools must be approved for enrollment before they attend class. The process is the same for students who desire to transfer at the beginning of the school year and those who want to enter during the school year. Transferring students must follow these steps:

1. The students' parent(s) submit a completed Application for Admission to First Baptist Christian Academy form and the registration fee.
2. One or both parents and the transferring student attend a conference with the principal. The teacher of the grade for which the student is being considered may also attend the conference, if deemed appropriate by the principal, for the purpose of informing parents about the curriculum and class expectations. Parents must bring proof of grades from the student's previous school. A copy of a report card or transcript is sufficient for this preliminary conference.
3. If deemed necessary by the principal, the student will take a readiness/placement test, to be taken at the Academy and monitored by an Academy staff member. (See the fee schedule for the current readiness/placement testing fee.)

4. Based on the admissions application, the conference, previous report cards and/or other information from previous schools, and the student's score on the readiness/placement test (if administered), the principal will decide whether or not the student will be accepted for admission to the Academy.
5. If the applicant is accepted, parents will submit the remaining items required for admission (see Admission Forms, above) and a signed Request for School Records form that is mailed to the former school. The Academy office will contact the transferring school to officially request grades.
6. The principal may admit the student with full status or on a provisional basis. Provisional admission includes grade or behavior probation for a given number of weeks (determined by the principal).
7. If a transfer applicant is refused admission by the Academy for any reason, the registration fee will be refunded, but not the testing fee.

### **Readiness/Placement Tests for K-8 Students**

Students entering kindergarten through grade 8 will take readiness/placement tests when the principal deems it necessary. The Academy may administer tests to students who are applying for transfer as well as any Academy student who has been referred for testing by his or her Academy teacher. The principal will consider the score a student earns on the readiness/placement test in conjunction with other factors when determining acceptance of the student applicant.

With permission from the principal, a kindergarten applicant whose fifth birthday falls between September 1 and November 29 may take the Academy's kindergarten placement test, administered by a teacher or staff member. (This parallels the same 90-day age waiver period adopted by the Arizona Department of Education for public schools.)

Minimum readiness placement test scores for Academy grades K-8 are as follows:

70% passing; 60-70% passing; one semester probation recommended 0-59% non-acceptance or admitted by discretion of principal

### **Program Age Requirements**

#### **Grades K-8 Age**

To start kindergarten, students must be five years old on or before August 31 of the year in which they are enrolling. An exception may be given if testing of the student meets the standard. Each kindergartener is enrolled on a probationary basis for his or her first quarter in the Academy. This requirement applies to all students, whether or not they attend the Academy for preschool.

#### **Extended Care Program Age**

An extended care program is open to Academy students, preschool through eighth grade.

#### **Preschool Age**

A preschool program is offered two, three, or five days a week. A student must be three years old and completely potty trained before enrollment. To start in the 4-year-old class, students must be four years old on or before August 31 of the year in which they are enrolling.

### **Waiting Lists**

Once a maximum number of students is enrolled for a class, the Academy office starts a waiting list.

If the waiting list for a class exceeds the minimum requirements prescribed by the Academy Board, the principal may work with the church pastoral staff to authorize the establishment of a new class, if space is available.

### **Finder's Fee and Recruiter's Incentive**

Any Academy family who recruits a new student from another (non-Academy) family will receive a finder's fee discount from their own tuition payment. The total finder's fee discount will equal the amount of one-half of one month's tuition charge of the new student. The parent(s) of the newly-recruited student must identify the recruiting parent by writing his or her name on the information release card when registering in order for the finder's fee to be applied. The parents of any new student may identify only one recruiting family. If more than one student is recruited within a new family, the referring family will receive a discount equaling one-half of one month's tuition charge of each new student in the newly-recruited family. If a current Academy family recruits children from more than one family, the recruiting family will receive a finder's fee for each new student in each newly-recruited family. A \$200 incentive will be awarded to any non-Academy adult who recruits a non-Academy family to enroll their child. The enrolling family must identify the person who recruited them by writing his or her name on the information release card. The student must be enrolled a minimum of three months and the amount will be provided to the recruiting adult at the end of the third month. *[Non-Academy recruiter's policy adopted by Academy Board on September 13, 2010.]*

## ATTENDANCE

### **Signing In and Out**

Students up through third grade must be signed in and out for regular school hours by the parent or a person designated by the parent. Parents and guardians must sign and print their first and last names on the sign-in sheet. The person signing out the student must be over 15. All signatures must be legible. Children in fourth grade or above are signed in and out only if they are here before 7:50 a.m. or stay after 3:15 p.m. They may sign themselves in and out if the parents have notified the office in writing that they want their child to do so. The Academy is not responsible for the child once he/she is signed out. When parents bring or pick up their child, they must make sure that the teacher acknowledges the child's presence before they leave and is aware that they are picking up their child. If the staff member does not recognize the person picking up a child, he or she will ask for a completed yellow card and photo identification before releasing the child to the adult. All students will be picked up in their classrooms at 3:00 p.m. If there are any students remaining at 3:15 p.m, they will be transferred to the designated aftercare room.

### **Absences**

An absence is defined as any day a student misses half a day or more of class. Any time a student misses school is detrimental to academic progress. In the case of excessive absences, the principal may determine that a student should be withdrawn from the Academy. Each absence is considered excused or unexcused.

Excused absences—An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, family trips, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. Parents will contact the school office as early as possible on each day of their child's absence to inform the school staff of the absence. Absences of three days or more require a physician's note, detailing the cause for the absence and, if the disease is communicable, stating a date when the child is cleared to return to school. [Last two sentences added by Academy board vote on February 10, 2011.]

Unexcused absences—Absences other than for the reasons above will be considered unexcused absences. Upon a sixth unexcused absence, the student could be expelled from First Baptist Christian Academy.

