

FIRST BAPTIST ACADEMY



2011-2012

Parent/Student Handbook

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1.1 MISSION STATEMENT

First Baptist Academy exists to assist parents by providing a quality education that fosters a Biblical worldview in each student.

1.2 VISION STATEMENT

First Baptist Academy is an extension of and a resource to parents in raising students who, with a Biblical worldview as their foundation, will become effective leaders of Godly character, who understand the details of the subject (grammar), will learn how to logically evaluate each subject and apply each subject to the glorification of God (logic), and will communicate clearly each subject and how it glorifies God (rhetoric), resulting in a life committed to knowing, loving and serving the Lord.

1.3 PHILOSOPHY AND PURPOSE

First Baptist Academy partners with parents and the church to provide quality Christian education from a Biblical worldview. The First Baptist Academy incorporates a centuries-proven approach to learning commonly called *Classical*. This approach not only teaches the particular subjects, but develops a love for learning and thinking—enabling each student to express what has been taught. *Classical* education strives to appreciate the wisdom inherent in the way our Christian forefathers educated their children. As they did, we recognize that “all truth is God’s truth,” and is necessary as we seek to follow Him. Since Jesus Christ is not separate from any area of life, all coursework is centered on Christ, and students are brought face to face with Him in all studies and activities. The fear of the Lord is the beginning of wisdom, so at the heart of Christian philosophy of education is the acknowledgement that God created all things, and that they exist by His Power and for His pleasure. Furthermore, we exist to see each student become a wholly-surrendered disciple, who allows Christ to live through them.

1.4 CORE VALUES

Truth - Scripture is the revealed Word of God and is taught as truth, and that truth is integrated into the learning experience.

Operations - Moral integrity is at the heart of the school’s day-to-day operational practices and the entire staff will strive to provide a consistent model for efficiency and accountability.

Potential - Every learning experience aims to engage students toward their full potential in Christ.

Biblical Integration - The Christian mind should be the best mind, enlightened by the mind of Christ and having integrated God’s principles with academic pursuits. The aim is to develop academically prepared students who hold to a biblical worldview.

Christian Personnel - First Baptist Academy must have a board, administration, faculty, and staff who are committed followers of Christ, teaching and leading from a biblical perspective, always making themselves available to be used by the Holy Spirit for the edification of students and colleagues.

1.5 STATEMENT OF FAITH

Because **First Baptist Academy** is a ministry of First Baptist Church, our doctrinal beliefs are a reflection of the church's beliefs. We are unashamedly a Christian program, and make no apologies or compromises in our convictions. It is our desire to present the gospel of Jesus Christ to each child so that he/she may have the opportunity to accept Him as Lord and Savior of his or her life.

I. The Scriptures.

The Scriptures of the Old and New Testament were given by inspiration of God, and are the only sufficient, certain and authoritative rule of all saving knowledge, faith and obedience.

II. God.

There is but one God, the Maker, Preserver and Ruler of all things, having in and of himself, all perfections, and being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience.

III. The Trinity.

God is revealed to us as Father, Son and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being.

IV. Providence.

God from eternity, decrees or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.

V. Election.

Election is God's eternal choice of some persons unto everlasting life -- not because of foreseen merit in them, but of his mere mercy in Christ -- in consequence of which choice they are called, justified and glorified.

VI. The Fall of Man.

God originally created man in His own image, and free from sin; but, through the temptation of Satan, he transgressed the command of God, and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

VII. The Mediator.

Jesus Christ, the only begotten Son of God, is the divinely appointed mediator between God and man. Having taken upon Himself human nature, yet without sin, He perfectly fulfilled the Law, suffered and died upon the cross for the salvation of sinners. He was buried, and rose again the

third day, and ascended to His Father, at whose hand He ever liveth to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the Universe.

VIII. Regeneration.

Regeneration is a change of heart, wrought by the Holy Spirit, who quickeneth the dead in trespasses and sins enlightening their minds spiritually and savingly to understand the Word of God, and renewing their whole nature, so that they love and practice holiness. It is a work of God's free and special grace alone.

IX. Repentance.

Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbleth himself for it, with godly sorrow, detestation of it, and self-abhorrence, with a purpose and endeavor to walk before God so as to please Him in all things.

X. Faith.

Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification and eternal life. It is wrought in the heart by the Holy Spirit, and is accompanied by all other saving graces, and leads to a life of holiness.

XI. Justification.

Justification is God's gracious and full acquittal of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made; not for anything wrought in them or done by them; but on account of the obedience and satisfaction of Christ, they receiving and resting on Him and His righteousness by faith.

XII. Sanctification.

Those who have been regenerated are also sanctified, by God's word and Spirit dwelling in them. This sanctification is progressive through the supply of Divine strength, which all saints seek to obtain, pressing after a heavenly life in cordial obedience to all Christ's commands.

XIII. Perseverance of the Saints.

Those whom God hath accepted in the Beloved, and sanctified by His Spirit, will never totally nor finally fall away from the state of grace, but shall certainly persevere to the end; and though they may fall, through neglect and temptation, into sin, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the Church, and temporal judgments on themselves, yet they shall be renewed again unto repentance, and be kept by the power of God through faith unto salvation.

XIV. The Church.

The Lord Jesus is the Head of the Church, which is composed of all his true disciples, and in

Him is invested supremely all power for its government. According to his commandment, Christians are to associate themselves into particular societies or churches; and to each of these churches he hath given needful authority for administering that order, discipline and worship which he hath appointed. The regular officers of a Church are Bishops, or Elders, and Deacons.

XV. Baptism.

Baptism is an ordinance of the Lord Jesus, obligatory upon every believer, wherein he is immersed in water in the name of the Father, and of the Son, and of the Holy Spirit, as a sign of his fellowship with the death and resurrection of Christ, of remission of sins, and of his giving himself up to God, to live and walk in newness of life. It is prerequisite to church fellowship, and to participation in the Lord's Supper.

