

# **First Baptist Academy**

*Parent/Student Handbook*  
2023-2024



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Since First Baptist Academy's inception, formerly known as the Children's Ministry Center (CMC), our prayer has been that people will sense God's presence the moment they walk onto campus. What began as a preschool in 1999 as a journey of faith has become a community where lives are changed daily.

The faculty and staff of FBA strive to create an environment in which students are recognized as unique individuals created by God. We believe students should be exposed to a wide variety of experiences as part of a solid foundation that will enable them to understand and thrive in the world beyond school. Educating the whole child requires skilled teachers implementing best practice strategies teaching engaging curriculum. Learning opportunities reach beyond the core subject areas. From rigorous academics to the arts, God's presence and story are interwoven. We believe Him to be the author of all truth, whether secular or spiritual. FBA desires that students recognize God is not apart from all things but is a part of all things.

We believe that parents are the first and foremost educators and caretakers of their children. We, the staff of the First Baptist Academy, serve as an extension of this wonderful God-given privilege. We encourage you to be fully involved in all aspects of their care and education here. It is vital to your student's achievement that you check daily folders as well as pray daily for your student, fellow peers, teachers, and staff. The First Baptist Academy is here to supplement the good, loving, positive care you give your child throughout each day. We are a Christian school teaching Christian values. We have carefully screened and employed only the best staff who understand and appreciate this vital task.

The teaching staff and administration are required to continue their educational training thru attendance at learning conferences pertaining to early childhood development. Staff members are certified in CPR and First Aid and have all received security clearance through a national company called "Protect My Ministry".

Isaiah 55:8-9 states, “For my thoughts are not your thoughts, neither are your ways my ways, saith the Lord. For as the heavens are higher than the earth, so are my ways higher than your ways, and my thoughts than your thoughts.”

These verses epitomize this school and what God has done for us. As we look to the future, we intend to hold this school to the highest standard and will work to keep the following goals:

- The **spiritual** goal – We have a responsibility to share Christ with our students and teach them God’s way, that the Bible is infallible from cover to cover, and our view of the future includes the eternal perspective. It is our conviction that parents are responsible for their child’s spiritual and academic development and should not have to sacrifice their child’s faith for the sake of providing them with an excellent education.
- The **academic** goal – We have the responsibility to strive to offer the finest education for your child. It is our belief that every child should have the opportunity to excel in a safe and nurturing educational environment. Your child will be offered the finest education with various curricula, teaching to individual differences by outstanding teachers who love your children.

We are thrilled to be a part of FBA and the long-term commitment First Baptist Church of Covington has made to their school. Remember, we are building for the next generation with the God-given potential with which to impact the world.

Julie Harpe, FBA Director  
Patty Cates, FBA Assistant Director  
Kristopher Foster, Children and Families Pastor  
Wanda Reagan, Chair  
Karen Crowder  
Chris Edgar  
Michael Phillips  
Brenda Stanton

## **FBA MISSION STATEMENT**

First Baptist Academy's mission is to provide a Christ-centered, biblically directed education that challenges students to know the Lord Jesus Christ and to develop the vision and practice of excellence in academics, character, leadership, and service to others.

## **STATEMENT OF BELIEFS**

First Baptist Academy is an outreach ministry of First Baptist Church of Covington. The faculty and administration of First Baptist Academy in conjunction with First Baptist Church of Covington are committed to academic excellence. Our concern is for developing intellectual, spiritual, emotional, cultural, physical, and social aspects for every student.

### ***First Baptist Church is a member of the Southern Baptist Conference. Our beliefs include:***

*We the members of First Baptist Church in Covington, Georgia believe in the one true and living God, creator of all things, almighty and sovereign in the universe.*

*We believe that He is a three person God: Father, Son, and Holy Spirit.*

*We believe that He has revealed Himself generally through His Creation and Moral law and specifically through His own voice, the incarnation of His son, and His written word, the Bible.*

*We believe that the Bible is the inspired, inerrant, infallible word of God.*

*We believe that God created all things good, but that mankind freely sinned against God and in that sin has fallen from God's perfection.*

*We believe that sinful man stands opposed to God and in that sin faces the eternal just wrath of the Almighty God.*

*We believe that God is a gracious God and has extended His grace to sinful man through His Son Jesus Christ.*