Pre-arranged absences—When a student will be out of school due to a family vacation or for another reason, and the time of the absence is known ahead of time, it is the parents' responsibility to contact the principal and teachers, and secure the class assignments for that period of time. For pre-arranged absences, all course work and homework assignments are due on the day of return to class. If work is not turned in, no credit will be given. The teacher must schedule any make-up exams within three school days after the student returns. If the teacher decides not to give homework prior to the absence, then the student must complete all work within seven days after he returns to class. Failure to meet these requirements will result in an unexcused absence for each day missed.

### **Truancy**

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of scheduled class or an activity without permission. The Academy does not tolerate such action.

First truancy: Student will be suspended from school for two days.

Second truancy: Student will be expelled from school.

### **Make-Up Work**

Students with excused absences (other than pre-arranged absences) are allowed to make up work within a reasonable length of time (one to five class days, depending on circumstances). Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Teachers will give consideration to students missing several days in a row or those obviously too ill to prepare for school. For normal two- to three-day illnesses, all work must be made up within five class days after returning to school. If the student receives an incomplete on his/her report card due to an extended absence, make-up work must be completed within five class days after returning to school.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and to complete it. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the student in making up the work and will administer a failing grade. Students are not permitted to miss regularly-scheduled classes in order to make up work.

Students with unexcused absences must do the work they miss and the grade may be dropped one letter grade below that earned.

Suspended students will take home all assignments that they will miss while suspended. However, the grade that a student receives for each make-up assignment will be only 75% of what he or she would normally earn for the same work. Tests will be made up with no penalty.

### **Tardiness – K-8 Students**

A student is considered tardy when he or she arrives in class at 8:10 a.m. or later. When a student is tardy, the teacher, office staff, or principal will notify and/or counsel the parents, depending on the tardy frequency for that student. Other than for pre-arranged late arrivals, such as after a dentist appointment, all late arrivals will count as tardies. The only time that a tardy will be considered a discipline infraction will be if the student transports himself or herself to school late or if he or she is at school on time, but, due to his or her dawdling, is not in class by 8:10.

## **Unexcused Late Morning Arrival**

5 Free (per qtr): No Penalty

6th Tardy (per qtr): 1 Detention; Parent notification by teacher

7th Tardy (per qtr): 2 Detention; Administration notified

8th Tardy (per qtr): 3 Detentions; Parent & Admin notified

9th Tardy (per qtr): In-House suspension

## **Co-Curricular Attendance Eligibility**

If a student is absent from school, s/he will not be allowed to participate in any school-related activity scheduled for that day (e.g. athletics, drama, social, etc.) Students must be present for ½ of their class time any particular day for co-curricular attendance purposes. At times, students will need to leave school early in order to travel to an out-of-town athletic competition or school related event. These are considered exceeded absences. It is the student's responsibility in each case to make arrangements for any school work missed.

Keep in mind that a student may be repeatedly absent (especially from the same class period) due to the schedule pattern of the particular activity (i.e., sport schedule). If missed class work begins to build, the teacher reserves the right to have the student miss the next available practices, rehearsal or other activities to make up the work.

## **School Closures**

During inclement weather, parents will be notified by local radio station or TV Broadcasts. The principal will coordinate staff notification. Parents are encouraged to listen to radio or TV broadcasts. FBCA reserves the right to close school even when the public school decides not to.

## **Medical Appointments**

Medical appointments should be made for non-school time, if at all possible. If it is absolutely necessary for a student to leave early for a medical appointment, the parent must send a written request to the child's teacher in advance. No student will be released to anyone other than those authorized in writing by the parent. If a student needs to leave during class time, they need to be signed out in the office.

## CHAPEL

Students meet for corporate worship in chapel service every week during the school year. It is an extension of their Christian training, but not the extent of it. The principal, a pastor, teacher, or a designated individual conducts chapel services. A spirit of reverence is encouraged in all chapel services. Students should observe attentive, courteous conduct that honors the Lord at all assemblies.

## CLASS SIZES

The maximum classroom enrollment for Kindergarten through eighth grades is set at 22 students. The school administration has the authority to adjust these figures where unusual circumstances warrant. The Academy board is given a listing of the enrollment in each grade during the enrollment period, at the start of the school year, and at any other time requested. Preschool numbers always stays within the staff-to-child ratios mandated by state regulations, adopted effective October 17, 1997: for 3-year-olds: 1 to 13; for 4-year-olds: 1 to 15.

## CONDUCT

### **General Policy**

The Academy seeks to assist the student in developing a Christ-like spirit in regard to self-discipline and insists on strict adherence to standards of conduct. The Academy uses an assertive discipline program. This is a positive approach, which praises and rewards children for their acceptable behavior. The staff teaches rules and correct behavior to students through discussions and modeling of correct behavior. The Academy provides consequences when a student chooses not to use good behavior.

All faculty and staff members follow the discipline code as outlined in the Academy's Staff Procedure Handbook. Classroom teachers document behavioral problems, disciplinary measures, and resulting parent/ teacher communications on forms provided by the Academy for discipline referrals and parent contacts. When a staff member observes student misbehavior during recess, extended care, a specials class, or elsewhere, that staff member submits information, in writing if needed, to the classroom teacher for documentation. Threatening, harmful, or dangerous misbehavior will result in immediate referral to the principal or preschool director. When a student is referred to the principal, preschool director, or other designated personnel, parents are contacted and documentation is placed in the student's file for the remainder of the school year.

Each teacher develops his or her own classroom rules, aligned with the Academy's discipline code outlined in the Procedure Handbook. These rules are posted in the classroom, and teachers distribute copies to parents at the beginning of the school year. Procedures for addressing students' tardies and their first five unexcused absences will be included in each teacher's policies.

Students may not have toys or food on the playground during their P.E. class; water bottles are permitted.

Inherently dangerous items or materials may not be brought onto school/church property. These include, but are not limited to: pistols or rifles (real or toy); explosives (powder, hand grenades or caps); knives (pocket or sheath regardless of size); bows and arrows (real or toy); flammable substances or items (cigarette or log lighters, lighter fluids, gas or other flammable liquids); chemicals (mercury, acid, etc.); poisons; and poisonous plants, animals, or snakes. This does not apply to supervised, school-sponsored programs for entertainment or instructional purposes.