XVI. The Lord's Supper.

The Lord's Supper is an ordinance of Jesus Christ, to be administered with the elements of bread and wine, and to be observed by his churches till the end of the world. It is in no sense a sacrifice, but is designed to commemorate his death, to confirm the faith and other graces of Christians, and to be a bond, pledge and renewal of their communion with him, and of their church fellowship.

XVII. The Lord's Day.

The Lord's Day is a Christian institution for regular observance, and should be employed in exercises of worship and spiritual devotion, both public and private, resting from worldly employments and amusements, works of necessity and mercy only excepted.

XVIII. Liberty of Conscience.

God alone is Lord of the conscience; and He hath left it free from the doctrines and commandments of men, which are in anything contrary to His word, or not contained in it. Civil magistrates being ordained of God, subjection in all lawful thing commanded by them ought to be yielded by us in the Lord, not only for wrath, but also for conscience sake.

XIX. The Resurrection.

The bodies of men after death return to dust, but their spirits return immediately to God -- the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. At the last day, the bodies of all the dead, both just and unjust, will be raised.

XX. The Judgment.

God hath appointed a day, wherein he will judge the world by Jesus Christ, when every one shall receive according to his deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.

1.6 SCHOOL HISTORY

First Baptist Church of Powell's pastor, Phil Jones, was convinced that First Baptist Academy was God's idea and not his. God began to place a burden on his heart for a school between 1997 and 1998. He did not share the burden with anyone for a while, but it kept getting stronger. In 1999, Pastor Phil began to talk with others about this ever-growing burden for a Christian school. A task force, headed by Dan McMahan, was formed that year, and they worked diligently to develop a purpose statement and to study other schools in the area. Early in 2003, it became clear to Pastor Phil that we were missing the Lord's will in some way. Though there was very little opposition to the school, things were just not coming together as they should. Everything was put "on hold" in mid-2003. In early 2004, Pastor Phil was very discouraged about the Christian school and wondered where he had missed the Lord's guidance. After a Sunday service, one of the church's prayer warriors said something to him in passing. "I don't know details," she said, "but I believe God wants our school to be different from other schools." "When one of the prayer warriors speaks, I listen!" said Pastor Phil. As Pastor Phil began to earnestly seek the Lord, he sensed that He wanted us to have a school marked by academic excellence, but one that would rule out no one because of a lack of finances. He began to understand that God wanted us to have a school that would always be supplemented by special gifts and the church budget (in increasing amounts). A percentage of students would pay tuition that would be in line with their family income, and the balance would be supplemented through donations and the church budget. Soon after, a new task force was drafted and they immediately began the painstaking work of organizing our school. As we got closer to the projected start date it was obvious that our school would also be different from most in that it would feature a classical approach to learning. The "revised vision" for the school was shared with the congregation to an amazing response. The members of First Baptist began to give generously and in August of 2006, the First Baptist Academy became a reality. To God be the glory; great things He has done!

1.7 CHRISTIAN CLASSICAL

All curriculum used at **First Baptist Academy** will be **Christian** in orientation or taught in harmony with Christian values and beliefs and compatible with a *classical* approach to education.

What Do We Mean by Classical?

In the western world, our way of life, our theological and intellectual history, our laws, and our social customs have all been handed down to us. In other words, our culture has grown from the heritage of the ancient Hebrews, Greeks, and Romans. As the Gospel spread throughout the ancient classical world, the early Christians developed a teaching method, which revolved around what were called the *Seven Liberal Arts*. This method grew and developed down into the Middle Ages with remarkable success.

The first three of the Liberal Arts were called the *Trivium* and comprised the means by which students were given the "tools of learning." The first—*Grammar*—concerns the particulars (the *building blocks*) of any given subject. The goal is to provide students with foundational information early in life while their minds are most receptive to memorization and observation.

Logic is the second art of the *Trivium*, and deals with reasoning—which ties all the various particulars together. Students begin to apply logic to assess the validity of arguments, and learn to view information with a more critical and discerning mind. The third art—*Rhetoric*—is then used to teach the students how to effectively express what they have learned.

These three elements are a reflection of what the Bible refers to as *knowledge leading to understanding which leads to wisdom*.

1.8 SCHOOL SONG

With Wings As Eagles Words and Music by Lisa Thomas

With wings as eagles we soar throughout the day;
Seeking to please the Lord our God in whatever we do and say.

Through Bible class, English and Math, Science and History,
We give thanks to God for our dear school: First Baptist Academy.

Chorus:

**We soar as eagles nestled in the palm of His hand;
With wings as eagles, trusting God for where we'll land,
We soar.**

In chapel we learn to worship Him, singing praises to His name;
Trusting when we leave that place we will not quite be the same.

For the Word of God penetrates our soul 'cause it's sharper than a double-edged sword;
We give thanks to God for sending His Son, Jesus Christ, our Savior and Lord.

Chorus

We will run and not grow weary; we will walk and not be faint;
For we've learned to hope and wait on the Lord, for He will renew our strength.

In Latin, P.E. and recess seek first His kingdom and His righteousness,
We do it all for the Lord and His glory thanks to this Christian Academy.

Chorus

Section 2: School Management

2.1 Classroom Care

2.2 Etiquette/Manners

2.3 School Uniform

2.4 General Order

2.5 Student Discipline

2.6 Code of Conduct

2.7 Communication

2.8 Student Grading

2.9 Homework

2.10 Student Attendance

2.11 Student Enrollment Procedures

2.12 Student Withdrawal Procedures

2.13 Pastors Partners

2.14 Permanent Records

2.15 FBA Curriculum.....

2.16 Field Trips.....

2.17 Movies

2.18 Recess

2.19 Chapel

2.20 Lunches

2.21 Chapel

2.22 School Calendar and Schedules

2.23 Grievances

2.1 CLASSROOM CARE

Students should be considerate in the care of materials used by other groups sharing the classroom. The classrooms should be kept clean and be in good order before leaving at the end of the day. Students will be given responsibility to assist in this task. At school dismissal the teacher is to check to see that all papers, books, pencils, etc. are picked up and placed in their proper place. Nothing should be left on top of students' desks except for the students' chairs. Rooms should be inviting and clean for other groups using the rooms. Special care should be given to the condition of the classroom each Friday afternoon, considering the room will be used for FBC Sunday school.

