



Parent/Student Handbook

2019-2020 School Year

The mission of First Baptist Brandon Christian Academy is to honor and serve Jesus Christ by providing academic and Biblical excellence for boys and girls while developing their faith in partnership with the home, the church, and the community.

**216 N. Parsons Avenue
Brandon, Florida 33510
813-689-9435
www.fbbca.org**

TABLE OF CONTENTS

I.	Introduction.....	1
	A. Articles of Faith	1
	B. Mission Statement.....	1
	C. Philosophy.....	1
II.	Financial Information.....	2
	A. Late Fee.....	2
	B. Tuition Deposit	2
	C. Return Check Fee.....	2
	D. Student Withdraw Process	2
	E. Tuition.....	2
III.	Child Abuse	2
IV.	Conflict Resolution.....	2
V.	Attendance Policy.....	3
	A. Absences	3
	i. Excused Absences.....	3
	ii. Excessive Absences	3
	B. Tardiness	4
	i. Excused/Unexcused Tardy	
	ii. Unexcused Tardy	
	C. Leaving School Early.....	4
VI.	Drop-Off/Pick-Up Procedures	4
VII.	Discipline Procedures	5
VIII.	Academics	6
	A. Student Evaluation/Grading Scale	6
	B. Textbook/Curriculum.....	7
	C. Guideline for Holidays.....	7
	D. Report Card Calendar K-3 thru Middle School	7
	E. Student Materials	7
	F. Cumulative Records.....	7
IX.	Dress Code.....	7
	A. Boys	8
	B. Girls.....	8

X.	Morning Snack/Lunch (Preschool)	9
XI.	Policies and General Information	9
	A. Chapel	10
	B. Classroom Parties.....	10
	C. Classroom Visitors.....	10
	D. Field Trips	10
	E. Illness and Injuries	11
	F. Medication	11
	G. Pledge, Prayer and Praise.....	11
	H. School Hours.....	11
	I. School Pictures.....	11
	J. Special Events	11
	K. Student Records	12
XII.	Parent/Teacher Communication	12
XIII.	Academy Curriculum	13
	Academy Team Sports.....	15
XIV.	Extended Day Care	16
	A. General Information, Policies & Procedures	16
	B. Hours/Fees.....	16
XV.	Middle School Addendum	17
XVI.	Academic Programs	18
	A. Late Work.....	18
	B. Incomplete Grades.....	18
	C. Course Failure.....	18
	D. Academic Honesty.....	18
	E. Locks and Lockers.....	18
	F. Attendance Policy.....	19
XVII.	Disciplinary Policies and Procedures	19
	A. Description of Policy and Offenses.....	20
	B. Accumulation of Points.....	20
	C. Detentions.....	21
	D. Suspensions.....	21
	a. In-School.....	21
	b. Out-Of-School.....	21
	E. Drugs, Alcohol, and Tobacco.....	21
	F. Outside Communication.....	22
	G. Drugs, Alcohol, Tobacco, Vaping.....	22

H. Social Media/Cyber-Bullying	
I. Harassment/Bullying	22
J. Sexual Morality	22
K. “Sexting”	22
L. Arrest and/or Conviction of a Crime	22
M. Cheating	22
N. Dangerous Weapons/Items	23
O. Distractable Items	23
P. Chewing Gum	23
Q. Inappropriate Reading Material	23
R. Contact between Students	24
S. Elevator Usage	24
T. Student Internet Access	24
a. Personal Safety	24
b. Illegal Activities	24
c. Inappropriate Language	25
d. Inappropriate Access to Material	25
e. Plagiarism and Copyright Infringement	25
XVIII. Middle School Technology Agreement	26

I. Introduction

A. Articles of Faith

The First Baptist Brandon Christian Academy has adopted the following Articles of Faith:

1. We believe the Bible to be the inspired, inerrant, infallible, and authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that for salvation of the lost and sinful man, a personal relationship with Jesus Christ is absolutely essential.
5. We believe in the resurrection of both the saved and lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
8. We believe that a spiritual leader should be an active participant in a local body of believers called the church.
9. We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and woman. We believe any form of homosexuality, lesbianism, bisexuality, transgender, bestiality, incest, fornication, adultery and pornography are not acceptable according to the Bible. We believe that the only Biblical marriage is the joining of one man and one woman by mutual covenant.
10. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

B. Mission Statement

The mission of First Baptist Brandon Christian Academy is to honor and serve Jesus Christ by providing academic and Biblical excellence for boys and girls while developing their faith in partnership with the home, the church, and the community.

C. Philosophy

We believe that the education of a child is not an end to itself, but that it relates to a much larger purpose of communicating "the grace and knowledge of our Lord and Savior Jesus Christ." (2 Peter 3:18).

We work in a partnership fashion with the home, the church, and the community to achieve our mission to honor Jesus Christ by creating an environment of academic and biblical excellence for our students while guiding their faith in God.

Our total commitment is to develop a preschool, elementary and middle school program in which our community identifies us as: Christ-centered, educationally sound, biblically influenced, welcoming to all, a place of peace, love and joy, and a school that provides equal opportunities to each and every child.

II. Financial Information

A. Late Fee

There will be a late charge of \$60.00 on any account when the tuition has not been paid by the due date.

B. Tuition Deposit Fee

The tuition deposit fee is due at the time of registration and is non-refundable unless the Academy determines that it cannot accept the applicant.

Returning/New families \$175.00

After March 31st \$250.00

C. Return Check Fee

There will be a \$10.00 charge for returned checks.

D. Student Withdraw Process

Students who withdraw from the Academy must notify the Administration thirty (30) days in advance. If a student registered at the Academy for any part of a month that school is in session (including August), the full month tuition installment is due.

E. Smart Tuition

Online Enrollment-www.enrollwithsmart.com

Find the School # **12958**.

Enter contact information of person paying tuition.

Enter student information.

Review payment plans and choose one.

Submit.

Upon online enrollment completion, a confirmation email will be sent to you.

Once the Academy has activated your account, you will receive an email with login instructions.

To view balance, make payments, update information or chat live, access your account at www.parent.smarttuition.com.

The Parent Help Center is open 24 hours a day, 365 days a year @ **888-868-8828**.

III. Child Abuse

Teachers suspecting that a child is a victim of physical, sexual, or emotional abuse will notify an administrator immediately. Educators are mandatory reporters. Teachers, staff, and administrators are required by law to report potentially abusive situations.

If the Administration is not available, a teacher will notify one of the Pastors of First Baptist Brandon. The teacher should also contact the Florida Abuse Hotline at 800-962-2873.

IV. Conflict Resolution

There are legitimate ways to handle any complaint which may arise during the school year. First Baptist Brandon Christian Academy encourages each parent to respect the teacher as a professional, and likewise, the teacher to respect the role of the parents.

