



**2024-2025
Parent/Student Handbook**

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First Baptist Academy is a ministry of First Baptist Church Opelika

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ADMINISTRATIVE PEROGATIVE: First Baptist Academy reserves the right to amend, discontinue or vary from these policies and procedures without prior notice.

First Baptist Academy reserves the right to address any topic, either directly or indirectly discussed in this handbook, that is seen as a disruption to the learning environment or any Academy sponsored activity.

NOTICE OF NON-DISCRIMINATORY POLICY: First Baptist Academy will admit students of any race, color, nationality, and ethnicity to all the rights, privileges, programs, and activities generally accorded to or made available to students at the Academy. We will not discriminate on the basis of race, color, national and ethnic origin, or religious background in the administration of our educational and admission policies nor in our scholarship, athletic, or other programs.

ABOUT FIRST BAPTIST ACADEMY

GUIDING PRINCIPLES

OVERVIEW

First Baptist Academy is a private, non-profit Christian school operating as an extension of the teaching ministry of First Baptist Church Opelika. The curriculum provides a traditional Christian education founded on the principles of the Scriptures. These principles are incorporated into each subject throughout every class and by all instructors, in order to develop within each student a Christian philosophy of life and a biblical world view.

VISION

Our vision is to become a dynamic Christ-centered educational ministry whose graduates are spiritually mature, intellectually sound, emotionally balanced, and influential in the world, all for the glory of God.

MISSION

Our mission is to glorify God through academic and spiritual excellence. Accordingly, First Baptist Academy will partner with the home and strive to:

- encounter students with the truths of the gospel;
- edify students to develop a Christlike personality;
- empower students to become personally and socially responsible adults;
- encourage students to discover their purpose for lifelong ministry.

METHOD

Our method is to only use academically sound, logically structured, and appropriately challenging biblically based curriculum in the discovery of truth. Structure and discipline are necessary to train students in self-control and high moral values in a safe, secure, and nurturing environment. Since teaching is a relationship based on Christian love and mutual respect, all educational strategies and methodologies will be taught by instructors who are academically qualified and doctrinally sound and exhibit the indwelling presence of the Holy Spirit in their lives.

MORALS

First Baptist Academy's biblical role is to work in conjunction with the home to mold students to be Christlike. Of necessity, this involves the Academy's understanding and belief as to what qualities or characteristics exemplify a Christlike life. The Academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the Academy teaches. This includes, but is not limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, bisexual activity, transsexualism, or gender diversity; promoting such practices; or otherwise being unable to support the moral principles of the Academy.

STATEMENT OF FAITH

1. We believe that the Bible is the infallible, inerrant, verbally inspired word of God and that it

is, therefore, our final authority in matters of faith and practice. (2 Timothy 3:16-17, Psalm 119:8)

2. We believe in the eternally existing, triune God: Father, Son, and Holy Spirit. (Genesis 1:1, John 10:30, John 14:20, John 15:26)

3. We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His vicarious and atoning death through His shed blood, His bodily resurrection, and His ascension to the right hand of the Father, where He now acts as mediator and advocate. (Matthew 16:16, Luke 1:34, Hebrews 4:15, John 5:1-9, 1 Peter 2:24, Luke 24:36-43, Acts 1:9-11)

4. We believe that man was created in the image and likeness of God but voluntarily fell from his sinless state. As a result, all men are sinners and hopelessly sinful in themselves apart from God (Genesis 1:27, 9:6; Romans 3:23, 5:12; Ephesians 2:1)

5. We believe salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord. (John 1:11-14, 3:3-21; 2 Corinthians 5:17-20; Ephesians 2:8-9; Titus 2:11-14)

6. We believe that every believer, born of the Spirit, can have full assurance of salvation and is eternally secure in Christ. (John 3:5-6, 10:28-29; 1 John 3:12-13)

7. We believe in the personal imminent return of our Lord Jesus Christ for His own, His later return in power and glory with His own to reign in righteousness over the earth, and in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of the damnation. (Acts 1:11, 2 Thessalonians 4:16-17, Hebrews 9:28)

8. We believe that heaven is the place of eternal blessedness for the saved and that hell is the place for eternal conscious punishment for the lost. (Revelation 20:11-21, John 5:28)

9. We believe that regeneration is by the Holy Spirit whose indwelling enables all believers to live godly lives. (John 16:7-8, 1 Corinthians 3:16)

10. We believe that all believers are spiritually joined together by the Spirit of God into His Church of which Christ is the Head. (1 Corinthians 12:12-14, 20, 27; Ephesians 5:23; Colossians 1:18)

A complete statement of faith may be found at www.fbcopelika.com.

EDUCATIONAL STANDARDS AND STAFFING

ACCREDITATION AND MEMBERSHIPS

First Baptist Academy is a ministry of First Baptist Church Opelika, a Southern Baptist Church. First Baptist Academy is working towards accreditation through the American Association of Christian Schools (AACCS). This three year process will begin Fall of 2024.

AUXILIARY ADVISORY BOARD (AAB)

The Directors of the Auxiliary Advisory Board (AAB) are given the responsibility for establishment, guidance, and spiritual headship in the operation of the Academy. The AAB is the policy-setting body of the Academy. There is only one official line of authority which will flow from the AAB, through the Chairman or his designate, to the Headmaster who is charged with the responsibility for properly conveying the decisions and actions of the AAB to the staff, faculty, students, and parents as is appropriate. First Baptist Academy AAB Directors shall be active members at First Baptist Church Opelika.

HEADMASTER

The Headmaster is delegated by the AAB to carry out its policies and for keeping the AAB informed of Academy operations. The Headmaster shall be an active members of First Baptist Church Opelika.

FACULTY AND STAFF

The faculty and staff of First Baptist Academy are selected from among those applicants who are born again Christians, active in an evangelical church fellowship, and are in agreement with the Academy's doctrinal, educational, and theological beliefs. A minimum of a Bachelor's Degree for teachers in grades K-1 is required. Teachers and staff must display the ability to minister to young people through development of relationships, effective teaching, and the example of a Christlike walk.

PORTRAIT OF A GRADUATE

It is our greatest desire that graduates of First Baptist Academy:

LOVE

First, we want our graduates to be immersed in the love of God being taught through Jesus's example of how to love others. Luke 10:27 *So he answered and said, "You shall love the Lord your God with all your heart, with all your soul, with all your strength, and with all your mind, and your neighbor as yourself."*

Love for God

- Understand what it means to be an authentic follower of Jesus
- Have a loving personal relationship with Jesus

Love Others the Way God Does

- Genuinely love others through attitudes, service, and sacrifice
- Have a passion for the salvation of others

Love for the Word of God

- Understand that the Bible is the authoritative word of God
- Develop a Biblical Worldview allowing them to discern truth
- Have a working knowledge of scripture which enables them to defend and live out their personal faith

LEARN

We strive to provide our students with rigorous academia that not only promotes learning within our walls, but a hunger for learning that stays with our graduates for a lifetime. *Proverbs 1:5,7 A wise man will hear and increase learning, and a man of understanding will attain wise counsel —The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction.*

Academic Excellence

- Possess a love and desire for learning that will inspire them to become lifelong learners
- Develop and utilize higher level thinking skills such as critical thinking skills, problem solving skills, and independent thinking skills, that will transfer to all life experiences

Individual Purpose

- Appreciate their God-given design and utilize all that God has given them for His kingdom with courage and confidence
- Steadfastly persevere through difficult challenges by learning and growing through them
- Pursue godly decision making

LEAD

Through love and education, we pray our graduates will lead their generations and positively affect their communities with the love of God. *1 Timothy 4:12 Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in faith, in purity.*

Authentic Servanthood

- Demonstrate God's love to others by actively engaging in service to others
- Develop Christlike leadership skills and lead by example
- Develop a desire to serve in a local church community
- Desire to seek out godly counsel
- Demonstrate godly character through compassion, kindness and empathy, while developing relationships and working alongside others

ACADEMICS

First Baptist Academy believes that a Christian's call to steward truth requires the continual search for knowledge, understanding, and wisdom in all branches of academics. We desire to instill in our students a desire for life-long learning, the skills to conduct inquiry and research, the ability to think both biblically and critically, and the skill to communicate effectively. While we hope all our students make high marks in their academic work, we especially honor a student's perseverance to learn according to the best of their ability.

ACCOMMODATIONS

First Baptist Academy recognizes that all students are "fearfully and wonderfully made" (Psalm 139:14) and strives for all of our students to experience academic success, become useful members of the body of Christ, and reach their highest potential in both of these areas. First Baptist Academy is committed to offering reasonable accommodations to policies and procedures in an effort to support student learning. In compliance with ADA policy, accommodations may not fundamentally alter the nature of the Academy's program, create an undue burden on students or staff, or pose a

direct threat to other students. First Baptist Academy offers reasonable classroom accommodations for all students with a documented disability.