Student use of personal, non-academic, non-medical, electronic devices is prohibited at all times. These devices include, but are not limited to: hand-held games (such as Nintendo DS or PSP); all types of music players with or without headphones; personal pagers; and cellular telephones. All cell phones must be turned off and stored in student's backpack and can be used for emergencies only.

After a student's fifth discipline referral to the office, the principal or preschool director will schedule a conference with the student's parent(s), the classroom teacher, special teachers (if needed), the student (if allowed by parents to attend), and the principal or preschool director. The purpose of the conference is to discuss the student's behavior so that the principal and/or preschool director can make an appropriate determination regarding the student's retention at the Academy.

### **Cheating**

Cheating is a serious offense: it involves taking information from another source and presenting it as one's own information. Thus, it involves both stealing and lying. Students must come to understand the seriousness of cheating, since it violates God's commands in Scripture. Cheating is defined as: copying homework; handing in another's work; plagiarism in research papers and compositions; unauthorized assistance on tests or quizzes; collusion in incorrectly grading another student's paper; and giving answers to or receiving answers from another student.

### **Public Display of Affection**

FBCA is dedicated to a Christ-centered learning environment where students feel safe. Wholesome and God-pleasing relationships among our students are encouraged. However, students should refrain from inappropriate public display of affection (PDA) at all times when on campus. Some examples of this type of PDA include kissing, excessive or extended hugging or hand-holding, sitting on laps, and so forth. If an Academy staff member observes an occurrence of inappropriate PDA, the students initially receive a warning. Subsequent incidents will result in a report of the behavior to the students' classroom teachers, who will address the PDA as a discipline infraction, in accordance with the teacher's classroom discipline rules. For guidance regarding occurrences of sexual harassment, see Section XIII, "Harassment of Employees and Students," in this student policy.

### **Corporal Punishment**

Corporal punishment or punitive measures, which are detrimental to the physical or emotional welfare of the child, are not used at the Academy.

### **Severe Misbehavior**

Severe misbehavior or dangerous behavior will result in an immediate suspension. The principal will determine the length of the suspension and whether the student will be allowed to continue on a probation status or be dismissed. A meeting with the parents will be held before the child returns to class. Acts such as hitting a teacher, assaulting another student, destroying school property, or similar evidence of uncontrolled anger or rage fall into this category. The clinical status of such behavior will not be discussed; the subjective judgment of the principal is final. Bullying another student physically, verbally or cyber, will be suspended or dismissed from school. It will not be tolerated.

### **Withdrawal and/or Expulsion of a Student**

Preschool through 8th- Parents will be asked to withdraw their child, regardless of age, if his/her attitude, conduct, or lack of potty training has been judged by the principal or preschool director to be inconsistent with the goals, beliefs, and rules of the school.

Preschool- Toilet training determinations will be based on the following: Upon the first two incidents, the student's teacher or aide will contact his or her parents. Upon the third and fourth incidents, the preschool director will contact the student's parents to inform them of possible outcomes. After the fifth incident, the preschool director will set up a conference with the parents to determine possible intervention. The sixth occurrence will result in the dismissal of the student from the Academy, with the option of the child's returning to the Academy after eight weeks without paying the registration fee again, as long as there is still an opening in the class. *[This policy pertaining to toilet training was added by Academy vote on 2/10/11.]*

### **Moral Misconduct Off-Campus**

In all cases of public-knowledge misconduct, the Academy Board will take appropriate action, including expulsion of the parties involved.

When the misconduct is limited-knowledge, the Academy Board may decide to allow the student to remain in school, provided the following conditions are met.

1. The misconduct ceases.
2. Parents and student submit to church counseling (Matthew 5, 6, 13).
3. The circumstances that allowed or assisted the actions are eliminated or modified.
4. The student shows evidence of sorrow that leads to repentance and the misconduct remains private.
5. All privileges and leadership positions are removed.
6. The Academy Board may establish any other condition as required for the individual case.

## **Abuse, Selling, or Distribution of Drugs**

The Academy fully investigates any incident suggesting drug involvement on the part of students, faculty, or staff. The Academy will report suspicion of drug involvement to the appropriate legal authorities, including parents of students. Confirmation of drug involvement will subject the individual(s) involved to immediate dismissal from the Academy. Since it is against the law for a minor to buy cigarettes, the Academy regards a student's smoking or possession of a cigarette as drug abuse. Any Academy student who smokes or possesses cigarettes is subject to immediate expulsion. There are no exceptions to this policy.

## DRESS CODE POLICY / UNIFORM STANDARDS

Students in kindergarten through eighth grade must wear uniforms that have been laundered and present a neat appearance at all times. All school-specific pieces (shirts and sweatshirts with logos) will be purchased through the official uniform supply company (Wicked Limitz), as contracted through First Baptist Christian Academy. All other items, such as white chapel shirts, skirts, pants, shorts, skorts (K-2 only), and so forth, may be purchased from other sources, as long as they appear to be identical to those offered by the school's official uniform supplier.

### **Uniform Descriptions – Chapel**

#### **Boys --**

- Navy blue pants
- Blue or White oxford shirt (short or long sleeves)
- Navy tie
- Navy or black belt (belts for grades 4-8 only)
- Hats must be removed from heads.
- Shirts must be tucked in.

#### **Girls --**

- Navy blue skirt, navy blue or plaid jumper, or navy blue pants
- Blue or White Peter Pan shirt (for grades K-5 only, short or long sleeves)
- Blue or White oxford shirt (for grades 6-8 only, short or long sleeves, tucked in)
- Navy cross tie
- Navy or black belt (belts for grades 4-8 only)
- Hats must be removed from heads.