*We believe that Christ the Son was made man and lived on earth.*

*We believe that Jesus Christ lived without sin in perfect adherence to the will of the Father.*

*We believe that Jesus was betrayed and was crucified on a Roman cross.*

*We believe that in this crucifixion Christ the Son took on the full weight of the Father's wrath against the sinfulness of man and became an atoning sacrifice for all who believe in Him.*

*We believe that Christ died and was buried, but after three days He was raised from the dead to live and to reign over heaven and earth.*

*We believe that after His resurrection He met with His disciples, commissioned His Church, and ascended into heaven, from where He reign, and is building His Kingdom.*

*We believe that this Church is the presence of the Kingdom of Christ on Earth.*

*We believe that Christ's gift of grace and forgiveness of sin is available to all who believe in Him as Savior and Lord, and who demonstrate that belief by living faithfully for Him.*

*We believe that this offer of grace is exclusive only to those who confess and believe the Lordship and saving work of Jesus.*

*Therefore, we believe in the Great Commission and that we are charged by Christ to make disciples.*

*We believe that followers of Christ are called to join together in localized bodies or local churches that are called to live out the life of a disciple.*

*We believe in Baptism by immersion in water as a proclamation of faith and an experience of Grace.*

*We believe in the observance of the Lord's Supper as a proclamation of Christ's work and Kingdom until He returns.*

*We believe that Christ will return to establish fully His authority over all things.*

*We believe that Christ will judge all of humanity and condemn all evil, and that He will call those who have believed in Him to life in His everlasting Kingdom.*

### **Notice of Nondiscriminatory Admissions Policy**

**The First Baptist Academy welcomes and accepts any qualified student of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, and other school-administered programs.**

### Admissions Policy

Admission to First Baptist Academy is considered based on:

- Completed application with registration fee equal to one month's tuition (**non-refundable**).
- Copy of all records, birth certificate, health immunization record, latest report card, latest standardized test scores and recommendations (for elementary new students only).
- Discipline record from previous school.
- Attendance record.
- Acceptance of the Statement of Faith of First Baptist Academy, and a willingness to follow these principles, signed by the parent or guardian during the time of enrollment and prior to the start of the school year.
- Acceptance of the Code of Conduct and parents' willingness to follow these rules and by accepting responsibility for their child's behavior, signed by the parent or guardian during the time of enrollment and prior to the start of the school year.
- A letter of recommendation from former school.

### Registration Fee

The registration fee is equal to one month's tuition, which will become part of the tuition that includes all materials and textbooks. Only one-half of the registration fee is due at registration when the application is signed, and the other half is due thirty days from that date. **The registration fee is non-refundable.** To view our fees, please check our school website.

## Tuition

Tuition may be paid annually or monthly. We use FACTS tuition management for our payment system. All payments will be made through FACTS. Late fees will apply as will a \$30 bank fee on any returned payment. FACTS also charges a yearly maintenance fee according to your choice of plans.

- Multi-student discounts are given for families with more than one student enrolled at FBA. Annual tuition is discounted 10% for the second child and 20% for the third child.
- First payment is due in August of the new school year.
- A one-time payment option includes a 5% tuition discount *but does not include the multi-student discount*.
- Tuition is not deductible in the case of illness or school holidays.

## Withdrawal Fee

It is assumed that a student is enrolling for the entire year, and budgets are set accordingly. Students who withdraw before fulfilling the financial contract must submit a 30-day written notice. All paid fees are forfeited, and a **two-month withdrawal fee** will be assessed for elementary and middle school students. Report cards and/or official/unofficial transcripts are released to other schools **only** when the student's account is paid up to date.

If for any reason you must withdraw your preschooler from class, please allow the school a two-week notice. No withdrawal fee is required, but all paid fees are forfeited.

### **School/Curriculum Fee**

This fee covers additional technology, Standardized tests, student insurance, books, and supplies. The fee will be billed in September and is **non-refundable**.

