

First Baptist Academy

A ministry of
First Baptist Church O'Fallon

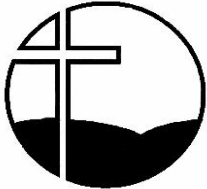
Partnering With Parents to Equip a
Godly Generation—
With Hearts that Seek God and
Minds that Pursue Truth!

Parent/Student Handbook

www.firstbaptistacademy.net

(Revised, reviewed and adopted January 2009)

Doug Munton, Ph.D.
Senior Pastor



Dear Parents and Students,

We are so grateful for your interest in First Baptist Academy. Established in 2002 with kindergarten classes, FBA continues to expand and grow. We know many boys and girls will benefit from this exciting ministry of First Baptist Church O'Fallon.

Learning is a wonderful gift God gives us. We believe the integration of faith and academics is especially beneficial for the development of children. The investment you are making in children through FBA is of tremendous worth.

At FBA you will find teachers who love your children and teach with enthusiasm and excellence. You will discover a warm, safe, nurturing environment that maximizes the potential of every child. You will find other students, who want to learn, grow and develop new friends. FBA is a place where Christian values are integrated with academic excellence.

I look forward to working with you as we invest in the lives of tomorrow's leaders. Thanks for your support of First Baptist Academy and may God give you a great year of learning and adventure!

For His glory,

Pastor Doug Munton

First Baptist Church

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Dear Parents,

Thank you for your interest in First Baptist Academy (FBA). We are so grateful for God's provisions and blessings over our school and we are excited about what we believe the future holds. First Baptist Academy is a ministry of the First Baptist Church of O'Fallon and as such is governed by the church through the Senior Pastor and the School Administrator. The Statement of Faith found in the Parent Handbook outlines the Biblical and Spiritual beliefs on which the church and school are founded. First Baptist Academy (FBA) does not discriminate against students of any race, color, national and ethnic origin, or social status for admission or in the administration of its educational policies, admission policies, or other school-administered programs.

First Baptist Academy provides a Biblically-based, student-focused, academically-challenging, and culturally-relevant educational environment. Designed to develop the entire child to his/her God-ordained potential, First Baptist Academy implements the school's educational philosophy through emphasizing academic and Biblical excellence and by holding students accountable for the highest standards of conduct and behavior. FBA's Philosophy of Education and Mission Statement are found in the Parent Handbook and clarify these positions.

We appreciate your interest in First Baptist Academy and encourage you to seek whatever answers you may need in determining if FBA is the right school for your child.

Blessings,

*Jackye Biehl
Administrator*

First Baptist Academy

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First Baptist Academy is a member of the Association of Christian Schools International (we are in the beginning stages of seeking accreditation through ACSI), Southern Baptist Association of Christian Schools., and we have been recognized by the Illinois State Board of Education as a non-public school.

**Statements in this handbook are subject to amendment with or without notice. First Baptist Academy will attempt to keep you informed of all changes as soon as possible; however, some changes might be made immediately due to unforeseen circumstances.*

Organizational Structure of First Baptist Academy

Dr. Doug Munton, FBCO Senior Pastor
Jackye J. Biehl, FBA Administrator
Pat Ray, Administrative Assistant

Teaching Staff

Kim Evans, Kindergarten	Diane Barker, First Grade
Betty Burgmann, Second Grade	Connie Johnson, Third Grade
Nancy Hubbard, Fourth Grade	Carolyn Harmon, Fifth Grade
Stacy Gibson, Sixth Grade	Wendy Cimborra, Seventh Grade
Amy Faitz, Eighth Grade	Kaitlin Wiggins, Ninth Grade
April Jones, Music	Kathy Lewis, Electives/PE
Lori Tippett, Spanish	Rick Dempsey, Band

Support Staff

Marilyn Dawson, Kindergarten Aide	Susan Buchner, Financial Secretary
Jane Knight, Consultant	Ken Getz, Custodian
Wayne Morgan, Custodian	Brian Rummeler, Custodian

Governing Board/Church Leadership Team

Dr. Doug Munton, Senior Pastor	Skip Leininger, Associate Pastor
Tom Dawson, Adult Ministries Pastor	Mike Cariker, Youth Pastor
Darlene Leatherwood, Children's Ministry Director	

School Review Board

The principal function of this committee is to review and oversee the recommended changes to the policies and procedures of the school along with serving as a grievance committee when issues cannot be resolved at the administrator level. Board members are appointed by the Governing Board/Church Leadership Team with Administrator recommendations. School Review Board members do not have administrative authority. School Board Review Committee will rotate after a three year term.

Jane Knight - Chairperson (rotates off May 2012)

Aaron Broyles - Committee Member (2011)

Susan Buchner—Committee Member (2010)

Administration

First Baptist Academy is a ministry of First Baptist Church O'Fallon (FBCO) and operates under its constitution and under applicable Illinois state school policies for non-public schools. The governing board of FBA consists of: Senior Pastor - Doug Munton, Associate Pastor - Skip Leininger, Adult Ministry Pastor - Tom Dawson, Youth Pastor - Mike Cariker, Children's Ministry Director - Darlene Leatherwood, and the FBA Administrator - Jackye Biehl. *The governing board/Church Leadership Team of FBCO is responsible for the final approval of all policies and procedures as well as hiring and other personnel issues. The school board review committee is responsible for the development and changes of all policies and procedures and serve as the second step in all grievance issues.* The immediate supervision and daily practices of the school rest with the Administrator who is a member of FBCO. The administrator reports directly to the Senior Pastor and is accountable to the church leadership team/governing board.

