

# **First Baptist Christian Academy**



*Home of the Crusaders*

**2020-2021 Parent / Student Manual**

# Parent Student Manual

## Section 1.0 – Introduction

**FBCA seeks to provide students an exceptional, well-rounded education, by means of an integrated curriculum, pedagogy and culture, with distinctively Christian values in all we do - academically, socially, spiritually, and physically.**

### 1.1 History

FBCA Academy opened in August of 2008 as a preschool facility. The first year we enrolled 13 children in our VPK program. Each year we added a grade to our enrollment. In 2013, our Academy had an enrollment of 99 students from 3 years old through the 4th grade. In 2014, our enrollment surpassed 200 students with classes from 2 years old through the 11th grade. We also became members of the Florida Christian School Athletic Association (FCSAA) and had a men's varsity basketball team. 2014 was a pivotal year, as we began our journey toward accreditation with the Florida Association of Christian Colleges and Schools (FACCS). In 2015-16, we relocated to our new facilities at the Historic Flagler County Courthouse located at 201 East Moody Blvd., Bunnell, Florida. In March of 2016, FBCA Academy was awarded full accreditation by FACCS. Currently FBCA offers classes for infants through 12<sup>th</sup> grade. Offering VPK for our younger students, standard, honors, AP, and dual enrollment credits for High School students. Our athletic department has expanded to include 10 sports and participates in the Florida Independent Christian Athletic Association (FICAA) and Florida High School Athletic Association (FHSA). With our school growth, we have expanded to two locations. We are looking forward to all that God has in store for FBCA during the upcoming school year.

### 1.2 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 who 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.

### 1.3 Statement of Philosophy/Purpose

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.

### 1.4 Statement of Nondiscrimination

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

## 1.5 Affiliation and Accreditation

FBCA is accredited through **Florida Association of Christian Colleges and Schools (FACCS)**.

## 1.6 Resource Information

Home Church Information:

First Baptist Church of Palm Coast  
6050 Palm Coast Parkway  
Palm Coast, Florida 32137  
386-445-2020  
Website: [www.fbcpc.org](http://www.fbcpc.org)

Academy Information:

First Baptist Church of Palm Coast Christian School, Inc. DBA  
First Baptist Christian Academy  
201 East Moody Blvd.  
Bunnell, Florida 32110  
386-446-0094

First Baptist Christian Academy Pre-School  
6052 Palm Coast Parkway NW  
Palm Coast, Florida 32137  
386-387-2572

Email: [academy@crusadersonline.org](mailto:academy@crusadersonline.org)  
Website: [www.crusadersonline.org](http://www.crusadersonline.org)

### Office Hours:

School Year: Monday through Friday 8:00 am – 4:30 pm  
VPK / Pre-School Hours: Monday through Friday 7:30 am – 5:30 pm  
Summer Hours: Monday through Thursday 9:00 am — 1:00 pm

### Emergency Information:

Life threatening emergencies, call 911  
Facility emergencies, call Academy office (386) 446-0094  
Other information, Academy office (386) 446-0094, or email [academy@crusadersonline.org](mailto:academy@crusadersonline.org)

## Section 2.0 – Admissions

### 2.1 Admissions Policy

Applications are accepted for the next school year beginning the second semester for currently enrolled students. We open enrollment to the public approximately a month after re-enrollment. For each student 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: Infants must be at least six weeks old, PK1 students must be one year old by September 1<sup>st</sup>, PK2 students must be two years old by September 1<sup>st</sup>, PK3 students must be three years old by September 1<sup>st</sup>, VPK students must be four years old by September 1<sup>st</sup>, K5 students must be five years old by September 1<sup>st</sup>.
- A transcript / discipline records from the student's prior school: recent grades, standardized test results, IEP/504 plans.
- Family and individual student interview.
- Students 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 students, if accepted, are on an 9-week probationary status.
- Placement testing, as needed (1<sup>st</sup> grade and up).
- All families must be willing to sign and agree with the Statement of Cooperation.

- References will be requested. Any previous expulsions must be noted to FBCA. FBCA is not a reform school.

## 2.2 Enrollment Policies

- 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.
- 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. The requests for records form needs to be done immediately.

## 2.3 Re-enrollment Procedures

- Re-enrollment for students expecting to return to FBCA begins second semester. Current students 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 student registration will begin after re-enrollment.**
- 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.
- In compliance with section 9.1.2

## Section 3.0 – Financial Information

Tuition will increase each year, at a minimum of Cost of Living Adjustment (COLA). 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.

### 3.1 Tuition/Fees

#### 3.1.1 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 \$30.

#### 3.1.2 Crusader Scholarships

Any Crusader Scholarships apply to tuition only. The scholarship amount per child is as stated with no other discounts/scholarships offered. There is no discount given for before/after childcare, for any reason.

#### Multiple Sibling

The oldest child is always considered the First Child. The following is our multi-child Crusader Scholarship schedule for grades Infants – 12th:

- First Child - Full tuition
- Second Child - 33% Crusader Scholarship on tuition
- Third Child, etc. - 25% Crusader Scholarship on tuition

#### Pastoral Scholarship

Current, active, full-time, ordained pastors are eligible for a 50% tuition scholarship for each child registered at the Academy. A letter from your church will be required each year for validation.

#### 3.1.3 Tuition Computation

Figuring the total monthly installment payment for non-state scholarship students: Parents will meet with our financial assistant to formulate a payment process for each school year.

### 3.1.4 Roster Fee

All students must submit a 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 K-12 students are required to pay the \$150 roster fee. All VPK 1/2 Day Students are exempt from roster fees. VPK Full day students, Infants and PK1 students are required to pay the roster fee of \$100. PK2 and PK3 students are required to pay \$75.

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

### 3.1.5 Wait 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. They will then be given the opportunity to accept or reject placement on the class roll. This family will have 1 full business day 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.

### 3.1.6 Book Fees

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

The following book fees for the school year must be paid by July 1<sup>st</sup>.