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

1. When a classroom problem or other situations occur, the parent must first take the problem to the teacher. This can normally be handled by a telephone call or note.
2. If a conference is needed with the teacher, the teacher should contact the parent to schedule a conference. The teacher should notify school administration with the date and time a conference will take place. After the conference has taken place a Parent/Teacher Conference Form must be completed and placed on file.
3. Should the matter still not be resolved, a conference with the parent, teacher and, administrator may become necessary.
4. If the problem is not resolved, the Administrator will contact the appropriate ministerial staff member, Senior Pastor and/or Children and Families Committee.
5. Some dos and don'ts.
 - a. Problems should not be discussed in the hallways, before school, or during school hours. Whether by phone or in person, teachers are available after school.
 - b. Do not discuss your problem with uninvolved parties (secretaries, other teachers, other parents, etc.).
 - c. Do not discuss problem situations in front of children.

If any step of this process is skipped, the parent will be referred back to the appropriate person.

If parents lose their tempers, become verbally or physically threatening or hostile, including cursing and using foul language towards children, parents, or First Baptist Brandon Christian Academy faculty and staff, the administration reserves the right to remove the parent(s) from the campus, from any and all extracurricular activities, and/or dismiss their child/children from First Baptist Brandon Christian Academy.

If parents are having difficulties with each other because of situations occurring at school, it is expected that the parents will involve administration in the resolution of these issues. Otherwise, any discussion of problems not involving the school should occur elsewhere.

V. Attendance Policy

First Baptist Brandon Christian Academy operates from August – May each year.

A. Absences

Parents should call the school (689-9435) by 8:00 a.m. the day a child is absent; then when the child returns to school students must bring notes written by parents/guardians and/or doctors to the teacher. Teachers will provide the opportunity for students to make up missed work in a timely fashion, but the initiative for commencing and completing make-up work rests with the student/parent. Make-up work must be completed within one week following the last day of absence. All notes from parents or guardians will be kept on file until the end of the school year.

- i. **Excused Absences**
An absence will be excused in the case of illness, death in the family, or if written prior notice of an absence was given to and approved by the administrator. Students with excused absences will be allowed to make up all missed work within one week of the date of absence. Students who prearrange absences are expected to have all make-up work completed prior to leaving or immediately upon return.
- ii. **Excessive Absences**
A maximum of five absences (excused or unexcused) will be allowed per nine weeks. Excessive absences should be brought to the attention of the administrator.

Conferences will be scheduled with parents by the administration to discuss the importance of regular attendance. Behavior/citizenship/conduct will be affected. An “N” will be marked on the report card for attending school regularly with the 6th absence.

B. Tardiness (Preschool & Elementary) - *See Middle School Addendum for MS tardy policy*
Students in preschool and elementary are considered tardy after 9:00 am. (Middle School after 8:30 am). Excessive tardiness should be brought to the attention of an administrator. Conferences will be scheduled with parents by the administration to discuss the importance of timely arrival. Behavior/citizenship/conduct will be affected.

i. **Excused/Unexcused Tardy**

Excused tardy includes personal sickness, family emergency or road emergency. If a student is late to a class period due to being held up in a previous class period, it is the student’s responsibility to obtain a note from that teacher for an excused tardy.

Unexcused Tardy includes oversleeping, traffic problems, stopping for breakfast or leaving home late.

ii. **Excessive Tardy Policy**

A maximum of 5 tardies (excused or unexcused) will be allowed per nine weeks. After 5 tardies the student will not qualify for perfect attendance. In addition, the report card will be marked “N” for arrives to school on time, on the 6th tardy.

C. Leaving School Early

A child must have permission from his/her parent or the school administrator before leaving during school hours. Please attempt to schedule doctor appointments before or after school. A parent/teacher conference will be requested if a student continually signs out early from school, without prior authorization from the administration. Excessive sign-outs will be brought to the attention of the administration. The student’s citizenship grade will be affected.

Early Dismissal from Middle School classes will follow the guidelines from the absence policy. After the 5th absence from a class, the conduct grade will be lowered.

Middle School families are encouraged to make appointments for students before/after school or during Study Hall, which is each Thursday from 3:05-3:50 p.m.

When a child does need to leave early, the child must be signed out of the school office and a staff member will bring the child to the office. No child will be released to an adult until proper identification is made. If another person is picking up your child please send a note to the teacher or call the Academy office before your child is picked up. Notes brought in by someone picking up the child (other than the regular pick-up person) will not be accepted by the teacher.

Parents are asked not to drop off late children or pick them up in the classroom.

**VI. Drop-Off/Pick-Up Procedures
Preschool/Elementary**

Students will be walked to the classroom between 8:45 am and 9:00 am. Students who arrive after 9:00 a.m. must be walked to the Academy office to receive a tardy pass.

Middle School

Students should be in the classroom daily at 8:25 a.m. Students arriving after 8:30 a.m. must walk to Academy office for a tardy pass.

- Students, birth – 4 years old, should be picked up from the classroom at 1:30 pm. Parents arriving after 1:40 pm must pick-up their student in the Extended Care.
- Students, Kindergarten – 5th grade, should be picked up from the classroom at 3:15 pm. Parents arriving after 3:25 pm must pick up their student in the Extended Care.
- Students in Middle School will be dismissed at 4:00 pm daily. Parents will pick up from the homeroom classroom.
- If your child is attending our “Extended Day Program” he/she will be delivered to the Extended Day class by our staff. Parents will pick-up their student from the Extended Day class at the designated time agreed upon. All Extended Day students must be picked up by 5:30 pm. (See Extended Care for more information)
- If another person is picking up your child please send a note to the teacher or call the Academy office before your child is picked up. Notes brought in by someone picking up the child (other than the regular pick-up person) will not be accepted by the teacher. No child will be released to an adult until proper identification is made.

VII. Discipline Procedures

Children thrive in a climate where they are respected, and clear guidelines are enforced as to acceptable and unacceptable behavior. At First Baptist Brandon Christian Academy, the following disciplinary practices are used:

- Teachers explain and review with the children age appropriate behaviors to use during a class session.
- Children may be provided incentives such as praise, special privileges, a positive note home, a positive phone call made to parents, or an award given when appropriate behavior is shown.
- If a child chooses to misbehave, he/she is reminded in a positive and loving way of what is appropriate.

When inappropriate behavior occurs, any of the following may be employed depending upon the nature of the behavior and the age of the child:

- Verbal correction by the adult in charge of the group.
- Removal from the group for a brief period of time (“time out”.)
- Referral to the Academy office for counseling and “time out”.
- Notification to parents for their assistance in correcting the inappropriate behavior.
- Discipline Referral (This will be placed in the student’s cumulative records).
- Suspension/Expulsion deemed necessary by the administration.

Cell phones and Electronics

Cell phones or any electronic devices (Laptops, iPads, iPods, Nooks, Kindles, MP3 players, digital cameras, video recorders, gaming devices, etc.) are not to be used or seen during any part of school or extended care and at no time in bathrooms, locker rooms, lunchroom or playground.

Any use of a cell phone or electronic device during school hours will result in disciplinary action. If a student chooses to bring a cell phone or electronic device to school, it must be secured in the student's locker or backpack and must be turned off (not silent or vibrate). If a student brings a cell phone or electronic device to class or the phone rings or receives messages even while in a student's locker or backpack, the phone or electronic device will be confiscated for the remainder of the day. Confiscated phones or electronic devices may be picked up by a parent after school with administrative approval. Students whose phones or electronic devices are confiscated more than once may lose the privilege of having a phone or electronic device on school property.

