

Parent Student Manual

Section 1.0 – Introduction

FBCA in partnership with families is committed to providing an excellent academic environment that encourages development of a strong Christian character in every student to become a Champion for Christ.

1.1 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 4th 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 hired a full time Dean of Students that provided stability and support to our growing school. In 2014-15 our enrollment surpassed 200 students with classes from 2 years old through the 11th grade. We added Physical Education and brought the streaming experience on campus with a fully integrated High School. We also became members of the Florida Christian School Athletic Association (FCSAA) and had a men's varsity basketball team competing. Lastly, 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 32110. In March of 2016, First Baptist Christian Academy was awarded full accreditation by FACCS. We are looking forward to what God has in store for FBCA during the 2016-17 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 that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.

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- 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, sex, 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

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
Email: academy@fbcpc.org
Website: www.crusadersonline.org

Office Hours:

- School Year: Monday through Friday 7:30 am – 4:00 pm
- Summer Hours: Monday through Thursday 9:00 am — 3:00 pm

Emergency Information:

- Life threatening emergencies, call 911
- Facility emergencies, call Academy office (386) 446-0094
- All other information, Academy office (386) 446-0094, or email academy@fbcpc.org

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Section 2.0 – Admissions

2.1 Admissions Policy

Applications are accepted for the next school year beginning on February 1st for currently enrolled scholars. March 1st begins open enrollment to the public. 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 1st.
 - K5 scholars must be five years old by September 1st.
- 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 (1st 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 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 (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. The requests for records form needs to be done immediately.

2.3 Re-enrollment Procedures

- Re-enrollment for scholars expecting to return to FBCA begins February 1st. 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 student registration will begin on March 1st.**
- 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.

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2.4 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.

Section 3.0 – Financial Information

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 1st and ending on May 1st, 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 \$15.

3.1.2 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
Second Child - 33% Discounted tuition
Third Child, etc. - 25% Discounted tuition

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

3.1.3 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.

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3.1.4 Roster Fee

In 2016, 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 are required to pay the roster fee of \$100. Students entering our 2 and 3-year-old class are required to pay the \$100 roster fee.

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. 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.

3.1.6 Book Fees

Book fees for the school year must be paid by July 1st.

2016-2017	Book fees
2yr old	\$50.00 per scholar
3yr old	\$100.00 per scholar
VPK 1/2 Day	No Book Fee Applicable
VPK Full Day	No Book Fee Applicable
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 website or you may stop by the office to obtain a copy.

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3.2 Financial Policies

3.2.1 Additional Before/After Care 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 (7:30am start for any preschool students) and before their class start time and after school starting at 3:15 pm (must be in K-4 or higher) are considered in Before and After Care.

Before or After Care Weekly	\$15.00/day
Before and After Care Weekly	\$15.00/day
Before or After Care Monthly	\$180.00/month
Before and After Care Monthly	\$180.00/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.

3.2.2 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.

3.2.3 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.

3.2.4 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 1st of the month, from August 1st through May 1st. There is no tuition payment in June or July. In July, payment is due for books and miscellaneous fees.

If the 1st falls on a Saturday, the installment payment is due the day before. If the 1st 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.

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Scholars coming in to school after the school year has begun will 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 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.

Section 4.0 – General Information

4.1 Academy Office

The Academy office is the main place of business for the Academy. It is the location of reception, forms, records, finance and attendance. All visitors and scholars who are tardy or leaving early must sign in or out through the Academy office.

4.1.1 Student Sign in/Out

All students must be signed in by their parent or guardian upon late arrival which is after the car rider drop off time of 8:30 am. If a parent or guardian fails to sign in their scholar, the scholar will be kept at the Academy office until the parent or guardian can arrive to sign them in. Once the scholar is successfully signed in, they will be issued a tardy pass from the Academy office and then proceed to class.

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 scholar for early dismissal. The office will call to the classroom for the scholar to report to the office for early dismissal. Once the scholar is signed out and the signature verified, the scholar will be released to the parent or guardian for early dismissal.

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 number. All visitors are to wear a visitor name badge to identify them to staff and scholars 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.

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4.2 Extended Care

4.2.1 Before Care

Before Care begins at 7:00am (7:30am start for any preschool students) 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 \$180 per month. Students entering the building during their assigned Car Rider time will not be charged the Before Care fees. There is a separate location for students in preschool and in elementary grades.

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 \$180 per month. 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. 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.

4.3 Lunch Program

FBCA does not currently have a lunch program. All scholars are required to bring in their lunches from home. Students in Middle and High school are allowed to heat up their lunches in the microwaves that are provided. However, it is not permissible to cook food or a frozen lunch. Students in Middle and High school are permitted to use the vending machines in the cafeteria during their lunch period only.