STUDENT HONOR CODE

Attendance at First Baptist Academy is a great privilege. Like all privileges, it comes with certain responsibilities. I, therefore, personally accept each of the following Christian responsibilities:

- Love God Wholeheartedly - "And you shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. This is the first commandment." (Mark 12:30).
- Serve Others Joyfully - "Let nothing be done through selfish ambition or conceit, but in lowliness of mind let each esteem others better than himself. Let each of you look out not only for his own interests, but also for the interests of others." (Philippians 2:3-4).
- Obey Authority - "Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you." (Hebrews 13:17).
- Work Diligently - "And whatever you do, do it heartily, as to the Lord and not to men..." (Colossians 3:23).

ACADEMIC RECOGNITIONS

HONOR ROLL

First Baptist Academy strives for academic excellence and honors those students who achieve the highest grade points in their academic studies. Students will be placed on the Honor Roll at the end of the 3rd quarter if they meet the grade and course requirements outlined below.

First Grade

A Honor Roll

Students who earn all A's (90 – 100+) for the quarter will be placed on the All A Honor Roll.

A/B Honor Roll

Students who earn A's (90-100+) and B's (80-89) for the quarter will be placed on the A/B Honor Roll.

CURRICULUM

The curriculum at First Baptist Academy is much more than the textbooks we use; it also embodies the lives of our teachers and staff. We realize the most important qualities in education are transmitted from the life of the teacher to the lives of his/her students. Textbooks, maps, overheads, etc., are all merely tools and secondary resources compared to the faith, character, and worldview modeled by the teacher. The entire faculty at First Baptist Academy works together to fulfill our mission in the lives of our students. Teachers work as a team on scheduling, curriculum, and discussing student needs.

TEXTBOOK SELECTION

In an effort to provide the best Christian education for our students, FBA strives to use only Christian textbooks. First Baptist Academy attempts to choose textbooks and supplemental resources that are age and developmentally appropriate because we believe a qualified Christian teacher can utilize a variety of materials to give our students a knowledge of God's word and the wisdom to make right choices.

HONESTY IN ACADEMIC WORK

First Baptist Academy students are expected to do their own work and to give credit when citing the work of others. It is dishonest to:

- Copy someone's homework or allow others to copy yours
- Give or receive test answers
- Turn in another person's work as your own
- Copy material from another source without using internal documentation
- Reword specific ideas from another source and not cite that source
- Use technology to undermine academic integrity, including but not limited to, sharing login information, using applications that produce answers to assignments, or using a search engine to find answers to assignments

ACADEMIC INTEGRITY POLICY FOR USE OF AI IN ASSIGNMENTS

Introduction

The use of Artificial Intelligence (AI) has become increasingly prevalent in educational settings, providing students with a range of powerful tools to enhance their learning and performance. However, it is important that students use these tools responsibly and with academic integrity. The following policy outlines the guidelines and expectations for students using AI in their coursework.

General Guidelines

- Students are permitted to use AI tools only for educational purposes, and not for cheating or academic dishonesty.
- Students are responsible for ensuring that the use of AI tools is allowed and appropriate for each individual assignment.
- Students are required to cite any use of AI tools or resources in their assignments and to provide appropriate attribution when referencing external sources.
- Students may use AI tools as an aid to their own learning and understanding, but not as a substitute for independent thought and critical thinking.

Acceptable Uses:

- Use AI tools to enhance learning and performance, such as providing additional support for language learning, math concepts or writing prompts.
- Use AI tools to gain new insights and perspectives on complex topics or problems.
- Use AI tools to generate creative and original ideas and content for assignments, as long as proper attribution is given.
- Use AI tools to help identify and correct errors in assignments.

Unacceptable Use:

- Don't use AI tools to cheat or plagiarize.
- Don't use AI tools to generate entire assignments or papers to avoid adding original thought or effort.
- Don't use AI tools to bypass or avoid learning and studying essential materials for assignments.
- Don't use AI tools in a way that violates the academic integrity policy of the Academy.

CONSEQUENCES OF VIOLATING ACADEMIC INTEGRITY POLICY

AI detection tools are in use by teachers with the expectation that use of AI in turned-in work will be both previously requested and cited. Students who violate the academic integrity policy of the Academy will face disciplinary action, including but not limited to lower grades, failing the assignment or course, and suspension or expulsion from the Academy. The disciplinary action will be determined by the administration based on the severity of the violation.

The use of AI tools can be a valuable resource for students, but it is important to use them responsibly and with academic integrity. This policy is designed to help students use AI tools appropriately and avoid violating academic integrity.

HOMEWORK

Homework is an integral part of education that reinforces lessons learned at the Academy and helps children learn the skills and develop the character necessary for independent work. Teachers will make every effort to make homework assignments meaningful and not excessive. Parent participation in providing assistance and accountability is crucial to the educational process of each child no matter what age. To encourage mid-week church attendance, there will be no homework on Wednesdays. If the homework load seems excessive for your child, please take the following steps:

Make sure there is a designated time and place for homework to be completed each night. Maintain a log of how much time is being spent on each subject/project for an entire week. Check FACTS regularly for lesson plans and grade reports. Contact the Headmaster to discuss the issue further.

GRADING SCALE AND QUALITY POINT ASSIGNMENTS

Letter	Number
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

REPORT CARDS

Report cards will be emailed to families at the end of each nine week grading term after all family obligations (i.e. financial, athletic equipment, books) have been satisfied.

LATE WORK POLICY

Grades K-1

Work is considered late any time after the teacher has collected it during that class period. It is the student's responsibility to turn in the homework when it is due. Specific grade level policies will apply to late work.

RECORDS REQUEST

First Baptist Academy requires a written release from the student's parent or guardian, in order to provide copies of student records. Tuition and fees must also be up to date for student records to be released.

First Baptist Academy will provide one (1) official, sealed transcript to all students who graduate or withdraw. Any additional transcript requests will be processed for a modest fee per transcript.

SPIRITUAL GROWTH

First Baptist Academy students have the unique opportunity to worship, pray, and grow spiritually together as a function of the academic day. This takes place in all classes, in daily interactions, and is enhanced by required Bible classes.

In addition, First Baptist Academy students share a weekly chapel experience. This is designed to engage students and staff in meaningful ways that foster spiritual growth. Attendance at chapel is a requirement for all First Baptist Academy students. Chapel provides one of the few opportunities for students to participate in worship, to hear a motivational speaker, to watch a drama, and to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful. Talking, whispering, whistling, and booing are discourteous.

STANDARDIZED TESTING

First Baptist Academy evaluates student progress by administering required standardized testing, including the Iowa Achievement Test and other curriculum-based measures.

ROLES AND RESPONSIBILITIES

Student Responsibilities:

- Complete homework promptly
- Seek out-of-class tutoring as needed
- Attend weekly help classes
- Attend academic review meetings with their parent/guardian, administration and teacher(s)

Parent(s)/Guardian(s) Responsibilities:

- Monitor out of school activities to focus on academic success
- Provide an environment at home conducive to study

- Maintain close communication with Academy staff regarding student progress
- Attend academic review meeting with the student, administration, and teacher(s)
- Consider the feasibility of out-of-class tutoring for the student if needed
- Contact the teacher if there are questions about the content of a progress report

Teacher Responsibilities:

- Provide daily instruction
- Communicate with the student, parents, and administration
- Attend academic review meetings with parents, administration, and student

Administrative Responsibilities:

- Facilitate effective communication between parents, administration and students with regards to academics and/or academic intervention programs
- Coordinate academic review meeting with parents, administration, and student

ATTENDANCE

EXCUSED ABSENCES

Absences will be deemed excused provided the student turns in a valid excuse within 24 hours of returning to class. Excuses will be accepted for the following reasons:

Personal illness or injury

Serious illness or death in the family

Medical or dental appointments that cannot be scheduled outside of school hours

Court-related appearances

Pre-arranged absences that have been approved by administration

UNEXCUSED ABSENCES

Absences will be deemed unexcused when they occur either by student choice (truancy) or for non-legitimate reasons such as oversleeping, caring for siblings, sleeping late after returning late from athletic or fine arts trips, staying home to complete Academy work, having out-of-town visitors, birthday celebrations, unapproved absences, etc. Any excuse turned in after the 24-hour time period will be marked as unexcused.

ATTENDANCE RESPONSIBILITIES

The Alabama State Code of 1975 requires that every school age child attend school for 180 days per year or the hourly equivalent. Parents are required to enforce this law. It is the parent's responsibility to monitor student attendance through the Student Information System (SIS/Parent Portal). To be marked "Present" for the school day, a student must attend at least four class periods. The final authority for judging the legitimacy of an absence rests with the Headmaster.