School Year	Book fees
Infant	No Book Fee Applicable
1yr old	\$75.00 per student
2yr old	\$75.00 per student
3yr old	\$100.00 per student
VPK 1/2 Day	No Book Fee Applicable
VPK Full Day	No Book Fee Applicable
K5 - 12th Grade	\$315.00 per student

### 3.1.7 Miscellaneous Fees

The following fees will also be added when applicable:

- Athletic Fees
- Lab Fees
- Club Fees
- AP Testing
- Graduation

## 3.2 Financial Policies

### 3.2.1 Additional Before/After Care Fees

Should your family need Before and/or After Care for students at the school, please know that there is an additional fee. Students left in our care starting at 7:00 am (7:30am start for any preschool students) and before their class start time and after school starting at 3:15 pm (**refer to section 4.2**) until 6:00 pm are considered in Before and After Care.

VPK Wrap-Around Care	\$ 260.00/ Month (11:45-3:30pm)
VPK After Care Only	\$1800.00/annually (3:30-5:30pm)
Before Care Daily	\$10.00/day
Before and After Care Daily	\$15.00/day
Before or After Care Monthly	\$185.00/month
Before and After Care Monthly	\$185.00/month

This extended care program is implemented and executed by FBCA as a convenience for our FBCA families. Only FBCA students and siblings are eligible to participate. There are no sibling discounts available.

### **3.2.2 Late Departure Fee**

There is an additional fee of \$5.00 for the first five minutes and \$1.00 for each additional minute for late departure from After Care. 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.

### **3.2.3 Refund Policy**

There is no refund on books or roster fee. 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.

### **3.2.4 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.

### **3.2.5 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.

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

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.

### **3.2.6 Late Fee Policy**

Since the school is counting on tuition monies to meet operational needs, parents must pay on time. All monthly installments paid after the scheduled date will be subject to a \$30.00 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 report cards, along with access to RenWeb; (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.

### **3.2.7 Scholarship Policies**

Scholarship checks must be physically signed or approved online through your scholarship company within 1 week of the parent being notified. Failure to sign the check / electronically approve payment in a timely manner, will mean that the parent is responsible for the funds lost to FBCA from the scholarship company. Late fees will be applied. School records will not be released until all funds are paid. Parents of students on scholarship who leave prior to October will be responsible for any book fee and pro-rated tuition amount that is not covered by the scholarship.

## **Section 4.0 – General Information**

### **4.1 Academy Office**

The Academy office is the main place of business for the Academy. All visitors and students who are tardy or leaving early must sign in or out through the Academy office.

#### **4.1.1 Student Sign in/Out**

K-12th students must be signed in by their parent or guardian upon late arrival which is after the car rider drop off time of 8:25 am. Parent/Guardians are expected to sign their student in unless there is a signed walker form for grades 6<sup>th</sup>-12<sup>th</sup>, they may sign themselves and siblings in or out. Once the student is successfully signed in, they will be issued a tardy pass from the Academy office and then proceed to class. Dual enrollment students must sign in and out each day.

All students must be signed out by their parent or guardian if they are leaving before the car rider dismissal at 3:15 pm. The parent or guardian should proceed to the Academy office and request their student for early dismissal. The office will call to the classroom for the student to report to the office for early dismissal. Once the student is signed out and the signature verified, the student will be released to the parent or guardian for early dismissal. Please see 5.1 Attendance for additional information.

#### **4.1.2 Visitor Sign In/Out**

All visitors must sign in and out at the Academy office. All visitors are to sign in at the Academy office with their name, destination and badge. All visitors are to wear a visitor name badge to identify them to staff and students as visitors on campus. Upon completion of their visit, all visitors must exit the Academy through the Academy office and sign out listing their time of departure and return their visitor badge.

### **4.2 Extended Care**

Before and After Care is designed for VPK through 6<sup>th</sup> grade only. Any other student/s needing this service, must have Administration approval.

**Before and Aftercare is a privilege, therefore your child may be sent home early and declined future use due to behavior**

#### **4.2.1 Before Care**

Before Care begins at 7:00am (K5 – 6<sup>th</sup> grade) 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 \$15.00 per day or \$185 per month. Students entering the building during their assigned Car Rider time will not be charged the Before Care fees. Preschool does not offer Before Care.

#### **4.2.2 After Care**

Students not picked up at the end of parent pick up are placed in after care, at the rate of \$15.00 per day or \$185 per month for K5 – 6<sup>th</sup>. VPK After Care Only \$1800.00/annually (3:30-5:30pm). After Care activities will include homework help, directed play on the playground and in the rooms. There is a significant late fee for pick up after 6:00 pm for K5- 6<sup>th</sup> grade and after 5:30 pm for VPK. Please be on time in order to avoid this fee on your bill.

### 4.3 Lunch Program

On Monday through Friday lunch is available for pre-order. Price and menu are located on the school's social media accounts and will be emailed home every week. Students in 5<sup>th</sup>-12<sup>th</sup> grade are allowed to heat up their lunches in the microwaves that are provided. Students in Middle and High school are permitted to use the vending machines in the cafeteria during their lunch period only.

**For the safety of our students with food allergies or diabetes, FBCA requests that there be no sharing of food or utensils.** Families wishing to provide food for class room events are encouraged to check with the teacher regarding special dietary needs of students in the class. In addition, all food brought from home for class sharing must be store bought versus homemade.

### 4.4 Library

The library is a growing part of our Academy. Students with missing or damaged books will be charged a replacement fee. A note will be sent home and the student will not be permitted to check out any additional books until this fee is paid. All students must follow the rules that are posted in the Library for the checking out and returning of books. Teachers or classroom aides should accompany students while using the Library. FBCA partners with the Flagler County Public Library and the students may visit there regularly to utilize their resources. Please note that fines assessed by the Public Library are done by them and FBCA has no authority.

### 4.5 Lost and Found

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

### 4.6 Book Boxes/Lockers

Book boxes or lockers are used by our Middle and High School students to store their books, papers, and personal belongings. Students are assigned a specific locker or box for the year. At no time should any student enter into another student's book box/locker to retrieve a book, paper or any other item. Any infraction on this policy will be considered stealing and will be dealt with accordingly. All students should strive to keep their personal belongings and their book boxes neat and in order at all times.