Use of a cell phone or electronic device during a test for any reason will automatically be considered cheating and appropriate academic and disciplinary action will be taken at the sole discretion of the administration.

Outside Communication

Parents/family members are asked not to call/text the student during school hours. A text through the student's iPad/phone is a distraction to their academic day. If you need to reach your student during the school day, please call the office at (813)689-9435.

NOTE: An exception to this policy is the use of iPads in Middle School and only for school purposes as directed by the teacher. Please see section XVIII "Middle School Technology Agreement" for the specific policy that applies to Middle School.

NOTE: This is a general overview of our discipline plan. Corporal disciplinary action is not used at any time. Consideration is always given to the age of the child and specific needs of each and every child. Each parent will receive a copy of the discipline plan for their child's classroom.

VIII. Academics

A. Student Evaluations

Student evaluations will take place in the fall and spring of each year. This evaluation (check list) will be shared with parents during fall and spring conference dates.

- Infants-2's
- K3/K4
- Elementary & Middle School Grading Scale

Kindergarten – 2nd grade skills are graded as follows:

E = 90-100%
 S = 70-89%
 N = 60-69%
 U = 59% or below

3rd – 5th grade skills are graded as follows:

A = 90-100%
 B = 80-89%
 C = 70-79%
 N = 60-69%
 U = 59% or below

Middle School

A=90-100%
 B=80-89%
 C=70-79%
 D=60-69%
 F=59% or below
 I = Incomplete

Weighting of Grades

Elementary:

Primary (Kindergarten-2nd)
 20% Daily Work/Homework/Participation
 35% Independent Classwork/quizzes
 45% Chapter Tests/Project/Written Publications

Intermediate (3rd-5th)
 15% Daily Work/Homework/Participation
 40% Independent Classwork/general quizzes/check my progress/vocabulary/comprehension questions/RAZ kids/Language reviews/Craft Checks
 45% Tests: Subject Area Tests/Chapter Tests/Passage Assessments/Novel Tests/Published Pieces

Elementary (Specials: Art, Computer, Music, PE, Spanish)
 40% Classwork (Assignments started and completed in class: worksheets, group activity papers, practice assignments.)
 40% Participation (Class involvement: discussions, sharing of work, group activities.)
 20% Projects/Tests (Summative Assessments: projects, performances, traditional tests.)

Middle School

Middle School Electives	Core Subject Areas:
25% Classwork: (Any in-class assignments, group work, practice activities.)	20% Classwork: (Any in-class worksheets, assignments.)
35% Participation: (discussions, playing, sharing of work, group activities)	10% Homework: (Any out-of-class worksheets, assignments.)
40% Project/Test: (Any type of "final project" or formative assessment)	5% Participation: (Group discussion, presentations.)
	25% Quiz: (Any type of formative assessment of student progress)
	40% Test: (Any type of summative assessment of student mastery)

The curriculum is to be used as a foundation on which to instruct students. No subject matter from the curriculum guide will be deleted without permission from administration. Additional resources may be used with permission from school administration. The teacher is encouraged to supplement chosen texts with his/her own material or other available material which is consistent with our philosophy.

C. Guideline for Holidays

We choose to magnify the Biblical reason for Christian holidays rather than the secular since so much attention is given to the secular outside of school. During Christmas, Santa Claus will not be discussed and will not be used as decoration in classrooms. Easter eggs may be used as an evangelical tool. The Easter Bunny will not be emphasized. First Baptist Brandon Christian Academy does not agree with nor promote the practice of Halloween and its familiar symbols (witches, goblins, ghosts, jack-o-lanterns, etc.) Magic, luck, dragons, and/or other occult or new age signs such as ying-yangs are prohibited.

D. Report Card Calendar (Elementary– Middle School)

Report cards will be issued at the conclusion of each grading period. There are four grading periods (quarterly) per school year.

E. Student Materials

Textbooks are the property of First Baptist Brandon Christian Academy. The instructional fee each student pays covers the use of all textbooks, library books, and other instructional materials, as well as the cost of workbooks, art materials, insurance, testing fees, and classroom supplies. If any books are lost or damaged during the school year, it is the parent's responsibility to replace the book.

F. Cumulative Records

A parent may request to view their child's cumulative records. This request will be honored in the following manner:

1. Parent sets an appointment with the school principal or assistant principal to view records.
2. Records may be viewed by parent with an administrator present.
3. Record folder will not leave office area.
4. Records may be copied by administration and provided to parents upon request.

IX. Dress Code

A. Boys

Infants – 4 year olds

- Boys may wear shorts, jeans or pants.

- T-shirts or polo style shirts may be worn.
- T-shirts must have school appropriate wording and Logos.
- Skull and cross bones are not permitted.

Elementary – Middle School

- Polo's are to be worn everyday except for school spirit days. The colors are navy, gold, white or gray. Polos must be purchased through approved school vendors.
- Khaki or navy pants or shorts are to be worn each day. They must be pleated or flat front pants. No cargo pants, skinny pants or joggers.
- A black or brown belt must be worn each day.
- Jeans or jean shorts may be worn with a spirit shirt on designated spirit days. If you do not wear your spirit shirt you must wear a uniform. Jeans are to be loose fitting. No holes, rips, jeggings or skinny jeans.
- Jeans may only be worn on Fridays.
- **Winter wear**-School polo's are to be worn every day, with the exception of spirit day, and then spirit shirt with jeans may be worn.
- Turtle necks or long sleeved shirts may be worn under uniform shirts. Only white, navy or yellow undershirts may be worn.
- Jackets and sweaters are school uniform ONLY.
- **Casual Wear**-Once a month elementary and middle school students are given the privilege of enjoying casual wear day, with the following guidelines:
- T-shirts may be worn. Appropriate wording and logos are permitted. Refrain from wearing shirts that would distract other students from learning.
- Sleeveless shirts are not permitted.
- Jeans and jean shorts (no holes), basketball shorts, and pants are allowed.
- **Backpacks**- rolling backpacks are not allowed, with the exception of a medical reason, approved by the administration.
- Boys will need to be clean shaven; no facial hair is permitted.
- Refrain from marking on body with markers, pens, and other writing utensils.
- Dress code violations will be issued to student after the 3rd infraction.
- Discipline Referral/Behavioral citation will be issued for repeated violations.

Infants–Middle School

- Boys must wear socks along with some type of closed toe and heel shoe. Crocks, flip flops, and sandals are not permitted.
- Temporary and/or permanent tattoos need to be covered.
- All body piercings are prohibited.
- **Hair must be well kept and may not go over the ears or past the collar of a shirt. No Mohawk haircuts are permitted. Hair must be natural color (no blue, red, green, bleached hair, etc.)**

B. Girls

Infants – 4 year olds

- Girls may wear dresses, shorts, skorts, skirts, capris, pants, or jeans.
- T-shirts, blouses, or polo style shirts may be worn.
- Girls are not permitted to wear any form of spaghetti strap, tank tops or strapless garment.
- Skull and cross bones are not permitted.