### **Insurance**

First Baptist Academy carries secondary medical insurance for its students. The policy covers accidents which occur during school and school activities such as field trips. An accident must be reported on the

day it occurs by having a faculty or staff member fill out the accident report form and having the parent sign the form. The insurance company will not honor late claims. Because the policy is secondary in design, it covers only the portion of the medical expenses which are not covered under the **student's primary medical policy**. If a primary policy is not in force, the secondary policy will cover all expenses up to the prescribed limits. Prescribed limits exist for all injuries. Other restrictions and limitations also exist. PARENTS MAY VIEW THE MASTER POLICY ON FILE IN THE SCHOOL OFFICE FOR SPECIFIC DETAILS. The school does not act as an agent for the insurance company. School personnel, as a special service to the students, assist in enrolling the pupils. First Academy accepts no responsibility for payment or non-payment of claims.

### **Preschool hours of operation, drop-off, and pick-up**

All preschool students, toddlers through Pre-K, should be in their classrooms no later than 9:05 a.m. Drop off begins as early as 8:45 a.m. for all students. Doors will



not be open prior to this time, as this is the teacher's planning and prayer time.

For parents of children in our three-year-old and four-year-old classes, please feel free to use our drive-through drop off. Your child will be taken out of the car by one of our staff members. The drop-off area is staffed from 8:45 a.m. until 9:05 a.m. Preschool dismissal will begin at 12:50p.m. and run through 1:05 p.m. Please be sure to have your car rider tag visible from the rear-view mirror for carpool. For parents of our infants, toddlers, and twos, we ask that you park and walk your child in to the front doors and again for pick-up.

All preschool classes end at 12:50 p.m. Children in our three and four-year-old classes will be dismissed through our pick-up line. If you need to pick up your child prior to dismissal, please check in at the office. Please notify us if you will be later than 1:05 p.m. getting your child, otherwise a late fee of \$5.00 will be charged after this time. This fee will automatically apply after the child is left late more than one time in a one-month period. The charge will be reflected on your tuition account.

There is absolutely no parking in the driveway. If you must come in, or need to speak to your child's teacher, please park your car in the parking lot and walk in. ***And, for the safety of all our children, please be very careful and alert in the driveway and parking lot of our facility. Please also refrain from using your cell phone in the drop-off and pick-up line.***

### **Attendance Policies**

Success in school greatly depends on the student's daily attendance. The child who is tardy for school loses valuable instructional time and causes undesirable

disruption in the classroom. Chronic absenteeism and tardiness is not fair to the child, his/her classmates, or his/her teacher. Absences due to illness or death in the family are considered excused. A written explanation from the child's parent or physician should accompany the child on the first day he/she returns to school to be considered an excused absence.

*Absences:* Students must bring a note written by a doctor or a parent on the day they return from an absence. The note should be given to the classroom teacher. **After the 5<sup>th</sup> absence, a doctor's excuse will be mandatory.** Teachers will provide students an opportunity to make up missed work for excused absences, but *the responsibility for commencing and completing make-up work rests with the student/parent.* All make-up work must be completed within three school days, unless otherwise noted. It is the primary responsibility of the student/parent to ask for missed work.

*Excused Absences:* An absence will be excused in the case of illness, death in the family, or if prior written notice of the absence was given to the administrator. Absences for family trips, etc. must be pre-arranged. Students with excused absences will be allowed to make up all missed work within three school days of their return. It is the responsibility of the student to get the missed work from the teacher. A student who has missed one day of school prior to a test or who is absent the day of the test, will be expected to make up the test one day after his/her return. If homework was assigned prior to absence, it will be due upon the return to school. **The administration may choose to refuse to accept notes from parents if the absences become excessive or may require documentation of the student's condition**

**from a medical professional.** The medical absences should be documented by the attending physician with a note to school.

*Excessive Absences:* Regular attendance is required at First Baptist Academy as a precursor to academic success. According to the state of Georgia, a county social worker will be contacted after the 10<sup>th</sup> absence. **A conference will also be held with the family to discuss continued enrollment.**

*Tardies:* Students are considered tardy if they enter school after 7:55am. Five tardy arrivals are equal to one absence. If tardies are to be excused, parents should follow the same procedures as for absences.

*Check outs:* Other than the normal dismissal time, no child may leave the school premises until they have been signed out by a parent or guardian. The parent must sign the child out in the school office before picking the child up from the classroom. No student is permitted to leave the school without a parent, guardian, or a person listed on the pickup list. In addition, students coming to school from appointments need to be signed in at the office as soon as they arrive. If a student leaves school prior to 11:30a.m. student will be considered absent for the day.