Philosophy of Education

First Baptist Academy provides a Biblically-based, student-focused, academically-challenging, and culturally-relevant educational environment. Designed to develop the entire child to his/her God-ordained potential, First Baptist Academy teaches to the four developmental domains—providing spiritual truth, intellectual stimulation, social activities consistent with Christian values, and physical exercise in a loving and disciplined environment. First Baptist Academy’s staff commits to educating the whole child with excellence, by focusing on individual needs while laying a strong moral and spiritual foundation.

Believing that God’s Word is the basis for all truth, we strive to integrate Biblical principals with academic knowledge. First Baptist Academy’s staff recognizes parents as the primary educators of their children and encourages close partnerships between parents and school personnel in every phase of the student’s development. Parents and teachers work in concert to guide the child in developing his/her abilities.

Purpose/Objectives

First Baptist Academy, a ministry of First Baptist Church (FBCO), adheres to the biblical principles published in FBCO’s Statement of Belief. First Baptist Academy will implement the educational philosophy in the following ways:

- ❖ **Academic excellence:** Aid students in preparing for productive lives through the cornerstone of a strong core academic program consisting of: critical thinking skills, logical reasoning, an emphasis on effort and work habits. All of the above are incorporated in a comprehensive and challenging curriculum.
- ❖ **Biblical excellence:** Assist students with integrating biblical principles into every area of academics and life; helping them develop a biblical entered moral compass which will be revealed in Christ-like character attributes such as self-sacrifice, honesty, self-discipline, generosity, and a loving nature.
- ❖ **Developmental excellence:** Help students become spiritually, socially, culturally, emotionally, and physically mature by creating an atmosphere where each child is accepted and loved just as he/she is. First Baptist Academy staff will value each individual child in such a way that promotes active participation and sharing in the learning environment and aids the child in developing Godly self-esteem, self-control, and respect for themselves and others.

(Adopted June 2002, reviewed January 2009)

Statement of Faith

About God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1, 26, 27, 3:22; Psalm 90:2; Matthew 28:19; I Peter 1:2, II Corinthians 13:14.

About Jesus Christ

Jesus is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords.

Matthew 1:22, 23; Isaiah 9:6; John 1:1-5; 14:10-11; Hebrews 4:14, 15; I Corinthians 15:3, 4; Romans 1:3, 4; Acts 1:9-11; I Timothy 6:14, 15; Titus 2:13.

About the Holy Spirit

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we should seek to live under His control daily.

II Corinthians 3:17; John 14:16-17, 2; 15:26-27; 16:7-11, 13-14; Acts 1:8; I Corinthians 2:12; 3:16, Ephesians 1:13; Galatians 5:25.

About the Bible

The Bible is God's word to us. It was written by human authors under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

II Timothy 3:16, 1:13; II Peter 1:20, 21; Psalm 119:105, 160; 12:6. Proverbs 30:5.

About Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme

object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude of disobedience toward God called sin. This attitude separates people from God.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2.

About Salvation

Salvation is a gift from God to us. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ by faith into his or her life.

Romans 6:23; Ephesians 2:8-9; John 14:6; 1:12; Titus 3:5; Galatians 3:26; Romans 5:16, 18.

About Eternal Security

Because God gives us eternal life through Jesus Christ, the believer is secure in that salvation for eternity. The grace and power of God maintain salvation, not the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 6:28-40, 44; II Timothy 1:12; Hebrews 7:25; 10:10, 14; I Peter 1:3-5; Philippians 1:6.

About Eternity

People were created to exist forever. We will either exist eternally separated from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is Hell; to be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence.

John 3:16; I John 2:25; 5:11-13; Romans 6:23; Revelation 20:15; Matthew 10:28; 25:44, 46.

For further explanation, please refer to the *Baptist Faith and Message, 2000*.

Enrollment

Enrollment Qualifications and Procedures

First Baptist Academy (FBA) does not discriminate against students of any race, gender, color, national and ethnic origin, or social status for admission or in the administration of its educational policies, admission policies, or other school-administered programs. FBA is a ministry of the First Baptist Church of O'Fallon and is founded on the principles of Christian faith. Parents will be expected to support the statement of faith detailed on pages 2 and 3 by signing and returning the Parent Pledge of Acceptance located at the back of this handbook. Substantial disagreement with school policies or philosophy is sufficient for dismissal of a student after enrollment.

