



# **Elementary and Middle School Handbook 2020-2021**

**Approved by the Louisiana Board of Education**

**Member of:**

**Association of Christian Schools International (ASCI)**

**Southern Baptist Association of Christian Schools (SBACS)**

**Theme:**

Let your roots grow down into him, and let your lives be built on him.  
Then your faith will grow strong in the truth you were taught, and you  
will overflow with thankfulness.

Colossians 2:7

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**FBCA BOARD MEMBERS**

Tommy Buckner  
Mike Busby

Board Member  
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Marie Coleman  
Mari-Scott Conrad  
Stephanie Cox  
Trey Donaldson  
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Miranda Vinson

Board Member  
Board Member  
Board member  
Board Member  
Board Member  
Senior Pastor  
Executive Pastor  
Principal

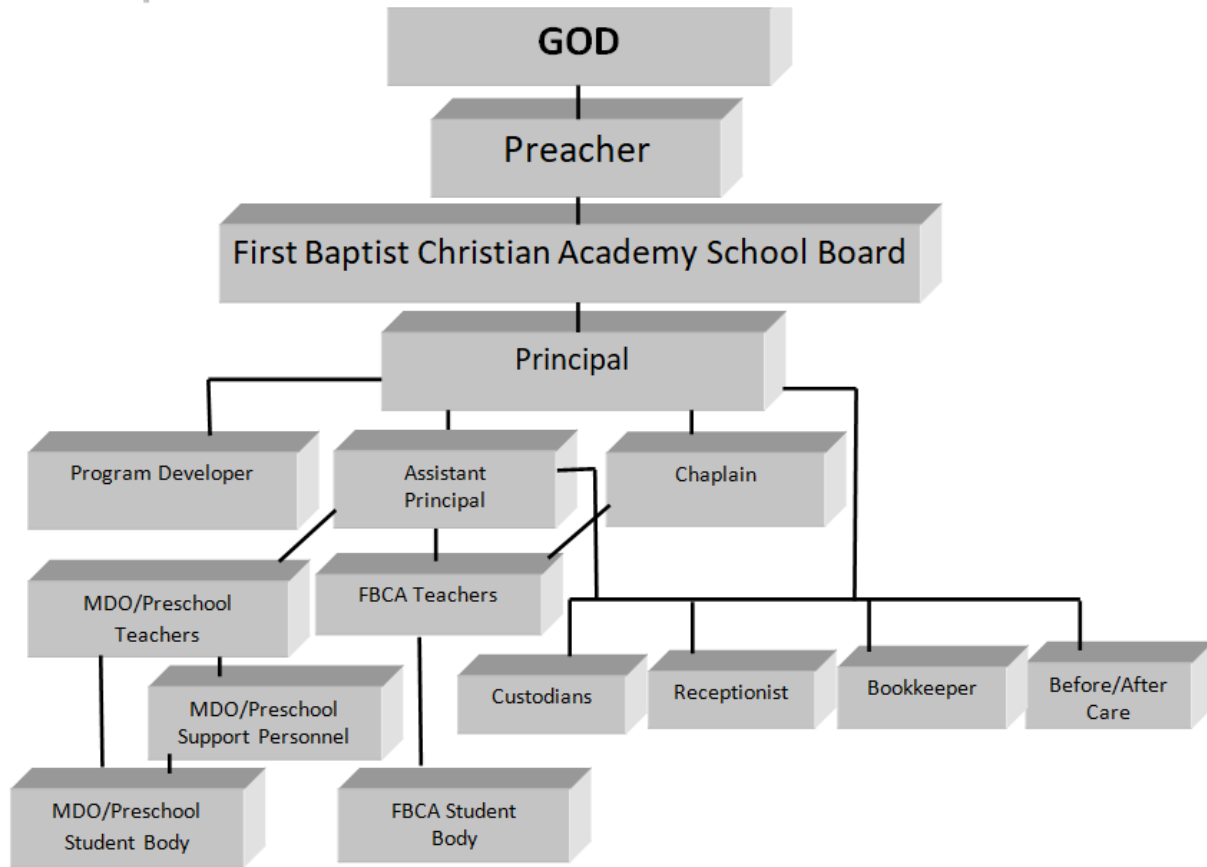
FBCA is under the jurisdiction and leadership of a school board appointed by the membership of First Baptist Church Moss Bluff. The board, consisting of 10 members is the primary policy making body of the school. The school board meets monthly, or as needed, with the school principal to review the general operation of the school. They assist the principal in a resource and advisory capacity in establishing and enforcing school policies. The principal directs the operation of the school. The senior pastor and executive pastor are the final authority for the school. Most of all, the desire is for Jesus Christ to work through the school staff and to direct in this great ministry with children. Please pray for these leaders and all staff members as they work in the school.

FBCA is a member of the Association of Christian Schools International (ACSI) and also the Southern Baptist Association of Christian Schools (SBACS).

