

## **1.0 Introduction**

### **1.1. Welcome**

Welcome to First Baptist Christian Academy! Our entire staff is excited about the 2015-2016 school year! We believe God is working mightily on behalf of our Academy and in the lives of our families. Our Academy's mission statement starts with the phrase "in partnership with families." Our goal is to help our families fulfill the biblical mandate of "raising their children in the knowledge and admonition of the Lord." (Ephesians 6:4). We look forward to working together to equip, train and prepare our scholars to become Champions for Christ!

At FBCA, we call our students "scholars." This intentional name is made to raise the level of expectation in the academic environment. Our scholars will understand the effort needed to achieve God's standard of learning - their very best! Hard work, dedication, overcoming challenges, and achieving success in and out of the classroom will be common experiences for our scholars and families. Our teachers and staff are committed to providing an excellent academic environment. Our goal is to become the best Christian education experience in the Flagler County region. I look forward to seeing everyone on August 24th for the start of an amazing school year!

### **1.2. History**

First Baptist Christian Academy opened in August of 2008 as a preschool facility. The first year we enrolled 13 children in our VPK program. Each year we have added a grade to our enrollment. In 2013, our Academy had an enrollment of 99 students from 3 years old through the 4<sup>th</sup> grade. We also piloted a streaming experience with four Middle School scholars providing a hybrid learning experience blending Internet instruction with a modified classroom environment. In 2014, we have hired a full time Dean of Students who provided stability and support to our growing school. In 2014-15 our enrollment surpassed 200 with classes from 2 years old through the 11<sup>th</sup> grade. We added Physical Education and brought the streaming experience on campus with a fully integrated High School. We became members of the Florida Private School Athletic Association (FPSAA) and will have a men's varsity basketball team competing. We, also, began our journey toward accreditation with the Florida Association of Christian Colleges and Schools (FACCS). This tremendous growth resulted in the Academy maximizing its space in the church facility. We started looking at options for more classroom space and the Lord opened the door to our new facility, the Historic Flagler County Courthouse. We will move into the 50,000 sq. ft. building in August 2015. We are looking forward to many great years of growth and ministry in our new building and community.

### **1.3. Purpose**

#### **1.3.1 Main Goals**

We have four main goals for all the scholars who attend our Academy. The first and foremost is to lead all scholars to a saving knowledge of Jesus Christ. Secondly, we also desire to instill in each child the Biblical principles of Christian character. Third, we want to develop each child's mental potential to the fullest, and finally, we want to produce well-rounded young people who want to follow the will of God.

### 1.3.2 Goals and Objectives

- To teach every scholar the understanding of who God is, the priority that should be given to the Scripture, and the responsibility that every individual has to Him.
- To teach each scholar the importance of using his or her unique gifts and talents for the glory of God; understanding that those gifts were given by Him.
- To develop within each scholar a level of basic skills achievement that will support successful living as a citizen of heaven and a citizen of the United States of America.
- To provide both curricular and instructional systems that will enable any scholar to achieve at levels that will prepare him/her to enter the next level of education.
- To teach each scholar the importance of living a life that is pleasing to the Lord.
- To teach the scholar a well rounded liberal arts education. The purpose is to teach the scholar how to live, not how to make a living.
- To prepare the scholar spiritually, socially, and intellectually.

### 1.3.3 Doctrinal Position

#### STATEMENT OF FAITH

- WE BELIEVE the Bible to be the inspired and the only infallible authoritative Word of God.
- WE BELIEVE that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- WE BELIEVE in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His bodily resurrection, in His ascension to the right hand of the Father.
- WE BELIEVE that for salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
- WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- WE BELIEVE in the resurrection of both the saved and the lost: Those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
- WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ.
- WE BELIEVE in the prominence of the visible, local, New Testament Church.
- WE BELIEVE in the Second Coming of our Lord and Savior, Jesus Christ.

### **1.4. Philosophy**

Our philosophy is based upon the Word of God, which teaches that the primary objective and purpose for the school and families is to train children in the way of life presented in the Scriptures. We seek to provide an environment of academic excellence that develops the total student by addressing physical, academic, social, emotional and spiritual needs. We seek to train Champions for Christ by encouraging Moral Integrity, Christian Citizenship and Christian Character while implementing a Christian worldview into every area of learning. Our role as a school is to equip and engage families in a partnership to fulfill the biblical expectation in raising Champions for Christ.

### **1.5. Educational Philosophy**

The foundation stone of Christian education is the infallible Word of God. Thus, the Christian school unapologetically and unashamedly models the educational process after the educational imperatives and examples found in the Bible. The imitation of Christ in the intellectual, spiritual, physical and social realms is the process of a Christian education.

#### **The Nature of Education**

The nature of education is the process of leading the student from ignorance to knowledge. The Christian would hold that the student is developing his intellectual, emotional, physical and spiritual aspects towards the objective of Christ-likeness. Thus education is a process of moving away from the position of lesser knowledge towards a position of greater understanding. Another aspect of the nature of education from the perspective of the believer is that education is viewed as a unified whole. All truth is God's truth and all knowledge therefore comes from a single source. Finally, education is value-laden; teaching and learning do not take place in a philosophical vacuum. Secular educational thought decries the teaching of creationism as teaching 'religion', yet ignores the values that humanism teaches, such as consensus morality and situational ethics. The process of education includes the inculcation of values.

#### **Educational Objectives and Their Priorities**

The basic goal of education from a secular viewpoint is the subjective proposition of preparing students to be in compliance with societal norms. This line of thinking has led to the emergence of social engineering. The Bible gives a clarion call for Christians to be in the world, but not of the world. Thus the believer's position on the ultimate purpose of education is diametrically opposed to secular thought. Christian education has the goal of conforming the student to be like the Lord Jesus Christ. The Christian is to imitate Christ. In II Timothy 3:14, Paul writes that Christians should "be perfect, thoroughly furnished unto all good works." As one Christian educator states it, "Christian education should develop Christians whose activities in life anticipate their eventual conformity to the image of Christ." This understanding of the nature and purpose of education is derived from Paul's exhortation in Romans 8:29.

An ancillary goal of producing Christ-likeness in students acknowledges that education is preparation for life, not just a vocation. The goal of conformity to Christ must be interwoven into the fabric of the entire school program. For example, athletic programs with a man-centered emphasis will lead to the glorification of man, exaltation of self, demeaning of authority (officials) and the objective of winning at any cost. The Christian school, if it is following a truly Christ-centered philosophy, will teach character, teamwork, respect for authority, temperance, and the greater goal of giving glory to God--no matter what the outcome of an athletic contest. The

Christian school will recognize that the building of Christ-like character is more important in the long run than a winning record.

### **Nature of Teaching and Learning**

Teaching is a complex endeavor, which calls for competence, commitment, and compassion. Those who God has called to a teaching ministry have a holy calling (II Timothy 1:9). The multi-dimensional aspects of teaching are demanding; the process of communicating God's truth to scholars forces the teacher to draw upon the power of the Holy Spirit and all available resources within his reach. The nature of teaching has five separate aspects.

First of all, teaching is an art. Some clearly have an innate ability to communicate truth. In His divine wisdom, the Lord endowed to some the gift of teaching. Ephesians 4:11-12 says "and he gave some...teachers; for the perfecting of the saints, for the work of the ministry." The scriptures indicate here that not all have this gift; the requirement that deacons be "apt to teach" is an admission that not all have the gift (I Timothy 3:2). Those who do not have the creative resourcefulness and skills needed for teaching do not belong in the classroom. Those who do possess the gift of teaching must nevertheless be fully prepared and trained to develop their natural talents. Secondly, teaching can be legitimately considered a science. Teaching is a science in that it contains a body of knowledge that can be researched and analyzed. The methodology of teaching attests to the validity of this claim. Education has procedures, methods, and processes. In this sense, it is a science indeed. Thirdly, teaching is a commitment. This is particularly true for the Christian educator, who may labor under less than ideal conditions, including poor classroom equipment, lack of teaching materials, or low salary. The teacher must demonstrate an unwavering commitment to the goal of educating his students in the truth. The effective teacher "knows that in order to be at his best, he must be willing to give up everything for Christ." Fourthly, teaching is a profession. The concept of professionalism includes a code of conduct, dress and manner befitting the profession. It encompasses a certain level of proficiency and intellectual achievement. A professional teacher is familiar with the techniques, methods, and process of the discipline. The Christian educator is not just a hired hand. He is obligated to do all to the glory of God, which means equipping himself to be the best teacher he can be during his career.