2.2 ETIQUETTE / MANNERS

- Elementary students will address teachers and adults as "Mr.", "Mrs.", or "Miss".
- Secondary students will be permitted to use first names with title if permission is given by the teacher.
- Each student is expected to answer adults respectfully with, "Yes sir/ma'am" or "No sir/ma'am."
- Students should stand when an adult enters the classroom.
- As a matter of common courtesy, boys should open the doors for girls, and girls should be allowed to enter and leave first.
- The use of good table manners is expected in the lunchroom.
- Students are expected to show respect for school property, as well as other students and their property.
- Elementary lines must be straight and silent. Walk to the right side of the hallway.
- Hallways are to be quiet while students are learning.
- Hats are not to be worn in the building.

2.3 SCHOOL UNIFORMS

Shirts and sweatshirts with the school logo, shorts, skirts, pants and outerwear can be purchased at any time through Educational Outfitters. The following is their store information:
educationaloutfitters.com (865) 583-3990

7111 Kingston Pike

Suite B

(Connected to Office Depot)

Pants, shorts, skirts and outerwear can also be purchased through several additional retailers:

1. Land's End: FBA Dress Code on their Website (**K thru high school**)
2. JCPenny's: IZOD boys shorts and girls; shorts and skorts - navy and khaki (**K -5th**)
3. Aeropostale: **6th thru high school only** - shorts for girls and guys (must say "uniform approved" - bermuda length shorts) Navy and Khaki

ALL SCHOOL MAY PURCHASE PANTS ANYWHERE (WE RECOMMEND EDUCATIONAL OUTFITTERS) COLORS: Classic Navy or Khaki (not cream color or ivory)

STYLE: CHINO STYLE ONLY (Remember, **not denim, corduroy or cargo style and no embroidery**)

Belts must be worn and shirts tucked in.

Tights - navy, white, or almond/khaki only.

Shoes - closed toe and closed heel. Socks must be worn with shoes at all times.

Socks/Belts - should be consistent with the overall uniform look. No extreme styles or colors (i.e. bright colored stripes or polka dots).

In addition, uniforms should be the proper size and fit. As children grow between seasons, attention should be given to how "big" is "too big". Too tight and too short are easier to determine. Clothing is to be clean and should not be frayed or have holes.

Hair should be neatly trimmed (not in eyes) and clean in appearance -- no extreme styles. This is at the discretion of the administration. Tattoos of any kind are not allowed.

Students in MS/HS that have no discipline or academic issues can wear blue jeans on Fridays.

*****UNIFORM COMPLIANCE**

In order to ensure compliance with FBA's uniform policy the following actions will be implemented by the teachers and administration.

- Students who do not comply with the uniform policy will be given a **Dress Code Reminder** (*) requiring the parent's signature.
- Repeated occurrences will result in disciplinary action.
- Continual disregard for the uniform policy can result in a grade reduction under the student's behavior grade.

2.4 GENERAL ORDER

All students should maintain order in the hallways and on the sidewalks while moving to and from classes, and from classrooms to other rooms during the class period. Elementary teachers are to be with their classes during these transitions. Every teacher is to maintain awareness of the location of all students and have students stop at designated areas along the route. Students are to walk in single-file on right side of the hallway or sidewalk. Basic courtesy states that students stand aside for adults and for classes of lower grades, allowing them to pass unimpeded. Teachers should discuss and practice these procedures with the students during the first weeks of school.

2.5 STUDENT DISCIPLINE

Discipline and self-discipline are major aspects of any student's education. Every student is expected to behave appropriately at school so that teaching and learning are not disrupted. Disciplinary action is administered in order to protect students, school employees, and school property; to maintain essential order; to correct misconduct of the individual student; and to promote compliance with the school's rules and guidelines. Students will be treated fairly and equitably. Disciplinary actions will be based upon a careful assessment of the circumstances, consideration of the seriousness of the offense, the student's attitude, and the potential effect of the misconduct upon the school, the church, the community, and the student.

FBA expects every student and staff member to:

- Portray Christ-like behavior (Ephesians 5:1)
- Show respect to others (John 15:12)
- Be prepared (2 Timothy 2:15)
- Obey those in authority (Ephesians 6:5-7)
- Be honest (Romans 13:13)
- Strive for excellence (1 Corinthians 10:31).

Every vice principal will prepare a classroom management plan for their department. Following the administration's review and approval of the classroom management plan, a copy should be sent home with each student, so that the parent can reinforce the plan with the student as well as emphasize the authority and role of the teacher. This will also insure that no parent is surprised by the manner in which a particular discipline issue has been handled. Discipline should first and generally be handled directly by the teacher involved. Should the situation warrant, the administration might be asked to assist in dispensing discipline.

All FBA staff members are to immediately report any threat or suspicion of violence to the Principal, and take measures to remove from the classroom or environment the student(s) making the threat.

The following is the discipline plan for Grades K through 5

Classroom Management

It is our desire to have a positive, encouraging atmosphere in the classroom at all times. To accomplish this, we not only try to focus on positive reinforcement practices, but will also follow a systematic process in dealing with undesirable attitudes and activities.