1. Students entering kindergarten must be five-years-old on or before September 1, and first graders must be six-years-old on or before September 1.
2. All students new to First Baptist Academy and/or entering Kindergarten must provide a copy of his/her birth certificate, completed physical, dental, and vision examinations, and certification of immunization prior to enrollment. Returning students in 2nd must have a new dental examination and 6th/9th grade students must have a new physical/dental/vision examinations completed and on file prior to the beginning of school. Forms for the physical, dental, and vision examinations are furnished by the school.
3. Transferring students must provide a "Student in Good Standing" form from their previous school, a copy of the previous grade report and school records, and their most recent standardized test scores with the application. Students who have been suspended or expelled from other schools prior to enrolling will not be considered for admission to FBA during the current school year.
4. Applicants and parents must agree to support the policies and parent expectations of FBA defined under parent section of the handbook, and assume financial responsibility for the child by signing the Parent Pledge of Acceptance form within the application form.
5. Applicants and their parents must complete an interview with the administrator prior to enrollment.
6. First Baptist Academy is not equipped to provide specialized programs for students with physical, behavioral, or learning disabilities. Such limitations require special attention, resources, and facilities for the students' maximum development. If the staff, through test and/or observation, notes that the child requires special services, we ask your cooperation in placing your child in an educational environment that more adequately meets his/her needs. The teacher, administrator, and/or testing agent will be involved in the decision making process. FBA reserves the right to suspend services immediately. Re-fundable fees will be reimbursed on a prorated basis.
7. Tuition/fees payments must be met to maintain placement (see tuition schedule/cost sheet).

Re-enrollment Criteria:

Re-enrollment is opened first to returning students. After the re-enrollment period for current families has ended, waitlist students will be contacted next, then enrollment will be opened to new students. Eligibility to re-enroll will be determined by the following criteria:

- A student may be re-enrolled for the following year only if all tuition and fees from the prior year have been paid.
- A student's name will not be placed on the class list until required fees for the present year are paid and admission criteria are met.
- Students are evaluated at the end of each year for eligibility to re-enroll. Academic progress and discipline issues are major criteria in the evaluation process.
- FBA reserves the right to expel any family who fails to make timely tuition payments or whose child's life style and attitude is contrary to the standards of the school (see student expectations).

Class Wait List

Once classes have met their enrollment capacity, a waiting list will be formed. Parents wishing to place their child on a wait list must complete the application for admission and submit the non-refundable processing fee of \$50.00. As openings become available, parents/students will be notified of the vacancy according to the date all admission criteria was met. Families will have 48 hours from the time of notification to complete the admission process and pay student fees.

Admission Process:

Admission to First Baptist Academy may only be granted upon completion of the following:

- ❖ Completion of application and payment of registration fee
- ❖ Submission of birth certificate and immunization record
- ❖ Submission of completed health records (physical and dental)
- ❖ Academic records, "Student in Good Standing" form, and standardized test scores (for transferring students)
- ❖ Internet Authorization Form completed
- ❖ Parent pledge of acceptance for statement of belief, discipline standards, and financial obligation has been signed and on file
- ❖ Administrative interview has been completed

Tuition Assistance Program

Depending on availability of funds, tuition assistance may be available for qualifying families. Guidelines and applications may be picked up in the FBA Office.

Withdrawals

Withdrawals from school are completed through the school office by notifying the school administrator at least two weeks prior to withdrawal. Student tuition refunds will be based on the number of days of school remaining in the school year at the time of withdrawal of the student. Textbook and registration fees are non-refundable. All school accounts must be paid in full before school records or grades will be released. At that time, copies of the child's academic progress will be provided to the parent upon request.

Maintenance of Records

All student records are kept on file and are available to be transferred upon request. Current records will be maintained in the FBA office. Past records will be kept and maintained indefinitely in a secure storage location on the premises. All school records are confidential. Written request must be made to review or transfer records to another school in which the student has enrolled or intends to enroll.

Academics

Curriculum

Curriculum materials are reviewed by a curriculum committee and curriculum materials are selected which best meet the need for quality academics. Any secular sources utilized will be supplemented in scope and context by Christian principles. Integration of biblical truth occurs throughout all curricula. Science is understood as God's creation; geography is God's handiwork; history as God's hand on the nations over time; mathematics as a glimpse of God's orderliness and absolute truth; physical education and health as our opportunity in caring for God's people; music and art as God's beauty and tools for pleasure and worship; and, reading, writing, and speaking as opportunities to grasp and share truth.

Curriculum materials will meet all requirements for accreditation. Christian curriculum materials from ACSI, and Bob Jones University are currently being utilized and may be supplemented with additional material. Enrichment classes that may be offered throughout the year are: music, physical education, art, and computers. Classes are self-contained. Some grouping may occur within classrooms.

Video/Movies in Classroom

In an attempt to provide students with a well-rounded education, the teachers shall enlist a variety of aids to supplement the teaching of curriculum materials. Some of these aids may include the use of educational and/or entertainment videos. Educational videos shall include documentaries, historical, science and other types that support subjects being taught in the classroom. All students must have a signed permission slip from the parent before they are able to watch any video. Teachers will prepare a list of videos that might be shown during the school year and a general permission slip will be sent home for parents to sign and return in order for their child to participate.

Books and Supplies

The non-refundable curriculum fee is assessed (see tuition/fee schedule). This is utilized to purchase consumable workbook materials, non-consumable texts, to help cover the cost of standardized testing, classroom technology, special and general classroom needs, and vision and hearing screening fees. Non-consumable textbooks remain the property of the school at the conclusion of the school year. Students are held accountable for the condition of their books when they turn them in at the end of the school year. Students who lose a textbook or workbook are expected to pay the full cost of replacement. In addition, a list of student supplies will be provided by each individual teacher. Parents are asked to provide the items listed, which are used to provide for various needs of the classroom, and bring them to class the first day of school.