Lastly, teaching is a ministry that calls for personal sacrifice. The teacher's motivation should emanate from a joyful heart that is tuned to serve Christ. The Savior did not come to earth to be ministered to, but to minister. A God-called Christian educator will look at teaching as more than a job--it is a ministry of service to Christ.

As to the nature of learning, Christian education takes the position that each scholar has been created in a unique manner for a special purpose. His capacity for a truly Christian education and the realization of his ultimate purpose depend on the scholar's willingness to accept Christ into his life and to be molded like the Master. This view recognizes the importance of man's free will; although environmental factors are important, ultimately the scholar's choices determine his life.

There are five levels involved in the learning process. Exposure is the first and lowest level in which the scholar is exposed to the facts to be learned. Next, the activation level helps him to store the data in his mind through drills and reinforcement methods. The third level of learning is comprehension in which the scholar understands the material. This level is not necessarily easy to ascertain by the teacher and must be determined by teacher-scholar interaction. The fourth

level is the area of conviction in which the scholar internalizes the information. The highest level of learning involves application in which the scholar applies his understanding of knowledge in his daily life. A scholar receives a true Christian education when he incorporates all levels, including the highest level of application. The biblical admonition is to be not only hearers of the Word, but doers also.

### **Scriptural Educational Mandates**

The Christian philosophy of education emanates from the source of all truth--the Word of God. The word 'mandate' is appropriate in two senses of the word. First, the Christian is given an authoritative command by God through the Scriptures to educate children in the truth. Secondly, he is given the authority by God to carry out the command. *Deuteronomy 6:7 commands believers to teach their children the precepts of God: "and thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up."* The intent of this scriptural injunction was that the Word of God should be taught to future generations. Another scriptural mandate can be seen in Luke 2:52. During the childhood education of Jesus Christ, he matured in four distinct ways: mentally – "in wisdom", physically – "in stature", spiritually – "in favor with God" and socially – "in favor with man." Although this verse refers to Jesus's maturation as a young man rather than a specific command, there is a challenge to the educator implicit in the text; that is, to educate the whole man. True education addresses man's total being and recognizes his spiritual makeup. Ignoring the spiritual nature of man in the process of education, results in an incomplete education.

### **Conclusion**

The formulation of a Christian educational philosophy that serves as the set of guiding principles for a Christian school is an absolute necessity if a school is going to accomplish the ultimate objective of conforming its student body to Christ. The adherence to biblical principles in a philosophical construct should imbue the total program of the school, from the admissions guidelines to the fine arts program to curriculum planning. A Christian school is not a Christian school simply because it includes the name "Christian" on its school stationery and uses Christ-centered textbooks. A Christian school must have a foundational philosophy firmly rooted in the truth of the Word of God.

## **2.0 Admissions**

### **2.1 Requirements for Admission**

Applications are accepted for the next school year beginning on February 1<sup>st</sup>. For each scholar applying, the following must be accomplished:

- Completion of the Enrollment Packet and submission of the Roster Fee.
- A copy of the birth certificate must be on file.
- Age requirements:
  - K4 scholars must be four years old by September 1<sup>st</sup>.
  - K5 scholars must be five years old by September 1<sup>st</sup>.
- A transcript from the scholar's prior school: recent grades, standardized test results.
- Family interview.
- Individual scholar interview (Middle and High School Students).

- Scholars in grades 7-12 must express a willingness to attend FBCA and must live in accordance with the spiritual, academic, and behavioral standards of FBCA.
- All new scholars if accepted are on an 18-week probationary status.
- Placement testing (1<sup>st</sup> grade and up).
- All families must be willing to sign and agree with the Statement of Cooperation.
- Students who have been expelled or who have a significant behavioral record from the prior school will typically not be allowed entrance into FBCA. FBCA is not a reform school.

### 2.2 Procedures for Admission

- Each registration form and associated forms must be completed fully and returned with the Roster Fee.
- The parents and student applicant must interview with the school administrator (grades 4-12).
- Administration will review the registration form and inform the family whether the application has been accepted. In some cases the final decision may not be made until admission testing has been completed. The final decision on admission will be at the discretion of administration.
- If a class has reached capacity and the family desires to be placed on the waiting list, the family will be notified if a slot becomes available for the registrant.
- All forms must be submitted prior to entering for the school year. Requests for records form needs to be done immediately.

### 2.3 Immunization Policy

- All K4 and K5 scholars must have a yearly immunization record on file for the Health Department's visit when the DCF checks the permanent health file. Scholars must have this on file **before** starting class or the Health Department will dismiss the student from class.
- Sixth grade scholars must have on file an immunization record stating that they have had the hepatitis B and Tdap Booster shot. Please check with the office to ensure you are current.

### 2.4 Re-enrollment Policy

- Re-enrollment for scholars expecting to return to FBCA begins February 1<sup>st</sup>. Current scholars and their siblings will have first access to space available. At the time of re-enrollment, all financial obligations must be up to date. **Roster fees must be paid for the re-enrollment to be completed.**
- At the end of the enrollment period, classroom space will be open for new students on a first come first served basis. **New registration will take place on March 1<sup>st</sup>.**
- Parents are notified of the enrollment process through communications sent to their respective email addresses on file. At the time of re-enrollment, there should be no outstanding tuition or fees due.

### 2.5 Statement of Non Discriminatory Policy

FBCA admits students of any race, color, or national origin to all rights, privilege, programs, and activities generally available to others. FBCA does not discriminate on the basis of race, sex, national or ethnic origin in the admission procedures, in the administration of its educational policies, or in its hiring practices.

## 2.6 Transfer Students

Transfer students will be considered for admittance during the first semester after an interview and a thorough review of the academic and behavior records. Admittance to FBCA in the second semester would be permitted on certain conditions. No student who has been expelled from a previous school will be admitted.

## 3.0 Financial Policy

### 3.1 Financial Philosophy

First Baptist Christian Academy is a ministry of the First Baptist Church of Palm Coast. Although tuition is raised each year, the monies go primarily to raises for the teachers. Please consult area private schools and you will find that FBCA is priced quite reasonably. FBCA seeks to provide a decent living wage for our teachers while maintaining as low a tuition structure as possible. Tuition payments are expected in a timely manner of ten installments starting on August 1<sup>st</sup> and ending on May 1<sup>st</sup>, with no tuition payments in June or July.

### 3.2 Tuition Costs

Tuition prices are prepared in advance of the school year. All prices are subject to change without advance notice. For further personalized information, please contact the office for assistance. Tuition not paid by the end of the 10-day grace period will incur a late fee of \$15.

### 3.3 Tuition Discounts

Any discounts apply to tuition only. The price reductions per child are as stated with no other discounts offered. There is no discount given for before/after childcare for any reason. The oldest child is always considered the First Child. The following is our multi-child discount schedule for grades K5 - 12:

First Child - Full tuition	\$5000
Second Child - 33% Discounted tuition	\$3350
Third Child, etc. - 25% Discounted tuition	\$3750

All discounts for Preschool classes will have to be obtained through the school office due to the various program costs.

### 3.4 Tuition Computation

Figuring the total monthly installment payment:

The oldest child is considered the first child in all circumstances. Therefore, take the first child category for the oldest child and the second child would receive the 33% discounted tuition. Then, if applicable, apply the 25% discounted tuition to the third child and beyond to obtain a total tuition cost. The tuition cost should be divided by ten to obtain your monthly payment.

### 3.5 Additional Before/Aftercare Fees

Should your family need Before and/or After Care for scholars at the school, please know that there is an additional fee. Scholars left in our care starting at 7:00 am and before their class start



time and after school starting at 3:15 pm are considered in Before and After Care.

Before Care only Weekly	\$10.00/day
After Care only Weekly	\$10.00/day
Before/After Care Weekly	\$10.00/day
Before and After Care Weekly	\$150.00/month

Please refer to our FBCA Extended Day Handbook to answer specific questions, learn about policies and schedules of this program. This program is implemented and executed by FBCA as a convenience for our FBCA families. Only FBCA scholars and siblings are eligible to participate.