- We will begin the year with a frequent review of classroom rules and consequences for failure to follow the rules. These rules include:
 - following Teacher's first request
 - not talking while the teacher is giving instruction
 - no "horse-play" in the hallways, bathrooms or cafeteria
 - treating others with kindness
 - keeping one's hands and feet to themselves
- When a child clearly fails to comply with a particular rule, he or she is warned and reminded of that rule and given a chance to adjust their behavior.
- If the child continues with inappropriate behavior, he or she is warned again and told that if they continue with the undesired behavior, their name will be placed on the board: Resulting in, (1) reduction in recess, reduction in free play or silent lunch and a note will be sent home to parent(s) and (2) a reduction in the behavior grade.
- Continued noncompliance results in a check mark (√) beside their name which means an additional loss of recess or free play.
- A third check mark results in a phone call to parents. There are some acts of disobedience, such as acts of violence and, or destruction of property that will result in an immediate trip to the office and a phone call to parents.
- If a child's non-compliant behavior continues, he or she will be written-up. Three write-ups will result in the student being sent to the administration.
- ISS (In-School Suspension) and OSS (Out-of-School Suspension) are at the discretion of the administration.
- As the year progresses there will be less and less review of the rules and warnings with more immediate consequences.
- Discipline is viewed as an opportunity for learning. When a child is disciplined, there will be a private conversation between the teacher and student discussing the reason for the discipline. It is our desire that the children be able to understand and express that it was their choice not to comply and we want to help them make better choices in the future.

It is always our prayer and desire to know and follow God's wisdom for appropriate balance of mercy and grace along with a consistent structure that will help children learn to control themselves and give their best to the learning process.

The following is the discipline plan for Grades 6 through High School

First Baptist Academy Middle School and High School Discipline Plan

In order to maintain an environment in which learning can take place, students must be required to uphold high standards of personal behavior. When students fail to live up to this responsibility, the following discipline plan will be implemented.

Classroom:

- I. Class Disruption
 - a. First Offense per class period: Warning from the classroom teacher
 - b. Second Offense per class period: Loss of privilege(s) as determined by the classroom teacher.
 - c. Third Offense per class period: student is sent to the Middle School/ High School Assistant Principal.
 - Teachers will document the offense and turn that in to the student's homeroom teacher. If a student is disruptive in class more than once during any 5 day period, the teacher will then move directly to the second offense on the discipline plan.
- II. Insubordination to a Staff Member
 - a. First Offense: Warning
 - b. Second Offense: Sent to the appropriate Assistant Principal
- III. Major Offenses: (Including, but not limited to fighting, bullying, intimidation, Harassment)
 - a. First Offense: Sent to appropriate Assistant Principal

When a student is sent to the Assistant Principal for Middle School/ High School the following plan will be implemented.

Middle School/ High School Administration

- I. Class Disruption:
 - a. First Offense: Counseling/ Warning
 - b. Second Offense: Remainder of day ISS and Loss of Privilege
 - c. Third Offense: Remainder of Day ISS as well as the next day ISS and Loss of Privilege
 - d. Fourth Offense: Sent to School Administrator
- II. Insubordination
 - a. First Offense: Remainder of Day ISS and loss of Privilege
 - b. Second Offense: Remainder of Day ISS as well as the next day ISS and Loss of Privilege.
 - c. Third Offense: Sent to School Administrator
- III. Major Offenses**
 - a. First Offense: three days OSS (school administrator)
 - b. Second Offense: 10 day OSS (School Administrator)
 - c. Third Offense: School Administrator
- IV. Destruction of Property
 - a. First Offense: Two days ISS and restitution
 - b. Second Offense: Three days OSS and restitution
 - c. Third Offense: School Administrator

2.6 ***CODE OF CONDUCT

1. Students are expected to respect the authority of all adults, as well as the rights and property of others.
2. Movement in the hallways, both between class periods and during class time, should be done quietly and in an orderly fashion.
3. Students are not allowed to chew gum.
4. Any student leaving a room during class time must have permission from that teacher.
5. Electronic devices (CD or other portable music players, pagers, game devices etc.) are not allowed in the school. A violation of the indicated specific policy will result in the electronic device, including cell phones, being taken and retained in the office. The device can only be reclaimed by a parent. Following is the specific cell phone usage guidelines:

Elementary: **No cell phones allowed.**

Middle School: Cell phones must be turned in to home room teacher at beginning of each day. **Cell phones may not be used in car line.**

High School: Cell phones must be kept on silence and remain in purse or backpack, except when the usage of cell phone applications is approved through each classroom teacher. Cell phone use in the car line may include games and texting, **but no calls.** The internet is not to be accessed from a student's phone during school hours.

6. Overt public displays of affection are inappropriate. All cases of sexual misconduct, including the **appearance** of inappropriate behavior, at any school function, on or off campus, will result in disciplinary action.
7. Parents are expected to be respectful of school staff and students. They are further expected to display Christ-like behavior in speech that edifies. Conversations and confrontations should be handled according to the principles of Matthew 18:15-20. Parents and teachers should discuss only those issues or concerns that directly involve them or others likely to be directly affected.
8. Parents are responsible for knowing and adhering to all school policies.
9. ANY form of communication (including Facebook, Twitter, etc.) that does not reflect a Christ-like attitude toward FBA, other students, teachers, etc. can result in disciplinary actions as determined by the administrator.

Misbehavior of a serious enough nature may be cause to send the student to the Principal's office, and/or initiate the call for a parent / teacher conference.

Attendance at FBA is a privilege and not a right. Each student, parent, guardian, and family member is expected to comply with the rules of the Academy in a spirit of cooperation. Students or families who choose not to comply with the rules of the Academy may be asked to leave during the current school year and/or refused re-enrollment in subsequent years.

Students involved in serious offenses may be subject to immediate suspension or expulsion. Restitution for damaged property—school, church, or student property—is expected.

Serious offenses include, but are not limited to, the following:

- Fighting
- Intentional disobedience
- Cheating
- Threat to harm other students, staff members, or visitors
- Profane Language
- Non-compliance with school rules or polities
- Bullying
- Disrespect to school staff, church staff, or other students
- Sexual Harassment

A parent with a question concerning the decision of a teacher should call or email the school office in order to make an appointment to discuss the matter. The student pick-up and drop-off areas are **not** the place or time for such discussions.

An expulsion may occur after a student has demonstrated that he/she will not comply with the school's policies. The following infractions will warrant an expulsion on the first offense (this is not an exhaustive list):

- ❖ Possession and/or use of controlled or illegal items or substances such as:
 - *Drugs* • *Alcohol* • *Tobacco* • *Firearms*
- ❖ Weapons of any kind
- ❖ Fireworks
- ❖ Arson
- ❖ Stealing, cheating, vandalism
- ❖ Assault
- ❖ Profanity or verbal abuse of others
- ❖ Immorality, gambling
- ❖ Pornography,
- ❖ Threats to cause harm to a staff member, other student, or the school at large
- ❖ Sexual Harassment

Should a student commit an illegal offense the academy will contact appropriate law enforcement officials.