Homework

Homework appropriate for the age and grade of the child may be assigned. Homework assignments will be relevant to the curriculum and beneficial in reinforcing and expanding concepts and skills being developed during class. Homework assignments build independent study habits, self-discipline, and responsibility. Homework assignments can be a natural consequence when students do not utilize class time appropriately.

Because we believe that it is important for children to be responsible for completing and turning in work on time, the following policy will be adhered to for grades 4 and up:

1. **Due date** - Full credit is given for work done correctly and handed in on due date.
2. If work is not turned in on due date, a late assignment note, provided by teacher, will be sent home. **The late note must be signed by parent and accompany all late homework.** A 10% reduction of grade will occur when assignment is one day late. A 0% grade will be assigned after this day and students will still be expected to turn in all work.

Report Cards and Grading Scale

Report cards will be sent home at the end of each nine weeks grading period for K through sixth. Parents will receive the first report card on//before a scheduled Parent Teacher Conference. In cases of unsatisfactory progress, teachers are encouraged to communicate with parents at mid-term or as necessary to solicit parental support in addressing academic issues or encouraging better performance. The following scale will be used to assess student grades:

Kindergarten - First

E – Excellent skills (94-100)
S – Satisfactory skills (87-93)
I – improving skills (77-86)
N – Needs improvement (76-below)

Second - Eighth

A – 94 - 100
B – 87 - 93
C – 77 - 86
D – 70 - 76
F – 69 and below

Promotion and Retention

Placement, promotion and retention shall be made in the best interest of the student after a careful evaluation by the administration, teachers and parents of all the factors relating to the advantages and disadvantages of alternatives. Promotion, from grade to grade, for purely social reasons is discouraged.

Parents/guardians will be informed regularly, at least four (4) times a year, concerning a student's academic achievement. When a student's performance requires special attention, the administration, teachers and parents will meet to discuss the current problem situation and methods for improving student learning.

The final determination for placement, promotion or retention rests with the school administrator.

Parent Responsibilities

Parents are expected to read, understand, and adhere to the intent and mission of First Baptist Academy as defined in the Parent/Student Handbook. By signing the Parent Pledge of Acceptance on the enrollment application and pink form at the end of this handbook, you agree to accept all policies and procedures of the school.

Understanding that parents are the primary educators of children, FBA encourages parent participation with the school. Parents and teachers will work together to train, nurture, and equip students academically, spiritually, and in the development of each child's unique God-given gifts. Parents are expected to:

- ❖ Cooperate in your child's educational development by encouraging his/her best effort, monitoring his/her progress, providing study time at home, and working with him/her when needed.
- ❖ Cooperate with teachers and staff to build respect and accountability in the child for his/her satisfactory effort, level of work, and behavior.
- ❖ Monitor child's behavior by signing and returning weekly behavior progress reports if used by the teacher.
- ❖ Work to achieve a rapport with your child's teacher and maintain open communication.
- ❖ Support the school and its programs.
- ❖ When traveling with students on a field trip, abide by the same dress and conduct expectations as the faculty and staff.
- ❖ Pay all financial obligations in a timely manner.
- ❖ Bring all messages or items that need to be delivered to students to the school office.
- ❖ Sign children out at the school office when needing to pick up students during a school day.
- ❖ Sign the guest log at the receptionist desk in the atrium and receive a guest tag when visiting the school.
- ❖ Arrange classroom observation or visits with the administrator and teacher in advance.
- ❖ Participate in regularly scheduled conferences. If desired, additional conferences may be scheduled by contacting the teacher.
- ❖ Refrain from contacting the teachers at home.
- ❖ Refrain from engaging teachers in conversation prior to and during class to allow teachers focus to remain on students.
- ❖ Pick children up promptly at the close of the school day.
- ❖ Notify the office by 8:00 a.m. when children will not be present due to illness.
- ❖ Inform the school in advance of absences unrelated to illness.
- ❖ Read all school correspondence.
- ❖ Promptly pick up a sick child once phoned by the childhood office.
- ❖ In the event of inclement weather, parents may choose to pick up their children early from school before an official school closing is announced.
- ❖ Parents in serving in any volunteer capacity at the school are required to fill out an application. All volunteer applications will be followed up by a background check, cost is \$10.

Student Responsibilities

Students of First Baptist Academy are held to the following expectations:

- ❖ Students will arrive on time and with assignments completed.
- ❖ Students will be attentive and engaged during class, and put forth an appropriate effort in accomplishing assigned school work.
- ❖ Students will strive to behave in a manner that is in keeping with Christian principles at all times.
- ❖ Students are responsible for their behavior.
- ❖ Students will show respect to adults, peers, and property at all time. Students can be held responsible for the cost of damages or items needing replacement.
- ❖ Students will strive to maintain Christ-like attitudes at all times.
- ❖ Students will use appropriate language at all times.
- ❖ Students will solve conflict through discussion and adult intervention when needed rather than physical altercations.
- ❖ Students will abide by classroom rules as defined by teachers.
- ❖ Toys, Radios, tape players, hand-held electronic games, etc. are not allowed to be used during regular school hours. Middle/High School students must keep all cell phones and other items shut off and in their lockers during school. Items will be confiscated if found in use during school.
- ❖ Use of tobacco, alcohol, or drugs is not permitted on school grounds or at school functions.
- ❖ Students are not allowed to leave the building during school hours except for a regular class function.
- ❖ Weapons (knives, guns, or another other item than can be used to inflict physical harm) are not permitted and if brought to school will result in dismissal.