### **3.5.1 Late Departure Fee**

There is an additional fee of \$8.00 for each fifteen minutes for late departure. This fee must be paid with the next tuition payment. The school clock will be the official clock in all Before or After Care situations. Should you have any questions, please contact the Academy Administration.

### **3.6 Refund Policy**

There is no installment tuition refund for withdrawal, except in cases of moving from the area (outside a 50 mile radius) or due to a prolonged illness (a physician's note on official stationary must accompany the request). To receive tuition refund, a thirty-day advance written notice of a job related move must be given to the office. Tuition must be paid on time even if your child is absent because of illness. Of course, should it be necessary to withdraw the student because of ongoing health reasons, a prorated refund will be issued.

### **3.7 Return Checks**

There will be a \$35.00 charge for all checks returned from the bank for any reason. After this, FBCA reserves the right to request that all payments be made in the form of cash, cashier's check, money order, or credit card.

### **3.8 Installment Payment Schedule**

Ten installment payments are made during the course of the school year, due the 1<sup>st</sup> of the month, from August 1<sup>st</sup> through May 1<sup>st</sup>. There is no tuition payment in June or July. In July, payment is due for books and miscellaneous fees.

If the 1<sup>st</sup> falls on a Saturday, the installment payment is due the day before. If the 1<sup>st</sup> falls on a Sunday or Monday holiday, the installment is due on the next business day.

Monthly installment payments are figured by taking the amount owed for tuition for the year and dividing by ten. There are no refunds for tuition and child care due to illnesses, holidays, weather cancellations or other reasons (as stated previously). Parents are paying for a total yearly amount in ten (monthly) payments – not an hourly charge based upon actual use of services and facilities.

All installment amounts are calculated by combining the required amount of tuition charges and the Before and After Care fee based upon the selection the parent indicates on the Before and After Care Registration Form.



All changes to the Before and After Care fees must be secured through personal contact with the administration. Before and After Care charges are charged regardless of the actual amount of time that the service was used based either on the hourly or weekly charges as previously described.

Scholars coming in to school after the school year has begun will receive a pro-rated tuition fee.

### 3.9 Late Fee Policy

Since the school is counting on tuition monies to meet payroll needs, parents must pay on time. All monthly installments paid after the scheduled date will be subject to a \$15.00 late fee. This includes the first tuition payment. There is a 10-day grace period in which no fee will be charged. If the account is not up to date, the school reserves the right to (1) withhold progress reports and/or report cards; (2) ask the student not to return until the account is clear; and (3) withhold all records for transfers. Obviously we prefer to take none of these actions, however financial prudence dictates accountability.

### 3.10 Roster Fee

In 2015, all students must submit a \$150 Roster fee with their Enrollment Application to hold their roster positions. This is the only registration cost associated with enrolling at FBCA. Without receipt of the roster fee, your child may have to be placed on a waiting list if there is no availability in the class desired. This is a first come/first served policy.

All VPK 1/2 Day Students are exempt from roster fees. VPK Full day students are required to pay the roster fee.

Some cooperating scholarships include registration fees as part of their scholarship package. The Roster Fee is outside of all scholarships programs accepted by FBCA. All students must submit the Roster Fee with the Enrollment Application.

### 3.11 Waiting List Policy

- **No registration or re-registration form will be considered complete unless accompanied by the appropriate monies as stated above. Without the fee, no registration will take place.**
- All registration and re-registration monies are normally considered non-refundable where there is no waiting list for the class in question.
- In the event of a waiting list, registration or re-registration forms will be kept active on the waiting list only. No fees are charged for being on the waiting list.
- In the event of an opening, families on the waiting list will be contacted in the order placed. Church members will receive a higher priority than non-church members. They will then be given the opportunity to accept or reject placement on the class roll. This family will have 24 hours from the time of attempted notification to respond to the opening. Phone messages will be left in an effort to contact individuals. Emails may be sent should there be one on file.

## 3.12 Book Fees

Book fees for the school year should be paid by July 1<sup>st</sup>.

<b>2015-2016</b>	<b>Book fees</b>
2yr old/3yr old	\$100.00 per scholar
VPK 1/2 Day	No Book Fee Applicable
VPK Full Day	\$100.00 per scholar
K5 - 12th Grade	\$300.00 per scholar

There will be additional supplies as indicated on the school supply list that the scholar must bring to school. The supply list is available on the web site or you may stop by the office to obtain a copy.

## 4.0 Attendance

### 4.1 Responsibility

Excessive absence hinders the scholar's progress. Sporadic or irregular attendance causes the scholar to lag in academic and spiritual growth, thus endangering academic and spiritual progress. It also makes it difficult for the teacher in conveying the important concepts that need to be taught. We will endeavor to notify parents of excessive absences of scholars.

### 4.2 Excused and Unexcused Absences

#### 4.2.1 Excused Absences

- Parents should notify the school office when their child is absent unexpectedly and prearranged notification was not possible. Parents should forward a note of explanation immediately following the student's absence.
- All absences from school are to be supported with a written excuse which should include:
  - The scholar's first and last name
  - The date(s) of the absence
  - The reason for the absence
  - The signature of the parent
- Failure to bring in a note results in an UNEXCUSED absence.
- Scholars will be allowed to make up work when the absence from school is excused. High school scholars are responsible for securing any missed assignments/quizzes/tests on the day of their return or to make arrangements with the teacher/facilitator for completion of the item missing.
- An absence will be incurred if a scholar is absent for more than three hours. For instance, if the scholar arrives after 11:30 am, he or she will be counted as absent because they missed more than three hours of classes that day. If a scholar leaves before 12:00 noon, they will be given an absent for the day because they missed more than three hours of the school day.

### 4.2.2 Excessive Absences

- Excessive absence is defined as being absent more than five days consecutively or accumulated absences of more than 15 days.
- In grades 9-12, where academic credit is given, excessive absences may result in a lower grade or failure for the quarter. Scholars with more than 15 class absences in a semester including excused and/or unexcused receive a failing grade of 69%/F for that semester or the actual grade, whichever is lower. Exceptions may be made by the administration for unusual, health-related circumstances, which must be verified through written communication from the scholar's physician. This applies to the scholar only, and does not apply to the health condition of family members.
- Scholars in high school who miss a total of 25 class sessions for any one period will lose the credit needed for the class missed. Absences and tardy arrivals are calculated together and result in the loss of credit. Three tardy arrivals will equal one absence.

### 4.2.3 Requests by Parents for Scholars to be Absent

- Missing tests and special programs should be avoided.
- Scholars having academic difficulty should not be absent.
- Please do not plan vacations when classes are in session. This places an unfair burden on the teacher and often causes a scholar to fall behind in their studies.

### 4.2.4 Unexcused Absences

An absence from school without permission or for reasons that are not legitimate will be considered an unexcused absence. Scholars will be penalized for work missed.

### 4.2.5 Informing the School

Absences for any reason other than illness, professional appointments, or death in the immediate family must be pre-arranged with the administration at least one day in advance.

### 4.3 Tardiness

- Tardiness hinders academic performance, leads to bad work habits, and is disruptive to the classroom teacher and the routine. Students are expected to arrive on time for school. Classes begin at 8:30 am. Students should arrive well before the start of the day. Car Rider Drop off begins at 8:10 am. You should plan to arrive and participate in the Car Rider procedures described in Section 9.3.
- When the drop off window has expired, the gates will be locked and all scholars will have to be signed in at the Academy office.
- Scholars who arrive late should go to the front office to receive a tardy admission slip before going to their classroom. The secretary will record the tardiness accordingly. Note: No scholar will be counted as tardy during the first two weeks of the school year.
- Traffic is not a serious issue in Flagler County. Therefore, late arrival will be considered unexcused.
- A high school student who misses all or a portion of class through a tardy arrival or absences will be penalized after the 25<sup>th</sup> incident with loss of the class credit toward graduation.
- Scholars exceeding 3 hours in late arrival on a given day are considered absent and not tardy.