Expelled students have a right to appeal the decision to the school board, to be heard during its regularly scheduled meeting. Notification of the appeal must be given by the parent through the academy office in writing **prior to** the scheduled meeting. Results of the appeal will be conveyed to the administration as a **recommendation only**; the administration will make the final decision regarding the case.

2.7 COMMUNICATION

CLASS INTERRUPTIONS

The Academy administrative staff will do everything possible to assist teachers in keeping students focused on the task of learning. Neither teachers nor students will be called to the office for phone calls, except those clearly of an emergency nature. Parents are asked to write, email, or phone teachers in order to schedule meetings either before or after school.

PARENT-TEACHER CONFERENCES

Teachers are to make themselves available for conferences with parents. Parents may request a conference with their student's teacher(s). All conference times are to be set so as not to conflict with other school responsibilities. Middle and High school teachers may need to meet together with parents. The teacher may request to have other staff members present, especially in the upper grades where students have multiple teachers. Parent/teacher conferences are encouraged as an excellent way to exchange information that will provide a

greater understanding of the student. School-wide parent/teacher meetings are scheduled on a regular basis, and parental attendance is strongly encouraged.

Teachers are expected to address the questions and concerns of parents as a high priority item. Phone calls, emails, etc. should be returned the same day if at all possible.

OPEN HOUSE

Parent Orientation and a Spring Open Houses will be held each year. The purpose of the Parent Orientation is to introduce the faculty and staff of FBA and to answer questions parents may have for the school year. The Spring Open House will be a time to celebrate what has been accomplished in the classroom and in the students' lives.

FRIDAY FOLDERS

It is important that parents/guardians be kept up to date on their child's progress. Elementary teachers will send home weekly "Red Folders" that contain class newsletters noting upcoming activities and events, as well as assignments, tests and/or quizzes from the previous week. These folders are to be reviewed, signed by parents and then returned to the classroom teacher. Upper school students will be given a "Red Folder" that can be used daily for parents to review graded assignments.

2.8 STUDENT GRADING

No major grades are to be given during the first week of school. First Graders will not be given any major grades during the first two weeks of school. Kindergarten students do not begin receiving report card grades until the second nine weeks grading period. Teachers should use this time to carefully evaluate the work on initial assignments and to become better aware of each student's abilities.

Regular evaluations are done in order to assess each student's progress in reaching objectives. This may be done formally and/or informally, and may be verbal and/or written. Careful records must be kept. Feedback from both informal and formal evaluations should be given to students in a timely manner. Report Cards are issued every nine weeks. Parents will receive a Mid-term Progress Report informing them of their child's progress. No parent should be surprised by the grade their child brings home. When a student is working at a level below a "C" in any subject, the teacher should make contact with a parent prior to a progress report being distributed. An academic review conference will be held for any student who receives a failing grade in a subject. The student, parents, and teacher will attend the conference for the purpose of developing an individualized improvement plan. Notice of Academic Probation should be completed and signed by both Administrator and Parent.

GRADING SCALE

93 - 100	A	(Excellent work)
86 - 92	B	(Good)
76 - 85	C	(Average)
70 - 75	D	(Below Average)
0 - 69	F	(Poor)

HONOR ROLL/AWARDS

At the end of each grading period, those students who have excelled academically will be recognized. Special Area classes in K-8th grade will not be assigned report card grades, but behavior issues within special area classes will be reflected in the student's classroom behavior grade. Honor rolls will be awarded as follows:

First Honor Roll: All A's on a Student Report Card (includes behavior)

Second Honor Roll: All A's & B's on a Student Report Card (includes behavior)

AWARDS:

Perfect Attendance - NO absences (3 tardies = 1 absence)

Pastor's Partner - 1 student per class (K-6)

1 student in the Middle School

1 student in the High School

GRADE PROMOTION

A student with passing grades in all academic subjects, including Bible, will be promoted at the end of the year.

2.9 HOMEWORK

Homework is assigned in order to reinforce the classroom lessons. A standard amount of homework should be approximately 10 minutes per grade level (ex. 3rd grade approximately 30 minutes). Unfinished class work is not considered homework. Teachers should be sure that tests and long-term assignments are staggered and scheduled so that students are not overburdened with excessive work. When assignments are given, students have the right to expect that the assignment will be graded and that some feedback will be given in a timely fashion. In order not to interfere with each student's participation in Wednesday evening church activities, no homework will be assigned for Wednesday evenings, and no major tests will be given on Thursdays. The "no Wednesday homework policy" does not mean that a student will be given a license to neglect in-class work. If a student has reasonable time in class to finish an assignment and chooses not to complete it, they will be responsible to complete the assignment on his or her own time. Middle and High School teachers will meet to review the workload for the students.

2.10 STUDENT ATTENDANCE

Elementary students must be present 3 hours and 30 minutes to be counted present for the day. Middle and High school students will have attendance taken in each class period.

Students who have been absent must present a note within **5 days** signed by their parent/guardian upon return to school. Teachers should report to the principal any unusually lengthy absences or an accumulation of absences exceeding **10 days** per year.

*****Excused Student Absences**

Excused absences are granted for illness or injury, medical or dental appointments, death in the immediate family, and school sponsored events. Pre-arranged vacations will also be excused, but permission must be given by the administration prior to the absence. An excused absence provides students' the opportunity to make-up schoolwork, but **all absences prohibit students from earning the "Perfect Attendance Award". Remember that three tardies and/or early check-outs become an absence in the student attendance record.** The "Perfect Attendance" award is given to students in Kindergarten through 5th grades.