4.4 Library

The library is a growing part of our Academy. A replacement fee of \$5, \$10, or \$15 (depending on the replacement cost of the book) will be assessed to the parent if a student does not return a book or returns the book damaged. 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 return of books. Teachers or classroom aides should accompany scholars while using the Library.

4.5 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.

4.6 Book Boxes/Lockers

Book boxes are used by our Middle and High School scholars to store their books, papers, and personal belongings. These spaces are identified by a name tag in the cubicle. At no time should any scholar enter into another scholar's book box 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 scholars should strive to keep their personal belonging 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.

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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.

4.8 Communicable Disease Policy

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.

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.

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.

4.9 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

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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.

2016 Chapel Times:

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

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

4.10 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

- 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)

4.11 School Closures

4.11.1 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.

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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 or via the link on our Academy website at 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 you via MySchoolWorx.

4.12 Fund Raisers

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

4.13 Birthdays

Parents may send in treats on their Scholar's birthday to share with the class in grades K5-6th. If you wish to come in, please schedule this event through the front office. This will be held at the end of the day starting at 2:45. It is very hard for our young scholars to have cupcakes and cake during lunchtime. Classroom teachers may not pass out party invitations to students. Scholar's may dress down on their birthday in appropriate clothing.

4.14 Security

All doors remain locked during school operation. All parents and guest must enter through the front door.

4.15 Cellphones

Scholars are prohibited from the use of cell phones during the school day.

4.16 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, scholars, 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

5.1 Absentee Policy

5.1.2 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.

5.1.3 Excused and Unexcused Absences

5.1.3.1 Excused Absences

- Parents should notify the school office by 8:30am 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.

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- 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 and/or doctor

- Students are entitled to five (5) excused notes from the parent, and not a physician, for a reasonable explanation of absence. Failure to bring in a note from the parent or physician 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.

5.1.3.2 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 10 class absences in a school year including excused and/or unexcused may receive a failing grade of 69%/F for that school year 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. Absences and tardy arrivals are calculated together and result in the loss of credit. Three tardy arrivals will equal one absence.

5.1.4 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.

5.1.5 Unexcused Absences

An absence from school without a specific written medical or dental note from a Doctor or one of the five (5) excused notes permissible from the parent, and not a physician, for a reasonable explanation of absence will be considered an unexcused absence. Scholars will be penalized for work missed.

5.1.6 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.

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5.2 Tardy Policy

- 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. 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 by the guardian.
- 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 25th 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.

Section 6.0 – Home/School Communication

6.1 Orientation Meetings

FBCA orientation is held before school starts in our Meet The Teacher Night. During this night, parents will be informed of classroom needs, procedures and expectations. Additional information covered will include PIC information, Car rider procedures and information, Before/After Care procedures, and financial information. All families should plan to participate in this event at their designated times.

6.2 Parent-Teacher Conferences

There are 2 conference weeks each year. The first being when the 1st quarter report card comes out and the second being when the 3rd quarter report card. 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.

6.3 Parent Organizations

FBCA is serious about parent involvement. Our mission statement promotes and champions the role of parents in the success of FBCA. We have created a Parent Involvement Committee (PIC) as a formal attempt to include parents in the life of the Academy. This organization is similar to a PTA organization and has its own officers who govern the activities of the PIC. Through the efforts of PIC, parents may be approved as FBCA volunteers, help in the classrooms, lunchrooms, library and special events. PIC also raises funds for different classroom and school needs. All parents are eligible and encouraged to join our PIC meetings held the third Monday of every other month at 6pm. Please call the Academy office with any questions.

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6.4 Problems

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. If the issue is not resolved by meeting with the teacher, the parent should seek to meet with the Academy administration.

6.5 Surveys

FBCA requests parent and teacher participation in periodic surveys with the goal of promoting communication and improving overall school environment. Classroom surveys are also done by the teachers on a regular basis for feedback concerning the learning environment. Two major surveys are done at the end of the first and second semesters to gauge the performance and overall experience of our scholars and their families. These surveys are available via our website at www.crusadersonline.org and should be printed, completed and turned in to the Academy office.

Section 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.
- Scholars must return via the same transportation they arrived to the fieldtrip location in.

7.3 Parent Drop off

- Car Rider times for all scholars (Preschool-12th Grade) is from 8:05am – 8:30am
- 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 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 vehicles should turn left at the end of the parking lot and then left toward Route 1.
- 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.
- Children should enter the building and go directly to their assigned area. Secondary students should report to their 3rd floor Homerooms. Elementary students should report to their classrooms.
- Elementary/Secondary parents wishing to walk their children in must park on the sides of the building and walk their children in. 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 Car Rider.