- Three unexcused tardies will result in an unexcused absence.
- The intent of these Absence and Tardy Policies is not to cause hardships on scholars, but to benefit scholars. Missed classroom discussions and interactions cannot be made up and will be detrimental to the scholar. We hope through these policies to encourage attendance and decrease interruptions and thus improve learning.

### **5.0 Student Behavior**

#### **5.1 Philosophy of Discipline**

First Baptist Christian Academy believes that all things should be done decently and in order. We feel that our boys and girls should be taught to feel a God-given responsibility to walk honorably before all men. Thus, at FBCA, discipline is maintained which is firm and consistent, yet tempered with love. Our teachers maintain standards of behavior in the classroom with kindness, love, and a genuine regard for their scholars. However, when disciplinary action becomes necessary, it is carried out, tempered by good Biblical judgment and understanding. FBCA operates on the basis that the school is an extension of the home and that the school acts in the place of parental authority. When a problem surfaces the teachers and the administration will seek correction of the scholar through consultation and cooperation with the parent. If the situation continues, other measures may be required including requesting the parent visit the school to discipline the child in the manner that the parent deems fit. Parents enrolling their children at FBCA do so with the understanding that their support in this matter is a requirement, not an option. Outward conformity to rules does not necessarily indicate true heartfelt obedience. Obedience needs a standard of behavior from which to operate.

When a child has been brought to the office for disciplinary action and the parent is unable to be reached, the child will remain out of the classroom for the duration of time until the parent arrives.

Should disciplinary action be required, it will be tempered with the Scriptures, sound judgment, and the facts.

- All noteworthy actions shall receive their due – praise for right and correction for wrong.
- Any inappropriate action shall be handled by the teacher in such a way as he/she deems best, in accordance with school policy.
- Any action that is chronic, violent or otherwise calling for special attention shall be referred to the administration. Such situations will be dealt with as it is thought most beneficial for the individual and the class.
- Should any scholar display continued lack of cooperation, FBCA will require parental involvement by phone or a visit to the school. Refusal on the part of the parent to assist in this requirement violates the Statement of Cooperation, signed at the time of enrollment. Any scholar having been dealt with in this manner, and showing no improvement, may be suspended and/or expelled.
- The school reserves the right to dismiss scholars who consistently fail to cooperate with the standards set by the school. In signing the statement of cooperation, parents enroll their children with the understanding that the administration may require the withdrawal of any scholar at any time, if in its opinion the scholar and/or the scholar's parents do not uphold a spirit of willing compliance with the overall philosophy of the school. Willing compliance goes beyond mere outward conformity to the regulations found in the handbook.

### 5.2 Guidelines for Disciplinary Action

Fathers do not exasperate your children; instead, bring them up in the training and instruction of the Lord. Ephesians 6:4

Our goal with our discipline plan at First Baptist Christian Academy (FBCA) is self-discipline as taught in 1 Corinthians 11:31. We desire to practice biblical methods of disciplinary control. Our desire is to use flexibility and creativity in determining any method that might best meet the specific need of the offending student. While the handbook covers most disciplinary methods that might be used, those responsible for disciplinary actions are not limited to the prescribed dispositions within. FBCA strives to give each student the best education possible, including the teaching of social graces and Biblically based moral education. The education process involves imparting rules and precepts, as well as providing explicit instruction and training. Students are expected to address adults with proper titles. "Thank you," "please," and "yes, sir/ma'am" are examples of courtesies to be exercised. Students are expected to behave as ladies and gentlemen at all times, both in and out of school, as they represent Jesus, their families, and the FBCA. Faculty and students are expected to treat one another with respect and courtesy. At assemblies and chapels, students are expected to be active participants and pay attention to the program. Talking, reading, studying, eating, and walking around during assemblies are inappropriate behaviors and are not permitted. At athletic events, students are to display sportsmanship toward our team, coaches, opponents and officials regardless of winning or losing the contest.

FBCA parents are to be examples of good conduct and courtesy in a similar fashion, as parents also represent Jesus, their families, and FBCA. Parents are to treat one another, school faculty, and staff with respect and courtesy, including the respect of time, appointments, and school procedures, and the courtesy of professional decorum in speech and behavior. Proper decorum shall also include respecting the campus functions of teaching and training by not remaining on campus during school hours unless officially volunteering that day in such functions or attending an official meeting or event.

FBCA believes that a positive and constructive working relationship between the school and a student's parents (or guardian) is essential to the fulfillment of the school's mission. Thus, FBCA reserves the right not to continue enrollment or not to re-enroll the student if the school reasonably concludes that the actions of a parent (or guardian) make such a positive and constructive relationship impossible or otherwise seriously interfere with the school's accomplishment of its educational and missional purposes.

FBCA believes that good behavior arises from good character. Assisting parents in the development of Godly character in their children is one of our primary goals. This is done by focusing on good behavior and commending it. On occasion, we must also give consequences for negative behavior. It is necessary to recognize and contend with misbehavior so as to discourage its frequency and intensity. It is also Biblical to provide consequences within a community for inappropriate actions (Matthew 18).

FBCA students should daily strive to obey the Scriptures. Colossians 3:17 says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." In the best interest of the entire school community, so that we might all live happily together and function, as smoothly as possible, certain guidelines of conduct must be maintained by all students.

### **Student Expectations are as follows:**

Prompt and cheerful obedience is expected.

- Do what is told.
- Do it when told.
- Doing it with the right attitude.

Show respect for administration, faculty, staff and school. **Disrespect is not tolerated.**

**Primary – Elementary Discipline Policies K-6:** the classroom teacher handles most primary-grade discipline. FBCA believes that parent contact is very important. Each day the teacher will send home the student planner. This and MySchoolWorx will serve as the daily communication between the teachers and parents. The student planners will include how the student's behavior was that day and any homework the student may have that night. Each night, the parent should read the student's planner, sign it, and send it back.

Each Elementary level classroom will use the following system:

All students will have a behavior chart in their classroom. The first infraction will result in the student moving their clip. This is a warning. If another infraction occurs, the child will move their clip again. At this time, the teacher will determine the appropriate action (i.e. time out of recreation or silent lunch). If the student goes past the warning, they will be given a Redirection Form and sent to the office. At this point, the Principal will take action according to the category level of the infraction.

Extreme behavior problems that disrupt the classroom may result in the parent being called to remove the child from school for the remainder of the day.

### **K-12 Infraction Category List**

- Category 1 – Reprimand
  - Taking the Lords name in vain
  - 1<sup>st</sup> dress code violation-warning note sent home. If there is a modesty issue the scholar will stay in the office until corrected
  - Talking without permission
  - In hall without a pass
  - Writing notes in class
  - Chewing gum
  - Littering
  - Throwing objects
  - Failure to have all materials for class
  - Having symbols or other offensive or objectionable drawings or words on books or materials
  - Wearing Hats in building
  - Bringing toys or electronic devices to school
  - Plagiarism / cheating-20 points off assignment
  - Failure to follow directions
  - Horseplay
  - Committing acts of minor disrespect such as facial, vocal or physical reactions
  - Disrespect to those in authority

- Public displays of affection including hand holding, hugging or kissing
- Not following the Golden Rule Matthew 7:12
- Category 2 – Detention
  - Any Category 1 infraction a student commits a second time
  - Category 3 – Multiple days of detention or In school suspension
  - Bullying or Harassment (as defined in the handbook)
  - Leaving assigned area without permission
  - Misuse of others or their property
  - Frequent critical or derogatory remarks to others
  - Using or writing improper language
  - Lying
  - Use of Dirty gesture
  - Forging a parent's signature
- Category 3 – Saturday Detention
  - Physical altercation
  - Tampering or damaging school or teacher's property
  - Skipping class
  - Using the internet improperly
- Category 4 – Out of school suspension with Probation assigned

Suspension: The circumstances surrounding an infraction will be considered in determining the length and time of the suspension. All suspensions are considered unexcused absences. Tests and makeup work might receive an academic penalty at the discretion of administration.

Probation-this is the chance for a student to correct a serious discipline problem. If the problem does not improve to satisfactory levels as determined by the Administration, the consequence will be expulsion.