During the months of August and May only, K-2 students may wear uniform shorts in chapel (with chapel shirts). Also in August and May only, students in grades 3-8 may change to wear the uniform shorts or capris following their chapel services, depending on their teachers' class schedules.

Each teacher will check his or her students' uniforms before chapel services to ensure compliance with dress rules. Students may untuck their shirts when they return to their classrooms for the remainder of the day if the teacher's classroom rules allow it. Each teacher will include in his or her classroom rules the consequences for students who do not follow chapel uniform rules.

### **Uniform Descriptions – Non-Chapel Days**

#### **Boys—**

##### **Pants/Slacks:**

- Khaki or navy blue
- Hemmed so they do not drag or touch the floor
- Must fit at the waist or be belted if they fit loosely

##### **Shirts:**

- Long or short sleeve polo shirts in white, red, green, or navy blue
- Must have official Academy logo embroidered on front
- Shirts with tails will be tucked into pants.
- Cotton polo shirts may be special-ordered through the uniform supplier.

##### **Shorts:**

- Khaki or navy blue
- Must extend to the lower one-third of thigh
- Must be hemmed and fitted or belted at the waist

## Girls—

### Pants/Slacks:

- Khaki or navy blue
- Hemmed so they do not drag or touch the floor
- Pants must fit at the waist or be belted if they fit loosely.

### Capris:

- Khaki or navy blue
- Must conform to one of the two styles from the uniform supplier

### Blouses/Shirts:

- Long or short sleeve polo shirts in white, red, green, or navy blue
- Must have official Academy logo embroidered on front
- Shirts with tails must be tucked in.
- Cotton polo shirts may be special-ordered through the uniform supplier.

### Skirts/Jumpers/Dresses:

- Plaid or navy jumpers or skirts that come to the top of the knees
- Must be worn with shorts or leggings when on the playground

### Shorts:

- Navy or khaki
- Must extend to the lower one-third of thigh
- Must be hemmed and fitted or belted at the waist

### Skorts (Kindergarten through grade 2 only):

- Navy or khaki
- Must extend to the lower one-third of thigh
- Must conform to one of the two styles from the uniform supplier

P.E. uniforms are required for grades 6-8. *See Standards of Dress*

## Standards of Dress

**Headwear:** Bandanas and sweatbands are not allowed at any time. Hats, caps, and sunglasses are only allowed outside.

**Makeup:** Nail polish must be tasteful and natural looking. Facial makeup, while discouraged, is allowed only in the 7th and 8th grades and should be tasteful, minimal, and natural looking.

**Hair:** All students must keep their hair clean and well groomed. Boys' hair must not cover the eyebrow or extend below the bottom of the shirt collar. Unconventional styles (such as Mohawks, initialed, and spiked) or hair dyed unnatural colors or multiple colors are not allowed. If there is some question about a particular hairstyle, parents should check with the principal before it is done.

**Jewelry:** Jewelry is discouraged for safety reasons. When it is worn, it should be simple. Body piercing is not acceptable except for pierced ears. Only one earring per ear may be worn, and the style of earrings should not distract from the educational process or cause potential injury during physical activity. Spiked bracelets, spiked necklaces, or similar adornment will not be worn.

**Tattoos:** Whether temporary or permanent, tattoos are not acceptable for boys or girls. A pre-existing tattoo should be covered, if practicable.

**Coats:** May display school, church, university, team, club, or manufacturer logos or other designs, in good taste.

**Footwear:** Tennis shoes, hiking boots, or any other enclosed shoes are allowed. Sandals, clogs, or any other open shoes are not allowed on the playground. Shoes with spikes or cleats are not permitted, except during school-sponsored athletic events. Students will wear socks or tights at all times. Girls' tights will be neutral in color or they will match the color of the uniform pieces.

**Winter clothing:** Lightweight, moisture-resistant, with zippered or buttoned front. Personal outerwear without a logo is allowed outdoors and indoors. Students may choose to wear the hooded sweatshirt with the logo or the jacket with the logo, both available from the official uniform supplier. If a student wears a wrap or chapel, it must look neat and the student's head may not be covered by a hood or hat. Hoodies will not be worn in class.

**Other Apparel:** T-shirts may not be worn except on designated days. On Fridays, students may wear the official Academy T-shirts from the current year or any previous year. Sleeveless shirts may not be worn. Tops must completely cover the midriff. Clothes should not be skin-tight. Pants must fit properly, not too baggy or too tight. Shorts, skirts, and skorts must extend to the lower one-third of the thigh. Full, military-style camouflage outfits may not be worn. However, preschoolers (on any day) and K-8 students (on casual days) may wear shirts, shorts, or pants that are camouflaged print of various colors, as long as they are in accordance with the general Academy dress code. Hats and caps may be worn outside only. Preschoolers' clothes should allow them to go to the bathroom by themselves. All coats, sweaters, and caps should be marked with the child's name. Warm-ups and cover-ups are in the same category as sweats and should not be worn. This includes the shiny, nylon-type pants.

Dressing out for P.E. Class: Uniform dress for P.E. grades 6-8 is required. Students will be required to wear loose-fitting, plain white crew-neck t-shirts and black athletic shorts or pants. Pants or shorts must be loose-fitting and cannot have cargo pockets.

Tennis/athletic shoes are required for students in all grades during P.E. class. Students may not wear dress shoes, cowboy boots, or any other shoes with slick soles. The P.E. teacher will enforce these rules and regard them as part of the class discipline code.

### **Exceptions to Standards**

If the standard school uniform is inappropriate for a field trip or other activity, the principal may allow exceptions to this dress code. All casual day, spirit day, or class reward day exceptions also require approval from the principal. Student Council spirit days usually held monthly are approved by the principal and must adhere to the academy dress code.

### **Dress Code Violations**

Teachers will contact parents as needed when students break the dress code. If the infraction reflects defiance on the part of the student, the teacher will treat the infraction as any other discipline problem, in accordance with the teachers' classroom rules. If a student still refuses to follow the dress code, the teacher will refer the student to the principal, following the discipline code for defiance procedures.