### **Elementary/Middle school hours of operation, drop-off, and pick-up**

The school day begins at 7: 55a.m.for all elementary students and ends at 2:20p.m. for elementary grades. Drop-off time is between 7: 40a.m.and 7:55a.m. No child should be dropped off prior to 7:45a.m.as there will be no supervision prior to that time. The middle school day begins at 7:55am and ends at 2:30pm. (Please note the additional 10 minutes to the day for middle school).

### **Academic Honesty Policy**

It is expected that First Baptist Academy students will uphold the highest standard regarding academic honesty. Students who cheat by any method 1) could be suspended for one day; 2) will receive a zero on the material in question; 3) will be expected to make up any missed work on the day of suspension; 4) and will receive an *N* in conduct for the quarter in that class.

### **Conflict Resolution & Appeals**

There are legitimate ways to handle any complaint which may arise during the school year. First Baptist Academy encourages each parent to respect the teacher as a professional and, likewise, the teacher to respect the role of the parents. All members of our school community are asked to follow these guidelines in resolving any problem. The use of the conflict resolution process as outlined in Matthew 18: 15-17 is to be recognized as the Biblical authority for any issues experienced within the school context.

The common goals of Christian teachers and parents can be more readily achieved when a friendly, open relationship exists between the home and the school. Therefore, special mention is made of the best method for resolving problems. Please heed the following:

1. When a classroom or other situation occurs, the parent must first take the problem to the teacher. This can normally be handled by a telephone call, an email, or a note. Approach the teacher in a friendly manner; you are just trying to gather information. Normally, parents

- discover additional information during these meetings that may change the way they view the matter.
2. If a conference is needed with the teacher, contact the teacher to arrange an appointment.
  3. Should the matter still be unresolved, a conference with the parent, teacher, and administrator may become necessary.
  4. If the matter remains unresolved, contact the chairperson of the First Baptist Academy school board at [schoolboardfba@gmail.com](mailto:schoolboardfba@gmail.com)

*Some guidelines to adhere to:*

- a. Do not attempt to talk to the teacher about concerns before or during school hours, whether by phone or in person. Teachers are available after school for meetings.
- b. Do not discuss your problems with uninvolved parties (secretaries, other parents, and especially other students). They cannot solve your problem with a teacher.
- c. Do not discuss problem situations or denigrate the faculty or staff in front of children.

If parents or family members become verbally or physically threatening or hostile, including cursing and using foul language towards children, parents, or First Baptist Academy faculty and staff, the administration reserves the right to ask the parent(s) to leave the premises or from any other school related activities. Any discussion of problems not involving the school should occur elsewhere. The school is not responsible for conflict/resolution issues outside of the school setting.

### **Discipline**

A well-organized and well-disciplined classroom is necessary for promoting a good learning environment.

When discipline problems arise, it is important that the school staff and parents work together to resolve problems. We expect the support of parents to maintain a well-disciplined school. Teachers are encouraged to take care of classroom management problems as they develop. If a child causes a serious disruption, he/she may be referred to the school administrator.

1. Students should be attentive and obedient to all teachers.
2. Students should cross the street only at the crosswalk.
3. Students will be expected to have a servant's heart. This may be demonstrated by obeying teacher requests to pick up lunch trash (whether it belongs to you or not). While in the lunchroom, students should remain seated at their tables until dismissed by the supervising teacher.
4. No acts of disrespect or remarks that denigrate others shall be made to faculty, staff, parents, visitors, or guests to our campus.
5. There are to be no disruptions or interruptions of faculty during instructional time.
6. Students may bring a water bottle filled only with water products for use during the school day. Chewing gum and/or eating or drinking in the school, (other than water products) except at designated times, is not permitted.
7. Lying nor bullying will be tolerated.
8. Profanity will not be tolerated. Using the Lord's name in vain will not be tolerated.
9. Willful damage to school property, the property of First Baptist Church of Covington, or the property of students or guests will not be tolerated.
10. Students will not wrestle or engage in horseplay of any kind at school. This includes, but is not limited to, pushing, hitting, and chasing. Students should move through the hallways in a quiet and orderly manner.