- Publicly criticizing school polices and / or staff
- Stealing
- Carry or using tobacco on or off campus
- Commits major act of disrespect
- Pretending to use or have drugs
- Pulling fire alarm
- Possession of lewd material on campus including access via the internet
- Bringing firecrackers to school
- Breaking in or vandalizing the campus or property
- Threat of physical abuse to teacher, staff, student or property
- Possession of incendiary materials or device
- Bringing or using alcoholic beverages on or off campus
- Acts of immorality on or off campus (including Social Media)
- Carrying sharp objects



- Category 5 – Expulsion (This is an administrative decision that will be brought to the School Board for review.)
  - Bringing any item to school that could be determined to be a weapon

### **Redirection form Accumulations**

- 4 Redirection forms = Saturday School
- 8 Redirection forms = In School Suspension
- 12 Redirection forms = Out of School Suspension and Probation
- 16 Redirection Forms = Expulsion

**Tardiness to class (7-12<sup>th</sup> grade):** Students are expected to be on time all periods of the day. Students will be counted tardy when they are not in their seats ready for class when the bell rings to start the class. Three unexcused tardies to class in a nine-week period will result in detention.

**Harassment:** FBCA is committed to providing a school environment that is free of harassment. In keeping with this commitment, we maintain a strict policy prohibiting any kind of harassment. Racial harassment may include pervasive of ethnic slurs and insults. Sexual harassment can take the form of verbal innuendo, physical gestures, name-calling, and touching. Students who believe they have been harassed should promptly report the facts of the incident and the name of the individual(s) involved to the school administration.

**Bullying** is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated over time. Students who believe they have been the victim of bullying or cyber bullying should promptly report the facts of the incident and the name of the individual(s) involved to the school administration.

**Saturday School** is result of a Category 4 infraction or the accumulation of 4 Redirection forms. Saturday School is the second Saturday of the month from 9-11. The scholar is responsible for the transportation to and from Saturday Detention. There will be a \$20.00 charge that the scholar will be responsible for to cover the cost of the teacher administering the detention. Notification will be sent home through a phone call and Saturday school slip. If the scholar does not attend a Saturday School detention, that scholar will be assessed one day of out of school suspension.

### **SOCIAL NETWORKING POLICY:**

Scholars will show respect to fellow FBCA scholars by refusing to cause distress to them physically or emotionally. Words spoken to or about others (including those in written form) may be more harmful than physical injury and that participating in gossip will harm reputations and will damage the positive school culture at FBCA.

Students who choose to make verifiable comments about other classmates on Facebook, other social media sites, twitter, e-mail, texting and/or any new technological form of communication, which violate this agreement will be held responsible and face disciplinary action.

## **5.3 Dress Code**

### **5.3.1 Dress Regulations**

Our desire at FBCA is to please the Lord in all things: to honor Him, and uphold our testimony as a school and a church ministry. We represent our Lord Jesus Christ as well as our church,

school, and family. While recognizing that true Christianity is a matter of heart and not outward appearance, it is nonetheless true that our appearance is important. Our appearance is a testimony to all that see us. Paul, through the inspiration of the Holy Spirit, wrote: "abstain from all appearance of evil." (I Thessalonians 5:22) Samuel noted that the Lord looks on the heart...man looks on the outward appearance. Peter put his finger on the real issue when he stated that our attractiveness should not be based on what we wear but on the hidden man of the heart: even the ornament of a meek and quiet spirit. This being the case, our clothing should represent a desire to please the Lord and honor Him in every area of our lives.

With these principles in mind, the following guidelines have been prepared. Christian modesty and sound educational practices are expected to be followed by all scholars. Keep in mind that we are to do all things (even dress) to the glory of God. (I Corinthians 10:31)

There is a uniform required of the scholars. Clothing worn should be clean and in good repair at all times. You may not agree with some of the guidelines or rules that we have, but, as a scholar of FBCA, you are expected to abide by them happily.

### 5.3.2 Uniform Policy

- **Pants** – Navy or Tan Khaki; may be cotton, cotton blend or polyester blend. (*No jogging pants, sweat pants, yoga pants, or jean like material*).
- **Skirts, Jumpers, Skorts** – Navy or Tan Khaki; may be cotton, cotton blend or polyester blend; must be knee length or longer. (*Blouse with collar must be worn under jumper; shorts must be worn under skirts/jumpers. No leggings unless they are worn under appropriate skirt, skort or dress.*).
- **Shorts** – Navy or Tan Khaki; must be knee length or longer, cotton, cotton blend or polyester blend. (*No gym shorts or jean like material*).
- **Shirts** - White or Navy Blue plain collared, polo shirts. ***Shirts must be tucked into pants, shorts or skirts and belts must be worn at all times.***
- **Shoes/Sneakers** - must be clean and fit securely on feet. Shoes with open toes or backless shoes (including Crocs, flip flops, sandals, mules and slides) will not be allowed. Shoes must be laced, buckled or Velcro strapped. No hee-lies or rollers.

#### 5.3.2.3 Miscellaneous - Boys

- All boys must not wear any necklaces, bracelets or rubber style bands, or earrings.
- Only one ring is allowed.
- Boys are expected to maintain a clean looking, tapered haircut. This means that hair is not to be over the ears or shirt collar and must be above the eyebrows.
- Sideburns may only come to the bottom of the earlobe. Boys are expected to be clean-shaven at all times.
- Hair must be natural in color.
- Beards and mustaches are not permitted.
- Shoes are to be tied in the intended manner.

#### 5.3.3.3 Miscellaneous - Girls

- Modesty is the key thought in appearance at FBCA.
- If girls wear jewelry, it should be conservative in style. Earrings are to be restricted to one in each ear. Hoop earrings are not to be greater than one inch in diameter or length.
- No more than two necklaces are to be worn at one time.

- No sparkle / glitter type of make-up is permitted.
- Shoes must be tied in the intended manner.
- Hair must be natural in color.

### 6.0 Academics

#### 6.1 Curriculum

The *A Beka* Curriculum is the only curriculum used at First Baptist Christian Academy.

#### 6.2 Grading Scale

Academic grades are reported on a nine-week basis by percentage grades. The grading scale is as follows:

A+ (100-98)	A (97-93)	A- (92-90)	
B+ (89-87)	B (86-83)	B- (82-80)	
C+ (79-77)	C (76-73)	C- (72-70)	
D+ (69-67)	D (66-63)	D- (62-60)	F (59-0)

#### 6.3 Reporting and Report Cards

##### 6.3.1 Progress Reports

Progress reports are issued approximately four and a half weeks through each marking period. Please refer to the FBCA Academy Calendar for the dates progress reports are issued.

##### 6.3.2 Report Cards

Report cards are issued at the end of each nine-week marking period. Please refer to the FBCA Academy Calendar for the dates report cards are issued.

#### 6.4 Field Trips

- Field trips are a regular part of the curriculum of FBCA.
- Field trip permission forms are to be signed and all applicable fees paid prior to the field trip. NO scholar is permitted to go on a field trip without this form being signed and all fees paid.
- Scholars are expected to ride with the group or class unless medically unable to do so. A doctor's note will be required to make exceptions to provided transportation.
- Scholars are to wear school uniform unless otherwise notified.

##### 6.4.1 Parental Expectations

- FBCA represents Jesus Christ and our church family. Though we do not require parents of FBCA to actively promote our faith or practice, we do expect those wishing to assist us in any way to refrain from advocating any other religious beliefs, lifestyles, private activities or dress preferences which differ, detract, or in any way challenge those ideals and doctrines taught in our classrooms.

- Whether on a field trip or serving in some capacity around the school, any parent participating in official school activities must conform to the following standards:
  - Be an official FBCA Volunteer (completed FBCA Volunteer Training).
  - Appropriate dress: All shorts must be modest, knee length or longer. Parents are not to wear clothing, jewelry, or symbols of a non-Judeo-Christian origin (astrological, peace symbols, etc.) while on Academy outings.
  - Tobacco (in any form) and alcohol are not permitted on the premises, vehicles or activities of the Academy.
  - A calm and quiet, friendly demeanor is to be evidenced at all times. No displays of anger are permitted.
  - In all situations, the judgment of the teacher, and ultimately of the Academy is final.
  - All disagreements are to be handled in private, not in front of other children and other parents. (Matthew 18)

### 6.5 Bible

The Bible is of primary importance at FBCA. All academic subjects are taught from a biblical perspective. Daily Bible lessons along with weekly Bible memorization assignments and weekly chapels are the foundation for First Baptist Christian Academy academics. The official translation used by the *A Beka* curriculum and therefore, FBCA will be the King James Version. Other biblical translations will be used for different studies and devotions.