### 4.7 Clinic and Medication

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.

There is a clinic area in the building where students may lie down for a short time if they become ill. For any special needs, an administrator or staff member trained in first aid will be asked to look at the student. Normally, if a student is too sick to be in class, parents are notified so the student may go home or to the doctor. Our clinic is designed to serve only as a temporary, emergency rest area. Therefore, parents must make arrangements to have children picked up if they are ill. In the event of an injury or accident, parents are notified immediately through emergency numbers supplied to the office. Every effort will be made to contact parents before medical treatment is given. The signed release for medical treatment will be sent with the student to the doctor indicating parents' permission for treatment. This form **must be updated** with insurance information, signed and notarized each year. Only first-aid is administered by FBCA personnel.

According to Florida State Law [FS 230.22 (2); 228.093; 231.085;232.23; 232.46; and 232.47] no prescription or non-prescription medications or vitamins are permitted on campus unless a note from the doctor accompanies the item indicating the reason and the dosage. All medicines **MUST BE** kept in the office in the **original** bottles or containers and be administered by office staff. This includes the use of Tylenol/Advil or related products for headaches, other over-the counter medications for colds, allergies, and sore throats, or creams and ointments for wounds or insect bites. FBCA has the right to refuse giving over-the-counter medication at any time. Students **MUST** have written permission from the family doctor in the office prior to receiving or taking **any prescription** medication. FBCA does not provide medication of any kind. In order to meet state requirements, FBCA will maintain a medication log where all distribution of medication to students is recorded.



Living in Florida demands that we respect the sun with regards to proper skin care. FBCA encourages the use of sun care products for long-term health of students. However, sun care products are considered medication and cannot be administered to students without proper written permission. Students are outside for recess and physical education and may wish to use these products. Families are asked to plan ahead and administer the sun care products as needed before leaving for school. Students may not share skin care products.

Students 5<sup>th</sup> grade and under with a temperature of 100 degrees or higher, or that have vomited, should not be sent to school until they have been fever/vomit free for 24 hours. Given our recent CDC Guidelines that we will be following closely, any student can be sent home under the recommendation of an administrator.

#### **4.8 Communicable Disease Policy**

It is not the desire of FBCA to discriminate against any student. 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 student.

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

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 student'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. Students with certain types of diseases may be asked to provide an attending physician's statement giving them permission to return to school activities.

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

FBCA desires to maintain a healthy environment by instituting controls designed to limit the spread of communicable diseases. The term "communicable disease" shall mean any illness which arises as a result of specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to another person.

Given the recent CDC Guidelines that we will be following closely, any student can be sent home under the recommendation of an administrator.

## 4.9 Chapel

Since worship is the main focus of chapel, students 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. 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.

### Chapel Times:

Elementary Chapel – Wednesday Mornings  
Jr./ Sr. High Chapel – Wednesday Afternoons

## 4.10 Field Trips

- Field trips are a regular part of the curriculum of FBCA. Field trips are scheduled throughout the year as an educational alternative to classroom instruction. Each trip is scheduled in advance and is reviewed for educational content, safety, and affordability.
- Field trip permission forms are to be signed and all applicable fees paid prior to the field trip. NO student is permitted to go on a field trip without this form being signed and all fees paid.
- Students 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.
- Students off campus for a field trip are expected to uphold the same rules that apply on campus and are subject to the same discipline as defined in section 9.0.
- Students are to wear school uniform unless otherwise notified.
- Students who are not up to date with their school work or who have a GPA of less than 2.0 may not be allowed to attend all-school field trips. This discussion will be made by the Administration and in conjunction with the student's core academic institutors. Attendance and any work assigned on a field trip are required from each student. Any student who is disciplined for a severe disciplinary infraction may be prohibited from attending current/future field trips. If a field trip exceeds a cost of \$20, the administration may consider a financial hardship exemption from attendance upon written request from the parents.
- 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, including e-cigarettes or vapes) 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 others (Matt. 18)

## 4.11 School Closures

### 4.11.1 Federal Holidays

Any scheduled or emergency closure will result in a cancellation in all classes, and before and after school activities. For a schedule of holiday closings, be sure to consult the Academy Calendar.

### 4.11.2 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. If there is an early closing or change in Car Rider schedule, the school will post on social media sites and the school will also attempt to personally text you via Remind and email you via RenWeb.

### **4.11.3 Extended Closures**

If the Academy must close for an extended length of time, FBCA may continue to educate students through distance learning platforms.

### **4.12 Fundraisers**

All requests for fundraisers will need to have Administrative approval before the fundraiser can be planned and implemented.

### **4.13 Security**

All doors remain locked during school operation. All parents and guests must enter through the front door, and must sign in.

### **4.14 Electronic Device Usage**

#### **4.14.1 Cell Phones**

FBCA values all instruction time with our students during the day. Therefore, students are not permitted to leave classes to make or take phone calls, emails, or text messages. When a student becomes ill or has another emergency, the office will contact the parents or other adults listed in the file for emergencies. When athletic or activity schedules change, the coach or athletic director will arrange calls to parents to make timely changes in the daily schedule. Parents are strongly encouraged to work with their student to make all transportation and special trip arrangements prior to leaving for school in the morning. The office phone is not available for general student use, except in the case of an emergency.