Elementary – Middle School

- Polo's are to be worn everyday except for school spirit days. The colors are navy, gold, white or gray. No polos with brand name logos such as Nike, Izod, Under Armor, etc. are allowed.
- Khaki or navy jumpers, shorts, capris, pants, skirts, or skorts may be worn. No skinny pants/jeggings. The length of bottoms must not be higher than one inch above the knee.
- Jeans or jean shorts may be worn with a spirit shirt on designated spirit days. If you do not wear your spirit shirt you must wear a uniform.
- Jeans are to be loose fitting with no holes or rips.
- Jeans may only be worn on Fridays.
- **Winter wear**-School polo's are to be worn every day, with the exception of spirit day, and then spirit shirt with jeans may be worn.
- Turtle necks or long sleeved shirts may be worn under uniform shirts. Only white, navy, or yellow undershirts may be worn.
- Please refrain from multicolored leggings and long socks.
- Navy or white leggings may be worn with a shirt or dress that is no shorter than one inch above the knee.
- Jackets and sweaters are school uniform ONLY.
- **Casual Wear**-Once a month elementary and middle school students are given the privilege of enjoying casual wear day, with the following guidelines:
 - T-shirts may be worn. Appropriate wording and logos are permitted. Refrain from wearing shirts that would distract other students from learning.
 - Sleeveless and strapless shirts are not permitted.
 - Jeans and jean shorts (no holes/rips, jeggings, tank tops, spaghetti straps, skinny pants), basketball shorts, loose fitting capris, pants, and appropriate length shorts are allowed.
 - Yoga pants, and spandex may not be worn.
- **Backpacks**- rolling backpacks are not allowed, with the exception of a medical reason, approved by the administration.
- Refrain from marking on body with markers, pens, and other writing utensils.
- Dress code violations will be issued to student after the 3rd infraction.
- Discipline Referral/Behavioral citation will be issued for repeated violations.

Infants-Middle School

- Girls must wear socks along with some type of closed toe and heel shoe. Crocks, flip flops, and sandals are not permitted.
- Girls must wear shorts under dresses or skirts.
- Hair needs to be natural color (no blue, red, green, bleached, etc.).
- Temporary and/or permanent tattoos need to be covered.
- Two-hole ear piercings are allowed in the lobe only. All other piercings are prohibited. If a student comes to school with unacceptable piercings, he or she will be asked to remove the object immediately. If the object cannot be removed, a parent will be contacted to pick-up the student from school.

Any other dress situations that may occur that are not addressed within this policy must first be discussed with Academy administration. This is the responsibility of the parent.

X. Morning Snack/Lunch (Preschool)

A morning snack and lunch will be provided by the parents/guardians. If a student forgets his/her lunch, a parent will be contacted for a lunch or snack to be brought to school. There will be no sharing

of food between students. (Check with your child's teacher to see if morning snacks are a part of that class function).

XI. Policies and General Information

A. Chapel

Jr. Chapel is held each Monday for K-3 through 4th grade from 9:30-10:00. Intermediate Chapel is held each Tuesday for 5th-8th grade from 1:30-2:00. Parents are encouraged to attend with their children. The regular dress code should be adhered to on chapel days. Guest speakers will be used periodically. A guest speaker approval form should be filled out and given to the administrator when requesting a guest speaker. Teachers may also utilize students from their classroom if it is their week to conduct chapel. Parents will be notified in advance if this is the case so that you can make arrangements to attend.

B. Classroom Parties

Parties held during school hours are:

1. Thanksgiving
2. Christmas
3. Valentine's Day
4. Easter
5. End of the Year
6. Others (as approved by Administration)

Birthday parties in the classroom may be held at the discretion of the teacher. No invitations to parties outside school may be handed out in school unless **ALL** children in the classroom are invited.

C. Classroom Visitors

All visitors to our campus, whether to see teachers or students should sign in at the school office and receive a visitor's badge. The badge should be returned when the visitor leaves the campus. **Be prepared to show photo ID.**

D. Field Trips

First Baptist Brandon Christian Academy students in K-4 thru Middle School will participate in field trips that enrich and complement our instructional program. Only those students attending First Baptist Brandon Christian Academy will be eligible to participate. **Siblings are not allowed on field trips.** A maximum of two field trips per year is allowed for each class. Parents will be provided with information concerning field trips in advance. A permission slip will be required for each trip. An ample number of chaperones will also be required. Students attending field trips are required to ride to and from the field trip destination in school vehicles or by chaperoning parent.

In order for a parent/family member to go on a field trip, a volunteer form/background check must be complete one week prior to the field trip. Field Trip Guidelines for chaperones must be signed and returned to the teacher with the permission slip.

E. Illness and Injuries

Parents will be notified by administration when a student becomes ill or injured and/or when it is determined that the student needs to go home. Because first aid facilities are limited, parents are asked to come promptly when notified. Injured persons will not be moved until the administrator or medical personnel have examined them. If injuries warrant the calling of an ambulance, 911 will be called immediately. After calling an ambulance, the parents or designated emergency contacts will be

notified. The school requires prompt reporting of all accidents. The report must be signed by the teacher, parent, and administrator, thus indicating their knowledge of the accident.

A CHILD SHOULD REMAIN AT HOME IF ANY OF THE FOLLOWING EXISTS:

1. Fever (must be without fever for 24 hours) 100.5 or higher
2. Vomiting and/or diarrhea (not present for 24 hours)
3. Any symptoms of the usual childhood diseases: scarlet fever, German measles, Mumps, chicken pox, and whooping cough
4. Common cold
5. Sore throat
6. Croup
7. Any unexplained rash
8. Any skin infection: boils, ringworm, impetigo, etc.
9. Pink eye and other eye infections
10. Discolored mucus coming from the nose
11. Lice (child must be free of nits)

*Parents may be asked to provide a doctor's note in order for a student to return to class.

F. Medication

At no time will **teachers** give over the counter or prescription medication to a student. All medication, epi pens, creams, inhalers, and eye/ear drops must be brought to the school office by the parent. Teachers are not to give students cough drops or first aid ointments. Doctor's notes are required to distribute prescription medicines in the office.

G. Pledge, Prayer and Praise

Praise reports and prayer for teacher and student concerns will take place each morning before class begins. At this time the pledges to the American flag, Christian flag, and the Holy Bible will take place. Prayer will also be an integral part of the classroom experience.

H. School Hours

- 9:00 am – 1:30 pm Preschool (Birth – 4's)
- 9:00 am – 3:15 pm Elementary (Kindergarten – 5th grade)
- 8:30 am - 4:00 pm Middle School

I. School Pictures

Individual student pictures will take place in the fall and spring of each year. Group pictures will be taken in the winter of each year. Parents are under no obligation to purchase school pictures. All proof sheets must be returned to the Academy.

J. Special Events

Listed below are some of the special events the students will participate in each year. Please check the school calendar or monthly newsletter for upcoming dates.