#### 6.5.1 Chapel

Since worship is the main focus of chapel, scholars are expected to come prepared for worship: bringing a Bible, a good spirit, and a desire to participate wholeheartedly in the service. Separate chapels are conducted for both the secondary school and the elementary school. Offering will be collected during chapel to teach the importance of tithing and a biblical perspective of handling money. All offerings will be used to support Orphan's Heart, a sponsored ministry of First Baptist Church of Palm Coast. Parents are welcome to attend but are asked to sit in the rear of the Chapel and if accompanied by a child, the child should be able to sit still and not cause disturbing noise for the others. Scheduling of chapels will vary, as the administration deems necessary.

Jr./ Sr. High chapel – Wednesday @ 8:30 am – 9:00 am

Elementary chapel – Wednesday @ 9:10 am – 9:40 am

### 6.6 Homework

#### 6.6.1 Homework Load

It is recognized that homework times will vary from night to night and based upon the scholar's understanding of the subject area. Homework should be viewed as a reinforcement of the academic environment and a way for parents to partner with the Academy in the academic success of their scholar. Homework should represent the scholar's ability to complete the assignment with little outside help to the best of their ability.

- Elementary Homework Policy – Grades K5-6: No more than 30 minutes nightly
- Middle School Homework Policy – Grades 7-8: No more than 45 minutes nightly
- High School Homework Policy – Grades 9-12: No more than 30 minutes per major subject nightly

### **6.6.2 Wednesday Nights and Special Meetings**

There is to be limited homework given on Wednesday evenings. Homework assignments are not to be doubled on Tuesdays. While we do wish to have academic rigor, we do not wish to make family life difficult. There may be special meetings or occasions where homework will be suspended. Please refer to your scholar's portal on MySchoolWorx to verify their homework assignments nightly.

### **6.6.3 Purpose of Homework**

There are four major purposes for a homework assignment:

- To reinforce the subject matter that was presented in class
- To prepare for a topic to be discussed
- To evaluate scholar progress
- To teach scholars self-study skills and responsibility

### **6.6.4 Homework Quality and Punctuality Issues**

Homework is to be submitted neatly and on time. Assignments are due the date stated by the teacher. Late assignments will incur a zero score. Scholars may and should still do the assignment so they understand the material.

## **6.7 Promotion/Retention**

### **6.7.1 Elementary (K5 – 6)**

A scholar will be retained if:

- The scholar receives a yearly average of an "F" in two major subjects: Math, Reading, English.
- The scholar receives a yearly average of an "F" in any three or more minor subjects: Science, History and Bible.
- The scholar receives a yearly average of "D" in four or more subjects.
- In grades 1-3, a scholar will be retained if he receives a "D" in math, language, and phonics.

### **6.7.2 Middle School (grades 7-8)**

A scholar who fails two or more subjects for the year will not be promoted.

### **6.7.3 High School**

Scholars failing a semester of a required course must repeat the course or make up the course through independent study courses administered by the Academy (at the scholar's expense) – assuming the scholar is re-enrolling. Exception to this policy is if the scholar is able in the second semester or prior semester to bring the average above passing.

### **6.7.4 Academic Probation**

Academic probation status is assigned to any scholar whose grade point average falls below a 2.00 (C- average) in a nine-week grading period.

## **6.8 Achievement and College Entrance Testing**

### **6.8.1 Achievement Testing**

Scholars in 1<sup>st</sup> through 12<sup>th</sup> grades take the Stanford Achievement Test each spring. Parents are given the test results at the end of the school year.

### **6.8.2 College Entrance Testing**

Scholars in the high school are encouraged to take the SAT or ACT sometime during their junior or senior year.

## **6.9 Physical Education**

All FBCA scholars (K5 – 8<sup>th</sup> grade) will take P.E. 9<sup>th</sup> Grade scholars will take P.E. for a high school credit.

## **7.0 Transportation**

### **7.1 Safety Standards**

The school abides by the safety standards of the State of Florida in the transportation of scholars to games and field trips. The school uses drivers that have a current CDL license for vehicles larger than 15 passengers.

### **7.2 Bus/Van Rules**

- Scholars must remain seated at all times.
- Scholars may not put their hands/arms (or any part of their body) out of the window.
- Scholars are expected to act appropriately and not distract the driver.
- Girls and boys are not allowed to sit in the same seat.
- No electronics are allowed on the buses including cell phones or iPods.

## **8.0 Closings, Delays and Emergencies**

### **8.1 Federal Holidays**

FBCA will typically follow the Flagler County public school calendar. On the days of closure, there will be no classes or preschool. For a schedule of holiday closings, be sure to consult the Academy Calendar.

### **8.2 Early Closings**

The more typical schedule would be a closing or delay, but periodically weather will necessitate an early closing of school or a change in Car Rider pickup procedures. In case of weather related changes, FBCA will make the decision and communicate these changes via a text blast through Remind. Please sign up for this text blast service at the Academy office or via the link on our Academy website at [www.crusadersonline.org](http://www.crusadersonline.org). If there is an early closing or change in Car Rider schedule, the school will post on the website previously mentioned and the school will also attempt to personally text you via Remind and email your address on file.

### **8.3 Shelter**

In case of an emergency situation, scholars would be sheltered in places throughout the building for their protection. Several rooms in our building are hurricane proof and will be utilized in the

event of a storm.

### **8.4 Student Illness or Accident**

#### **8.4.1 Student Illness**

Students who become sick during school operation will be sent to the Academy office. Scholars with a temperature of 100 degrees or more will be sent home. Scholars must be fever free for 24 hours before returning to school.

### **8.5 Emergency/Medicine/Exemptions/Allergies**

**8.5.1** At the beginning of the school year, parents must complete an emergency notification sheet and return it to the Academy office. Special instructions are to be written on the sheet so staff can be informed of any potential medical emergency.

#### **8.5.2 Dispensing of Medicine**

The State of Florida and our insurance carrier prohibit the storage, refrigeration, or dispensing of any medicine by our Academy staff. Parents are welcome to come to the Academy to administer medicines as necessary.

#### **8.5.3 Enrollment Exemption**

A special enrollment exemption is required for the enrollment of scholars, which require daily medical or physical attention. This exemption may be issued after the school administration has determined the feasibility of accepting a scholar needing special attention with health needs.

#### **8.5.4 Special Circumstances**

School faculty and staff must be made aware each year of any allergies (milk, bee sting, peanut, etc.) that the scholar might have, especially if exposure could trigger a severe life threatening reaction. Epi pens and inhalers will be dealt with on a case-by-case basis. Please communicate with the Academy office about any special circumstances.

### **8.6 Communicable Disease Policy**

#### **8.6.1 Protecting the Student Body**

It is not the desire of FBCA to discriminate against any scholar. However, the Academy will carefully weigh the need for a safe and healthy environment of the entire Academy family over the particular needs of any one scholar.

#### **8.6.2 Admissions regarding the very ill/communicable diseases**

While the Academy would be in sympathy with any child who has a serious illness, due to the need to protect the student body, any child that has a serious and continuing communicable disease will be denied admittance. This is to prevent the student body from being infected by the ill scholar and to prevent the seriously ill scholar to be infected with other diseases within the Academy family.

Children enrolled at FBCA who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease shall be denied admission or dismissed from the Academy. They will not be permitted to enroll in regular classes until they have been medically



diagnosed as no longer carrying the communicable disease. This policy covers such diseases as, but not limited to, syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. Scholars who test positive for antibodies of HIV or who are infected with ARC (AIDS Related Complex) are included in this policy. Again, it is not our desire to discriminate against sick children, but we have a responsibility to the overall health of our student body.

In the case of a scholar afflicted with a communicable disease, it is the responsibility of the parent/guardian to inform Academy authorities of the scholar's infection upon enrollment of a new student or at the time of diagnosis for a current scholar.