FBCA recognizes that a number of families desire the use of cell phones by their student when traveling to and from school, especially while in personal automobiles. However, FBCA assumes no responsibility for loss, theft, or damage of any electronic devices such as laptop computers, cell phones, tablets, smart watches or cameras. **Students may NOT use these devices on school property during school hours for calls, emails, text messages, or picture taking/video recording. Electronic devices including cell phones and iPod headphones may not be displayed. Electronic devices must remain in place and be turned off during school hours. Cells phones and electronic devices should never be in use in the restroom at any time.**

Cell phone use is prohibited during all school time and must be turned off (as opposed to being placed on silent or vibrate) before the beginning of the school day. Students in grades 7 – 12 may use their personal electronic devices, including cell phones, during the morning break and during lunch, in the 3<sup>rd</sup> floor café only. Any cell phone which is not turned off in a class will be confiscated by the teacher and delivered to the Administration. **At no time, should a student record video or take pictures during school hours, including FaceTime, SnapChat, Instagram and other social media.**

All electronic music or game devices may not be used during school from 8:30 AM – 3:15 PM. This includes, but is not limited to iPods, Mp3 players, smart watches and all game devices. **ONLY exception are pre-planned educational purposes and approved through the classroom teacher, by the Administrator.**

#### **4.14.2 Computer**

FBCA provides its students with Wi-Fi access for student use in classroom and lab situations. We believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

FBCA realizes that a number of students utilize a variety of electronic devices which can access the Internet. FBCA assumes no responsibility for loss, theft, or damage to privately owned electronic equipment, including flash drives or other memory devices. By bringing an electronic device onto the campus of FBCA, a student consents to the search of that device by the Administration to assure that it is being used within the bounds of FBCA policy. Use of electronic devices, including cell phones and smart watches, is prohibited in the classroom setting unless approved by the classroom teacher specifically for educational purpose. Students enrolled in on-

line classes may use computers during designated class time as pre-arranged with the Administration. **Students are not to access the Internet (including emails) from any electronic device during the school day unless permitted by the Administration.**

1. **Acceptable Use** – The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of FBCA. **This will limit student access to YouTube, or popular chat social media sites such as Facebook, Twitter, Tic Toc, Tumblr, Snapchat, Instagram, etc. on school premises.** Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets.  
Both printed and electronic media containing sexually explicit information, vulgarity, and violence are not permitted and will be grounds for disciplinary action. Student selection of appropriate, tasteful screensavers and wallpaper is expected. Violence, vulgarity, and nudity may not be depicted on screens of personal or school computers and electronic devices. FBCA reserves the right to request the removal of material deemed offensive. Students may not alter the screensavers, wallpapers, or passwords on FBCA owned electronic devices.
2. **Hacking** of any sort is illegal. It is prohibited at any time and in any place. Hacking is a criminal act and may necessitate the involvement of law enforcement by the school.
3. **Privileges** – The use of school provided wi-fi is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator will deem what is inappropriate use and his/her decision is final. Also, the system administrator may close an account at any time as required. The administration, faculty, and staff of FBCA may request the system administrator to deny, revoke, or suspend specific user accounts.
4. **Network Etiquette** – you are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a) Be polite. Do not get abusive or threatening in your messages to others.
  - b) Use appropriate language. Do not swear; use vulgarities or any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
  - c) Do not reveal your personal address or phone numbers of students or colleagues.
  - d) Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities or in conflict with FBCA policies and philosophies will be reported to the administration and possible authorities.
  - e) Do not use the network in such a way that you would disrupt the use of the network by other users.
  - f) All communications and information accessible via the network should be assumed to be private property.
5. FBCA makes **no warranties** of any kind, whether expressed or implied, from the service it is providing. FBCA will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. FBCA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on to the school internet as anyone but you may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
7. **Vandalism** – Vandalism may result in cancellation of privileges and disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission. Damages incurred through an accident may still incur a damage fee as assessed by the Administration.
8. **Firewall** – Any attempt to by-pass the firewall or filtering system is considered hacking and will be grounds for disciplinary actions.
9. **Tunneling** is prohibited and may result in disciplinary action up to and including dismissal from FBCA.

## 4.15 Sexual Harassment

It is the policy of FBCA that the highest standards of morality are maintained. Therefore, any inappropriate behavior of this nature by faculty, students, parents/family members is unwelcomed, 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.

## Section 5.0 – Attendance

FBCA is in session for 180 days each school year and designs its curriculum and programs around full attendance by each student. In the event a student MUST be absent from school, FBCA will assist the family to make up missed work. VPK is a free program for all eligible children in the state of Florida. Parents will not be charged for any portion of the VPK program, including child absences. All Pre-school / VPK children are required to be signed in and out daily regardless of arrival / departure time.

## 5.1 Absentee Policy

Excessive absences will affect your students' academic progress and progression to the next grade. All scholarship students are available for auditing at any time by the scholarship agency in regards to regular attendance. Failure of the audit could result in a loss of the scholarship. Non-scholarship students are also held accountable for excessive absences through our accrediting agency. The following is a list of codes that will be used in accordance with state, FACCS, and scholarship guidelines.

### Absence Excused (AE)

- Dr. Note Required, No Academic Penalty, does not count to the Maximum 9

### Absence Unexcused (AU)

- Parent Note Required, No Academic Penalty, counts to the Maximum 9, over 9 student makes up time

### Absence Illicit/Skipping (AI)

- No Parent or Dr. Note, no make-up of Academic work, counts to the Maximum 9, Includes out of school suspension

### Absence Early Dismissal

- More than four early pickups will result in an absence applied to the student's record. An early pickup would constitute early dismissal between 2:30 pm and 3:15 pm unless a doctor's note is supplied.

### Homebound (HB)

- Please see later in this section for description of homebound

### School Event (SE)

- This will be used for field trip and athletic events, does not count to the maximum 9, all work must be made up promptly.

### In School Suspension (ISS)

- Work is done in school and does not count toward the maximum 9.

### Out of School Suspension (OSS)

- This will be treated like an Illicit Absence

More than 9 unexcused/illicit absences in a semester can result in a loss of credit, loss of scholarship, or lack of promotion to the next grade level. In grades 7<sup>th</sup> – 12<sup>th</sup> attendance and tardies are taken each period.

Students will have one (1) day to make up work for each day missed. Therefore, if a student misses one (1) day, he will have one (1) day after he returns to make up the work. If a student is absent on a day a test is given and had knowledge of the test prior to the absence (or if it was an unannounced quiz), the student should take the test the day he returns. It is the student's responsibility to find out from the classroom teacher what work was missed and to arrange a time to make up the work and the tests when absent for more than one day.