Areas of subjectivity are left to the discretion of the teachers and principal.

### FIELD TRIPS AND MISSION PROJECT TRIPS

#### **Faculty/Staff Responsibilities**

For all trips, the required adult/student ratio must be followed. At least one school staff member must be present on all field trips. A student who does not attend a field trip may not be on school premises during the field trip and will be counted absent. If for some reason, such as discipline or academic intervention, a decision is initiated by the principal that the student may not go on a field trip, arrangements may be made for the student to stay on campus. [previous sentence added to policy per Academy board vote on April 12, 2010] In accordance with Arizona law, all children aged four and under must be restrained properly in a car seat. When going on field trips, teachers carry with them a first aid kit and all students' information cards. Teachers are responsible for making sure that parents and drivers have submitted all of the required paperwork. The coordinating teacher and/or the principal selects parents or other adults who will serve as trip sponsors (the final decision is left to the principal). Using their best discretion, teachers should follow Academy procedures for administering disciplinary measures when necessary. On athletic trips, the Academy office must be informed of the names of parents and/or coaches who are accompanying the students.

#### **Driver Responsibilities**

Volunteer drivers on any Academy-sponsored trip must provide the Academy office staff with their driver's license, vehicle registration, and insurance documentation so that copies may be made and kept by the Academy. Drivers also must sign a "Driver's Agreement" form in which they confirm that they have a good driving record and that they will remain in a caravan with other cars. Any fees associated with a field trip should be paid by students' parents or otherwise funded so that the monies do not come from the school budget. Drivers for any Academy-sponsored trip must agree to take two or more students in their vehicle, not just their own child. In addition, parents may not bring younger children with them on a field trip because, as chaperones, their attention needs to be on the students for whom they are responsible. *[The last two sentences were added by Academy board vote on February 10, 2011.]*

#### **Student/Parent Responsibilities**

In order for students to attend a field trip, parents must submit a completed and signed parental permission form to the teacher. For all field and mission project trips, students are to follow all discipline rules of the Academy. If any student misbehaves on a field trip to the extent that a teacher determines that child should be removed from the group, the parents are responsible for picking up the child.

#### **Preschool Field Trips**

All drivers for preschool or summer program field trips must have Arizona drivers' licenses, and their vehicles must be registered in this state. NOTE: This is in accordance with Arizona regulations: Title 9 Health Services, Chapter 5 Child Care Facilities, section R9-5-517 ("Transportation") and R9-5-518 ("Field Trips"). Academy preschool personnel and drivers will also follow all other requirements as specified in these state regulations.

### FUNDRAISING

#### **General Fundraisers**

All Academy staff members, parents, or any other individual or organization, including the Student Council, must have approval from the principal before announcing or beginning the process for any Academy-related fundraiser. Anyone wishing to organize a fundraiser must submit to the principal a completed Request for Organizing a Fundraiser form, available in the school office. Student participation in fundraisers is always voluntary and never required.

#### **P.T.O. Fundraisers**

Before scheduling and/or announcing a major fundraiser, a PTO representative must receive approval from the principal, and the outcome of the vote in an executive or general session must be reflected in the recording of the minutes.

**Grading Standards**

1. Teachers issue report cards for grades K-8 every quarter. Report card grades are based on daily work, quizzes, tests, and special projects, as directed by the curriculum guide.
2. For grades 1-8, the final yearly grade for each subject is computed by averaging the four quarter grades.
3. The following chart lists the grading used for grades 3 through 8 by classroom teachers and the Spanish teacher. For kindergarten and grades 1-2, teachers may give “E, S, N, U” grades or “A, B, C” grades, based on the curriculum guide.

<u>Letter Grade</u>	<u>Percentage Range</u>	<u>Numerical Equivalent</u>
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	0-59	0.00

4. Art, music, Spanish and P.E. teachers will use the following grading:

E = Excellent  
S = Satisfactory  
N = Needs Improvement  
U = Unsatisfactory

5. The kindergarten report card reflects the achievement of academic and behavioral skills. Each skill is marked in one of the following ways: the skill has not been introduced, the skill was introduced but not accomplished, or the skill was accomplished. Social skills and work habits are marked satisfactory, needs improvement, or improving.

6. Incomplete Grades

The teacher gives an “Incomplete” grade only when he or she feels there are justifiable reasons for the work to be late. This grade changes to an “F” if the student does not complete the work within a period agreed upon between parent and teacher.

7. Conduct Marks

The following marks are used in grades 1-8 to report conduct on report cards.

E = Exemplary  
S = Satisfactory  
N = Needs Improvement  
U - Unsatisfactory

8. Students that participate in sports or other school activities must have a 2.0 in each subject, good behavior and all work must be caught up.

**Promotion**

Students are promoted to the next grade at the end of each year unless their lack of achievement or progress warrants retention. (See section G.) The school administration will not accelerate a student or allow him or her to skip a grade or waive the program age requirements.

## **Academic Probation**

1. Academic probation is invoked when a student has a serious academic problem. The goal of probation is that the student will improve his deficiency to a satisfactory or passing level. A mutual effort from both school and home is essential for the success of the student. If the student has not made satisfactory progress after the probation, the principal will decide if the student will be able to remain at the Academy.
2. At the conclusion of a grading period a student will be placed on academic probation for the following grading period if he or she has earned two or more of any of the following (or a combination thereof): an “F” in a classroom subject; an “F” in Spanish; a “U” in art, P.E., or music. The teacher(s) and the principal will hold a joint conference with the parent(s) and the student to give notification and explanation of the probation. The notification will include a written statement explaining the probation, with suggestions for parental action during the probation.
3. The teacher(s) and principal will review the academic progress of the student at the middle of the next grading period and decide if the student will remain in school. If the student on probation receives no failing (F) or unsatisfactory (U) grade at the end of the next grading period, the principal will remove the probation.
4. Following removal or withdrawal from the school for academic reasons, students may apply to be re-enrolled on academic probation if all of the following conditions are fulfilled:
  - a. The student has attended another school for one full semester.
  - b. The student has completed a full academic load for the semester.
  - c. The student received no grade lower than a “C” in any subject.