Academy guidelines for exclusion due to a communicable disease will follow recommendations from local, state and federal agencies that address communicable disease standards. The determination regarding the conditions under which a child may or may not attend school will be made on a case-by-case basis by the administration, treating physician, and public health officials. The number of school personnel informed of the scholar's condition will be limited by the administration to those essential in insuring the proper care of the child and in protecting against transmission of the disease.

FBCA recognizes that continual advances are being made in the field of medicine, which could affect this policy and will change the policy so that it aligns with the most current medical information on these diseases.

As far as common communicable diseases, FBCA will do everything necessary to prevent spreading, including sanitizing the classrooms and common areas. Students with an acute (short-term) contagious disease should not return to school until released to do so by their physician. Scholars with certain types of diseases may be asked to provide an attending physician's statement giving them permission to return to school activities.

### **8.6.3 Returning to school**

In the event of obvious signs of a contagious illness such as the flu or flu-like symptoms (such as a fever), scholars should not return to school until the scholar has been without fever and has been symptom – free for 24 hours without fever-reducing medications.

## **9.0 Arrivals and Departures**

### **9.1 Driving Regulations**

- 9.1.1** Vehicles are to exercise extreme caution in the parking lot and the adjacent roads surrounding the Academy. At no time should a vehicle travel faster than 15 mph.
- 9.1.2** During Academy hours all vehicles are to exercise extreme caution to prevent an accident. The side parking areas located on Church Street to the west and Pine Street to the east of the main entrance facing Moody Blvd. should be used during Academy hours of operation, as the door by the Academy office facing Moody Blvd. will be the only door visitors and parents are allowed to enter.

### **9.2 Traffic Patterns**

- 9.2.1** Traffic will be heavy between 7:45 am – 8:30 am for drop off and 2:45 pm - 3:20 pm for pick up. Please plan accordingly and plan not to arrive too early for drop off or pick up. We cannot

block roads or limit access to the community. We will make every effort to expedite drop off and pick up to limit your inconvenience.

The side parking areas located on Church Street to the west and Pine Street to the east of the main entrance facing Moody Blvd. should be used during Academy hours of operation, as the door by the Academy office facing Moody Blvd. will be the only door visitors and parents are allowed to enter. Please do not go into the back fenced in area around the recreation and play area unless instructed to do so. This area is used for instruction during school hours and should not be used for entrance into the Academy.

**9.2.2** Drivers who have scholars who need help getting in or out of the vehicle or who need assistance in getting items in or out of the trunk should not use the Car Rider lane. The Car Rider lane should keep moving with only passengers exiting the vehicle. Drivers with scholars who are going to need extra time to unload should use the parking spaces to the east of the building adjacent to the Flagler County Playhouse to unload. Please do NOT stop on Moody Blvd. for any reason related to drop off or pick up.

**9.2.3** Parents and drivers should exercise courtesy to others at all times.

### **9.3 Morning Drop Off Instructions**

#### **9.3.1 Elementary & Secondary Drop Off & Pick Up**

Drop Off Procedures:

- Car Rider Drop Off Window is from 8:10 am – 8:30 am
- All vehicles entering the facility must do so through the West Gate into the back recreation area of the property. This would mean that drivers are entering through the gate closest to the Bantam Chef Restaurant.
- Please use the following procedures to line up for Car Rider Drop Off:
  - Families coming from the East (Belle Terre Blvd) please turn left (south) on Moore Street then right (west) on Court Avenue toward the Academy. Proceed to Pine Street and turn left. Make your first right onto Canal Street right next to Bunnell City Hall. Follow the circle around Lake Lucille going left toward Route 1 and then toward the Bantam Chef Restaurant. Wait here for an Academy staff member to direct you into the Academy parking lot. Once you have dropped off your scholar, please proceed to the end of the recreation area and turn left or right onto Pine Street.
  - Families coming from the West (Route 1) please turn right (south) on Cherry Street then right (west) on Court Avenue toward the Academy. Proceed to Pine Street and turn left. Make your first right onto Canal Street right next to Bunnell City Hall. Follow the circle around Lake Lucille going left toward Route 1 and then toward the Bantam Chef Restaurant. Wait here for an Academy staff member to direct you into the Academy parking lot. Once you have dropped off your scholar, please proceed to the end of the recreation area and turn left or right onto Pine Street.
- The driver should follow the instructions of Academy staff and unload scholars near the back door of the facility. Students should exit the vehicle and quickly get to the sidewalk. Once the scholar has unloaded and is on the sidewalk, drivers should carefully exit through the East Gate facing The Flagler Playhouse.

- All must exercise extreme caution with children exiting vehicles and scholars crossing the parking lot. Vehicles must also exercise caution and not pass other vehicles in the lanes.
- Scholars should enter the building and go directly to their assigned area. Secondary students should report to their 3<sup>rd</sup> floor Homerooms. Elementary students should report to their classrooms.
- Elementary or Secondary parents wishing to walk their children in must park on the sides of the building and walk their children in from there. Please use the side walking gates located on the east and west ends of the parking lot. After the first week of school all scholars should be dropped off and picked up through the Car Rider lanes.

### Pick Up Procedures:

- Elementary and Secondary Car Rider Line pick up starts at 3:00 pm in the rear parking lot. Please line up in the designated direction and lane. Pick up procedures will follow the same general guidelines as drop off. (Please see above for the approach route and lineup direction).
- Each Car Rider family will be issued a Car Rider Number that will be used to line our scholars up to expedite the Car Rider process. If you do not have your Car Rider Number tag, please go to the Academy office to sign your scholar(s) out for the day. You will need to park on the sides of the building and use the front entrance facing Moody Blvd.
- Please be courteous and safe during Car Rider times.

### 9.3.2 Preschool Drop Off and Pick Up Procedures (2 yr, 3 yr, VPK)

- Preschool scholars will be dropped off in the same Car Rider window as the Elementary and Secondary scholars (see 9.3.1). An FBCA staff member will help in getting your scholar out of their car seat and exit the vehicle.
- Preschool pickup will follow the same general directions and procedures as drop off. **Half Day VPK scholars should be picked up at 11:30 am** at the West Entrance off of Church Street facing the Bantam Chef Restaurant. You will be required to sign your scholar out for the day during the pickup window. Please follow the same approach procedure as during the drop off window.
- **Full day preschool and VPK scholars should use the Car Rider line procedures starting at 3:00 pm.**

### 9.4 Scholar Drivers

- Scholars of age are welcome to drive if the parent so desires. Scholars must abide by the driving regulations for the parents.
- Scholar drivers should park their vehicle in the rear parking lot near faculty parking.
- Scholars not abiding by the speed limits will be warned one time. The second time the parent will be called to take care of the problem.
- Violation of school rules, skipping class or unauthorized access to the car during school hours can result in this privilege being revoked at the discretion of Administration.

### 9.5 Visitors

- 9.5.1 All visitors must check in at the Academy Office and be issued a visitor's badge. No visitor or volunteer will be allowed entrance except through the front Academy entrance facing State

Road 100. You will need to press the Security Speaker to gain entrance from the front office staff. Once the staff has released the front door lock, you may enter the Academy and conduct your business.

- 9.5.2** Periodically a parent may wish to speak with a teacher. As a courtesy to the teacher, please call the front office or email the teacher about a good time to meet. All parents will need to use the front entrance to the Academy facing state Road 100. Parents will be required to sign in and wait at the Front Office for their appointment.

### **9.6 Before Care**

- 9.6.1** Before Care begins at 6:45 am and lasts until the start of morning Car Rider times. Students entering the building during this time will be charged for Before Care at a rate of \$10.00 per day or \$150 per month. Students entering the building during their assigned Car Rider time will not be charged the Before Care fees.

- 9.6.2** All Before Care students must be signed in by a parent. Before Care students will enter through the rear entrance of the building before 7:45 am. After 7:45 am, Before Care students will need to enter through the main entrance facing Moody Blvd.

### **9.7 Extended Care**

- 9.7.1** Extended care or After Care is available until 6:00 pm. Parents picking up children from After Care should park on the sides of the building and walk up to the rear entrance to sign their scholar out for the day. After Care activities will include homework help, directed play on the playground and in the rooms.
- 9.7.2** There is a separate location for students in preschool and in elementary grades.
- 9.7.3** There is a significant late fee for pick up after 6:00 pm. Please refer to the Extended Day Handbook for specific policies regarding Before/After Care. Please be on time in order to avoid this fee on your bill.