11. Students are to keep their hands-off other people's belongings.
12. Students are not to prop open any outside doors on any of the buildings. This is an important safety issue.
13. Cell phones/connecting devices (smart watches and/or headphones) will be collected at the beginning of each class. The school is not responsible for losses. The student is responsible for collecting their devices before leaving school.

Students who are in violation of school policies are subject to progressive disciplinary action, which may include parent conferences, detention, suspension, the withdrawing of privileges such as removal from activities and clubs, or other actions which may be corrective in nature. Cases involving major incidents, cases which are repetitive in nature, or cases in which the student demonstrates that he or she is unwilling or unable to change behavior may result in suspension or immediate expulsion.

### **Divorce/Guardianship Issues**

When the custody of any child is in question, the First Baptist Academy must act in accordance with rulings of the court. All legal papers pertaining to custody **must** be on file in our office.

Parents are **required** to provide the school with up-to-date court documents outlining the details of the divorce agreement and the rights of each parent in regard to the child. Parents are asked to notify the school office in writing when reports and notices should be mailed to both parents at different addresses.

### **Gossip**

One of the most damaging things that can occur in any school is gossip. The Bible teaches that gossip is a thing

to be avoided. A gossip betrays confidences (Proverbs 11:13) and separates close friends (Proverbs 16:28). The tongue and the mouth are powerful. They can be used improperly for sinful purposes, or they can edify, praise, and glorify. May we seek to follow David who wrote in Psalm 39:1, “I will watch my ways and keep my tongue from sin; I will put a muzzle on my mouth as long as the wicked are in my presence”.

We request that all First Baptist Academy families abide by the words found in Ephesians 4:29. “Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

### **Grading**

First Baptist Academy reports student progress to parents at the end of every nine weeks. *Parents are expected to keep themselves informed about their child’s progress.* Parent-teacher conferences may be scheduled as needed. Student records may be reviewed at a conference. Students are required to complete and turn in all assignments. Failure to do assigned schoolwork, to return a parental signature on papers with grades of D or F, or to obtain signatures on other papers when requested by any teacher or administrator, will result in parental notification and possible disciplinary action.

### **Kindergarten through 2<sup>nd</sup> grades**

E-Exceeds expectations or mastery of skill

S-Satisfactorily completes skill

N-Needs Improvement

U-Unsatisfactory

### **Third through Fifth Grades**

A (90-100)



B (80-89)

C (75-79)

D (70-74)

Below 70 is failing

Emotional and Social Development (conduct) as well as Special area classes are graded as follows:

S-Satisfactory

N-Needs Improvement

U-Unsatisfactory

### **Homework**

The sole purpose of homework is to review with your child. Each teacher will give homework as needed for long-term retention. Parents, please note that if your child works unusually slow or fails to stay on task, then it may be assigned for homework. Consequences for not doing homework will affect your child's educational progress.

### **Illness/Communicable Disease**

If the administration has any suspicion that a student has a communicable illness or fever at 100 or above, the parents will be contacted. It will be expected that the parents will pick up the child within one hour of notification. If the parent is not able to pick up the child within that time frame, the next person on the student's emergency contact will be notified. We understand the difficulties to leave work, but we know that we all put the children's health and well-being first. If someone other than a parent comes for the student, the parent should notify the school and see that the individual has positive identification. Students with an illness may not return to school until they have been given clearance from a medical doctor or symptoms are gone without fever reducing medicines. **Children on antibiotics must be on their medication for a twenty-four-hour period before returning to school.**

### **Lost and Found**

Lost and found items are kept in the First Baptist Academy lost and found area and in the school lobby. Parents are invited to check for lost items at their convenience. Unclaimed articles are donated to the local homeless shelter on a quarterly basis. First Baptist Academy encourages the use of iron-on labels in clothing, stick-on labels on personal items, or using a permanent marker to identify materials. First Baptist Academy will not be responsible for lost or stolen items. It is suggested that you label hoodies and all outerwear.

### **Lunch**

Each student *must* bring his/her own lunch daily. Students are not to bring sodas or use glass containers for storage. Students may have the opportunity to purchase a prepared lunch on Fridays. If so, you will receive an order form a month in advance to select the days that you wish to order. *If a student forgets to bring a lunch, the school has a lunchable for a fee of \$4.00.* No outside deliveries will be accepted. Please use ice packs for cooling and a thermos for keeping food warm. Microwaves are not available for student use.