Muffins for Mom
Donuts for Dad
Grandparent's Day

Book Character Parade
Christmas Program
Spring Program
5th Grade End of the Year Awards Banquet
Field Day
Spirit Nights at Valrico Chick-fil-A
Middle School Orientation
Middle School Showcase
Spring-A-Palooza
Walk-a-Thon
.....and many more

Some events are required for middle school students to participate in, as this a part of their grade. If a conflict arises, please discuss with the teacher.

K. Student Records

It is the responsibility of the parents to update their student's records. When a physical form (every 2 years) or immunization record expires, a note will be sent home from the Academy office. Parents will have one (1) month to supply the office with the updated forms. A student whose files are not up to date will not be permitted to attend class until the forms in the office are current. This is a Child Care Licensing requirement.

XII. Parent/Teacher Communication

Communication between the parent and teacher is a vital part of the relationship established between the home and school. Parents are encouraged to contact the teacher with concerns or needs regarding the child. Parents may contact the teacher through a note in the Blue Communication Folder or by email. (first.last@fbcbrandonacademy.org) Parents should refrain from **lengthy** conversations during the drop off and pick up times of the day as the teacher is greeting each child and beginning the morning routines.

Parent/Teacher conference days will take place in the fall and spring for all classes.

Custodial and Noncustodial Parents

The splitting of a family is traumatic for parents and particularly for students. Consequently, the focus of First Baptist Brandon Christian Academy is on the safety and well-being of your student, and our instituted policies are to further those goals.

- **Custody documentation.** At the time of enrollment, parents shall provide all relevant documents concerning custody or visitation of each student enrolled at First Baptist Brandon Christian Academy. Enrollment is not complete until custody documents are on file with the school. Parents of enrolled students shall have an ongoing duty to provide any documents and information relevant to a change in current custody or visitation rights to the Academy within seven days of change or at the time of reenrollment if the school has dismissed for summer break.
- **School Records.** A noncustodial parent shall have the right to access school records related to his or her student unless prohibited by a legally binding instrument.
- **Dismissal and early releases.** No student shall be released to any individual other than a custodial parent unless express written permission is first given to the Academy by a custodial parent or a valid legally binding instrument granting release is on file with the Academy. All early dismissal requests shall go through the principal's office. A parent

cannot ask the school to withhold release of his or her student to the other parent or parent's representative without a legally binding instrument.

- **Parent-Teacher meetings.** It is the Academy's policy to provide separate parent-teacher meetings if the need arises and if the school is informed in a reasonable time.
- **School communications.** It is the custodial parent's duty to communicate with the noncustodial parent regarding school announcements and notes. The Academy will provide communications to noncustodial parents upon request as long as a court order does not prohibit it.

XIII. Academy Curriculum

Preschool

Infants-Twos

- In house curriculum with Biblical themes such as: Creation, I am Special, Being a Helper, Jesus is the Reason, Animals, and Jesus is Alive.
- Center time every day to develop fine and gross motor skills as well as social interaction.
- Memory verses and songs are taught with each theme.
- Hands on art projects and learning of letters and numbers.

Threes

- Bible - ABeka- Memory verses and Bible stories that are integrated into the whole curriculum.
- Phonics - ABeka- Letter recognition and exposure to sounds of the letters.
- Themes are taught with the Bible lesson and the letter of the week.
- Center time every day to develop fine and gross motor skills as well as social interaction.
- Numbers - ABeka along with manipulatives and creative ideas from the teachers.

Fours

- Bible - ABeka- Memory verses and Bible stories that are integrated into the whole curriculum.
- Phonics - ABeka- Letter recognition and exposure to sounds of the letters.
- Themes are taught with the Bible lesson and the letter of the week.
- Center time every day to develop fine and gross motor skills as well as social interaction.
- Math - McGraw- Hill My Math with manipulatives, hands on activities and technology.
- Science - Hands on experiments and projects.
- Bonus activities- Recess, Creative Arts, Library, Technology.

Elementary

Kindergarten

- Bible - ABeka- Memory verses and Bible stories that are integrated into the whole curriculum.
- Language Arts - Imagine It curriculum- Phonics and basic reading skills (Big Books as well as take home booklets)
- Math - McGraw-Hill My Math with manipulatives, hands on activities, and technology
- Science/History - ABeka along with hands on activities and projects (Science Lab, AIMS)
- Specials - P.E., Music, Art, Computer, Library, Spanish

First Grade – Third Grade

- Bible - ABeka- Memory verses and Bible stories that are integrated into the whole curriculum.
- Language Arts - Imagine It curriculum (McGraw-Hill Publication)
- Phonics (English 3rd Grade) - ABeka
- Math - McGraw-Hill My Math with manipulatives, hands on activities, and technology
- Science – Purposeful Design (ACSI), Science Lab.
- History - ABeka along with hands on activities and projects (Science Lab, AIMS)
- Specials - P.E., Music, Art, Computer, Library, Spanish

Fourth & Fifth Grade

- Bible - ABeka- Memory verses and Bible stories that are integrated into the whole curriculum.
- 4th Grade Reading:
 - o The Whipping Boy
 - o Stuart Little
 - o George Muellar
 - o Call It Courage
- 5th Grade Reading:
 - o Sign of the Beaver
 - o Tuck Everlasting
 - o The Clockmaker's Daughter
 - o The Lion, the Witch and the Wardrobe
- English - ABeka
- Math - McGraw-Hill My Math with manipulatives, hands on activities, and technology
- Science – Purposeful Design (ACSI). Science Lab.
- History - ABeka along with hands on activities and projects (Science Lab, AIMS)
- Specials - P.E., Music, Art, Computer, Library, Spanish

Middle School

Sixth Grade - Eighth Grade

- Bible – 6th Grade: Bible Truths (Bob Jones University)
7th Grade: Life of Christ (Bob Jones University)
8th Grade:
- Reading (iBooks):
6th Grade:
 - o The Original Adventures of Hank the Cow Dog (Mystery)
 - o Number the Stars (Historical fiction)
 - o Master Storyteller by C. S. Lewis (Biography)
 - o Voyage of the Dawn Treader (Fantasy)
- 7th Grade:
 - o The Cay
 - o The City of Ember
 - o The Hound of the Baskervilles
 - o Hush
- 8th Grade:
 - o The Giver
 - o Gifted Hands
 - o The Hobbit
 - o Poetry unit
- English/Grammar - ABeka
- History - (Bob Jones University Press)
- Science - (Christian Schools International)
 - 6th Grade: General Science
 - 7th Grade: Life Science
 - 8th Grade: Physical Science (Honors)
- Math - Glencoe Math
 - 6th Grade: General Math

- 7th Grade: General Math or Pre-Algebra
- 8th Grade: Pre-Algebra or Algebra 1 (Honors)
- Electives - Band, Spanish, Chorus, Journalism, Computer, Art

Parents are required to provide an iPad that is capable of current software updates (no mini's) for all Middle School students. Apps will be downloaded throughout the year.

Student Conduct

Students at FBBCA are considered to Ambassadors for Christ. Their conduct, **both on and off campus**, should serve as a testimony of the Christian faith. Students are expected to be respectful, cooperative, courteous, orderly, and properly respond to correction. School employees are in a position of authority over students while they are at school, athletic events, field trips, and all school activities.