Teacher Expectations

First Baptist Academy teachers are held to the following expectations:

- ❖ Be an actively ministering Christian within an evangelical Christian church, exhibiting the highest moral integrity and behavior and maintaining the ethical standards consistent with Scripture.
- ❖ Be capable of integrating Scriptural principles within all curricula.
- ❖ Be able to teach from the Statement of Faith.
- ❖ Be an enthusiastic supporter of the philosophies and ministries of First Baptist Church.
- ❖ Maintain a vital, growing spiritual life.
- ❖ Approach the educational process as a ministry (Ephesians 4:11).
- ❖ Possess a thorough grasp of educational principles.
- ❖ Be certified or working toward teacher certification (exemptions possible).
- ❖ Pursue professional growth through classes and in-service training.
- ❖ Possess a thorough preparation and planning of material.
- ❖ Utilize creative and varied presentations of material.
- ❖ Work closely with Administrator and staff to maintain a team approach under God's direction to achieve educational objectives.
- ❖ Value students and their learning potential.
- ❖ Maintain high standards of personal character development in students and staff.
- ❖ Continually renew a personal vision for excellence.
- ❖ Maintain stringent academic standards.
- ❖ Develop and implement a good, consistent discipline program in keeping with the discipline philosophy stated in the handbook.
- ❖ Love and respect each child without favoritism.
- ❖ Keep an open line of communication with each child's parents in the form of regular reports, special contact when needed, and through parent teacher conferences.

Grievance Procedures

To resolve issues that might arise in a Godly manner, the following guidelines have been established and approved by the governing board of First Baptist Academy according to Matthew 18:

If a parent is faced with a problem, the following steps are to be instituted:

1. Parents are to discuss problems with the respective teacher. Discussions at school, however, should be scheduled before or after school hours, not during the school day.
2. If the problem is not resolved, parents may then *set an appointment* to confer with the administrator and teacher.
3. If the above fails to *resolve the issue*, the matter may be *heard by the School Review Board at their next scheduled meeting unless a special meeting is required. The School Review Board will make recommendations to the Governing Board/Church Leadership Team for review and approval.*

If a teacher is faced with a problem, the following should be instituted:

1. Discuss the problem with the parents.
2. If problem is not resolved, *then an appointment may be set* to confer with the administrator and parents.
3. If the above fails to *resolve the issue*, the matter may be *heard by the School Review Board at their next scheduled meeting unless a special meeting is required. The School Review Board will make recommendations to the Governing Board/Church Leadership Team for review and approval.*

Cases taken to the *School Review Board* will be dealt with as follows:

1. A letter must be submitted in writing outlining the issues and concerns.
2. *At their next scheduled meeting, the School Review Board will then convene to review the concerns and determine the outcome of the request. If more information is needed, the School Review Board may request a meeting with all parties concerning the grievance.*
3. *All recommendations and findings will be submitted to the Governing Board/Church Leadership Team for their review and approval.*

Discipline

Discipline Policy and Procedures:

First Baptist Academy maintains standards of behavior in the classroom through kindness, love, and a genuine regard for their students. Discipline is viewed as the opportunity to teach and correct, helping students develop self-control, character, respect, and responsibility for their feelings, attitudes, and behaviors. If correction is needed, natural and logical consequences will be applied in a loving and positive manner. Corporal punishment will not be used as a discipline method. Parents will be notified if a child needs extra guidance and may be asked to offer support. Serious disciplinary action may include temporary suspension or permanent expulsion from school. Substantial disagreement with school policies or philosophy is sufficient reason for dismissal of a student. Positive and negative reinforcement is used to promote good behavior choices. Each classroom teacher will develop a discipline system for each class to include the following:

- ❖ Classroom expectations will be clearly conveyed to students.
- ❖ After students understand expectations, the discipline plan will be followed.
- ❖ If a child does not meet the expectation, teachers will issue a verbal and visual warning
- ❖ Classroom discipline plan will include a minimum of one warnings prior to disciplinary action being taken. (Elementary students)
- ❖ Students whose behavior is not corrected will be given consequences for their choices. Consequences may result in loss of recess or free time, written or other assigned work, time after school, or they may be sent to the principal's office.
- ❖ Cheating will result in a zero on the paper or test and parent's will be notified.
- ❖ For a severe disruption, the administrator and parents will be notified immediately.

When necessary, teachers may use a weekly behavior progress report. When behavior progress reports are received, parents will be expected to sign and return the report on the following Monday. When the above measures fail to correct inappropriate behavior, the student may be placed on probation and may lose the right to remain at First Baptist Academy. Probationary status will be reviewed at the end of the semester by the Administrator. When all the above fails or for gross acts of misconduct, suspension or expulsion may result.

Suspension: The term suspension means any disciplinary action whereby a student is separated from school for a period of not less that one day. This may be assigned only by the school administrator and the following specific provisions apply:

1. Parents will be notified and the student will go home the day of the occurrence.
2. If parents cannot be notified immediately, the student will be kept in the administrator's office until the close of the school day.
3. The term of suspension shall not less than one or more than three consecutive school days and those days are considered unexcused absences and are marked by loss of academic credit for the period of suspension.
4. Suspension automatically initiates disciplinary probation.