### **Messages**

When necessary, a parent may call the school office with a message for his/her child(ren). If the message involves a change in transportation arrangements, the parent will be asked to identify himself/herself in a manner which will provide positive identification for the school, as well as identify the person who will be picking up the student. Because of the large number of phone calls that the school receives, we ask that all arrangements should be completed 30 minutes prior to dismissal.

### **Standardized Dress Code**

Every student is required to maintain the level of personal hygiene necessary to ensure a healthy school environment. School attire which is not specifically covered in this section and which administration believes is disruptive or distracting to the learning environment is prohibited. Students are expected to wear their God-given gender-appropriate attire. Boys may not wear any body piercings. Girls may be allowed ear piercings only. No unnatural hair colors or dyes are allowed.

The standardized dress code for First Baptist Academy is as follows: long or short sleeve tops in solid colors navy, gray, yellow, or white. Bottoms can be solid khaki or navy. Denim bottoms or comfortable pants may be worn with spirit wear on Fridays as well as for P.E. Girls may wear solid skirts, skorts, jumpers, shorts, or pants. Skirts and shorts must be no shorter than 3 inches above the knee. Flip flops or open toe sandals are prohibited on the playground. Best choice of shoe is closed toe or athletic.

### **Preschool Clothing and What to Bring**

All preschool children should bring a change of clothing (appropriate according to the season). Please remember to include diapers or underwear, whichever is appropriate. These items should be placed in a large Ziploc bag with the child's name written on it. This bag will remain in your child's classroom in the event of an unforeseen accident. In the event an accident does occur, we will send the child's soiled clothing home in the Ziploc bag to be laundered. Please return replacement clothing bagged with your child the next day he/she attends class.

Washable play clothes are the most suitable for preschool. Children enjoy their varied experiences at preschool more if they are not concerned about dirtying their clothing. Clothing should be appropriate and suitable to the season and the day. For the sake of modesty, girls are asked to wear bloomers or shorts under dresses. Please send sweaters or jackets on cold days. Removable clothing such as hats, sweaters, mittens and other similar articles should be marked with the child's name. Children should not wear sandals or open toe shoes. Our outside play areas are covered with mulch that can hurt little feet and toes. For their own safety, children who wear open toe shoes or sandals will be kept inside during outdoor play time.

For our toddlers and two-year olds, please pack your child's bag with everything they will need for the day. This includes an additional change of clothing, diapers, wipes, bottles, any item of comfort, etc. Bottles and cups must be marked with your child's name. Please try to discourage your children from bringing toys or other personal items with them to preschool unless it is an item that your child uses for comfort. We will have designated "show and tell" days when favorite toys or stuffed animals can be brought and shared with the class.

### **Toilet Training for Preschoolers**

If your child is or begins toilet training during our school year, please notify the child's teacher of any schedule or special techniques that you use at home. Our staff will work closely with you during this time to help ensure success. Our 3-year-old classes expect training to be complete by the end of September.

### **Physical Education/Recess**

All students must wear athletic/tennis shoes and socks to P.E. class. Shoes must tie or have Velcro closure devices or be specifically designed for athletic purposes. If girls wear skirts on P.E. day, they must wear shorts under the skirt. **Students will sit out during P.E. if shoes are not appropriate for physical activity.** If the students are out of dress code for PE more than 2 times, they will receive an “N” for a grade and be given a writing assignment to make up for the participation time that is lost.

### **Fieldtrips**

Most of our classes will go on fieldtrips. These are sure to become very special times for our students and staff alike. We try to ask each parent who can chaperone to do so and drive on at least one of the trips during the year. Most field trips are local, and you will be notified at least two weeks prior to the field trip. Any child who is six years of age and younger is required by law to be in an approved safety seat.

### **Promotional Materials & Personal Communications**

All parents, students, and employees must have any communications, handouts, flyers, or promotional materials of any kind approved in the office prior to disseminating said materials. Please allow 48 hours for administration to review materials.

*Party Invitations*-Students may only hand out birthday party invitations if everyone in the class is invited. Otherwise, invitations should not be handed out at school. If parents wish to invite a small number of friends to a party, the school office will be pleased to provide the addresses of those children to whom you wish to send an invitation.