First Baptist Academy and the State of Alabama define "habitual truant" as a student who has 15 or more unexcused absences within 90 calendar days with or without the knowledge or consent of the student's parent or guardian.

A student who has more than 10 absences in a semester may be required to show mastery of the

course in order to receive credit. Mastery will be determined as follows:

- A cumulative passing grade for the course (70% or higher)
- A passing grade of 70% or higher on a comprehensive assignment (eg. midterm exam, final exam, or other assessment assigned by the teacher)

PARENT RESPONSIBILITY FOR STUDENT ABSENCE

If your child is absent for any reason, please send an email to your child's homeroom teacher AND the administrative associate. Include your child's name, grade level, date of absence, and the reason for the absence. A valid excuse is due within 24 hours of the student's return to the Academy.

Student absences due to documented illness or quarantine must be counted, but these absences will not cause a student to have to prove mastery (see above). Please make sure the reason for absence is clearly communicated and documentation is provided.

THE STATE OF ALABAMA AND HABITUAL TRUANCY

The enrollment and attendance of a child in a church school shall be filed with the local public school superintendent by the parent, guardian, or other person in charge or control of the child on a form provided by the superintendent or his or her agent which shall be countersigned by the administrator of the church school and returned to the public school superintendent by the parent. Should the child cease attendance at a church school, the parent, guardian, or other person in charge or control of the child shall by prior consent at the time of enrollment direct the church school to notify the local public school superintendent or his or her agent that the child no longer is in attendance at a church school. This section may not be interpreted or construed as authorizing the Department of Education, the State Board of Education, or the State Superintendent of Education to license or regulate any private, nonpublic, or church school offering instruction in grades K-12, or any combination thereof.

(School Code 1927, §309; Code 1940, T. 52, §306; Acts 1982, No. 82-218, p. 260, §5; Act 2009-564, p. 1648, §1; Act 2014-245, §4.)

WORK MISSED DURING AN ABSENCE

Students will be given days equal to the absence to make up assignments and assessments missed during the absence with no point reduction. This time period is granted using only Academy days and does NOT include weekends and Academy holidays.

Example: Absent one day equals one additional makeup workday. Absent two days equals two additional makeup workdays. Students must take the initiative to arrange for make-up work. This will take place either before or after school or at such a time prescribed by individual teachers. Work that is not completed within the allowable make-up time will be scored in accordance with our Late Work Policy.

TARDY POLICY

A tardy is defined as a student not being in his/her assigned place at the time of the tardy bell. To help ensure that students arrive to all classes punctually, the following procedures have been established:

Students who are not in the classroom prior to the beginning of the school day are required to report to the main office to obtain a tardy slip. Most tardies are unexcused. Tardies will not be excused for traffic, unavoidable circumstances, over sleeping, or notes with no reason given for the tardy. All tardies will be sent to the Headmaster for final approval. Every three (3) unexcused tardies within a grading period will count as one unexcused absence.

A tardy may be excused for the following reasons only:

- Returning from a medical appointment with doctor's note
- Involvement in a car accident
- Illness related to a medical condition on file (physician's note required)

COMMUNICATION

First Baptist Academy desires to keep parents well informed with the use of the SIS gradebook, progress reports and report cards. Please contact your child's teacher anytime you have a question or concern about grades or assignments. We encourage voicemails, emails, and written notes whenever there is a question or concern. All faculty have access to a computer and check their email throughout the day.

CONFERENCES

Conferences may be scheduled by appointment only with the teacher or Headmaster. Please feel free to call or email to make an appointment if you have questions concerning your child's progress. Teachers may request a conference with parents to keep them informed. Parents may not visit classrooms while classes are in session or at any other time unless a prior appointment has been made through the Academy office or unless the teacher invites the parent to the classroom. Teachers have been directed to refer parents to the office unless an appointment has been made in advance. To ensure privacy and safety for you, your child, and others, impromptu conferences during school arrival and dismissal will not be allowed as the faculty and Headmaster are required to supervise students during these times.

EMAIL

The best form of communication with classroom teachers is email, due to the highly regimented Academy schedule. Faculty, staff, and administrative email addresses are available on the Academy website and follow the pattern lastname.firstname@fbo.academy. Emails are returned in a timely manner.

PARENT PORTAL (FACTS/SIS)

The Parent Portal Student Information System (SIS) is a web-based school management system that embraces the various needs of administration, staff, teachers, students, and parents. SIS's Parent Portal is a private and secure website that allows students and parents to view information such as attendance, daily grades, progress reports, homework, missing assignments, Academy calendar, family directory, and other useful Academy information. Parents are responsible to keep personal information updated at all times.

SOCIAL MEDIA

First Baptist Academy also enlists the use of social media to keep its families informed.

SPECIAL EVENTS/FUNDRAISERS

To benefit First Baptist Academy, the Headmaster, AAB, and Parent's Association (PA) will work together in fundraising efforts. Every family's support and participation is encouraged.

EVENING AT THE ARTS

The Evening at the Arts is a one-of-a-kind presentation that occurs in the spring. It could include visual arts show and/or music in which students may participate. This show will highlight student growth in the arts.

GRANDPARENTS DAY

First Baptist Academy believes family involvement in children's educational experiences is important. Grandparents Day was organized to honor the significant role that grandparents play in the lives of children and to give them a peek at their grandchildren's school lives. Grandparents Day includes a reception, classroom visits, and a special presentation from each grade level.

HALLOWEEN

First Baptist Academy does not celebrate Halloween. Decorations depicting witches, skeletons, jack-o-lanterns, and haunted houses are not permitted on campus.

MEET THE TEACHER

This event is held before the first day of school, affording all students and parents the opportunity to meet their new teachers in the classrooms.

NATIONAL DAY OF PRAYER OBSERVANCE

This is held the first Thursday in May. The Headmaster will provide a program of special observance on this day to include students, faculty, and parent participation.

PARENT'S ASSOCIATION (PA)

PA exists to help promote the mission and purposes of First Baptist Academy. A team of parents/guardians carry out the various programs of the PA. Some of the ministries within the PA include class coordinators, community service coordinators, fundraising coordinators, teacher appreciation coordinators, and family enrichment advisors.

DAILY INFORMATION

ARRIVAL PROCEDURES

Students should not arrive on campus before 7:15am. Supervision of students begins at 7:15am. All arrivals, dismissals, and early pickup will take place in the front of the FBCO children's building.

- Speeds should be kept below 10 MPH in the parking lot and drop off zone
- Please do not use your cell phone for any reason while driving in the carline
- As space opens, please pull forward in the carline

- Remain in your vehicle during carline

DISMISSAL PROCEDURES

Students should be picked up at the close of school unless participating in a supervised school activity. All students not picked up by the end of dismissal, 2:30 pm, will be sent to After Care (see below) and charged the appropriate fees. Unsupervised students are not permitted on campus after school hours.

- Speeds should be kept below 10 MPH in the parking lot and drop off zone
- Do not use your cell phone for any reason while driving in the carline
- As space opens, please pull forward in the carline
- Remain in your vehicle during carline

Parents who have scheduled a parent teacher conference ahead of time may park across the street by the fountain and come in through the main glass doors for check in. Parents will be cleared to move to their child's classroom once dismissal has finished. Priority is given to the safety of dismissal procedures.

CONFLICT RESOLUTION AT FIRST BAPTIST ACADEMY

A successful Academy education requires healthy relationships among parents, faculty, staff, and volunteers. Needless to say, miscommunication, misunderstandings, and disagreements will occur from time to time. It is vital to the health of our Academy that we all commit to following godly procedures to clarify intentions, communicate feelings, and restore relationships. Below are the biblical principles outlined in Matthew 18 with application to our Academy family:

Recognize the best in the person, realizing that perhaps the story you heard is not complete or not entirely accurate. A wise person does not judge until all facts are known.

Refrain from sharing hurt feelings with others. They will pick up your offenses but may not be around when the situation is resolved.

Be proactive and communicate to the person your understanding of the matter and how you feel. Give this person a chance to explain his/her understanding of the issue and/or to ask for your forgiveness.

When you need to address a concern with a teacher or administrator, please schedule an appointment as opposed to "catching" him/her in the parking lot, between classes, etc., when there won't be time for a meaningful conversation.

RECOMMENDED COMMUNICATION & CONFLICT RESOLUTION GUIDELINES

So as to provide a healthy work-life balance, employees are not expected to respond to messages during Academy, or on weekends so that they can focus on their own families. When disagreements occur, the conflict resolution process starts with only those directly involved and follows the process outlined in Matthew 18. Academy employees are required to resolve conflicts and solve relational/discipline problems face-to-face with students and parents rather than by email or text. The goal is always to maintain a vibrant Gospel-centered school culture where we experience joy,

show kindness, and express gratitude for the blessings we have been given.

If the problem cannot be resolved, it is recommended that you present your concerns to the Headmaster. Discussions at that level will most likely require everyone's continued input.