Immediate suspension may follow a very serious offense, such as disrespect, stealing, fighting, pulling a fire alarm, turning in a false alarm (dialing 911) etc. Any of these offenses could result in recommendation for expulsion by the Administrator to the *School Review Board*.

Expulsion: The term "expulsion" means disciplinary action taken by the Administrator with Board support whereby a student is separated from school attendance for a period of time in excess of ten days, or the balance of the current semester.

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant the Academy's most drastic sanction, the administrator may recommend to the *School Review Board* that the student be expelled from the school and not allowed to return.

This policy supports the Illinois State School Code Section 24-24.

Health/Medical Information

The Illinois School Code (Section 27-8.1) requires a physical examination and up-to-date immunizations for all students prior to entering kindergarten, sixth, and ninth grade; a dental examination for kindergarten, second, sixth, and ninth grade students. Any student new to First Baptist Academy at any grade level must have a physical, dental, vision form completed by August 1 of the new school year or within thirty days of enrollment. Students not meeting this deadline will be dropped from class lists.

Required Immunizations for Kindergarten through Grade 12:

DPT – 4 or more, the last on or after the 4th birthday, at intervals of no less than 6 weeks, last dose at least 6 months since previous dose.

OPV – 3 or more, the last being on or after the 4th birthday, at intervals of no less than 4 weeks, last month dose at least 6 months since previous dose.

MEASLES – 2 doses, first dose administered 12 months or older, 2nd dose no less than 1 month after first.

MUMPS – 1 dose, administered 12 months or older.

RUBELLA – 1 dose administered 12 months or older.

HEPATITIS B – 3 dose series required, interval between 1st and 2nd dose, at least 4 weeks; between 2nd and 3rd, at least 2 months.

VARICELLA (Chicken Pox) – 1 dose on or after the first birthday or proof of prior varicella disease or laboratory evidence of varicella immunity.

Communicable Disease Information

CHICKENPOX

Incubation period - 2 -3 weeks commonly 13 - 17 days. Isolation - for not less than six (6) days after the appearance of eruption or until vesicles become dry. Exclusion from school - until end of isolation.

MEASLES

Incubation period - 10 - 14 days. Isolation - until seven days after the **RUBELLA** appearance of rash. Exclusion from school - until end of isolation.

GERMAN MEASLES

Incubation period - 14 - 21 days. Isolation - not required. Exclusion from school not required.

MUMPS

Incubation period - 12 - 26 days. Isolation - until nine (9) days after the onset of swelling. Exclusion from school - until end of isolation.

SMALL POX

Incubation period - 1 - 16 days, commonly 9 - 12 days. Isolation - until all lesions have healed and scabs have fallen off. Exclusion from school - until end of isolation (when all visible scabs have fallen off).

SORE THROAT AND SCARLET FEVER

Incubation period - 1 - 3 days. Isolation is required, but may be terminated after 24 hours of treatment with antibiotic, provided treatment is continued for a minimum of 10 days and the nose, throat, glands and ears are normal. Exclusion from school is required until end of isolation

Illness and/or Accidents

If students become ill during the school day, the office will be informed and parents will be notified to pick up their child. In order to be able to return, students should be free of fever or any other signs of illness for 24 hours.

In case of serious accident, parents will be notified immediately. If parents are unavailable, the emergency contacts will be notified for assistance. If unavailable, the doctor/hospital listed on the registration form will be contacted for treatment. Permission for treatment is included in the application form.

Please do not send your child to school if:

1. The child has a fever above 100.5 and until the child has been fever free for 24 hours without the use of Tylenol or other medicine used to reduce fever.
2. The child has vomited twice or more in the last 24 hours.
3. The child has diarrhea.
4. The child has pink eye and/or white or yellow discharge from the eye.
5. The child has head lice; students must be treated and nit free before returning to school.
6. The child has strep throat or scarlet fever; or student has been diagnosed by a doctor and has been on an antibiotic for less than 24 hours prior to return to school.
7. The child has chicken pox; all lesions must be dried and crusted before returning to school.
8. The child has impetigo, a highly contagious skin infection marked by a weepy, scaly or crusted rash. Twenty-four hours of treatment must be completed prior to returning to school.
9. The child has ringworm or any other unexplained skin rash.
10. Chronic coughing, child is uncomfortable and needs to drink constantly.

Students should not be sent to school with a communicable disease. A student may return to school when a physician states the student is no longer contagious.

Medication

School personnel are not permitted to administer any internal medication, including aspirin or Tylenol without a signed/ notarized medical waiver by parent and/or Doctor. Since we have no staff nurse, form must be on file in office and parents assume all responsibility and liability.

Public Act 94-0792 allows students to self-administer both their asthma and allergy medication (allergy medication taken with an epinephrine auto-injector) at school. In order for students to be able to self-administer, written authorization from the parent/guardian and the physician/advanced practicing registered nurse must be on file in the office of the school nurse. If there is no school nurse, all written authorization must be kept on file with the principal. The written authorization must include the name of the student and the medication that he/she will administer, the purpose of the medication, the prescribed dosage, and the time when the medication is to be taken. The written authorizations must be submitted by the parent/guardian every year before students will be allowed to self-administer their asthma and allergy medication.