Examples of improper conduct include but are not limited to:

- Gum chewing, elevator usage, inappropriate language, cheating, fighting, lying, improper cell phone/ipad usage, textbook damage, vandalism (equipment or property damage)

Athletics

FBBCA is a part of the Tampa Bay Christian Athletic League (TBCAL) and offers 4th through 8th grade students the opportunity to participate in team sports after school.

Our vision is to create a Christ-centered environment with a high standard of sportsmanship and ethics of fairness and respect. Although winning is a valid goal, Christian coaches will ensure that playing by the rules and glorifying God with our attitude and actions is what we strive for.

The sports that we offer are Volleyball, Cross Country and Basketball with two levels of competition within the league. Our 4th, 5th and 6th graders compete at the J.V. (junior varsity) level and 6th, 7th and 8th compete at the varsity level. Tryouts and practices are held prior to each sport's season. A notarized sports participant and medical release form must be on file for each student to be eligible to play.

Academics, Behavior, and Attendance:

- GPA of 2.0 with no F's or U's on most recent report card and progress report.
- Elementary Citizenship: only one N and no U's allowed on most recent report card and progress report.
- Middle School Citizenship: all E's and S's
- Student must be in school for half a day to attend practices and games (12:00 p.m.)
- Dress code for practices is the same as for the school year. **Shirts must have sleeves. Shorts are to be finger-tip length and loose fitting. Spandex, yoga pants, and leggings are not permitted.** PE uniforms may be purchased and used for practices.

There will be a sports banquet at the end of the school year where athletes receive various awards and trophies for numerous accomplishments achieved during the different seasons.

Athletes are encouraged to wear their uniform jerseys to school on game days and meets with school uniform bottoms or jeans depending on the day. If the uniform is sleeveless the school does require a white T-Shirt be worn underneath it. Uniforms should be washed and returned at the end of the season.

Students may participate in all sports offered.

Academy Team Sports

We offer the following team sports to any student in 4th grade through Middle School:

Cross Country (Fall) - \$60 Boys and Girls teams are separate

Volleyball (Fall) - \$85 Coed teams, Varsity and Junior Varsity

Basketball (Spring) - \$85 Separate Boys and Girls teams, Varsity and Junior Varsity



XIV. Extended Day Care

A. Our Extended Day Care Program is designed to assist children who need before school and/or after school care. Below is a list of policies and procedures regarding the Extended Day Care program.

- Before school hours are:
(Preschool/Elementary 7:00 – 8:45 am) (Middle School 7:00 – 8:20 am)
- After school hours consist of:

Birth – 4 years old	1:30 – 3:15 pm or 1:30 – 5:30 pm
Elementary	3:15 – 5:30 pm
Middle School	4:00 – 5:30 pm

(Parent pick up prior to 5:30 pm is permissible)
- Activities designed for the children will be developmentally appropriate depending upon child's age. Activities include crafts, centers, outside play, music and more.
- The discipline procedures in Extended Care follow the same guidelines as the Academy.
- Snacks will be provided. They will include goldfish, cheerios, graham crackers, Ritz crackers, and stick pretzels. Parents may pack a snack for their child.

B. Extended care ends at 5:30 pm. Please be prompt in picking up your child. There will be a \$1.00 charge for every minute after 5:30 pm. Administration will be notified and a parent conference will be scheduled for children who are continually picked up late.



“Equipping Children for Biblical and Academic Excellence”

Middle School Addendum

XVI. Academic Programs

The middle school academic program places strong emphasis on the development of self-discipline as it applies to learning. This academic work is foundational to future studies. Classes are required in each of the major disciplines (Bible, Science, English, Mathematics, History, Physical Education, Reading, Art, Music, and Spanish). Approaches to teaching and learning include critical thinking, memorization, note-taking, homework, and the preparation of individual projects and reports.

A. Late Work

Each teacher will have classroom policies regarding late work. The policy is given to students and parents at the beginning of the school year.

B. Incomplete Grades

When work is not completed, a quarter grade of incomplete is recorded on the report card; if the student does not complete the work (10 days maximum), the incomplete work will be recorded as a zero and averaged with the other class grades. An exception may be granted in the case of extended illness.

C. Course Failure

Students are required to take independent course work in the summer if they have a semester average of “F” in any subject. Independent study is also recommended for students who have year end grades of “D” in any subject.

D. Academic Honesty

First Baptist Brandon Christian Academy works hard to develop integrity. Teachers will take the time to review what academic honesty is, but students will be held responsible in the following areas:

- Cheating on tests or quizzes by sharing answers
- Obtaining answers for a test or quiz
- Submitting a paper or project that is not the student’s work
- Falsifying information for forms or assignments
- Submitting work your parents, other students, or another company completed for you
- Plagiarism by failing to properly cite another’s published work

Cheating is a serious violation of Christian character and conduct and will be dealt with accordingly. First occurrence will definitely result in a “zero” grade and a parental contact/conference. Any further occurrence may warrant suspension from school and could result in expulsion.

E. Locks and Lockers

Lockers are provided for all sixth through eighth grade students. Lockers may not be defaced in any way. Lockers will be inspected from time to time. Nothing may be posted on the outside of the lockers, except as approved, in advance, by the administration, and

anything posted inside must be in keeping with the standards of First Baptist Brandon Christian Academy. FBBCA reserves the right to search any locker without prior notice.

All students are required to have an FBBCA combination lock on their lockers and have them locked at all times except when accessing items for use. Locks will be provided to the students by the Academy and must be returned at the end of the school year or when the student withdraws from school.

B. Attendance Policy

Tardy policy:

- 1st tardy – verbal warning
- 2nd tardy – action plan
- 3rd tardy – conference with parent
- 4th tardy – behavioral citation; conduct grade dropped; 20 points
- 5th tardy – behavioral citation; 20 points
- 6th tardy – behavioral citation; 20 points
- 7th tardy – behavioral citation; 50 points; detention; conduct grade dropped

Absentee policy:

- Conduct grade is dropped after fifth (5th) absence from the class
- Student is allowed one (1) week to complete missed work from the time he/she returns to school
- An unexcused absence will receive 85% credit for a missed assignment
- Work not completed within the one week grace period becomes a zero and a detention is served to complete the work

- *Attendance in each class (whether a core class or an elective class) is an important part of the student's Middle School years. Please attempt to schedule doctor appointments before or after school, rather than signing them out during class. Appointments can also be made on Thursday's during Study Hall (3:05 p.m.-3:50 p.m.) When excessive absences occur in a class, a parent/teacher conference may be requested. Behavioral citations will be issued after excessive absences.

XVII. Disciplinary Policies and Practices

A. As Christians, our conduct should reflect I Corinthians 10:31:

“Whether therefore ye eat, or drink, or whatever ye do, do all to the glory of God.”

The classroom teacher is the God-ordained authority, under the authority of the principal and pastor, to create and maintain a disciplined and productive Christ-honoring learning environment. The levels of offenses listed below are ordered according to the severity of the offense. There are examples of infractions at each level, but this is not an exhaustive or exclusive list. FBBCA administration reserves the sole right to determine what level an offense falls under.