## **10.0 School Communications**

### **10.1 Parent Teacher Conference**

There are no formal parent/teacher meetings scheduled, but parents may request a private conference at any time throughout the school year. Parents seeking to meet with a teacher should coordinate a meeting time with the individual teacher on their own.

### **10.2 Handling Concerns**

- 10.2.1** From time to time, parents need to address a concern. The right thing to do is to address the issue with the teacher first. Parents should give the teacher the opportunity to work out a solution before going to a higher authority.
- 10.2.2** If the issue is not resolved by meeting with the teacher, the parent should seek to meet with the Academy administration.

### 10.3 School Website

- News about First Baptist Christian Academy can be seen on the website [www.crusadersonline.org](http://www.crusadersonline.org). Parents should consult the school page on the site.
- Parents are informed of the activities of the school through e-mail, by monthly newsletters and calendars, class bulletin boards, and flyers distributed in the scholar's backpack. The newsletter includes weekly unit topics, class activities, field trips and suggestions for parents. Your scholar's educational, socio-emotional and spiritual development is our highest priority. Through open communication we can partner with you in providing the best learning environment possible for your scholar.
- Please note, because of the rising costs of printing, most communication of events will take place via the website or by email via MySchoolWorx.

### 10.4 Cell Phones/Video Games

Scholars are prohibited from the use of cell phones during the school day. This includes texting, making and receiving calls and using any Smartphone features or apps. Any communication with the scholars should be directed through the Academy office. This is a zero tolerance policy. Personal video games are prohibited at FBCA. These devices provide an unnecessary distraction from academic priorities and can be a source of division in the classroom. Thank you for your assistance in this matter.

## 11.0 Student Organizations

### 11.1 Athletics

FBCA is a participating member of the Florida Christian School Athletic Association (FCSAA), which provides the opportunity for competition in varsity soccer, volleyball and basketball. At this time, FBCA participates in varsity basketball.

#### 11.1.1 Academic Eligibility

At FBCA, we consider it important for scholars to give their best in anything they attempt to do. Participating in athletics is a privilege; and a scholar must demonstrate that they are putting forth their best effort in academics to be allowed to be part of an athletic team. The scholar must have an average of at least 70% or better in each of the major subjects and no grades of 59% or lower within a given quarter. These grades will be checked at 4 1/2 week intervals throughout the athletic season. Should the scholar become ineligible, the scholar will not be allowed to participate in any athletic event beginning on the Monday after the report is posted and continuing through the Monday after the next report is posted. As a general rule, there will be no averaging between periods to make a student eligible. Transfer scholars will be evaluated on a weekly basis to determine eligibility prior to the first marking period with final decision to be made by the Principal.

### 11.2 Yearbook

Scholars in grades 8-12 who desire to become part of the yearbook production staff may do so when the sign-up sheet is posted in the fall. There is a High School Elective credit offered for Yearbook participation. Scholars also must have ability with computer and must be good writers and/or photographers.

### 11.3 School Events

Each year the Academy participates in:

- Spirit days – no uniforms, support of school colors
- Field trips – all grades
- Teacher appreciation day
- Grandparents' day
- 100 days celebration
- Valentine's Day Celebration
- Easter Celebration
- Presidential Fitness test
- School photo days, spring and fall
- All school fundraising – Read-a-thon, Book Fairs spring and fall
- Team Sports and tournaments as a member of FCSAA
- Annual Academy Sunday with FBCPC
- Promotion/Graduation K4, K5
- Tropicana Speech Contest
- K-Kids Club
- Young Missionaries Club

### 12.0 Miscellaneous Policies

#### 12.1 Accreditation

FBCA has applied for and is seeking accreditation from **Florida Association of Christian Colleges and Schools (FACCS)**. We expect the work for accreditation to be completed by the end of 2015 and to receive our accreditation status in the Spring Semester of 2016.

#### 12.2 Birthdays

Parents may send treats on their child's birthdays for the class (grades K5-6<sup>th</sup>) to share. Those who wish to celebrate your child's birthday at the Academy may do so by scheduling this event through the Academy office. This party should be at 2:30 pm on the designated day and will be held in the 1<sup>st</sup> floor cafeteria prior to dismissal. If your child is having a birthday party at home, in order to promote classroom harmony and prevent hurt feelings, please do not pass out invitations at school. Scholars in grades K5 – 6<sup>th</sup> who are celebrating birthdays may dress down on their birthday in appropriate clothing without sayings or logos.

#### 12.3 Calendar

Copies of the calendar may be downloaded from the web [www.crusadersonline.org](http://www.crusadersonline.org). Any changes taking place after the calendar has been printed will be announced on the website and/or via email and a letter sent home.

#### 12.4 Church/School Website

The Church website is [www.fbcpc.org](http://www.fbcpc.org) and Academy Website is [www.crusadersonline.org](http://www.crusadersonline.org).

### **12.5 Library**

The library is a growing part of our Academy. Please follow the rules for the Library that are posted in the Library for the checking out and return of books. Teachers or classroom aides should accompany scholars while using the Library.

### **12.6 Lost and Found**

The Academy Office maintains the lost and found. Items will be kept for one month only. After that time, items are placed out for display for one day, and then the items are taken to Good Will. It is wise to have all personal items with a name somewhere on them. Uniforms especially should have the scholar's name written inside the band.

### **12.7 Playground**

The playground is a fun place, but there are rules that need to be followed:

- Scholars are expected to follow the direction of the teacher or aide while on the playground.
- There is to be no playing on the school playground without adult supervision.
- For safety's sake, parents should not place any child on the playground that is not enrolled in the Academy.
- Parents may not supervise other children on the playground unless they are assisting a teacher during an official school activity.

### **12.8 Security**

All doors remain locked during school operation. Please do not intentionally leave any doors open and report any suspicious activity or person to the Academy office immediately.

### **12.9 Sexual Harassment**

It is the policy of First Baptist Church of Palm Coast and First Baptist Christian Academy that the highest standards of morality are maintained. Therefore, any inappropriate behavior of this nature by faculty, scholars, parents/family members that is unwelcome, personally offensive, and interferes with a Christ-like spirit is prohibited and will not be tolerated. Instances of suspected sexual harassment should be reported immediately to the Academy administration.

### **12.10 Surveys**

It is our desire to obtain feedback from parents so that we may continue to improve the Academy. Surveys will be distributed in the spring and parents will be requested to rate the quality of the teaching, building, etc. We want our school to be the best it can be and the perceptions of our school families are important to us. Parents are always welcome to discuss concerns and ideas with the administration at any time.

### **12.11 Contacting Teachers**

Parents are requested to contact their children's teachers via email or by calling the school. Contacting a teacher at their home or by cell phone or texting is discouraged. If a teacher is unavailable at the time of your call, the Academy office will take your message and be sure



he/she receives it. We want you to feel free to communicate with your child's teacher, so please do feel free to call during school hours and preferably not after 4:00 pm.

### 12.12 Records

Please keep the Academy office informed as to any change of email address, mailing address, telephone number, place of employment, and current emergency numbers so that your child's records may be accurate. When possible, any change of address, which affects your child, should be reported to the Academy office before the day that change is to be effective. It is imperative that we always have a way to contact you.

### 12.13 Withdrawal

Scholars withdrawing from school or transferring to another school, must bring a note from their parent or guardian the day preceding the withdrawal or sooner. Upon approval and the settling of all financial obligations, the student will be considered officially withdrawn. School records will not be sent to another school until all financial obligations are met.

### 12.14 Graduation Policy

Scholars must attend four full years of high school in order to graduate. If a senior fails one course, including the last semester before graduation, or is one credit behind, the scholar will be allowed to walk in the graduation ceremony. Diplomas will be issued upon satisfactory completion of the coursework. No scholar will be permitted to participate in graduation ceremonies that are more than one credit behind in their academic work.

First Baptist Christian Academy  
201 East Moody Boulevard  
Bunnell, FL. 32110  
386-446-0094  
academy@crusadersonline.org

This handbook has been provided in an effort to answer many of your questions. Please contact any of the staff or our Academy office if you have additional questions. Please sign below indicating that you understand and will adhere to the policies stated herein.

Scholar's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

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

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_