If you feel that the issue still has not been handled in a proper and fair way, you may bring your concerns to the First Baptist Church Education Pastor. Next, the AAB can be contacted. All concerns given to the AAB must be in writing, explaining the issue you have, the steps that have been taken to resolve the issue, and explaining how your concerns were handled at the teacher, administrative, and Education Pastor level. Please make sure that you make clear your intent in the letter/concern.

**Note: Anonymous letters or phone calls will not be considered or accepted. No surveys or petitions will be accepted unless approved by the AAB and Headmaster.*

EARLY CHECK-OUT PROCEDURES

Please understand that checking out a child early from the Academy disrupts the learning process for the teacher and the entire class. Parents should check out their child(ren) during the school day only for a necessary medical appointment or emergency. When possible, please provide advance notice. Parents must check students out from the Main Office. If returning to campus during the same school day, the student must report back to the Main Office.

AFTER SCHOOL PROGRAM

First Baptist Academy offers the Lion's Den extended care for our students Monday-Friday. There will be no Lion's Den on any day when school is not in session, including teacher workdays, inclement weather days, or school holidays. Families are responsible for paying Lion Den fees in a timely manner to ensure continued access to this service. Students picked up after 5:30 P.M. will incur a late fee.

Homework time will be a part of the program. Appropriate time is set aside for students to work on homework assignments each day. In this social setting, children are encouraged daily to make new friends and to practice God's love, kindness, and compassion toward others.

Registration and pricing information will be made available at the beginning of each school year through the school's website. Payments for to the Lion's Den are made in advance of use.

Please Note: All students remaining on campus 30 minutes after the dismissal time will be sent to Extended Care with fees incurred. All non-registered students will incur a registration fee and the regular daily rate.

LOST AND FOUND

Parents should label items of clothing, backpacks, lunch boxes, etc., with their child's name. Unclaimed items are turned in to the Main Office. Each semester, unclaimed items are donated to uniform resale or to a local charity.

LUNCH

Students should bring a sack lunch and snack daily. The office is unable to accept outside food orders (i.e., pizza delivery) for students.

Visitors for lunch must check in at the front desk. Parents wishing to bring a lunch for their child are asked to limit this to special events like birthdays. The lunch should be brought to the front desk to be picked up by the student.

BIRTHDAY PARTIES, OTHER PARTIES, GIFT GIVING

Birthday parties will not be held at the Academy. However, students who wish to celebrate their birthday may bring a snack for the entire class for lunch or snack time. No personal party invitations are to be distributed at the Academy unless all students in the class or all students of the same gender receive one. The same guidelines apply to any other party as well (sleepovers, etc) Our goal is that no child would feel excluded by his/her peers from any such gathering. Please contact your child's teacher in advance for his/her recommendation.

OFF CAMPUS TRIPS AND EVENTS

Field trips are considered an important part of the educational program at First Baptist Academy. All trips are carefully planned to give the students educationally enriching experiences that are not available in the confines of the classroom. Absences from field trips except for illness or family emergencies will be considered an unexcused absence. Students who do not attend may be required to complete a graded assignment. **Siblings of students may not attend field trips or on-campus events with the exception of chapel ceremonies.**

All students are expected to follow the Academy dress code for all field trips unless the trip involves a destination where other clothes would be more appropriate. In this case, a list of additional acceptable clothing will be provided.

All students attending a field trip with First Baptist Academy must ride on the bus provided by the Academy. Once a payment has been made for a field trip, refunds are possible only if the Academy is reimbursed and arrangements can be changed which do not result in increased costs for others.

PARENT/CHAPERONE GUIDELINES

To help ensure the safety of our students and the success of their service, we require all chaperones and parents who attend an off campus trip to comply with the following guidelines:

All parents/chaperones will be required to have a background check at their expense. Information regarding background checks is available in the Academy office.

Please realize that you are representing the Academy and upholding its policies. All adults (from employees to parents/chaperones) who are serving on behalf of the Academy must comply with Academy standards. Please be an example by demonstrating maturity in actions, attitudes, and dress and by refraining from the use of tobacco, vape, and alcohol while chaperoning.

Only children enrolled in the class or activity may go. Siblings should be left at home so that

chaperones may devote all their attention to the students under their care.

Please remember if you volunteer to chaperone, you will be assigned to oversee a group of students; and each child needs your attention and your supervision.

Please refrain from buying special treats for the students in your group unless all students will receive a treat. Children may have food allergies that you don't know about.

Each trip may have its own expectations and requirements for chaperones. While we are extremely grateful to all those who volunteer to chaperone, sometimes we may have too many volunteers, which can decrease the value of the trip for the students. Please understand that if this occurs, the teachers/administration must set limits.

Anyone who is unable to fulfill a chaperone duty should notify the Headmaster immediately. Anyone who covers for a chaperone who cannot attend must follow all parent/chaperone guidelines as outlined above. This includes any person who may be supervising only their own student.

OFFICE HOURS

Office hours are from 7:15 A.M. - 3:15 P.M. when the Academy is in session.

OUTSIDE FOOD AND DRINK

No outside food or drink is permitted in the academic buildings at any time during the normal course of the school day. Water is always permitted. Exceptions are granted with administrative approval for special events.

PARENTAL DRESS/CONDUCT

Parents should dress modestly and appropriately for all Academy functions. The dress and conduct code should be followed at all times while on the campus or at First Baptist Academy sponsored events. Clothing that is too tight, too short, too revealing, or too casual is not appropriate. Parents are to be role models for our students.

PARENTAL SUPPORT

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Headmaster or ministry staff or the standards articulated in the ministry's Statement of Faith or Morals Policy, the administration reserves the right to deny the student continued enrollment in the Academy.

As a reminder, the law allows full educational rights to either parent unless the Academy has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights. It is the registering parent's responsibility to provide any such documentation that will be kept in the student file. This includes any special custodial arrangements in which either parent is not to have contact with the student or permission to pick up.

VOLUNTEER GUIDELINES

To help ensure the safety of our students and the success of their service, we require all volunteers

for any group or event to comply with the following guidelines:

All volunteers must be directly related to a student. This includes parents, step parents, grandparents and legal guardians.

All volunteers will be required to have a background check at their expense. Information regarding background checks is available in the Academy office.

Please realize that you are representing the Academy and upholding its policies. All adults (from employees to volunteers) who are serving on behalf of the Academy must comply with Academy standards. Please be an example by demonstrating maturity in actions, attitudes, and dress and by refraining from the use of tobacco, vape, and alcohol while chaperoning.

Please remember that volunteers may be assigned to oversee a group of students. Each child needs attention and supervision.

Each event may have its own expectations and requirements for volunteers. While we are extremely grateful to all those who volunteer, sometimes we may have too many volunteers, which can decrease the value of the event for the students. Please understand that if this occurs, the teachers/administration must set limits.

DISCIPLINE

First Baptist Academy establishes its standards of discipline to help train students to strive for excellence in all they say, think, and do. Some of our standards are based on biblical morality and manners; some support current civil laws and others reflect what may be considered the common standards of our diverse school community. We want our students to realize that there is a time and place for individuals to express diversity and uniqueness, but that is not the main objective of First Baptist Academy. In other words, what may be suitable for us to do in our homes or wear at the mall may not be suitable for First Baptist Academy. It is often not a question of right or wrong, but of purpose, standards, and priorities. We trust that all those who are members of our Academy community will understand and fully support our Academy standards.

Consequences for inappropriate actions will follow the guidelines below. However, we will show love and forgiveness, teach that wrong actions have negative results, and ensure that the misbehavior is not repeated, while securing the safety of other students. Our goal is to encourage every student to adopt standards of excellence and to develop self-discipline. In order to achieve this goal, we are guided by the following principles:

Work with each student individually: recognizing differences in maturity levels, distinguishing between an impulsive act and a motive to hurt, and treating first-time offenders more leniently than those who have already been corrected for the same offense. In all cases we want to understand and train the child's heart and not just fix the behavior.

Form a partnership with the home: developing a mutual understanding and a common plan to address any academic, behavioral, or emotional need their child is experiencing.

Never give up on a child: asking a family to withdraw a child because First Baptist Academy cannot effectively meet his/her needs at that time is a last resort. We will continue to pray for that child, help him/her any way we can, and consider his/her readmission to the Academy if circumstances change. First Baptist Academy always distinguishes between addressing a need and rejecting the person. First Baptist Academy cannot meet every need and sometimes leaving the Academy for a season may be in the best interest of all parties.

Administration reserves the right to enforce consequences deemed appropriate.