### Homebound Students

FBCA provides a special Homebound program for students who must be absent from class due to an extended illness with a Dr. note. The office will notify the teachers of the extended illness, arrange for class work which will be missed or special projects to be completed in place of class discussions, and arrange for the family to pick-up the necessary materials. **All of the assigned work must be completed and submitted to the teachers the day the student returns to classes.** Once the teachers verify that all of the work was done, the days missed (or portion equal to the amount of work completed) are recorded as Homebound days rather than days absent from

class. For this reason, the homebound program **must** be established prior to the student's return to school. Work not submitted upon return to classes will result in the days counting as days absent and will be added to the cumulated days which may not exceed 9 per class per semester. Homebound arrangements will not be considered after a student returns to classes.

### **5.1.2 Early Dismissal**

Parents are to notify the office any time a student must leave school during school hours and complete the proper sign out procedures. Leaving campus without permission is strictly forbidden. Students leaving campus with their parents must sign out from the office. Students must return to school the following day with a completed excuse note as described in **absences** section above. Early departures for students in grades 7 - 12 will result in an absence from each period/class missed that day.

### **5.2 Tardy Policy**

- A student is considered tardy when he/she is not in their intended room at the start of the class period. 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 8:05 am.
- When the drop off window has expired, the gates will be locked and all students will have to be signed in at the Academy office by the guardian.
- Students who arrive late should go to the front office to receive a tardy admission slip before going to their classroom. If a student arrives to school late, a parental note must accompany the student when he comes to school. Late arrivals are excused for the same reasons as absences. The secretary will record the tardiness accordingly. Note: No student will be counted as tardy during the first two weeks of the school year.
- Elementary Students exceeding 3 hours in late arrival on a given day are considered absent and not tardy.

## **Section 6.0 – School Communication**

### **6.1 Orientation Meetings**

FBCA orientation is held the Friday before school starts.

### **6.2 Parent-Teacher Conferences**

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. At the close of the first quarter, FBCA does set aside evenings designated for parent/teacher conferences.

### **6.3 Parent Organizations**

Parents may be approved as FBCA volunteers to help in the classrooms, lunchrooms, library, and special events. All volunteers must submit to a background check and take a volunteer class.

### **6.4 Concerns**

If you have a concern with a teacher, you must address the concern with the teacher first (one-on-one). If the problem is not resolved, the next step would be to meet with the teacher and an administrator in person. If you are unsure of where to direct your concern, please contact the front desk and they will refer to the appropriate administrator. Emails and phone calls are acceptable for minor issues but any major issues should be addressed face-to-face.

## **Section 7.0 – Transportation**

### **7.1 Safety Standards**

The school abides by the safety standards of the State of Florida in the transportation of students 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 (Field trips, Athletics, Extra-Curricular Activities, etc.)

- Students must remain seated at all times.
- Students may be transported under 10 miles with one adult.
- Students may not put their hands/arms (or any part of their body) out of the window.
- Students are expected to act appropriately and not distract the driver.
- One person per seatbelt area.
- Students must use FBCA transportation to and from field trip.
- Girls and boys are not allowed to sit in the same row.

## 7.3 Parent Drop off

- Car Rider times for all students (K-12th Grade) is from 8:05 am – 8:25 am. Preschool 7:45am-8:05am.
- All vehicles entering the facility must do so around the lake 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. The driver should follow the instructions of Academy staff and unload students at numbers near the back door of the facility. Students should exit the vehicle and quickly get to the sidewalk. Once the student has unloaded and is on the sidewalk, drivers should carefully exit through the east gate facing the Flagler Playhouse. All vehicles should turn left at the end of the parking lot.
- All must exercise extreme caution with children exiting vehicles and students crossing the parking lot. Vehicles must also exercise caution and not pass other vehicles in the lanes.
- Children should enter the building and go directly to their assigned area. Secondary students should report to their 3<sup>rd</sup> floor. Elementary students should report to their classrooms.

## 7.4 Parent Pick Up

- Pre-K half day pick up is at 11:45 am. Pre-K full day pick up is at 3:00 - 3:20 pm.
- Elementary and Secondary Car Rider Line gate opens at 3:20 pm in the rear parking lot. Please line up in the designated direction around the lake. Pick up procedures will follow the same general guidelines as drop off. 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. The driver should follow the instructions of Academy staff and load students near the back door of the facility. Students should enter the vehicle quickly and be secured in either a safety seat or a seat belt. It is the responsibility of the Academy to ensure that each student is released safely. Once the student has loaded, drivers should carefully exit through the east gate facing the Flagler Playhouse. All vehicles should turn left at the end of the parking lot.
- Each Car Rider family will be issued a Car Rider Number that will be used to line our students 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 student(s) out for the day. You will need to park on the sides of the building and use the front entrance facing State Road 100.
- Parents who wish for their students to be walkers must sign a walk release form and abide by all policies on that form.
- The gates will be closed at 3:40 pm. All students not picked up will be taken to aftercare **and charged for aftercare services**.

## 7.5 Student Driver

- Students of age are welcome to drive if the parent so desires. Parents must come into the Academy office and sign their student out as a student driver.
- Student drivers should park their vehicle in the rear parking lot near faculty parking.
- Students may not loiter in the parking lot.
- Students must register their car and pay to park.

## Section 8.0 – Academics

### 8.1 Course Offerings

FBCA uses a mix of Christian curriculum (ABeka, BJU Press, and Association of Christian Schools International) in its course offerings from preschool through high school. All grades use Christian curriculum when possible. Secular textbooks are used in upper level classes when they do not contradict our Christian beliefs.

## **8.2 Homework**

### **8.2.1 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 student progress
- To teach students self-study skills and responsibility

### **8.2.2 Homework Load**

It is recognized that homework times will vary from night to night and based upon the student'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 student. Homework should represent the student's ability to complete the assignment with little outside help to the best of their ability.

#### **Elementary Homework Policy**

- Grades K-2: The typical student will have approximately 20 minutes nightly
- Grades 3-4: The typical student will have approximately 30 minutes nightly
- Grades 5-6: The typical student will have approximately 45 minutes nightly

#### **Middle School Homework Policy**

- Grades 7-8: The typical student will have approximately 60 minutes nightly

#### **High School Homework Policy**

- Grades 9-12: Homework will vary depending on the academic course load of college prep, honors, and AP classes.