### **Safety Drills**

Fire, tornado, and any other emergency drills and procedures regulated by the city, county, and state will be practiced and reviewed on a regular basis.

### **Inclement/Severe Weather and Dismissal**

If severe weather is predicted, parents should look for an email, text, or phone call from the school and/or teacher. As soon as a responsible decision can be made, you will be contacted. The same applies for delaying school starting times. If school needs to close early in the day due to impending severe weather, parents will be called and notified to pick up their children. You can also check our Facebook page at FBA – First Baptist Academy for updates. If any changes to your emergency contact needs to be made, please let the teacher know so that our information is kept up to date.

### **Standardized Testing**

Each April, First Baptist Academy administers the IOWA, a Standardized Achievement Test, to all elementary and middle school students. These dates are on the calendar at the beginning of the school year. Avoid making appointments or trips which would interfere with your child's testing. Once the school receives test results, they will be sent home. If a student misses any portion of the test, our greatest effort will be made to make that up.

### **Records Release**

Information will not be released until a records request is filled out and completed by the parent. All records will be forwarded to the new school.

**Failure to comply with any of the policies listed in this handbook may be grounds for dismissal. First Baptist Academy school board reserves the right to change any policy or procedure at any time at its sole discretion after reasonable notice to the students and parents.**

**FIRST BAPTIST ACADEMY PARENT  
HANDBOOK AGREEMENT Rev. 6/23/2017**

1. I am satisfied with the philosophies and policies of First Baptist Academy and do pledge to make them my choice for my child. I have read and will comply with the current student handbook. I understand that one of the school's objectives is to lead students to a saving knowledge of Christ (Matthew 16:26).

2. I pledge to pay all financial obligations to First Baptist Academy by the due date or contact the Administrator with a reasonable explanation for the delay, stating when payment will be made.

3. I pledge to support the educational program at First Baptist Academy by seeing that my child attends school regularly, arrives and is picked up on time, and by sending written explanations for absences or tardiness.

4. I pledge to assume the responsibility for my child's education by supervising the responsible completion of all homework assignments and by initiating regular contact with my child's teacher.

5. I agree to provide my child with a nutritious lunch.

6. I agree that hardcover textbooks and library books remain the property of First Baptist Academy. Workbooks become the property of the student when they are completed and sent home by the teacher.

7. I pledge that, if for any reason, I or my child become dissatisfied with the school, I will withdraw him/her quietly and without delay.

8. I agree to follow the dress code guidelines set by First Baptist Academy. I understand that if my child attends school out of dress code, I will be notified to bring appropriate clothing.

9. I agree to provide First Baptist Academy with the names and phone numbers of persons permitted to pick up my child/children. If there is an individual who is not allowed to pick up my child/children, I will inform First Baptist Academy in writing.

10. I hereby invest authority in the school to discipline my child as necessary and as outlined in the student handbook. I further agree that I will cooperate and discipline my child in the home, as needed.

11. I understand that my child should not attend school with an infectious or contagious illness. If my child requires medication, it will be administered by the school secretary after I have completed the medication permission form. If my child becomes ill or is found to have lice while at school, I understand that I should make prompt arrangements for my child to be picked up.

12. I pledge to use the Matthew 18 principle as outlined in this student handbook when faced with any disagreement or conflict at the school.

13. I understand that my child will participate in field trips that complement the instructional program. I also understand that siblings are not allowed on the field trips.

14. I agree to allow my child's likeness and/or intellectual property to be used for academic purposes, in media advertising, fundraising, and promotional materials for First Baptist Academy, including, but not limited to, printed matter,



television commercials, other broadcast media, web-based materials, and registration materials. Notification of such use will be shared with the parent.

**Student/Parent I**

Parents and/or guardian must sign this form to acknowledge they have read and agree to its terms and conditions. Please return your signed form to school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Student

**Please return this form to school no later than August 11, 2023**

**Student/Parent I**

Parents and/or guardian must sign this form to acknowledge they have read and agree to its terms and conditions. Please return your signed form to school.

\_\_\_\_\_  
Signature of Parent/Guardian

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**Please return this form to school no later than August 11, 2023**

Please cut on dotted line and return to school