For pre-arranged absences, parents are to complete an **"Absence Request" Form (*)** (available in the school office) at least **two weeks** prior to the expected absence. Teachers are asked to review the student's current academic status, as well as prepare the necessary assignments for the student to take with him/her. The FBA administration and the teacher will review the student's current academic status before granting approval of the trip. An overall GPA of 3.0 is suggested.

Unexcused Student Absences

Unexcused absences are given for absences without parental consent, suspension, or lack of a written note submitted by the parent. Students who receive unexcused absences may not receive grades for any missed assignments but will be responsible for the completion of all missed work. The Knox County Truancy Office considers as truant students who acquire more than ten unexcused absences during the academic school year. Students may receive zero's for missed quizzes or tests given during an unexcused absence at the discretion of the teacher.

Tardiness

Students arriving after 8:00 a.m. will be noted as tardy. The student will bring their tardy slip to class and be kept on file. A student who accumulates 3 unexcused tardies to school shall be assessed one unexcused absence. Students that are "checked-out" early are counted as "tardy" in the attendance program. A student who accumulates 3 unexcused early dismissals will be assessed one unexcused absence.

Classwork/Homework Assignments after absences

When students have excused absences from school they will be given one day for each day they were absent to make up their work. For example, a student that is absent on Tuesday and Wednesday will need to turn in all of their make-up work the following Monday.

2.11 STUDENT ENROLLMENT PROCEDURES

Returning students must re-apply for each school year and will only be re-enrolled provided they remain in good standing with respect to behavior, academics and financial obligations. Students who meet these conditions must submit a re-enrollment application with the non-refundable registration fee and will be guaranteed placement until February 2. After that date, enrollment will be open to new families, and placement cannot be guaranteed. Parents will receive a notice of acceptance or non-acceptance.

Should space become an issue, registration priority will be as follows:

- Current students and siblings
- First Baptist Church family
- New families

FINANCIAL AID APPLICATIONS

In order to be considered for Financial Aid, returning families to FBA must complete their online application for Financial Aid by June 1st each year. New families that apply to FBA have two weeks after they are accepted to complete their online application in order to be considered for Financial Aid.

TUITION AND FEES FOR 2011-2012

Book Fee*

Kindergarten	\$150
1st—5th Grade	\$250
6th—10th Grade	\$300

Book fees may be paid in split payments but must be paid in full by May 16, 2011.

***Non-refundable fee**

TUITION

\$4,400 (all grades) first child

\$4,000 all additional children in the family

There is a \$400 multiple child discount for each additional child.

**Available: A \$400 discount for any FAMILY providing
20 hours of approved school service.**

For more information please contact school administration.

TUITION PAYMENT SCHEDULE

Annual payment: \$4,400 due July 1, 2011

Bi-annual payment: \$2,200 due July 1st & Dec 1st

Monthly (10 payments)* \$440 July 1st-Apr 1st

*This option requires utilizing automatic bank draft. Payments are withdrawn the first or fifteenth of each month (July-April).

A late fee payment of \$25.00 can be added if payment is not received by the tenth of each month. If the account becomes more than 30 days past due, the student can be suspended from FBA until the account has been settled.

First Baptist Church has determined that the **First Baptist Academy** will not be a separate corporate entity, but will function as a ministry of the church. Therefore a portion of the annual costs of operating the school will be provided through church funds. In effect, that means that every student is receiving some financial assistance applied toward tuition.

2.12 STUDENT WITHDRAWAL PROCEDURES

In the event that a parent finds it necessary to withdraw a student the following procedures must be followed.

1. Parent must fill out a **Withdrawal Form**.
2. All textbooks must be returned in good condition. The teacher will assess any appropriate damage fees.
3. All grades need to be calculated by entering into the gradebook program and then recorded in student's permanent file. Days present and absent need to be recorded.
4. An exit interview will be offered by the administrator.
5. Registration and the current month's tuition are non-refundable. Yearly tuition that has been paid in advance will be refunded on a prorated basis.
6. Grades and records will not be released until all financial obligations have been met.

2.13 PASTORS PARTNERS

The *Pastor's Partners* award is designed to recognize students who have displayed outstanding Christian character. This honor is awarded to one student in each class (K-6th) and one student in both the Middle School and the High School at the end of each grading period. Teachers may choose not to make recommendations for an award in their class should there be no student meeting the criteria which merits the award.

2.14 PERMANENT RECORDS

1. Parents have the right to review the permanent record of their child. A request for access must be made through the administration.

2.15 FBA CURRICULUM

The desire of FBA is to help children become confident, independent learners who 1) develop in Godly character, 2) are able to solve real-life problems, 3) work cooperatively with others, 4) develop unique personal talents, and 5) fulfill God-given ambitions. Every teacher—by emphasizing a child-centered, integrated learning approach—is encouraged to actively engage the students in developing concepts, skills, and creativity. Recognizing differing teaching styles, differing personality strengths, and that there are many effective approaches to teaching, considerable latitude is given to teachers in the manner of delivery of the material. Teachers must collaborate as a team, with each member of the team bringing unique perspectives and strengths to the table, where creative approaches to teaching and learning can be discussed and evaluated. Curriculum will be reviewed on a five-year review basis.

2.16 ***FIELD TRIPS

All Field Trips are to serve a clear educational purpose. Therefore, they involve careful and thoughtful preparation and follow-up. Once administration approval for a trip has been given, a notice of the field trip will be sent to parents by way of the student. Students must submit a parent signed permission slip in order to participate. Three general field trips per semester may be taken. Two may involve expense and one should be no cost to the school. There should also be one annual mission field trip. While on field trips, students are assigned to a teacher/chaperone for supervision. Students who are not present for class field trips will be counted absent, and must complete a teacher-approved assignment that correlates to the field trip. Uniforms Guidelines will be assigned with each field trip and the Code of Conduct will be enforced.