CHARACTER AND EXPECTATIONS

At First Baptist Academy, we believe that a quality education can be provided only in an atmosphere of faith, respect, and responsibility. Thus, all faculty, parents, and students are expected to:

- Respect the mission and purpose of the Academy
- Respect staff, parents, and other students
- Respect the First Baptist Academy campus and the property of others
- Be honest and truthful in word and deed
- Use appropriate oral, written, and body language
- Obey the civil laws and Academy policies pertaining to drugs, tobacco, alcohol, and weapons
- Refrain from engaging in inappropriate sexual behavior
- Honor the dress code policy
- Be punctual to class/school.

What students do off-campus and outside of the Academy often reflects on their overall character and ability to support the mission and culture of the Academy. Thus, out-of-school behavior is subject to Academy disciplinary action up to, and including, expulsion.

CONTRITION POLICY

In the face of severe pending disciplinary consequences for misbehavior, a student has an opportunity for mercy and grace through contrition. Contrition is defined as a student's "recognition of and repentance for sin." First Baptist Academy cannot presume to know who is truly contrite and who is not. Therefore, for the purposes of determining contrition, a student is contrite by confessing wrongdoing before being called to the office or called upon by administration in any way to account for behavior. Any student confession must be made to the Headmaster by the student alone or with an accompanying faculty member or parent. **Contrition does not guarantee freedom from consequences.**

DRESS CODE

Modest and appropriate dress is required at all Academy-sponsored events. Students may be asked to change or leave an event if their attire is deemed inappropriate. All uniform items must be purchased from an FBA approved list provided on the school website.

First Baptist Academy colors: black, gray (light or dark), white, khaki, and cream

Tops: Students may wear FBA approved Academy colored button-down polos (long or short sleeved), sweaters, or t-shirts from the approved uniform list. All tops must have an FBA logo.

Students will be encouraged to tuck in shirts. Girls may wear FBA approved polo dresses but are encouraged to wear leggings underneath for ease of movement throughout the day.

Bottoms: Students may wear FBA approved Academy colored shorts, pants, or pleated skirts from an the approved uniform list or local clothing store. Nice cargo shorts and joggers not made of sweatsuit material are also allowed. Shorts, skirts, skorts, and dresses should be no more than 3 inches above the top of the knee. Pants, joggers, and shorts must conform to the fit and “good condition rule” of clothing not containing holes, frayed edges, rips, stains, or added color/writing.

Belts: Belts are preferred when uniform shirts are tucked in and there are belt loops on the uniform bottoms. Studs, spikes, chains or offensive belt buckles are not permitted.

Cold weather: While the approved uniform companies do offer cold weather gear that can be worn in the building, students can purchase official FBA sweatshirts (no hoodies) and/or athletic jackets that can be worn indoors. All non-First Baptist Academy outerwear must be removed once the student is inside the building. Cold weather gear can be worn indoors if it has no visible logo. First Baptist Academy colored long or short sleeve plain T-shirts or turtle-neck shirts may also be worn under the uniform shirts during cold weather. Girls may wear solid First Baptist Academy colored cotton tights under their uniform bottom during cold weather.

All students are required to wear athletic shoes (shoelace or velcro).

On Chapel days (Wednesdays), students are required to wear a white/cream polo FBA shirt or white/cream polo dress.

On Fridays (spirit days) students may wear blue jean pants or shorts with an FBA logo top or their favorite college/university. Jeans must be BLUE and conform to the fit and condition requirements and cannot contain holes, frayed edges, rips, or stains.

The following items are not allowed at any time- Clothing with offensive slogans, logos, non-Christian music groups, inappropriate language, hats, sunglasses, or other headgear including sweatshirt hoods or yoga pants.

Hair: Hair should be conservative in style and color. Extreme hairstyles such as bald heads, shaved sides or patterns, any variation of a mohawk, spiked hair, unnatural coloring, or extreme contrast are not permitted. The length for boys should be off the eyebrow, no longer than the top of the collar, and should not cover the entire ear. Boys may not pull their hair back with any accessory. Administration reserves the right to permit hairstyles deemed to be culturally appropriate and make adjustments to policies as needed.

Jewelry: Jewelry and accessory items with offensive symbols are unacceptable. Body piercings other than ears and oversized jewelry are not allowed. Earrings on males are not permitted. Covering any piercings is not acceptable.

Tattoos: No student is permitted to display tattoos of any size or type on campus or at any Academy sponsored activity. This includes temporary tattoos and other forms of body markings (pens, markers, white-out etc.). Boys are not allowed to wear fingernail polish in any form at any time,

including markers, white-out and any other nail discoloration.

When worn, face coverings are allowed to be solids, patterns, and themes including sports, teams, or college logos. Other themes are subject to administrative approval. Face coverings are not allowed to have inappropriate slogans or subject matter, reference secular music artists or themes, or contain political statements or campaigns. Administration reserves the right to deem other themes inappropriate.

All students will dress according to their biological sex.

Keep in mind that uniforms should fit appropriately – not too tight or too loose. Skorts, skirts and shorts should be no more than 3 inches above the top of the knee. Pants, skorts, skirts and shorts must not ride below the waist. Uniform shirts should be tucked in. Clothing must be in good condition. Uniform pieces that are faded, stained, frayed, or have holes are not to be worn.

The First Baptist Academy Headmaster reserves the right to address any topic related to dress code, either directly or indirectly mentioned in this section, that is seen as a disruption to the learning environment or any school sponsored activity.

DRESS CODE ENFORCEMENT

If a student is out of dress code, the student will be sent to the office where he/she will be asked to correct the infraction before being allowed to return to class. Parents may be called to bring proper clothing if necessary.

Absence from class due to dress code violation will be marked as unexcused. Modest and appropriate dress is required at all Academy-sponsored events. Students may be asked to change or leave an event if the attire they are wearing is deemed inappropriate.

GUIDELINES FOR INFRACTIONS

First Baptist Academy follows the general guidelines below. However, all consequences are at the discretion of the administrative team and are applied as deemed appropriate for any given situation. Based upon the specific facts and circumstances, nature of the offense, history of prior misconduct, student attitude, and other factors, First Baptist Academy reserves the right and discretion to bypass this general procedure and proceed to more severe discipline, up to and including suspension or expulsion. An appeals process based on the “Conflict Resolution Policy” may be followed to resolve any misunderstandings and differences of opinion. In all such cases, the parent agrees to follow the processes outlined in this handbook as the sole method of conflict resolution without resorting to legal action of any sort. All behavioral violations are recorded and communicated through SIS though personal communication may also be used as indicated.

Grades K-1

While each offense carries a specific consequence as a guideline, other factors may influence the actual consequence a student receives. These other factors include a student’s age, willingness to accept responsibility for his or her behavior, his or her attitude of repentance, etc. The classroom teachers will work closely with administration to monitor student behavior.

LEVEL 1

These and other like offenses are handled by the classroom teacher on an individual student basis:

- Tardiness
- Not prepared for class/Failure to follow classroom rules
- Excessive talking /Inattentiveness
- Dress code violations
- Disruptive behavior

LEVEL 2

These and other like offenses result in a student conference and parent contact:

- Persistent Level 1 offenses
- Inappropriate displays of affection
- In unassigned area without permission i.e. unattended classroom
- Destructive pranks
- Insubordination to adults in authority
- Blatant dishonesty
- Leaving class/school without permission
- Use of profanity

LEVEL 3

These and other like offenses typically result in a student/parent conference, appropriate consequences determined by administration and possible in-school or out-of-school suspension:

- Overt disrespectful behavior
- Forgery
- Pranks of a malicious nature
- Gross insubordination to adult authority

LEVEL 4

These and other like offenses typically result in a student/parent conference, appropriate consequences determined by administration and/or possible Academy suspension or expulsion:

- Repeated Level 2 or 3 offenses
- Outright defiance of authority
- Misuse of computers/social media
- Defacing/destroying Academy/personal property
- Stealing or being in possession of stolen property
- Harassment/Hazing/Bullying (including cyberbullying i.e. Facebook, YouTube, etc.)
- Fighting/harming another individual
- Plagiarism/cheating

LEVEL 5

These offenses will result in expulsion and possible police contact. These include repeated Level 4 offenses, behaviors that are against civil laws and threaten the safety of others. Some examples of these offenses are:

- Possession of a firearm or explosives

- Possession of objects that could inflict bodily harm
- Possession of an illegal substance
- Malicious destruction of private (individual or Academy) property
- Sexual harassment or misconduct

EXPULSION

Expulsion may result when past corrective actions have been unsuccessful in changing a student's attitude and/or behavior. Certain serious behaviors, whether done on or off-campus, that indicate that a student's lifestyle choice is in major conflict with the Academy philosophy, core beliefs, mission, morals, and/or objectives of First Baptist Academy, may be asked to withdraw from FBA or be expelled at the discretion of Administration.