### **8.2.3 Wednesday Nights**

There is to be limited homework given on Wednesday evenings. Please refer to your student's portal on RenWeb to verify their homework assignments nightly.

## **8.3 Help Classes**

Please contact your student's teacher to receive information on any help classes that are available.

## **8.4 Report Cards**

An email will be sent at the end of the marking period when reports are ready to be viewed online through a digital link. Those with financial holds will not receive emails until cleared by the finance office.

## **8.5 Grading Scale**

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

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59



**High School Courses: The additional weight assigned to an Honors course shall be 0.5 per course, and for AP and Dual Enrollment 1.0 per course.**

Regular Courses:	A = 4	B = 3	C = 2	D = 1	F = 0
Honors Courses:	A = 4.5	B = 3.5	C = 2.5	D = 1	F = 0
AP / Dual Enrollment:	A = 5	B = 4	C = 3	D = 1	F = 0

### **8.5.1 Semester Exams**

Semester exams will be administered to students in grades 7-12 at the end of the first semester and the end of the second semester. Semester averages for secondary grades 7-12 will be calculated with the 40-40-20 weight for the marking periods and the exam. Students in a high school credited class who have earned an 'A' in the first semester, third quarter, fourth quarter, and have fewer than three absences for the year may be exempt of the second semester exam. Students may also be exempt from the second semester exam if they have an 'A' the first semester, one 'B' either the third and fourth quarter, however, they must maintain zero absences for the year.

### **8.6 Make-Up Work**

For excused absences students have the same number of days to make up the work as the student missed. For example, if the Student was out 3 days, they will have 3 days to make up the work. Please allow for a full day for the teacher to gather work for an absent student. Students who are on in-school suspension and out-of-school suspension may not be able to make up missed work. This decision will be determined by administration.

### **8.7 Athletic Eligibility**

FBCA is a part of the FICAA and the FHSAA. Therefore, as a member of the organization, FBCA athletes must meet both of their eligibility standards. All student athletes must maintain a cumulative 2.0 grade point average on a 4.0 un-weighted scale through the end of the previous semester as required by Florida Statutes. This GPA must include all courses taken since the student entered high school. For sixth-graders, seventh-graders and eighth-graders, the student must have been regularly promoted from the previous grade, carry a normal class load, do satisfactory classroom work and maintain a satisfactory conduct record. Any student not maintaining the appropriate 2.0 cumulative average for a semester will be academically ineligible for the next full semester (18 weeks). In addition to these regulations, FBCA requires our student athletes to maintain a current and cumulative GPA of 2.0 or higher to remain eligible for sports. If a student has a GPA of 2.0 – 2.5, they will be required to attend study hall during their athletic season.

### **8.8 Promotion Policies**

#### **8.8.1 Elementary (K5-5)**

A student may be retained if:

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

#### **8.8.2 Middle School (Grades 6-8)**

A student who fails two or more subjects for the year may not be promoted.

#### **8.8.3 High School**

The following are required for class standings:

- **Freshman** - successfully complete the 7th and 8th grade
- **Sophomore** - complete at least 6 credits during the freshman year (3 ½ minimum in core academics)
- **Junior** - successfully completed 13 course credits during the freshman and sophomore years (7 ½ minimum in core academics)
- **Senior** - successfully completed 19 credits since the beginning of the freshman year (11 ½ minimum in core academics)

### **Advanced Placement Admission**

In order to be admitted to an AP class a student must meet certain prescribed criteria. Students not meeting the criteria may petition to be admitted as a non-qualifier (see section titled Petition to enter the AP Program for Non-Qualifiers below).

A student automatically qualifies for admission to an AP level course at FBCA if that student had a yearly average equal to or greater than an 85 in that discipline for the previous year. The student, and a parent, must also sign the Advanced Placement Explanation document they will receive from the teacher. This document must be returned to the Guidance Office before the student will be enrolled into the AP course.

### **Petition to Enter the AP Program for Non-Qualifiers**

Any student not meeting the above-mentioned criteria for entering the AP course and who desires to enter the program must make a formal application through the Administration. An AP Program Committee composed of the Guidance Office, the AP course instructor, and the Principal will review the applications of non-qualifiers and determine eligibility on a case-by-case basis. The placement decisions of this committee will be considered final.

### **Graduation Requirements**

FBCA students entering the 9<sup>th</sup> grade in the 2020-2021 school year must complete a minimum of 25 high school credits in grades 9 -12 before graduation. Students graduating prior to 2021 will be required to complete a minimum of 24 high school credits for graduation. All students must adhere to **s. 1003.43(5)(d), F.S.** which states that a student must hold or surpass a cumulative GPA of 2.0 on a 4.0 scale in these graduation credits. FBCA continues to follow **1003.43(1)** which identifies the required courses for graduation. It is the intent of FBCA to be sure that our graduation requirements adequately prepare our students for college entrance and meet or surpass the graduation requirements as established who have completed less than four years of high school or less than the state's top requirements. **Students must be in attendance for FBCA classes on campus during their eighth semester in order to participate in graduation ceremonies.**

	<b>Class of 2021 &amp; Beyond</b>
	Entered 9 <sup>th</sup> 2017-2018 or beyond
<b>English</b>	4 credits with major concentration in composition.
<b>Mathematics</b>	4 credits, one of which must be algebra 1, and one which must be geometry and one of which must be Algebra 2
<b>Science</b>	1 credit biology 1 credit in chemistry or physics 1 credit in a science course equally rigorous to biology, chemistry, and physics. (2 credits must have a laboratory component)
<b>Social Studies</b>	1 credit in world history 1 credit in US history .5 credit in US Govern. .5 credit in economics w/financial literacy
<b>World Lang</b>	Not required for high school graduation, but required for admission into state universities
<b>Fine Arts &amp; Performing arts, Speech and Debate, or Practical Arts</b>	1 credit in fine or performing arts, speech and debate, or practical arts
<b>Health</b>	.5 credit required
<b>Physical Ed.</b>	1 credit in PE
<b>Bible</b>	Required each year
<b>Electives</b>	7 required to meet the minimum 25
<b>Grade Point Average requirements</b>	Cumulative GPA of 2.0 on a 4.0 scale
<b>Special Notes</b>	At least one full credit within the 25 required credits must be completed through online learning.