2.17 ***MOVIES

Movies may be shown in the classroom as part of the lesson. Movies will generally have a "G" rating, regardless of the grade level or age of the students. Teachers should always state the goal and objective of showing a movie (or TV show) prior to its showing. All movies should be previewed to insure that the material is appropriate. In order to show a movie the administration must give prior approval. In addition, a signed note must be received from each student's parents granting approval for their child's participation in viewing any PG movie. If the student's parents do not approve of movie being shown, an alternate assignment (of equal or lesser time involved) will be assigned to that student.

2.18 RECESS

The teacher will provide a recess time on days that physical education class is not provided (for grades K-5). Students will be allowed to go outside unless it is raining or the wind chill is below 40° or the heat index is above 102°.

2.19 LUNCHES

Staff and students will bring their lunch to school. Hot lunches are made available for purchase on Tuesdays and Thursdays through the Parent Teacher Connection. Students are expected to eat quietly, talking in a normal and non-disruptive conversational tone. Lunchroom behavior should be discussed with students prior to the opening of the lunchroom.

2.20 CHAPEL

Praise and worship will be set aside every Wednesday for students as part of the student's overall Christian training. The desire is that through participation in Chapel services and other regular times of Christian fellowship, the experience of both private and corporate worship will become a priority in the life of each student. Chapel will provide students a unique opportunity for Christian interaction with the school faculty and with church leadership. Parents will be welcome to attend the weekly chapel services.

2.21 SCHOOL CALENDAR AND SCHEDULES

STUDENT DROP-OFF AND PICK-UP TIMES

The school day will begin at 8:00 am and end at 3:15 pm. Students will be dropped off no earlier than **7:30 a.m.** and will be picked up at the Main Worship Center entrance no later than **3:30 p.m.** **Students that are being checked out early, must be signed out by 2:30pm. No afternoon pick-ups will be allowed through the front office after 2:30pm.** For afternoon dismissal parents are required to display **FBA Car Sign (*)** in the front windshield of driver's side. **FBA Car Sign** will be provided by homeroom teacher at the beginning of school year. Any student not picked up by 3:30 p.m. will remain with the teacher on duty and should be picked up at the front office. Parents can be charged a rate of \$10 every 15 minutes.

ARRIVAL PROCEDURES

Elementary students will go to the Youth Worship Center and sit in their assigned area when they arrive each day. They may talk quietly, but should keep their hands and feet to themselves. Middle and High School students will report directly to their homeroom.

INCLEMENT WEATHER

If First Baptist Academy needed to close school due to inclement weather, announcements will be posted on the FBA website and through e-mail alerts. Announcements will also be made on the following local television stations and their websites:

WVLT (CBS) volunteertv.com

WBIR (NBC) wbir.com

WATE (ABC) wate.com

If severe weather conditions develop during the school day, parents should watch their e-mail accounts and television stations.

2.22 GRIEVANCES

Grievance Guidelines

The objective of these guidelines is to establish biblical guidelines for the resolution of disputes and grievances in the operation of First Baptist Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of FBA's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board.

Students/parents to teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the vice-principal. If the student brings the concern, he must have permission from his parents to do so.
3. If there is still no resolution, the parents should schedule an appointment with the administrator. If there is still no resolution then they should request a hearing in writing from the FBA Board.

Parents to administrator:

1. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the administrator.
2. If there is still no resolution, they should request a hearing in writing from the FBA Board.
3. This procedure applies to board members who are acting in their capacity as parents and not as representatives of the board.

SECTION 3: Library, Media, & Computer Technology

- 3.1 Library Guidelines**
- 3.2 Computer and Technology Acceptable Use Policies**

3.1 Library Guidelines

Rules for the Library

- Be kind, respect others and use a library voice.
- Be safe, keep hands and feet to yourself.
- Be responsible, when you browse, put books and other materials back in the right place.
- When you borrow, return materials on time.

Library Policies

- One book per student may be checked out for a period of one week (additional books may be checked out if needed for class projects)
- Students are not allowed to check out dvd's, cd's or videos during school.
- A new book may not be checked out until the previous book has been returned.
- If a book is lost or damaged, the student will only be allowed to check out another book if they pay for the lost item. Report cards can be held until payment for lost or damaged items has been received.
- Books can be renewed for any reasonable amount of time or until it is requested by another person.

3.1 Computer & Technology Acceptable Use Policies

- Please use all equipment with care.
- Please do not bring food or drink into the computer lab.
- Please do not bang on the keyboards.
- Please do not personalize the computers (installing screen savers, changing icons or changing desktop backgrounds).
- Please do not download or install anything without permission.
- Students can not at any time be on any social networking sites (Facebook, Twitter, Etc)
- Students can not use instant messaging or enter into any chat rooms.

- Be sure to carefully save your work to your personal Flash Drive.
- The computer lab is to be used for educational purposes only.
- All internet use must be consistent with the educational objectives of First Baptist Academy.
- The use of the computer lab and the internet is a privilege and inappropriate use will result in a cancellation of those privileges.
- Vandalism of any kind will result in the cancellations of privileges. This includes but is not limited to, the uploading or creation of computer viruses.

Security on any computer system is a high priority. If a student suspects they have identified a security problem they must notify the classroom instructor. Please do not reveal any personal information while on the internet.

FBA has taken precautions to eliminate controversial materials that might be accessible; however it is impossible to restrict all access. Parents and Students will not hold FBA responsible for materials acquired on the network.

SECTION 4: School Safety

- 4.1 Drills**
- 4.2 General Safety**
- 4.3 Student Drivers/Transportation.....**
- 4.4 Visitor and Volunteer Safety.....**
- 4.5 Accidents**
- 4.6 Child Abuse**
- 4.7 Medicine**
- 4.8 Communicable Diseases**

4.1 ***DRILLS

The purpose of all drills is to insure the safety of all children and adults in the buildings. Every student should be taught the purpose and the importance of drills. The first drills of the year will be announced; succeeding drills will be unannounced and will be conducted on a regular basis. In the event of an actual emergency, parents should monitor local news media for information and instructions. If FBA is in a lockdown, no students will be released to their parents until the threat is over. This policy includes weather lockdowns. The following is a list of the drills we practice at FBA:

Fire Drill

Tornado Drill

Bomb Threat Drill

Lockdown Drill

Hazardous Material Drill

4.2 GENERAL SAFETY

- The safety of every FBA student, staff member, volunteer worker, and visitor is important. Every teacher is to take the necessary measures to insure safety in the classroom. Teachers and staff members should watch for possible unsafe conditions within other areas of the building and on the school grounds.
- Students are not to be left unattended while on school property. That includes insuring an adult presence in the hallways between class periods, in the lunchroom, on the playground, and on the routes between such areas.
- Teachers will be assigned a rotating schedule of arrival at the school so that a teacher is always present in the Assembly room and car line in order to greet students as they arrive, and wait until the time they are sent to the classrooms.
- No student, at any time, has the authority (whether he/she knows the visitor or not), to open any door in the church or school for a visitor.