INTERPERSONAL BEHAVIOR POLICY

Negative behavior exhibited by students will be addressed in a fair and balanced manner. Once the Academy is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

Immature Behavior

- No intent to be unkind
- Annoying activity that causes discomfort
- Foolish actions that may cause harm to others and/or their property

Immature Behavior: Such behavior will primarily be addressed by the classroom teacher. Consequences for this type of behavior fall under the demerit system as a LEVEL 2 offense.

Unkind Behavior

- Intent is to be unkind
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

Unkind Behavior: Such behavior may be addressed by the classroom teacher or Academy administration. Consequences for this type of behavior fall under the demerit system as a LEVEL 3 offense. Parents will be contacted by phone or through a parent conference with administration.

Harmful Behavior

- Intent is to be harmful (ie punching or shoving)
- Behavior is not frequent
- Behavior intensity level is low
- Behavior may reflect impulsivity and is infrequent
- Behavior duration is short

Harmful Behavior: Such behavior will be addressed by the Academy administration. Consequences

for this type of behavior fall under the demerit system as a LEVEL 3 or higher offense. Parents will be contacted by phone or through a parent conference with administration.

BULLYING BEHAVIOR

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person.

- Intent is to be harmful (physically or emotionally)
- Behavior is frequent
- Behavior intensity level is moderate to severe
- Behavior duration is long
- Negative behavior is mostly one sided

Bullying: will not be tolerated. Actions that constitute this behavior will be determined and addressed by the Academy administration. Consequences for this type of behavior fall under the demerit system as a LEVEL 4 offense. A parent conference will be held, and consequences will include a minimum of a suspension.

PROHIBITED ITEMS

Prohibited items should not be seen or heard during the Academy hours. These items include cell phones, personal gaming systems, skateboards, shoe skates, and other non-Academy related items so designated by the administration. Any violation of this policy will result in these items being confiscated and handled as detailed in the discipline policy.

RESTORATION

Students who have been through the disciplinary procedures will be lovingly restored to the First Baptist Academy student body. It is the desire of First Baptist Academy to assist the student to understand why the offense was inappropriate or harmful; give a clear plan for improvement; recommend mentoring; provide a plan for restitution, if possible; help the student to verbalize the offense and follow the Matthew 18 precept as appropriate; maintain a policy of privacy concerning the student's offense and consequence; and engage in a prayer time.

FINANCES

One of our organizational values is stewardship. As parents and students, it is important that we understand that strict accountability measures are put in place to provide for the stewardship of our resources. The AAB meets regularly to review the financial reports of First Baptist Academy and the same reports are submitted to the Budget Committee of First Baptist Opelika. In addition to these oversight bodies, the financial statements of First Baptist Academy are reviewed annually by an outside certified public accountant. The annual budget of First Baptist Academy is set by the AAB. The AAB also sets the tuition and fee amounts that meet the Academy's needs to provide the most excellent educational program in the most cost-effective way possible.

CONTINUOUS ENROLLMENT

Once you enroll at First Baptist Academy, your student is automatically enrolled for the subsequent school years. Should you need to make a change for any upcoming school year, you may do so through the main office.

TUITION & FEES

Tuition payments are handled through an outside company (FACTS). All families are required to set-up a tuition payment plan with FACTS, keep valid banking information on account and keep the account active, regardless of payment plan selected. If FACTS Management terminates an account or the account becomes inactive it can result in the student being withdrawn from First Baptist Academy. Payments are due based on the option selected by the family when the FACTS account is set-up (there are multiple options available). For payment purposes, the school year begins June 1 of each year. Billing fees are charged for all accounts not paid in full by FACTS. Registration, curriculum, and fees are non-refundable and non-transferable.

As a courtesy to some First Baptist Academy families, FBA will allow parents to split billing between two FACTS accounts for tuition and related fees, only if the parents agree to the accounts being split 50/50. The 50/50 split will be made after all aid/scholarships/discounts have been applied and incidental fees will be handled in the same manner. If one of the account holders goes into delinquency, the other account holder will be held responsible for payment or holds will be placed on both accounts, including records.

DELINQUENT ACCOUNTS

The success of First Baptist Academy hinges upon the commitment of families to make First Baptist Academy education a financial priority and to make their tuition and fee payments on a timely basis. First Baptist Academy relies on prompt tuition payment in order to operate efficiently and when tuition and fee payments become delinquent, it can quickly become a serious matter.

First Baptist Academy does strive to work with families during unforeseen financial circumstances, however, it is the family's responsibility to contact the administrative associate and be proactive with their tuition management plan before an account becomes delinquent.

DELINQUENT ACCOUNT/INACTIVE ACCOUNT STATUS

Returned payment fee 3% - cannot be waived or refunded

The parent FACTS account must be in active status with a valid payment method and payments must be up to date for their child to attend classes. A FACTS account flagged as delinquent cannot be approved for a payment date change. Academy records (including diplomas, schedules, transcripts, report cards, test information) cannot be released until the payment processes successfully. SIS access and re-enrollment eligibility can be impacted by a delinquent account. Students are not eligible to sit for exams or receive a diploma if their account is in delinquent status.

First Failed FACTS Collection Attempt/Not paid in Month Due/Inactive Account or Scholarship Funding Issue: Academy records (including diplomas, schedules, transcripts, report cards, test information) cannot be released until the payment processes successfully. SIS access and re-enrollment eligibility can be impacted by a delinquent account.

Second Failed FACTS Collection Attempt/Not paid in Month Due/Inactive Account or

Scholarship Funding Issue: Returned payment fee 3%. Students are not eligible to participate on athletic teams regardless if the delinquency occurs after an activity/season has begun. SIS access deactivated.

Third Failed FACTS Collection Attempt/Not paid in Month Due/Inactive Account not Provided: Returned payment fee 3%. Students will not be allowed to attend classes or participate in Academy activities until the account is paid in full.

Reactivation of SIS or Release of Report Cards/Transcriptions: FACTS will notify FBA that the payment/deposit has been processed successfully. It will take two business days after the successful processing/deposit for SIS to be reactivated.

RETURNED CHECK POLICY

A service fee is added to your account for failed auto-debit and failed checks.

WITHDRAWALS AND REFUNDS

First Baptist Academy operates on a continuous enrollment agreement. The obligation to pay a student's tuition to First Baptist Academy for each academic year shall become binding on June 1 unless parent notifies FBA in writing of student withdrawal from proposed enrollment at FBA prior to June 1. International student tuition and fees are non-refundable even in the event of a withdrawal. As a non-profit entity whose operating budget is set on enrollment figures, the loss of student enrollment presents a significant impact. To offset the impact, if a student withdraws the parent will be responsible for a full semester's tuition, plus all non-refundable fees regardless of school days attended.

First Baptist Academy withdrawal policy requires remittance of the online withdrawal form prior to June 1st to not be responsible for 1st semester tuition or prior to November 1st to not be responsible for the 2nd semester tuition. Parents understand the curriculum, reenrollment, and registration fees are non-refundable and non-transferable. Any balance of unpaid fees due will be required to be paid to clear a student's account. If tuition was paid in full, a refund minus applicable semester tuition total, and any other fees owed will be issued after 10 business days of the student's last day of enrollment or after the student's account is cleared, whichever is later. Transcripts and student records will not be released or forwarded until all required tuition and fees due are paid. Any discounts and financial aid received will be forfeited. In addition, report cards will not be released at the end of any grading period in which your account is not up to date.

GENEROUS GIVING

Your financial gifts to First Baptist Academy are an investment in our present and our future. They are also an act of Christian service, as the Bible tells us that "God loves a cheerful giver" (2 Corinthians 9:7). Scripture also tells us that we are to "honor the Lord with [our] wealth" (Proverbs 3:9), and the Apostle Paul commended those who "gave as much as they were able and even beyond their ability" to meet the needs of others (2 Corinthians 8:3, 4). The Lion Fund is available through the school website for those who would like to give.

SAFETY AND SECURITY

At enrollment/re-enrollment all parents must complete the "Emergency Contact" and "Transportation" information in FACTS. This will provide First Baptist Academy with the necessary information as it pertains to emergencies and student pickup authorizations. The parent is responsible to continually update this page. In the event a parent has not completed this information, the administrative associate will contact the parent to remind them to complete the information as soon as possible.

If a person comes to the front desk to pick up a student, the administrative associate checks FACTS for approved persons. If the person is approved, the student is released to that person. If the person seeking to pick up the student is not approved in FACTS, the parent is contacted and the administrative associate sends an email to the parent documenting this approval. A copy is made of their photo ID and the student is then released to that person. If the parent is unreachable, the student is not to be released.

If another FBA parent seeks to pick up a student other than their own and they are not approved in FACTS, that student's parent will be contacted for an approval, making the release decision be that of the parent and not First Baptist Academy. The administrative associate sends an email to the parent documenting this approval. If the parent is unreachable, the student is not to be released.