Level I: Lowest (20 -75 points per offense)

Level I offenses include but are not limited to: dress code infractions, being unprepared for class, locker misuse or abuse, unexcused tardiness to class or school, gum chewing, minor classroom disturbances, excessive absences in a class, leaving supervised areas, lying, accidental profanity, abuse of permission, disregard for previous warnings, public display of affection (PDA).

Level II: Medium (100-200 points per offense)

Level II offenses include but are not limited to: academic dishonesty (cheating), bullying, intentional profanity, disrespect to teachers, staff personnel, or peers, skipping class, leaving campus without permission, inappropriate iPad usage.

Level III: Extreme (300 points per offense)

*Level III offenses include but are not limited to: vandalism, threats, fighting, truancy, sexual harassment, or participation in misdemeanor level illegal activities **on or off campus.***

Level IV: Zero Tolerance (Expulsion)

Level IV offenses include but are not limited to: possession of a weapon (on person, or in locker), use or possession of tobacco, use or possession of alcohol, use of illegal drugs, abuse of prescription drugs, sexual immorality, or involvement in felony level illegal activities. This zero tolerance policy is in effect whether these offenses take place on or off campus. It is the sole reserved right of administration to make the final decision in all instances.

B. Accumulation of Points

Disciplinary points are accumulated throughout the school year. They are not refreshed or wiped out at the semester break. As an incentive, any student with less than 100 points at the semester break will have their record purged for the beginning of the second semester.

100 Points: Detention (\$10 fine)

200 Points: Detention (\$10 fine)

300 Points: In-School suspension (usually one day) (\$20 fine)

600 Points: Out-of-School suspension (1 to 10 days decided by administration) (\$30 fine)

1200 Points: Expulsion from FBBCA

- Homeroom conduct grade on the report card is a reflection of student's hallway behavior, lunch behavior, etc.

C. Detentions

Students will serve a detention with the accumulation of every 100 points. Detentions will be assigned by the administration and will be served for a one hour period after school hours. Students must also pay a fine the day they serve their detention. The fines will help to defray the cost of paying staff to monitor the detention hall. Students will be expected to serve the full hour, serving the detention in the manner assigned, whether in-classroom work, or work duty. Repetitive detentions may carry additional disciplinary

points as a penalty. Parents will be informed of detention in advance by means of a disciplinary referral form sent home by administration. This form will require parental signature and a return to school the next day. Failure to serve a detention will result in an additional 100 disciplinary points. Both detentions will have to be served. Detention fines are incremental. The first two will be \$10. Detentions for accumulation of points from 300-500 will have a fine of \$20. Detentions served for accumulation of points at 600 or more will have a fine of \$30.

D. Suspensions

a. In-school suspensions: Students accumulating 300 points will be assigned an in-school suspension. In-school suspensions usually are for one day, but FBBCA administration reserves the right to extend that for up to 3 days total. Students must pay a \$20 fine the day they serve their in-school suspension and it will be served in the school office, in seclusion from the rest of the student body for the school day. Students serving in-school suspension will remain in their assigned place for the entire school day, including lunch time. All school work will be completed as assigned by teaching staff and student will receive “0s” on all regular class work for that day.

b. Out-of-School suspensions: Students accumulating 600 points will be assigned an out-of-school suspension. Students must pay a \$30 fine for this suspension. Out-of-School suspensions vary in length from one to ten days. The severity, (number of days to serve) will be determined by administration based on the offense(s), the response of the student, and the cooperation of the home. All regular school work must be completed as assigned and the students will receive “0s” for all regular classroom work completed during suspension time. Research papers and other major projects (as determined by the teacher and administration) will be exempt from receiving “0s.” The student is not permitted to be on campus for the duration of the suspension.

F. Outside Communication

In order to preserve and maintain valuable instructional time, the use of cell phones and iPad to communicate between student and family is strictly prohibited. We ask parents to refrain from texting or calling the student during school hours (8:30 a.m.- 4:00 p.m.) All outside communication should be routed through the school’s main office.

G. Drugs, Alcohol, Tobacco, Vaping

FBBCA endeavors to maintain a drug free environment. The school takes a serious view of drug possession and abuse, both as a legal and spiritual issue. Students are not permitted to possess, use, be under the influence of, or supply to another student any form of alcohol, illegal drug, or tobacco product. In addition, students are expected to avoid situations in which drugs/alcohol are being used. Should students find themselves in such a situation, they are expected to leave. These standards apply to the student on and off campus. Any violation of this policy will result in suspension pending action of FBBCA

administration. Involvement with drugs or alcohol normally results in expulsion. Law enforcement agencies will be notified when appropriate.

H. Social Media/Cyberbullying

Cyber bullying refers to any harassment that occurs via the internet, cell phones or other devices. Communication technology issued to intentionally harm others through hostile behavior such as sending text messages and posting ugly comments on the internet. The National Crime Prevention Council defines cyber bullying as “the process of using the Internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person.” Cyber-bullying could be limited posting rumors or gossips about a person on the internet, bringing about hatred in other’s minds, or it may go the extent of personally identifying victims and publishing materials severely defaming and humiliating them.

I. Harassment/Bullying

FBBCA is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, as well as hazing and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. A complete copy of this policy will be made available to students and employees upon request.

J. Sexual Morality

In light of God’s word (I Thessalonians 4:3, I Corinthians 6:18-20), FBBCA upholds a biblical view of morality. Whenever there is clear evidence of willing participation in sexual immorality (such as pornography, premarital sexual relations, unwed pregnancy, homosexuality) a student will not be permitted to attend FBBCA. In addition, since the scriptures teach that life is sacred, a student who has an abortion may not attend FBBCA. Parents of student in violation of these policies will be asked to withdraw them from the school without refund. Should parents choose not to withdraw the student, a hearing by the FBBCA administration will be convened to rule the dismissal.

K. Sexting

In keeping with the school’s responsibility to provide a safe learning environment for all students, the administration has established the following policy regarding “sexting.”

Sexting is the act of sending, receiving, or forwarding sexually explicit and/or suggestive messages, photos or images via cell phone, computer or other digital device to another person with or without their consent. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing and/or even viewing pictures, text messages or emails that contain a sexual message or image a violation of this policy. This violation will result in school discipline, up to and including expulsion and the notification of local law enforcement. Students are expected to immediately report any such activities to a teacher or school administrator.

L. Arrest and/or Conviction of a Crime

FBBCA students are expected to obey the laws of the community, state, and nation. Any student who is arrested, charged with, or convicted of a crime will be subject to school discipline which may include expulsion. Offenders are required to report such incidents to the school administration for review. Failure to report an incident will result in immediate suspension pending action by FBBCA administration regarding dismissal.

M. Cheating

Cheating includes any work that a student submits that has not been completed honestly and fully by the student. The exchanging of answers on homework, as well as plagiarism, is considered cheating. Both the obtainer and supplier of information are treated the same. For a first violation, the student receives a grade of “zero” for the assignment or test and a one-day suspension. In cases involving plagiarism, the work must be redone. For a second violation, the consequences will include the previous, as well as being placed on behavioral probation. If the second violation occurs in the same course/subject, the student will receive a failing grade (41% reduction) for the quarter and a three-day suspension.