Sports Physicals

All students participating in athletics must have an annual physical examination on file (physical must be done after June 1 to be valid) in order to participate in extracurricular athletic activities.

General Information

1. Transportation:

Bus service is not offered by First Baptist Academy. Transportation may be available through the O'Fallon public schools for those students who qualify (generally those who reside more than 1½ miles from the school). Parents are otherwise responsible for transportation to and from school. Transportation for field trips will be provided by parent volunteers or through use of the church bus.

2. Drop off/pick up:

Parents will drop off students at the main entrance located at the covered circular drive near the playgrounds. Students will go immediately to their classrooms. Teachers will receive children no earlier than 8:10 in the classrooms. Students are dismissed at the Seven Hills Entrance in the afternoon. In the future, if drop off or pick up locations change, parents will be notified of changes. Everyone is required to sign in at the receptionist desk in the atrium and pick-up an identification badge when entering the building. ID badges must be worn at all times while in the building.

3. Dress Code:

Students are expected to dress in ways that express Christian values. Modest, neat clothing is expected during school hours and at all school functions. Hats should not be worn in the classroom. Lettering or logos on clothing should not be offensive. Shoes should be worn at all times. Spaghetti straps (unless covered by a jacket or over blouse), short shorts, pants/jeans with holes in them are not acceptable. Shorts must be at least fingertip length or longer; tops must be no lower than a hand width from the neck; skirts should be near knee length. Except in severe weather, children will have outdoor recess. Please provide appropriate clothing - hats, gloves, coats, and scarves each day as weather dictates.

4. Lunch:

Children are to bring their own lunch and will eat in the classrooms or the gym. Lunches should be packed to remain fresh without refrigeration. **Due to limited lunch times and number of students, **Microwave items must not require more than two minutes cooking time.**** An alternative for hot lunch may be provided through area restaurants. Information for this alternative will be provided to parents for their selection and payment will be provided directly to the restaurant providing the meal.

5. Lost and Found:

Students are expected to be responsible for their personal belongings. Please clearly label your child's supplies and outer wear with his/her name or initials. First Baptist Academy is not responsible for lost or broken items. Lost and found articles will be placed in the church lost and found. It is the student's responsibility to reclaim lost articles. Articles not claimed will be given to a charitable organization.

6. Student Pictures:

Student and class photographs will be taken once a year. It is our policy that all packages are paid for in advance. Purchase is optional.

7. Parent Volunteers:

Parent volunteers for classroom, lunchroom, office, field trips, etc. will be asked to fill out a volunteer application and background checks will be completed on all volunteers for FBA. There is a \$10 fee for the background check. Applications are available in the office.

8. Class Parties/Celebrations

Classroom celebrations will be scheduled for four special events during the year—Thanksgiving, Christmas, Valentines Day, and Easter. The celebrations will be coordinated by individual classroom teachers, and teachers will provide directions for parent helpers. Celebrations will be limited to the last thirty minutes of the class day and be designed to focus on the meaning of the event. Parents helping with parties are asked not to bring younger siblings with them.

Student birthdays may be celebrated with advance notice and coordination with the teachers. Guidelines are available from the classroom teacher.

The kindergarten class may have a simple celebration of completion at the discretion of the teacher during the last morning of school.

9. Safety

The safety of all children and staff is of paramount importance at First Baptist Academy. Emergency/ Disaster Response Plans are in place. Evacuation drills are conducted on a scheduled basis.

10. Mandated Reporting

The teachers and staff of First Baptist Academy are mandated by law to report any suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act.

11. Field Trips

As a part of the instructional program, various classes take trips to interesting and educational places in the area. A general permission form to be notarized at registration is required within the admission packet. In addition, parents will receive information prior to field trips and must sign a permission slip specific to the trip for students to attend. If a parent chooses for his child not to participate in a scheduled trip or fails to return a signed permission slip, parents are expected to pick up the child prior to the stated departure time. Transportation for field trips may be provided through use of the church bus or by parent volunteers. Because we are concerned for the safety of the children, all parents who drive for school functions must have a "Certificate of Insurability" which can be obtained from their insurance agents. In case of an accident, it shows that the driver has liability insurance. Only FBA students will be allowed on field trips. Parents who accompany a class should not plan to bring preschool siblings on field trips so they can focus their attention on their role as a chaperone. Students may be required to have special dress code for certain field trips.

12. Termination of Services

First Baptist Academy may terminate the provision of educational services with the violation of any of the provisions described in this handbook by students or their parents/guardians. Should termination occur, a prorated reimbursement of tuition will be refunded.

13. School Closing Due to Weather

In case on inclement weather, First Baptist Academy will follow O'Fallon CC District 90 school closing policy. Please listen for announcements on local television and radio stations.

14. Financial/Annual Budget

FBA shall have an annual budget, proposed by the Administrator and approved by the Board, to serve as the normative guide for financial operations of the School. The budget is developed based on the number of students enrolled each year. While a ministry of FBCO, FBA is a financially independent ministry requiring no direct financial support from the church budget funds.