Drug Policy: Community and Parental Responsibilities

For the welfare of students and the Academy and to promote and insist on a drug-free environment, the entire First Baptist Academy community, including parents and guests, should not be in possession of or under the influence of alcohol or illegal drugs during any activity on First Baptist Academy's campus or at any First Baptist Academy event, athletic or otherwise. The cooperation of parents and guests is needed to send a strong message to our students with regard to the Academy's position.

EMERGENCY PROCEDURES

First Baptist Academy DOES NOT necessarily follow the local school systems with regard to Emergency School Closings because Lee County's decisions are based on a wide range of factors (busing, etc.) that may not always affect Academy families. At times, emergencies such as severe weather, fires, power failures, or law enforcement issues can disrupt operations. In extreme cases, these circumstances may require the closing of the Academy. Academy closure notices will be communicated by the following means: Emails, text messages, website notification, social media, and/or voice shot calls via FACTS.

During the time of an emergency, please refrain from flooding the Academy office with phone calls. A designated and dedicated Academy representative will be sharing information via the methods stated above. In the event that action is needed on your part, we will be sure to notify you as soon as possible. Emergency situations where the parents should expect communications via the ParentAlert® systems include, but are not limited to, the following: Storms, tornado, hurricanes, or other natural disasters, fire, and campus lockdowns.

In addition to the information provided above, First Baptist Academy will follow the procedures below when dealing with and/or preparing for emergency situations:

Check First Baptist Academy's website www.fbo.academy

Fire drills: When the signal is given, all class activities must cease and everyone is to walk out of the building as quickly and quietly as possible to a designated area. Students may return to the building with permission.

Tornado Drills: Tornado drills are conducted when tornado warnings are issued by the weather service. Students will assume the "duck and cover" position and wait for instructions from an administrator or teacher.

Lockdown: Teachers and students will follow the procedures given by administration in the event of a lockdown emergency.

LIGHTNING ALERT

First Baptist Academy uses the WeatherBug by Earth Networks. The WeatherBug network is deployed at thousands of schools, major sports stadiums, broadcast stations, and public safety facilities across the U.S. WeatherBug provides the Academy with Spark lightning alerts to report on the closest lightning in proximity to the Academy campus. In an effort to keep students and faculty safe, in the event of lightning in the area, the Academy is placed on lightning alert mode. This means that students are not allowed to move from building to building or be outside for any reason until such time as the lightning alert has passed.

Since weather conditions can change rapidly, administration reserves the right to halt all pick-up procedures until it is deemed safe to resume.

REPORTING CHILD ABUSE AND NEGLECT

Alabama law is clear on reporting abuse and neglect of children under the age of 19. The age of the majority in Alabama is now 19. First Baptist Academy has the legal obligation to report incidents of suspected or obvious child abuse or neglect.

(Alabama Code § 26-14-3)

MEDICAL PROCEDURES

HEALTH PRECAUTIONS

Please do not send your children to the Academy with symptoms of a communicable disease, such as runny nose, diarrhea, fever, or other symptoms of illness such as a rash, upset stomach, sneezing or coughing, pink eye, etc. The other children and parents will appreciate your consideration. Students should be without a fever and without symptoms of vomiting and diarrhea for at least 24 hours in order to return to Academy. Please keep in mind that 24 hours FREE of symptoms means from the last time they had the symptom/episode without the aid of medication. Administration reserves the right to increase symptom free time frame as needed. Parents may be required to furnish a physician's note for the student to return to class.

Students who miss three or more consecutive days due to illness may be required to submit written

documentation from a healthcare professional. Further, First Baptist Academy reserves the right to require documentation from health professionals for students who excessively request to be excused due to illness. Original copies of medical documentation may be requested.

IMMUNIZATION POLICY

The State Health Officer is authorized, subject to the approval of the State Board of Health, to designate diseases against which children must be immunized or for which they must be tested prior to, or, in certain instances after entry into the schools of Alabama. The absence of an epidemic or immediate threat thereof, the parent or guardian of the child shall object thereto in writing on grounds that such immunization or testing conflicts with his religious tenets and practices. (Acts 1973, No. 1269, p. 2113, §1; Acts 1979, No. 79-677, p. 1208, §1.)

HEAD LICE

First Baptist Academy follows the rule of “no nits” in order to return to school.

ALLERGIES

A record of your child’s allergies to natural or synthetic substances, food, or medication must be kept on file in the clinic and updated regularly on the SIS.

COMMUNICABLE DISEASE POLICY

First Baptist Academy seeks to maintain a healthy Academy environment by instituting controls designed to prevent the spread of diseases. The term “Communicable Disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly. An administrator or teacher who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Headmaster.

Any student or employee with a communicable disease shall be excluded from the Academy while ill. If the nature of the disease and circumstances warrant, First Baptist Academy may require an independent physician’s examination of the student to verify the diagnosis/prognosis of communicable disease. First Baptist Academy reserves the right to make all final decisions necessary to enforce the communicable disease policy and take action to control the spread of communicable diseases within the Academy.

Students must be without signs of a communicable disease which may include symptoms such as fever, vomiting, and/or diarrhea for at least 24 hours before returning to the Academy. Administration reserves the right to increase symptom free time frame as needed.

MEDICATION POLICY

While at school, all prescription or over-the-counter medications for any student must be dispensed by the person authorized by administration to do so.

Prescribed Medication can only be given to a student with the following:

Medical forms from FACTS with the following information:

Physician’s name and signature for prescription medications

Student’s name, teacher, grade, and parent’s daytime phone number

Name of medication
Directions for administering medication
Dosage of medication
Times to administer at school
Reason for medication to be given during Academy hours
Date to begin / date to end
Possible reactions to medication

Medication is to be delivered to and retrieved from the Academy by the parent (**not the student**) in its original pharmacy container labeled with the physician's name, child's name, and name of medication. The amount of medication (pills or liquid) will be counted/measured and verified with clinic staff.

Over-the-Counter Medication:

Over the counter medications (i.e. Tylenol, Tums, Advil, etc.) must be delivered to and retrieved from the Academy by the parent/guardian (**not the student**) in its original unopened container clearly labeled with the child (or children's name) and given to clinic staff. OTC medications must be FDA approved (or other approved Academy personnel) is to administer.

Medication forms from FACTS with the following information:

Student's full name, date of birth, teacher, and grade

Name of medication
Dosage of medication
Times to be administered at school
Date to begin/Date to end
Medical reason for medication
Possible reactions to medication
Parent Signature

All medication administered by the authorized personnel (must be FDA approved). Prescription medicine or over-the-counter medicine will not be given to a student without signed and written consent from the parent. Only medication brought in by the parent will be administered to the student. All medicine must be in the original container. Medication dosage will not be changed without signed and written parental consent. Medication and notes will be kept on file in the Academy files and SIS. Authorization is valid for the current school year only. ***All student medication brought in by parents must be taken home at the end of each school year. Any medication that is left at the Academy will be discarded.***

SELF-CARRY MEDICATIONS AND EMERGENCY MEDICATIONS

State Law allows students to carry their own medications for 3 reasons only: Blood Glucose monitoring and Insulin for diabetic students, EpiPens for allergy students, and Metered Dose Inhalers for asthmatic students.

SEARCH AND SEIZURE POLICY

The Administration reserves the right to conduct the following at will:

Backpack
Purse checks
Vehicle inspections

Body checks

Students have the responsibility not to carry or conceal any such material that is prohibited by law or by the Academy or that would distract from the educational process. Students have the responsibility for the items stored on their person or in their lockers, vehicles, backpacks, gym bags, purses, or other personal storage places. Academy personnel have the authority to conduct a warrantless search of a student's person, backpack, vehicle, purse, or other storage places if Academy personnel have reasonable suspicion that illegal, prohibited, stolen, or harmful items or substances may be concealed on the student or hidden in his/her belongings.

SEXUAL HARASSMENT

First Baptist Academy has a strong commitment to maintaining a safe, nurturing, Christ-centered environment for our students. This commitment includes keeping our classrooms, campus, and Academy activities, whether on or off campus, free from sexual harassment. The responsibility for doing so rests with each member of our Academy community. Any form of sexual harassment is absolutely prohibited. Sexual harassment will not be tolerated and is subject to discipline, including dismissal.

THREATS

Threats that are written, verbal, or electronically transmitted and made toward people or Academy property will be viewed as a criminal act on or off school property and will be reported to the appropriate law enforcement authority to investigate and prosecute. This also includes students providing false reports, making bomb threats, inciting others, or making false fire alarms (a felony).

VIDEO AND AUDIO RECORDINGS

Security cameras are located throughout the common areas on campus, both indoors and outdoors. Footage from these cameras is automatically stored for approximately 2 weeks. Any video may be manually stored indefinitely.