Graduation requirements are established based on the year a student enters the 9<sup>th</sup> grade for the first time. FBCA will continue to revise requirements as needed to stay in line with the state requirements.

## 8.9 Achievement Tests

Students in K through 11<sup>th</sup> grades take the Stanford Achievement Test each spring. Parents are given the test results at the end of the school year or as soon as the test results are available. Students in grades 10 and 11 will take the PSAT / NMSQT each fall. Students in grades 10, 11, and 12 will take the ASVAB every other year.

## 8.10 College Entrance/Vocational Tests

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

## 8.11 FBCA Policies for Students Taking FLVS Classes

The following policies went into effect on January 8, 2018 and are effective until further notice:

- A student **MUST** make weekly progress in his/her class. The Secondary Principal will work with students who are not progressing properly.
- A student who is making continuous progress and making an A, B, or C in the class has the privilege of an occasional day to use for work on other class materials; however, the FLVS period should not be used daily as a study hall. Discipline will be executed if a student continues to use the class as a study hall on a continuous basis. (Exceptions to this are based on accommodation plans and Administration's discretion)
- The FLVS period is an academic period and should remain quiet. Students may not use this time for socializing. The only video or audio that can be used during the FLVS period are video or audio that is required for the FLVS class.
- Students must finish their FLVS class in the appropriate time frame based on FBCA's on campus classes.
- A student who does not complete his/her class in the required time frame, will receive a grade based on the current grade and percentage completed. This grade will go on the FBCA transcript for the FLVS class. (Exceptions to this are based on Administrations' discretion)
- If a student is dropped/withdrawn from the class, he/she must make appropriate calls to the FLVS teacher to get reactivated as soon as possible. All dropped/withdrawn classes will go on transcripts and may affect the cumulative GPA and eligibility for other FBCA activities.
- Students enrolled in dual enrollment classes must use the period to do their work, otherwise they may be removed from their dual enrollment class and lose the privilege of dual enrollment. (Exceptions to this are based on Administrations' discretion)

## 8.12 Community Service/Volunteer Hours

*"If you want to be great in God's Kingdom, learn to be a servant of all."*

Students in grades 9 - 12 at FBCA are expected to complete twenty-five (25) hours of community service / volunteer work each year. This minimum has been established to help the students meet the required 100 hours for the Florida Bright Future Scholarship. Students and parents are reminded that many other scholarship committees require many more hours for consideration of their funding. It is our desire that each student view this program as an opportunity and an investment of his life, not as a requirement. Scripture is full of examples and direction from Jesus Christ, the ultimate teacher and instructor, helping those in need, doing unto others as we would have them do to us, and most of all, being a servant of all. As students develop a closer relationship with Jesus Christ, it will come naturally to complete these community service hours -- it will be a part of the Christian life style which they should live on a daily basis.

FBCA has a responsibility to fully educate each student and to prepare each individual, the best we can, for a productive future in our society. Post high school environments, whether it is college or career, evaluate a graduate on many areas of merit. Colleges and scholarship committees no longer consider only grades and test scores -- they also consider total community involvement. Organizations and review committees want to see several hundred hours of community service projects or volunteer hours in a number of areas.

Therefore, FBCA has established the following guidelines for the Community Service / Volunteer Hours program.

- Each student should select the community service, or non-profit organizations, with which to work.
- Community service / volunteer hours may be completed throughout the year. Hours should be submitted to the office no later than May 15 for each school year. (i.e. Summer hours will show on the next academic year.) Consideration for awards presented in the spring which involve community service hours will be based on the third-quarter records.
- The minimum twenty-five (25) hours should be completed with a minimum of three (3) organizations or areas of service.
- All hours must be on a volunteer basis and should not be directed to serve only a family member.

- Each project completed needs to be recorded on the Community Service / Volunteer forms or in a letter from the sponsoring organization. Hours are submitted to the Principal's office and recorded RenWeb.
- FBCA recommends students desiring local and national scholarships and university admittance acquire in excess of 50 hours per year from various community organizations. Students are encouraged to be involved in service activities that have a significant impact in meeting the needs of our local community.
- Students are reminded that many national organizations require the hours to have been completed in community projects – not related to a church or religious organization. Although FBCA encourages summer missions' trips and regular involvement with your church programs, these hours may not qualify for some community service credit hours.

## **Section 9.0 – Discipline**

### **9.1 Discipline System**

#### **9.1.1 Philosophy of Discipline**

FBCA 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 students. 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 student 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 student 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 student having been dealt with in this manner, and showing no improvement, may be suspended and/or expelled.
- The school reserves the right to dismiss students 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 student at any time, if in its opinion the student and/or the student'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.

#### **9.1.2 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 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 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. I Cor. 10:31 says, "So then, whatever you do, whether in word or deed, do all to the glory of God." 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:**

- Follow all directions given by teachers or administrators.
- Follow all classroom school rules.
- Display appropriate, Christian-like attitude, behavior, and treat others with respect.

**Elementary Discipline Policies:** The K – 5<sup>th</sup> 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 RenWeb 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:

Some classes will have a behavior chart in their classroom. All classes will have irregularity reports turned in as needed. The first infraction will result in the student moving his/her clip. This is a warning. If another infraction occurs, the child will move his/her 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 and administrator will be called. 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 – Verbal Warning or Lunch Detention
  - Taking the Lord's name in vain
  - 1<sup>st</sup> dress code violation-warning logged in RenWeb. If there is a modesty issue the student 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 (6<sup>th</sup> grade only)
  - Horseplay
  - Committing acts of minor disrespect such as facial, vocal or physical reactions
  - Failure to follow directions
  - Public displays of affection including hand holding, hugging, or kissing.
  - Not following the Golden Rule Matthew 7:12
- Category 2 - Detention with an e-mail/phone call home
  - Any Category 1 infraction a student commits a second time.
  - Excessive tardiness to class
- Category 3 - Multiple days of detention or in school suspension
  - Bullying and Harassment in person, writing, or social media (as defined in the handbook)
  - Disrespect to those in authority
  - 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
  - Plagiarism/cheating will also result in academic penalty.
  - Excessive dress code violation
- Category 4 - Out of School suspension with a parent meeting
  - Physical altercation
  - Tampering or damaging school or teacher's property
  - Skipping class/leaving campus
  - Using the internet improperly
- Category 5 - 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.*