## **Retention in Grade**

### **1. General Policy**

A student may not be retained more than once while enrolled at the Academy.

#### **a. Grades one through eight**

A student in grades one through eight will be recommended for retention if he or she has earned two or more of any of the following (or a combination thereof): an “F” in a classroom subject; an “F” in Spanish; a “U” in art, P.E., or music.

#### **b. Kindergarten**

Kindergarten retention is based on the developmental maturity of the child. If a student has difficulty paying attention, following directions, or completing assignments, and the teacher feels that it is due to emotional, social, behavioral, or academic immaturity, the academy will recommend retention and will not accept the student into our first grade program.

### **2. Procedures for Retention**

The Staff Procedures Handbook details the procedures for student retention. Teachers seek to help students avoid retention, but in some cases, retention is necessary. After following the procedures outlined in the handbook, the principal will make the final recommendation regarding a student’s retention, based on parent consent. If the principal and the parents cannot reach an agreement, the student may not re-enroll in the Academy.

## **Academic Recognition**

### **1. Fruit of the Spirit (grades K-8)**

Each month the teacher will select one boy or girl to receive the award. This award will be based on Galatians 5:22.

### **2. Honor Roll Recognition (grades 3-8)**

Based on grades in the regular class, honor roll recognition is awarded as follows during each grading period:

Honor Roll is based on the core subjects such as, Bible, Math, Language, Arts, Science and History.

Students who average 89%-94% will be on Honor Roll

Students who average 95%-100% for each semester average will be on Principal’s Honor Roll

A student who has earned an “N” or a “U” in art, music, or P.E. is not eligible for the Honor Roll.

### **3. Honors Awards Program**

Honor Roll recognition is awarded at the end of the school year.

## **Parent/Teacher Communication (Grades K-8)**

FBCA believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

Parents are encouraged to talk with their child's teacher early in each academic year to discuss parent and teacher expectations. This is most important for students new to the Academy.

Parents and teacher conferences will be available at the end of the first quarter and if requested.

Teachers also use letters, phone calls, Jupiter grades and regular progress reports as needed to communicate with the parents.

It is important that parents schedule a conference with the teacher whenever a need or concern is evident. Many needs can be met through a conference between the parent and the teacher. Concerns need to be shared first between the parent and teacher. The principal is interested in all areas concerning students and the school and will be available for parent-teacher conferences.

We now have our grading program for grades 1-8. All parents will receive a password to register and you will be able to see your child's grades and correspond to your child's teacher through email.

## GRIEVANCES

From time to time, disagreements may arise between students and/or parents and school personnel. If parents and/or students have a disagreement with a teacher, they should first try to resolve the problem with that teacher. With communication from everyone, it is likely that most problems can be resolved at this level. If resolution cannot be reached, then the student/parent should meet with the principal. If the problem is not resolved at this level, it should then be presented in writing to the Principal that will submit to the School Board for inclusion in the agenda of the regular monthly meeting of the Board.

Parents should not confront another student with a problem without the approval of the Principal, teacher or staff member.

## MEDICAL POLICIES

### **Illnesses and Injuries**

The Academy has no provisions or facilities for the care of sick children. A sick child cannot remain in the classroom to expose classmates, and must be picked up immediately upon notification. Parents are encouraged to observe their child before bringing him/her to school in the morning. Parents must keep children home after any illness until he/she has been free of any elevation of temperature (below 100) for 24 hours (without the use of medication).

If a child is diagnosed as having a contagious disease (measles, mumps, strep throat, chicken pox, pink eye, etc.), the parents should notify the Academy office or school nurse so other parents may be warned that their child has been exposed.

For life-threatening emergencies, we will call 911 and then notify the parents. The parents will pay any expenses incurred for emergency or medical services. For emergencies that are not life threatening, we will call the parents. If parents cannot be reached, we will contact an adult named on the blue emergency card. If your child is under the care of a physician for an acute injury or long term illness, please provide the school with a copy of physician's orders.

### **Physical Education Class and Recess Participation**

If a child is well enough to come to school, he is well enough to go outside with his classmates if they are outside. Parents who do not want their children to go outside should keep the children at home that day. If a student is unable to participate in P.E. class for more than 3 days, he or she must submit a doctor's note to the P.E. teacher. The P.E. teacher will give the student a written assignment to make up for the lost participation. All students in grades 1-8 must attend P.E. class, even if they cannot physically participate because of injury or other medical conditions.

### **Immunization**

The Arizona law (Section 3701.13 Revised Code) provides for compulsory immunization of elementary students against OPV (Poliomyelitis); DTP (Diphtheria; Tetanus; Pertussis [Whooping Cough]); MMR (Rubeola [Measles]; Mumps; Rubella [German Measles]); Hepatitis B (Preschool through First Grade); and Haemophilus Influenzae B (HIB). The law provides that pupils be immunized or be in the process of receiving protection at the beginning of the school year.

The immunization requirement must be completed and dates on file in the office no later than the 15th day of school or the student will be excluded from school until the program is completed (Romans 13:1).

Parents must produce a record of immunizations to the Academy office to verify type and dates of immunizations.

Exemptions to this policy because of religious beliefs or others reasons are covered by special regulations.