N. Dangerous Weapons/Items

Any student who brings a dangerous weapon (firearm, knife, etc.) or any item that would endanger the health, safety, and well-being of students or staff on school property will be immediately suspended from school, pending a hearing with FBBCA administration. The possession of a concealed weapon is a felony crime, requiring the incident to be reported to the authorities. Any student who is complicit in concealing the presence of a weapon will also be suspended pending a dismissal hearing before FBBCA administration. Neither pocket knives, lighters, firecrackers, nor other types of dangerous objects are permitted at school or on school buses.

O. Distractible Items

Laser pointers, water guns, playing cards, cameras, listening devices, and other disturbing/distracting items are not permitted at school. These items will be confiscated and held until the last day of school or until a parent/guardian comes to the school to obtain the item. Any of these items used for educational purposes may receive special permission for use by the principal or instructor.

P. Chewing Gum

Gum is not permitted on campus. Disciplinary points will be given to students who violate this policy. Repetitive offenses may warrant further disciplinary action.

Q. Inappropriate Reading Material

Comic books, magazines, books or other material inappropriate (such as pornography) for the school setting are not permitted. This includes eBooks and other electronically downloaded material. Inappropriate materials will be confiscated. Some may be returned

during a parent conference. Any student bringing written or pictorial materials with profane, obscene, or vulgar content may be suspended from school and the material will be destroyed.

R. Contact between Students

No physical contact between boys and girls is permitted at school. Students are to ensure that (whether they are in class, in the halls, or in chapel) there is visible space between them.

S. Elevator Usage

Students may not ride elevators without an appropriate pass. Students who choose to ride the elevator without appropriate passes will be subject to disciplinary action.

T. Student Internet Access

Students will have access to the internet through a secure Wi-Fi network exclusive to FBBCA. Each student will be given an email address under the supervision of a parent/guardian to access appropriate applications and to utilize their iPad in the classroom. If a student is found to be inappropriately using the internet, disciplinary actions will be taken via FBBCA administration. **These uses apply to both on and off campus activity.**

Each parent and student will be required to sign the “Technology Practices, Rules and Regulation Agreement,” outlining further iPad-specific rules and regulations. See also section XVIII in this handbook.

Unacceptable Uses

a. For personal safety:

- Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone number, school address, work address, etc.
- Students should promptly disclose to the teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- Students will not repost a message that was sent to them privately without permission of the person who sent them the message.
- Students will not post private information about themselves or another person. Private information includes any information the other person(s) has not given consent to sharing.

b. Illegal Activities:

- Students will not attempt to gain unauthorized access to the FBBCA system or to any other computer system through the FBBCA system or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of “browsing.”

- c. Inappropriate Language:
- Restrictions against inappropriate language apply to public messages, private messages and material posted on web pages and/or social media sites posted on or off campus.
 - Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language
 - Students will not post information that could cause damage or a danger of disruption to another student or person's life
 - Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending those messages, the student must stop.
 - Students will not knowingly or recklessly post false or defamatory information about a person or organization
- d. Inappropriate Access to Material
- FBBCA uses a content filtering system, but no service is perfect.
 - Students will not use the FBBCA system to access material that is profane or obscene (pornography); that advocates violence or discrimination towards other people (hate literature); gambling, auction or gaming sites. On rare occasions, a special exception may be made for certain topics if the purpose of gaining access is to conduct research and both the teacher and the student's parents/guardians have approved. In addition, such access must be approved and documented by the proper administrator.
- e. Plagiarism and Copyright Infringement
- Students will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the student's own.
 - Students, faculty, and staff must be aware that material on the internet is covered by copyright laws. This includes pictures, text, and other graphics. All materials used off of the internet must be properly cited. This should include materials taken from "free" sites.
 - Students will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If the student is unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If a student has questions, they should ask a teacher.

XVIII. Middle School Technology Agreement

Middle school students will be required to furnish their own Apple iPad that is capable of software updates. In order to have a successful and productive year while utilizing these devices, certain practices, rules and regulations are necessary. The students will have access to the internet on these devices through our filtered network. Every effort has been made to provide a safe and sound technology experience for our students and staff. We expect all of our students and staff to use this technology in a mature and professional manner and in obedience to Biblical standards and values.

Here are some regulations to focus on:

- iPads can and will be checked at any and all times by teachers and/or parents.
- Do not share passwords with anyone. Do not attempt to use anyone else's password to gain access to his/her account.
- Refrain from using foul language and from sharing inappropriate images, music, videos or anything else deemed inappropriate and/or offensive.
- Abstain from anything that may damage or threaten the integrity of the network.
- Refrain from careless or wasteful use of any school property (paper, ink, batteries, etc.).
Use print preview to confirm that your document will print as you would like it to.
- Avoid sharing any personal information (yours or anyone else's) on the network. Assume that anything you do on your iPad and/or school computer can be viewed by anyone at anytime.
- Playing games, "surfing the net", chatting, etc. are not permitted during school hours unless specific authorization has been given by a teacher or administration.
- If your iPad has its own data plan/service and is not utilizing the Academy or Church Wi-Fi, all of these same rules apply.
- Charge your iPad nightly at home prior to coming to school each day.
- The iPads are not to be used outside of a classroom setting while at school unless permission is specially given by teacher.
- Abstain from taking photos and transmitting these to others. Photos may be taken when permission is given by the teacher for class assignments and projects.
- Any lost or damaged units are the responsibility of the student and his/her family. These units must be repaired or replaced immediately.
- We highly recommend the purchase of a **rugged/tough/durable cover** and stylus for your student. Also, we suggest that you purchase insurance for your iPad.
- **CELL PHONES** - In addition to the above, all cell phones are to be powered off (not merely silenced) during the school day (including extended care). This being the expectation, games cannot be accessed during the school (extended) day. Should a student need to call a parent, a school phone will be made available.

APPS:

- * Educational apps will be assigned by the school and students will be informed how to download from the electronic app store. Parents annually will be asked to cover the first \$50 of purchases for school required apps. Any additional cost annually for educational apps, will be incurred by the school.
- * **Students are allowed to place personal apps on their iPad if the parent gives consent and the app is appropriate for a school/church setting.** If parents consent to personal apps a student may want, the parent is asked to put this in writing with the name of the app(s), sign and provide this to the teacher. **Students should not have any personal apps on their iPad without parent consent and a note written by parent to the teacher.**

Failure to comply with the above rules may result in a students' iPad/cell phone being collected by school personnel and returned only upon parent conference, loss of privileges, and/or other disciplinary action.

The use of technology in our classrooms is a privilege that we are very excited to offer to our students. Along with this privilege comes responsibility and respect for our fellow schoolmates and staff.

Students 4th-8th grade must sign and return to the classroom teacher.

PARENT/STUDENT HANDBOOK SIGNATURE PAGE

Please sign the appropriate space below indicating you have read this handbook and agree to support and practice the policies, procedures and stipulations provided for parents and students.

Student Name _____

Student Signature _____ Date _____

Parent Name _____

Parent Signature _____ Date _____