  - Repeat of category 3 or 4
  - Publicly criticizing school polices and/ or staff
  - Stealing
  - Carry or using tobacco, e-cigarettes, or any vapor products on or off campus
  - Commits major act of disrespect
  - Pretending to use or have drugs, legal or illegal

- Pulling fire alarm
- Possession of or posting 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 pretending to have alcoholic beverages on or off campus
- Acts of immorality on or off campus (including Social Media)
- Carrying sharp objects
- Category 6 - Expulsion
  - Bringing any item to school that could be determined to be a weapon with intent to cause harm.

**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:** 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 should promptly report the facts of the incident and the name of the individual(s) involved to the school administration.

**Social Networking Policy:** Students will show respect to fellow FBCA students 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.

### **Tardy Policy**

- A student is considered tardy when he/she is not in their intended room at the start of the class period. 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 before the start of the day. Car Rider Drop off begins at 8:05 am.
- When the drop off window has expired, the gates will be locked, and all students will have to be signed in at the Academy office by the guardian.
- Students who arrive late should go to the front office to receive a tardy admission slip before going to their classroom. If a student arrives to school late, a parental note must accompany the student when he comes to school. Late arrivals are excused for the same reasons as absences. The secretary will record the tardiness accordingly. Note: No student will be counted as tardy during the first two weeks of the school year.
- Elementary Students exceeding 3 hours in late arrival on a given day are considered absent and not tardy.

## **9.2 Dress Code**

### **9.2.1 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 students. 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 students. 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 student of FBCA, you are expected to abide by them happily.

### 9.2.2 Uniform Policy

**Pants** – Navy, Black, or Tan Khaki Uniform type pant; may be cotton blend, or polyester blend. All pants must be worn at the natural waist line with no visible under garments shown. (No jogging pants, sweat pants, yoga or tight pants). Cargo pants are permitted for K-5<sup>th</sup> ONLY.

**Skirts, Jumpers, Skorts** – Navy, Black, or Tan Khaki; may be cotton blend or polyester blend; maximum (no more than) two inches above the knee. (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. Leggings must be Navy, Black, or White in color.

**Shorts** – All shorts must be no more than three inches between the top of the knee and the bottom of the shorts leg. Navy, Black, or Tan Khaki; may be cotton blend or polyester blend. (No gym shorts). Cargo shorts are permitted.

**Shirts** – \*5 Spectrum Colors: White, Navy Blue, Black, Gray, or Red solid collared, polo shirts; Or solid color button down\*. All 6<sup>th</sup>-12<sup>th</sup> grade students may wear spirit tops with the uniform bottoms any day of the week. Spirit tops must say FBCA or have the Crusader logo. Administration has the right to modify this policy. Shirts may not be tied off.

**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 heellies, rollers, or high heels (must be 1" or smaller).

Sneakers must be worn for P.E. Students not in proper shoes for P.E. will sit out due to safety reasons.

**Outer Wear** - Solid colored coats, sweaters, hoodies, and sweater vests must be graphic free (2" or smaller logo, unless it is a school logo) and be one of the \*5 spectrum colors\*. Jackets or hoodies with stripes will not be permitted in the building. Coats worn to school that are not one of the \*5 spectrum colors\*, or that contain any type of graphics will be stored in the book box or coat rack.

**Undershirts** – Any undershirts (i.e. Under-Armour) worn under uniform shirts and visible must also be White, Navy Blue, Red, Gray, or Black and must be logo free.

**Sheer Material** – Sheer Material is not permitted.

**Technology** – Approved technology is only permitted to be used before and after school or in the Café at lunch and break. No headphones are permitted in the classrooms, hallways, or bathrooms at any time.

Anything, including approved technology, causing a distraction will be addressed. If any technology can be seen, it can be confiscated outside of the designated areas.

### 9.2.3 Miscellaneous – Young Men

- Modesty is the key thought in appearance at FBCA.
- If boys wear jewelry, it should be conservative in style. Boys may only wear one necklace, bracelets and/or rubber style band.
- Boys are not permitted to wear earrings (or any piercings). This policy reflects military, hospitality, and most businesses.
- Only one ring is allowed.
- Boys are expected to maintain a clean looking haircut. If any hairstyle is perceived, by staff, to be disruptive during academic time, an administrator may require the student to get a haircut. No hats are allowed to be worn in the building.
- Sideburns may only come to the bottom of the earlobe. Hair must be natural in color.
- Beards and mustaches must be neatly maintained.
- Shoes are to be tied in the intended manner.
- No exposed coloring or similar to a tattoo of any part of the body is permitted.
- Pants that are too tight are not permitted.



## 9.2.4 Miscellaneous – Young Ladies

- 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 two in each ear. No other visible piercings allowed. Hoop earrings are not to be greater than one inch in diameter or length. No gauges allowed.
- No more than two necklaces and bracelets/rubber style band 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.
- No exposed coloring or similar to a tattoo of any part of the body is permitted.
- Pants that are too tight are not permitted.

*\*5 spectrum Colors: White, Navy Blue, Jet Black, Gray, or True Red – Must be single color of shirt, not combined in any shirt\**

### **FBCA determines gender as either male or female as found in the Bible:**

**Genesis 1:27 English Standard Version (ESV)**

**So God created man in his own image, in the image of God he created him; male and female he created them.**

The demographic status of male and female will be established by the student's original birth certificate for all student / Academy purposes. Students will be addressed by the name that is recorded on their original birth certificate or established by a legal name change at the state level. Pronouns used for each student will be reflective of their original birth certificate in accordance with scripture. Nicknames can be allowed, with approval from the Headmaster, if they fit within the parameters and guidelines of scripture and FBCA policy.

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**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.**