14. Wellness Policy

FBA is committed to provide a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle in our students. A policy is in place, and on file in the office, that works to promote and support student health and wellness in our school through: physical education, health classes, community involvement in learning, dental hygiene, D.A.R.E program, nutrition classes, etc

15. Locker Guidelines (upper grades)

Student Lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

- Students should not switch or share lockers with another student.
- Students must use the locker they were assigned.
- Students must not share their lockers combination with any other student.
- Lockers may be inspected and searched at any time by the administration.
- Lockers must be kept clean inside and out.
- Lockers are to remain locked at all times .
- Students are responsible to pay for any locker damage they do in violation of the above rules.
- Any problems with a locker should be reported to the office or teacher.
- The school is not responsible for lost, stolen, or damaged goods belonging to students.
- There will be a \$10 charge for any lock that is missing or broken.
- Lockers are to remained locked at all times throughout the day.
- Locker areas are expected to be kept clean and well maintained each day.

Attendance

In compliance with the State of Illinois, First Baptist Academy will have 176 days of student attendance (days designated as School Improvement Days on the school calendar are counted as days of student attendance) or 880 clock hours of instruction. If cancellation of school is required, additional days will be added at the end of the school year. FBA will follow District 90 school closings for inclement weather.

School Hours – 8:15-3:00

Appointments - Doctor or dentist appointments should be scheduled outside of school hours whenever possible. When it is necessary to have an appointment during school hours, parents must provide a note to the teacher the morning of the appointment. When daytime appointments are necessary, a parent must sign the student in and out of the school at the table located outside the FBA office.

Tardiness - Children are expected to arrive in time to be in classroom and ready to work by 8:15 a.m. Children consistently arriving after 8:15 a.m. will be considered tardy and consequences will be applied. Parents will need to sign students in at the office with reason given. Students are allowed three excused tardies with reason and signature. After three excused tardies, students will be assigned unexcused tardies. After three unexcused tardies, disciplinary consequences will be assigned. Consequences may include: missed recess time, noon detention, after school detention, or inability to make up work which will affect grade.

Illness/Absences - If a child is ill or absent for any reason, parents are expected to call the office before 8:00 a.m., 632-6223 x 218, and leave a message. If you know your child will be absent for more than one day, please specify when you expect your child to return. Homework will be available to pick up outside the office at the end of each school day..

Excused – The following absences are considered excused:

- a. a physician's or dentist's appointment
- b. an illness or injury
- c. a death in the family
- d. specially prearranged absence when absolutely necessary

Unexcused – Absence for any reason when parents have not made prior arrangements. Make-up work will not be given full credit if absence is unexcused. A 10% reduction of grade will be taken.

Any student who has been absent for questionable reasons may be required to present a certificate of illness from a licensed medical doctor upon request of the administrator.

Make-up Work – Students are responsible for completing all assignments missed for either excused or unexcused absences. For elective vacation times, make-up homework will be given upon the child's return. For each day absent, regardless of reason, children will have that same number of days to make up work and turn it in for grades. Arrangements should be made with individual teachers for completion of the work. The child will be given one day for each day absent to turn in make-up work or receive a grade of zero.

Truancy

A “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or any portion thereof. A child who is absent without valid cause for 10 percent or more of the regular attendance days will be considered a “chronic or habitual truant”. In this case, the administrator shall refer the matter to outside agencies, such as the Regional Office of Education juvenile officer.

First Baptist Academy does cooperate with the O’Fallon Police Department in enforcing the following City Truancy Ordinance:

“It shall be unlawful for any person under the age of 18 enrolled in a public, private or parochial school within the corporate limits of the City of O’Fallon to absent himself or herself from attendance at school without parental permission. Any person who shall so absent himself or herself shall be guilty of the offense of truancy and be subject to a fine not to exceed \$500.00 for each offense. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absenting himself or herself from school without parental permission shall not constitute truancy if permission is submitted in writing to the proper school authorities within 24 hours after such offense.”

Perfect Attendance

A perfect attendance award will be given to any student whose attendance is perfect for all school days. Excused absences and tardies will disqualify a student from this award.

Parent's Pledge of Acceptance

(submitted with completed application)

After carefully reading the Parent/Student Handbook, the Christian Education Philosophy, parent and student expectations, tuition, book, and fees responsibilities, I/we sign our intent to support and fulfill all obligations outlined in the First Baptist Academy Handbook.

- ❖ I/we have read and understand First Baptist Academy's educational philosophy and statement of faith.
- ❖ I/we understand that First Baptist Academy is a ministry of First Baptist Church, is administered by the School Administrator who reports to the Senior Pastor, and that FBA is governed through the First Baptist Church leadership team.
- ❖ I/we accept and agree to the parent responsibilities and understand my responsibility for parent-teacher communications
- ❖ I/we understand and support the student responsibilities.
- ❖ I/we support discipline procedures as outlined and understand this procedure will be used with my child.
- ❖ I/we understand suspension or expulsion can be a consequence of continued misbehavior.
- ❖ I/we accept financial responsibility for my child—all fees and other expenses incurred and agree to make payments on time.
- ❖ I agree to notify First Baptist Academy of any changes of address, phone numbers, emergency contacts, or health issues as soon as they occur.
- ❖ I/we agree that, if for any reason, our child does not respond favorably to the school, we will not try to change the school to fit his/her needs, but will withdraw quietly and without delay.

My signature signifies that I have carefully read the Parent/Student Handbook and accept all policies and guidelines set forth by the school.

Parent's Signature: _____

Date: _____

**This form must be returned to the office before the first day of school.*