## Communicable Childhood Diseases

Parents should notify the Academy office or school nurse/first aid specialist with 24 hours of diagnosis of any of these diseases so other parents may be notified that their child has been exposed. A physician's note will be required for re-admittance to the Academy for students diagnosed with any of these:

1. Chicken Pox
2. Measles
3. Mumps
4. Pneumonia
5. Whooping cough
6. Pinworms
7. Scabies
8. Ringworm
9. Impetigo
10. Pink Eye
11. Strep throat
12. Herpes simplex virus
13. Molluscum contagiosum
14. MRSA (staph) infection
15. Mononucleosis
16. Campylobacteriosis
17. Cryptosporidiosis
18. Diarrhea, nausea, or vomiting
19. Enterohemorrhagic *Escherichia coli*
20. *Haemophilus influenzae*: Invasive disease
21. Hepatitis A
22. Meningococcal invasive disease
23. Rubella (German measles)
24. Salmonellosis
25. Shigellosis
26. Other communicable illnesses, as determined by the Academy's nurse/first aid specialist

## Policy for Administration of Medicine at School

Students may not bring any medication to school unless it is either signed for by a parent or prescribed by a physician. This includes over-the-counter medication.

If a student must bring medication to school, he must also bring a signed permission form from the parent and the medication in its original container. Such medication is turned over to the teacher or the school nurse.

The school nurse is responsible for administering the medication and/or for directing the administration of medication as necessary. If the school nurse is unavailable, a teacher or designated staff member will administer the medication. In the case of a unique circumstance (to be approved by the Academy nurse), a student may use a doctor's note to obtain permission to carry and self-administer an inhaler in his backpack during school hours. The doctor's note must remain on file in the nurse's office for the duration that the inhaler is approved to be carried by the student.

For prescribed or over-the-counter medications, the parent must send a permission form to the nurse and she will administer the medicine at the proper time.

No student may at any time give or sell medication to another student.

## MISSIONS REQUIREMENTS

It is the Academy Board's intent that all K-8 students participate in school-wide missions projects. This includes at least one annual hands-on missions trip and/or project for all students in seventh and eighth grades.

Individual students and their parents who request an exemption from missions involvement or a specific hands-on missions trip or project will work with the principal to agree on a missions involvement alternative for that individual student.

## PARENT INVOLVEMENT

We want to foster a positive school-parent-child relationship here at the Academy. To this end, we encourage parents to be involved in their child's education and activities.

### **Parent/Teacher Fellowship**

All parents are invited to participate in the Parent/Teacher Fellowship (P.T.F.). This group meets several times a year and supports the Academy through prayer, ideas, encouragement, and help with special events. Parents should watch the P.T.O. bulletin board for special announcements.

## **Guidelines for Parent Volunteers**

The teacher will select prospective parent volunteers and helpers. These helpers will be caring, dependable, and effective with children. They must be willing to work cooperatively with a teacher and under a teacher's supervision.

Teachers provide these individuals with clear information regarding the classroom management program, curriculum, and his or her teaching style.

Students must be supervised at all times by at least two adults unless the supervising adult has had a successful background check initiated by the Academy or proof of fingerprint clearance. (All Academy staff members have fingerprint or background check clearance.)

Anyone volunteering at the Academy or visiting the school must check in at the school office upon arrival and obtain a visitor's or volunteer's badge. The badge must be worn in a prominent location on the outer clothing while on campus.

Volunteers who are willing to assist while under the direction and supervision of the teacher may:

- Drill students in math, phonics, etc., as modeled by the teacher
- Read to students or help them find or check out library books
- Type materials for teachers
- Decorate bulletin boards
- Help in the computer lab or in specials classes

## PARKING

Parents must use extreme caution when driving in the Church/Academy parking lot. Drive slowly and always watch for children and other cars.

## PARTY INVITATIONS

When a student is planning a private party, such as a birthday celebration, he or she may distribute invitations at school as long as every student in the class is invited. If only select students are invited, the invitations must be distributed by mail or in another setting.

## PLAYGROUND

1. If the temperature is 40° or higher, students should be outside except in the cases of rain, lightning, or other severe weather. When the temperature outside is 100° or higher, students will be outside for no longer than fifteen minutes at a time, and teacher and aides will verify that students drink water frequently and stay in the shade if needed.
2. If it is cold, each child should bring appropriate outerwear for the playground.
3. If a student is well enough to be at school, he or she is well enough to go outdoors with the class.

## LOST AND FOUND

If your child leaves any of his clothing or lunch bags, please check the basket across from the computer lab. It is also recommended that you put your child's name inside of any items you send to school with them.

## PRAYER

Prayer is a vital ingredient in our program of Christian training. Students are encouraged to establish consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

## SAFETY, SECURITY, AND ANIMALS

### **Security Procedures**

All students and staff participate in monthly fire drills so that procedures are clearly understood. The Academy also follows a detailed Emergency/Disaster Plan for which all personnel are trained. This plan covers appropriate responses in the case of natural disasters and violent attacks from inside or outside the school.

The Academy provides child pick-up cards that parents may distribute to those adults approved to pick up their children from the Academy. Any adult not recognized by Academy staff is asked to show the pick-up card and a photo I.D. before a child is released to their care.

Parents and students should always enter and exit through the unlocked doors at the south entrance. They should not open any unlocked doors for anyone to enter.

## **Harassment**

It has always been the policy of First Baptist Church and the First Baptist Christian Academy to provide a non-coercive environment in which to work and study. This policy recognizes that harassment of any kind directed at a person associated with the school, including harassment of a sexual nature, is improper and will not be tolerated. Anyone guilty of engaging in such harassment will be subject to appropriate discipline, up to and including discharge, or expulsion from the Academy.

Our policy prohibits unwelcome advances, propositions, requests for favors, verbal abuse of a sexual nature, offensive sexual flirtations, explicit or degrading verbal comments about another individual on his or her appearance or body, display of sexually suggestive pictures or objects, any offensive or abusive physical conduct, sexually explicit language, jokes, and the like, as well as unwelcome touches, pats, or other physical contact, whether on school/church property or in connection with our school in any way.

Any type of conduct that interferes with an employee's or student's work performance or creates an intimidating, hostile, or offensive environment also violates our policy. An employee's or student's agreement or refusal to submit to that type of conduct cannot be used as a basis for an adverse decision affecting that person.