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7.4 Parent Pick Up

- Pre K half day pick up is at 11:30am. Pre K full day pick up is at 3:15pm. Parents will enter the west side of the building near the playground to sign students out.
 - Elementary and Secondary Car Rider Line pick up starts at 3:15 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. 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 scholars 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 scholar is released safely. Once the scholar has loaded, drivers should carefully exit through the west gate facing the Flagler Playhouse. All vehicles should turn left at the end of the parking lot and then left toward Route 1.
 - 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 State Road 100.
 - The gates will be closed at 3:45. All scholars that have not been picked up will be taken to aftercare. Please be courteous and safe during Car Rider times.

7.5 Student Driver

- Scholars 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 scholar driver.
- 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.

Section 8.0 – Academics

8.1 Course Offerings

FBCA uses the *ABeka* curriculum exclusively in its course offerings from preschool through high school. FBCA offers a variety of secondary courses based on the needs of the scholars enrolled. A copy of the current *ABeka* Scope and Sequence is available upon request.

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 scholar progress
- To teach scholars self-study skills and responsibility

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8.2.2 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

8.2.3 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.

8.2.4 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.

8.3 Help Classes

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

8.4 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.

8.5 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.

8.6 Grading Scale

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

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

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8.7 Make-Up Work

For excused absences scholars have the the same number of days to make up the the work as the scholar missed. For example, if the Scholar 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 scholar. 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.

8.8 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.

8.9 Promotion Policies

8.9.1 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.

8.9.2 Middle School (Grades 7-8)

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

8.9.3 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.

8.10 Achievement Tests

Scholars in K through 12th 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.

8.11 College Entrance/Vocational Tests

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

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Section 9.0 – Discipline

9.1 Discipline System

9.1.1 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 FCBA 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.

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 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

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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. 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:

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.**

Elementary Discipline Policies: 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.

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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 Discipline Referral and sent to the office. At this point, the Student Support Administrator 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.

Secondary Infraction Category List 7-12

- Category 1 Warning
 - Taking the Lords name in vain
 - 1st 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 pts. Off assignment.
 - Failure to follow directions
 - Horseplay
 - Committing acts of minor disrespect such as facial, vocal or physical reactions
 - Disrespect to those in authority
 - 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.

- 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

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- 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 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 6- Expulsion
 - Bringing any item to school that could be determined to be a weapon.

Disciplinary Referral form Accumulations

- 4 Referral forms = 1 day In School Suspension with parent conference

- 8 Referral forms = 2 days In School Suspension with parent conference

- 12 Referral forms= Out of School Suspension and Probation with parent meeting to re-enter school

- 16 Referral Forms = Expulsion

Tardiness to class (7-12th 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 a detention being assigned.

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

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.

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 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.

9.2.2 Uniform Policy

Pants

- **K-6th Grade-** Navy or Tan Khaki Uniform type pant; may be cotton, cotton blend or polyester blend. (No joggers, jogging pants, sweat pants, yoga or tight pants). Cargo pants are permitted.
- **7th-12th-** Due to the College preparatory environment of our Academy, secondary students will be expected to dress in business casual. Uniform or dress pants and shorts only. (No joggers, jogging pants, sweat pants, yoga or tight pants). Cargo pants and Cargo shorts are **NOT** permitted.

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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. Color of leggings must be solid Navy, solid White or solid Tan Khaki). Shorts must be worn under skirt on P.E. days.

Shorts – Navy or Tan Khaki; must be knee length or longer for boys and girls, cotton, cotton blend or polyester blend. (No gym shorts). Cargo shorts are permitted.

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. (Pre-k thru 2nd grade no belt required.)**

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 or rollers. Sneakers must be worn on P.E. days. Scholars not in proper shoes for P.E. days may be sat out due to safety reasons.

Outer Wear - Everyday coats, sweaters, hoodies must be plain (no verbiage or writing) Navy. Coats worn to school that are not navy will be stored in the book box or coat rack. **K-6th Grade-** Girls may wear white cardigan sweaters.

Undershirts – Any undershirts (i.e. under-armour) worn under uniform shirts and visible must also be White or Navy blue.

9.2.3 Miscellaneous – Boys

- 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.
- Only one ring is allowed.
- Boys are expected to maintain a conservative, clean looking, tapered haircut. 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.

9.2.4. 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 two in each ear. No other visible piercings allowed. 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.

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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.