4.3 STUDENT WALKERS/DRIVERS and TRANSPORTATION

- Students in MS/HS that are 12 years of age and older can be given permission by their parent(s) to walk to the FLC (Family Life Center) after school. A permission form must be kept on file at the school and all paperwork must be completed at the

FLC. FBA is not responsible for students while at the FLC and parents should be aware that students are unsupervised while at the FLC.

- Eligible students with a valid Tennessee Driver's License and proof of insurance can purchase a student parking pass for \$10.00 per semester. Student drivers may not transport non-family members.
- Faculty, Staff and Coaches of FBA may not transport students to school events.
- All vehicles must travel slowly while on campus.
- Please park in the Youth Worship Center parking lot for extended visits. The small parking lot beside the school office door is to be used for very brief visits (student drop off or pick ups).

4.4 VISITOR & VOLUNTEER SAFETY

All visitors to the school will be welcomed at the school office. During check-in at the office, visitors will receive a visitor's badge or other identifying device that is to be worn while the visitor is on school property. FBA staff should be on the lookout for unknown or unidentified visitors. Every unidentified visitor is to be directed to the school office (preferably escorted to the office by an FBA staff member).

Parent Visitors

Parents/guardians are welcome to visit the school throughout the day. Anyone wishing to visit the classroom must schedule an appointment with the administrator so as not to disrupt classroom activities. Visitors are asked to wear attire appropriate to a Christian school environment.

Volunteers

Volunteer involvement in the activities and life of the school is important to the successful development of the students. This includes but not limited to athletic team and school club volunteers. There are a number of activities and ministries for which volunteer involvement will be of special help to the work of the teachers and administrative staff. Since all volunteer positions carry a high likelihood for contact with children, every potential volunteer must submit to a background check prior to being allowed to work. Volunteers are asked to wear attire appropriate to a Christian school environment.

Field Trip Chaperones

The teacher of the classroom will assign chaperones. Two chaperones per class for kindergarten and first grades and one chaperone per class for grades second through sixth. The chaperone will be assigned students and is responsible to stay with that group at all times. The chaperones are to dress with the same guidelines as the students. Chaperones are responsible for the cost of the field trip.

4.5 ACCIDENTS

Any accident in the school building or on school property, or at any event sponsored by the school, is to be reported immediately to the person in charge, as well as to the administration.

Accident reports (*) will be filed and medical assistance obtained if necessary. The school will not be held legally or financially liable for accidents.

If a child becomes ill or is injured while under the supervision of FBA, school authorities will:

1. Contact the parent and follow his/her instructions. In the event neither parent can be contacted...
2. Contact an emergency name (provided on the Emergency Contact Form); should no contact be made...
3. Contact the child's physician and follow his/her instructions.
4. In an emergency situation, contact emergency personnel and if necessary transport the child to the nearest hospital.

4.6 CHILD ABUSE

In compliance with Tennessee law, First Baptist Academy acknowledges its responsibility in requiring employees to immediately report cases of verified or suspected child abuse or neglect. The employee must immediately report cases of suspected child abuse and/or neglect to:

1. The **Department of Children Services** (DCS) or the Chief Law Enforcement Officer. The information reported should include the name, address, and telephone number of the child's family, guardian, or care-giver, as well as the birth date and age of the child, and the present location of the child, if not at home.
2. The **school principal or administrator**. A "Suspected Child Abuse / Neglect Referral" form should be completed and sent to the health services department.

4.7 MEDICINE

No medication, prescription or over-the-counter, is to be kept in the child's possession or belongings. If it is necessary for a student to take **any** medication during the school day, the parent must bring it to the academy office with a completed **Medication Administration Consent form (*)** (available in the school office). Asthma inhalers and epi-pens must be kept in the classroom and transported to special areas while kept under teacher supervision. A **Daily Medication Log (*)** should be kept with inhalers and epi-pens and completed in the event of usage. All prescription medications must be in original pharmacy packaging with name and dosage instructions clearly labeled. All over-the-counter medications must be clearly labeled with the child's name and parent must provide a **Medication Administration Consent form (*)** with dosage instructions. All medications administered from the office will be given as directed on the medication form. **NO MEDICATIONS OF ANY KIND WILL BE PROVIDED BY FBA.**

4.8 COMMUNICABLE DISEASES

Please notify the office in the case of chicken pox, hepatitis A and B, meningitis, rubella, measles, HIV, AIDS, or other communicable diseases. Students with such diseases will not be allowed to enroll or attend classes while they are contagious. A doctor's written notification will be required before the student can attend classes.

Students are expected to stay home when they exhibit any of the following symptoms:

- Any communicable disease - including, but not limited to: chicken pox, strep throat, pink eye, lice, ringworm, or scabies. Students will be allowed to return to school when they present the office with a "Return to Class" note from their physician. First Baptist Academy has a "NO NIT" policy; students who have contracted head lice will not be re-admitted to class until all nits and signs of lice have been removed.
- A fever of 100 degrees or higher. The student's temperature should be normal for 24 hours before the student returns to class.
- Vomiting and/or diarrhea within the past 24 hours.

A student who becomes ill at school should notify his/her teacher. If necessary, the parent will be notified to pick up the child. It is imperative that all emergency information be kept current in order for the proper adults to be notified quickly.