Any employee or student who feels that he or she has been subjected to this type of harassment is asked to notify his or her supervisor or teacher immediately to assure that appropriate actions are taken to prevent such conduct. If the direct supervisor or teacher is the harasser, the employee/student should notify that individual's supervisor of the complaint.

Internal complaints will be investigated promptly and corrective action will be taken when allegations are verified. The administrative personnel involved will make every reasonable effort to respect the confidentiality of this matter. No employee or student will suffer retaliation or intimidation as a result of informing a higher supervisor or staff member of harassment.

## **Animals, Insects, Fish, and Birds in the School**

Animals, insects, fish, and birds are not allowed in the school. The state regulations mandate that we cannot have any reptiles, and we have expanded that restriction to all animals. This rule addresses concerns for children's allergies. In addition, we cannot control what might happen with or to the animals at nighttime or on weekends. At infrequent times, specific classroom teachers may bring completely contained science projects with bugs or other animals that may not be touched by students. These short-term projects will have a definite beginning and ending date and will need prior approval from the principal. To supplement student learning about God's creation, we encourage playground nature walks and field trips to parks, museums, and the zoo.

## CHILD PROTECTION POLICY

If anyone knows of or suspects abuse or neglect of a child attending the Academy, the staff member or responsible adult has a duty to report their knowledge or suspicion to the state Child Protective Services. CPS can be contacted at: 1-888-767-2445. This is the case whether the suspected abuse or neglect occurs on or off the school premises. If it is considered a life-threatening situation, call 911 immediately.

## SCHOOL SUPPLIES

A list of needed school supplies for the upcoming school year are distributed in a parent letter which is mailed out each summer or it is posted on our website. Parents may need to provide additional supplies based on need.

## TUITION

Tuition payments are due the first school day of the month. Late fees are assessed after the seventh day of the month. The Academy principal needs to approve all other payment arrangements. No tuition credit is given for days missed due to illness or vacations. If payment of tuition is not rendered or arrangements have not been made over a certain period of time a collection agency will be notified.

1st attempt- Call family

2nd attempt- certified letter by mail

3rd attempt- collections will be notified

## **Tuition Increases**

Due to the rising cost of providing the high quality education for which the Academy is well-known, parents should expect an annual increase in tuition. The Board will work diligently to keep these annual tuition hikes as low as possible.

## SCHOLARSHIPS

### **Tuition Assistance – Other Sources**

Tuition assistance is available from sources outside the Academy. The Arizona Tuition Tax Credit Program is an example of this type of assistance. Information about this program is available in the Academy office. Parents must apply to these sources directly. If asked, the Academy will acknowledge to an outside organization that a student is enrolled and is or is not in good academic standing at the Academy.

### **Tuition Tax Credit**

In Arizona, a taxpayer can make a contribution to a tuition tax credit scholarship organization. They will receive a tax credit that reduces, dollar for dollar, any tax owed to the state of Arizona. Taxpayers are usually allowed to recommend a specific school and, in many cases, a particular student, who will receive tuition assistance from the state. In other words, the tax dollars you would normally pay to the state of Arizona can come to the Academy to help pay tuition for a student (other than your own child).

Here are some groups who give tuition assistance to our Academy students on a regular basis:

Cochise Christian School Tuition Organization, Inc. (CCSTO)  
1970 E. Treasure Trail  
Sierra Vista, AZ 85650  
520-378-3177 or 520-417-2835  
www.CCSTO.org

Institute for Better Education (IBE)  
911 S. Craycroft  
Tucson, AZ 85711  
520-512-5438  
www.ibescholarships.org

Arizona School Choice Trust (ASCT)  
P.O. Box 6580  
Glendale, AZ 85311  
623-414-3429  
www.asct.org

Arizona Scholarships Fund (ASF)  
P.O. Box 2576  
Mesa, AZ 85214-2576  
480-497-4564  
www.azscholarships.org

Arizona Christian School Tuition Organization, Inc. (ACSTO)  
P.O. Box 6580  
Chandler, AZ 85246  
480-820-0403  
www.acsto.com

Az. Private Education Scholarship Fund, Inc (apesf.org)  
6909 E. Greenway Parkway #240  
Scottsdale, AZ 85254  
480-699-8911  
www.apesf.org

Tuition Organization for Private Schools (TOPS)  
P.O. Box 41930  
Mesa, AZ 85274  
480-414-TOPS (8677)  
www.topsforkids.com

If you would like more information about how to make a contribution to or apply for tuition assistance through any of these or other tax credit organizations, please contact the Academy office. You also may see the complete list of organizations online at [www.revenue.state.as.us](http://www.revenue.state.as.us). Donation and tuition assistance application forms are available in the office.

## WITHDRAWAL FROM THE ACADEMY

If a parent chooses to withdraw his child from the Academy, he must notify the Academy office in writing at least ten calendar days prior to withdrawal. Simply ending class attendance does not constitute withdrawal, nor does it end financial responsibility. If parents fail to give written notice of withdrawal at least ten days in advance, they will pay tuition for ten days following the last day of their child's attendance at the Academy (if no notice was given) OR for ten days following the day that they did give notice. The daily charge is computed on a 20-day month.

**If a parent chooses to remove their child from the academy after May 30th and has already paid the traditional book fee, you will not be refunded the book fee as well as the registration fee that is required at the time of registration.**

## YEARLY EVANGELISTIC AND SCRIPTURAL EMPHASIS

1. The Academy accepts students from non-Christian families, providing the families agree with the purpose and practices of the Academy. Each teacher will give a clear presentation of the Gospel to each student during the course of each year, and it will be presented in chapel, as well, several times throughout the year. The Academy desires that each student have a personal relationship with Christ.
2. Each student memorizes Bible verses during the academic year. Each student should learn at least one assigned Bible passage per week. These verses will follow the Bible guide for each grade.

## ATHLETICS

We offer middle school sports such as volleyball, basketball and others that will be announced on a yearly basis. There is a charge for registering which will be decided at the time of registration.