Many classrooms and hallways are equipped with audio and video recording. This audio and video may only be accessed by authorized individuals and is the property of First Baptist Academy. Students are not allowed to copy or alter the video in any way. Doing so will be addressed as a major behavioral violation. Audio and video may only be edited for time and academic content by faculty and administration.

VISITOR PROCEDURES

All visitors (everyone excluding students and employees) must sign in at the front desk during Academy hours and receive a guest badge to wear while on campus. Visitors must present a valid state issued form of identification. Parents are not to come into the front desk area to take their children to the classroom in the morning or to pick them up after school unless they have a pre-arranged appointment for a parent/teacher conference.

Students from other schools are not allowed on campus before, during, or immediately after school unless they are attending a Academy-sponsored event that is open to the public. All visitors must uphold the standards of modesty and decorum while on campus or at an Academy function.

WEAPONS ON CAMPUS

First Baptist Academy has a zero-tolerance policy for weapons on campus unless carried by a law-enforcement officer. Weapons include firearms (and ammunition), explosives (including fireworks), knives and cutting instruments, clubs, and any instrument or device (including look-a-like weapons) that the Academy deems a threat to the safety of students and Academy personnel. Violation of this policy by a student can result in serious consequences, including arrest and expulsion.

TECHNOLOGY

CELL PHONE POLICY

Students are not allowed to have their smartphones, tablets, and personal laptops in their possession during Academy hours. These devices are to be powered off and placed in their assigned student lockers/cubbies or their backpacks. Students are not allowed to use these devices during class periods, lunch periods, or break times, unless expressed teacher permission has been received. Any device used to communicate during Academy hours will be subject to the cell phone policy. Headphones, earbuds, or other similar listening devices are not permitted during the Academy day unless specific permission is granted by the teacher and/or administrator supervising and there is a specific academic need.

Students are advised that there should be no expectation of privacy in electronic devices, including cell phones, smart watches, iPads, etc, brought to campus at First Baptist Academy. First Baptist Academy reserves the right to inspect any such items to determine if a violation of this handbook has occurred.

Students in violation of this policy are subject to confiscation of the device and consequences as stated within the discipline guidelines. Parents may be required to meet with administration to retrieve the device.

INTERNET ACCEPTABLE USE POLICY

First Baptist Academy is committed to safe Internet usage, including the safe and appropriate use of social networking sites, discussion boards, web content creation, etc.

The Internet user, therefore, is held responsible for his/her actions whenever using the Internet. Unacceptable use of the network will result in the suspension or revocation of these privileges. The use of our Academy computers and access to the Academy network, and/or internet is a privilege, not a right. Some (but not all) examples of unacceptable use are:

- Using the wired and/or wireless network for any illegal activity
- Using the wired and/or wireless network for financial gain or initiating any financial transaction
- Degrading or disrupting the equipment performance. (Any security problems must be reported to the technology coordinator and not shared with other users.)
- Vandalizing the data of another user
- Wastefully using finite resources after being warned and instructed on proper use
- Gaining unauthorized access to resources, which includes attempting to get around the content filters installed on a computer with internet access

Invading the privacy of individuals, including reading mail that belongs to others without their permission
Using Academy-provided accounts owned by other users with or without their permission
Posting personal communications without the author's consent or posting information not meant to be made public
Photographing, videoing, or recording students or teachers or sending or re-sending such photos and records to others
Sharing, exchanging, or posting rude or inappropriate messages
Harassing or threatening others in an online or digital format or environment
Downloading viruses or attempting to circumvent virus protection programs
Violating the spirit of First Baptist Academy's Mission Statement
Using unauthorized Wi-Fi access
Posting another person's personal contact information on any First Baptist Academy site

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions above, First Baptist Academy cannot assume responsibility for:
The reliability of the content of a source received by another user. (Students must evaluate and cite sources appropriately.)

Costs that the students incur if they request a product or service for a fee.

Any consequences of disruption in service that may result in a lack of resources. Though every effort will be made to ensure a reliable connection, there will be times when the internet service is down or scheduled for use by teachers, classes, or students.

Guaranteeing privacy of mail. Though we support privacy of email, users must not assume that this is guaranteed. The technology coordinator and the administration reserve the right to investigate possible misuse or to monitor any email that comes through First Baptist Academy computers.

SOCIAL MEDIA

EXPANDING OUR WORLD AND PROTECTING OUR VALUES

As an organization with a commitment to a quality education and the safety of our students, as well as the preservation of our reputation as an Academy, the standards for appropriate online communication at First Baptist Academy are necessarily high. While we respect the right of students, employees, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times and all other users who participate in First Baptist Academy-sponsored sites.

SOCIAL MEDIA COMMENTS AND PARTICIPATION POLICY

Comments to First Baptist Academy-sponsored sites, such as its website via blogs, online forms, or social media sites, are welcomed and encouraged; and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to First Baptist Academy-

sponsored sites will be publicly available on the Internet, and therefore, publicly accessible without limitation or protection of any kind. Please consider how much personal information to share with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to First Baptist Academy-sponsored sites as outlined above, users give First Baptist Academy the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including, but not limited to, displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. First Baptist Academy reserves the right to review all comments before they are posted and to edit them to preserve readability for other users.

First Baptist Academy further reserves the right to reject or remove comments for any reason. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this policy from time to time to address issues that may arise and changes in our operations or the law.

In posting material on First Baptist Academy-sponsored sites, you agree not to:

Post material that First Baptist Academy determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.

Post phone numbers, email addresses, or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.

Post material that infringes on the rights of First Baptist Academy or any individual or entity, including privacy, intellectual property, or publication rights.

Post material that promotes or advertises a commercial product or solicits business, membership, or financial or other support in any business, group or organization, except those which are officially sponsored by First Baptist Academy

Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the First Baptist Academy-sponsored site.

Allow any other individual or entity to use your identification for posting or viewing comments.

Post comments under multiple names or using another person’s name.

First Baptist Academy reserves the right to:

Ban future posts from people who repeatedly violate this policy. We may affect such bans by refusing posts from specific email addresses or IP addresses or through other means as necessary.

Remove or edit comments at any time, whether or not they violate this policy.

The user agrees to indemnify and hold harmless First Baptist Academy, its affiliates, directors, employees, successors, and assigns against any damages, losses, liabilities, judgments, causes of action, costs, or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on First Baptist Academy-sponsored sites.

By posting a comment or material of any kind on a First Baptist Academy-sponsored site, the user hereby agrees to the policy set forth above.

STUDENT USE OF SOCIAL MEDIA

First and foremost, students are always encouraged to exercise the utmost caution when participating in any form of social media or online communications, both within the First Baptist Academy community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire First Baptist Academy community and, as such, are subject to the same behavioral standards set forth in the student code of conduct. It is not the responsibility of the Academy to monitor a student's social media. However, in the event that it is brought to the attention of the Academy that a student has violated the student code of conduct with a social media post, then the Academy will address this accordingly. Social media posts will be handled as if the student stood up in class and spoke the words or showed the image that was posted offensive language, inappropriate pictures, derogatory speech or anything else that First Baptist Academy finds unacceptable will result in an In-School Suspension. These are a leadership and lifelong lesson issues that students must learn to appropriately navigate our media crazed culture.

First Baptist Academy students are expected to abide by the following:

- To protect the privacy of First Baptist Academy students and faculty, students may not, under any circumstances, create digital video recordings of First Baptist Academy community members either on campus or at off-campus First Baptist Academy events for online publication or distribution, with the exception of use on Academy approved social media channels directly supervised by Academy administration
- Students may not use social media sites to publish disparaging or harassing remarks about First Baptist Academy community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the Academy or disrupt the learning environment by making disparaging or derogatory comments, posts, or remarks about students, faculty or any other member of the First Baptist Academy community.
- Students are responsible for monitoring their social media posts and other online profiles. If a student is alerted to a post, page, or other online message that is not their original content, it is the responsibility of the student and/or parent to notify the proper company, authority, or Headmaster of this situation.

Failure to abide by this policy, as with other policies at First Baptist Academy, may result in disciplinary action as described in the student handbook, or as determined by the Academy personnel.

PHOTOGRAPHS AND VIDEO - USE OF STUDENT'S IMAGE, LIKENESS

First Baptist Academy students are photographed (and videoed) on a regular basis both by students and professional agencies. These photos and videos are used to promote First Baptist Academy. Parents/Guardians on the enrollment application and contract give consent for photographs, audio, video, or electronic or digital images or likenesses of their student(s), to be used by the Academy for exhibition, public display, publications, competitions, publicity materials, advertising, a news media story, video, audio, or other electronic media, including but not limited to, social media, yearbooks, newspapers, promotional brochures or literature, the Internet, a Academy website, television, CD-ROM, or DVD. If a student or family does not wish such pictures to be used in Academy publications or promotions, parents should complete the applicable section on the enrollment form. Current families who do not wish for their pictures to be used may note on their online FACTS form.