### **PURPOSE OF DOCUMENT**

First Baptist Christian Academy, a private education ministry of First Baptist Church Moss Bluff, is managed by its School Board and appointed Principal. This policy manual is intended to provide guidelines and directives in regard to general policies, operations, and guiding philosophy of the school. As such, this document contains important information for implementing management plans and operations essential to meeting and maintaining the school objectives. At any time, however, the Holy Spirit may lead the school board or principal to alter the normal protocol for a particular situation. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

# FBCA ORGANIZATIONAL CHART



## FBCA MISSION

**Our Mission:** First Baptist Christian Academy partners with families to equip, challenge, and inspire students to impact the world for Christ by living out Biblical truth.

### **A First Baptist Christian Academy education...**

**is Christ-centered:** Jesus Christ is the embodiment of all knowledge, wisdom, virtues, and truth (Col. 1-3). First Baptist Christian Academy desires to give Christ the preeminence in all things. He is the standard for everything we do and teach.

**supports families:** God established the family as the foundational institution for life on earth (Gen. 2:22-25). Parents are responsible before God for the nurturing and training of their children (Deut. 6:7, Eph. 6:4). Parents have the help of the church and the Christian school in fulfilling their God-given mandate. FBCA seeks to be a support—not a replacement—for the home and the church.

**is academically excellent:** We seek excellence in all things, but especially in academics. FBCA strives to maintain a rigorous academic standard for all our students. We reject educational practices that lower academic standards so all students can be “successful.” Rather, FBCA helps students be truly successful by meeting high academic standards.

### **We lead our students to...**

**live according to Biblical truths:** The Bible is God's infallible Word. It is the standard for faith and life (2Tim. 3:16). Our students are trained to understand the Bible and to apply its truth.

**receive Jesus as Savior:** The Bible teaches that all people are spiritually dead because of sin (Rom. 3:23, 6:23). However, Christ died to pay for the penalty of sin (Rom. 5:8). Trusting in Jesus as Savior is the beginning of spiritual life in God (John 1:12).

**become responsible citizens:** FBCA provides a solid curriculum in the arts and sciences to equip students to live as responsible citizens. Good study habits combined with a rigorous curriculum prepare FBCA students for a lifetime of learning. Essential character traits such as honesty, courage, and kindness are nurtured. Christians are further challenged to live as salt and light in a fallen world (Matt. 5:13-16).

## **STATEMENT OF FAITH**

The following statement expresses the doctrinal standards of First Baptist Christian Academy:

We believe in the historic Christian faith, which includes these truths among others that are equally precious:

- the full truthfulness, inerrancy and the authority of the Bible which is the Word of God;
- the holiness and the love of the one sovereign God, Father, Son and Holy Spirit;
- the true deity and sinless humanity of our Lord Jesus Christ; His virgin birth; His atoning death, "the just for the unjust;" His bodily resurrection; His glorious coming again;
- salvation by grace through faith alone;
- the oneness in Christ of those He has redeemed with His own precious blood.

## **EXPANDED STATEMENT OF FAITH**

### ***Of the Scriptures:***

We believe in the authority and sufficiency of the Holy Bible consisting of the sixty-six books of the Old and New Testaments, as originally written; that it was verbally and plenary inspired, that it was the product of Spirit-controlled men and therefore is infallible and inerrant in all matters of which it speaks. We believe the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creed, and opinions shall be tried. (II Timothy 3:16-17; II Peter 1:19-21)

### ***Of the True God:***

We believe there is one and only one living and true God, an infinite Spirit, the Maker and supreme Ruler of Heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons - the Father, the Son, and the Holy Spirit - executing distinct but harmonious offices in the great work of redemption. (Exodus 20:2-3; I Corinthians 8:6; Revelation 4:11)

### ***Of Jesus Christ:***

We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can be born of a woman; and that He is both the Son of God and God the Son (Isaiah 7:14; Matthew 1:18-25; John 1:1,14). We further believe that the salvation of sinners is divinely initiated and wholly of grace through the mediator's offices of Jesus Christ, the Son of God, who by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and



honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting an example by His death as a martyr but was a voluntary substitution of Himself in the sinner's place, Christ the Lord bearing our sins in His own body on a tree; that having risen from the dead, He is now enthroned in Heaven, where He ever liveth to intercede on behalf of the believers (John 3:16; II Corinthians 5:21; I Peter 2:24).

***Of the Holy Spirit:***

We believe that the Holy Spirit is a divine person, of the same nature as God the Father and God the Son; that He was active in the creation; that in His relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He is the agent in the new birth; that He seals, empowers, guides, teaches, witnesses, sanctifies, and helps the believer. (Genesis 1:1-3; John 16:8-11; John 3:5, 6; Romans 8:14, 16, 26-27; Luke 24:49)

***Of Man:***

We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker. By voluntary transgression, Adam fell from his sinless, happy state, and all men sinned in him. Consequently, all men are totally depraved and are partakers of Adam's fallen nature. We are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse and in need of salvation by the Savior.

***Of Salvation:***

We believe that faith in the Lord Jesus Christ is the only condition of salvation. For a person to be saved, he/she must confess with his/her mouth that Jesus is Lord and believe in his/her heart that God the Father raised Jesus from the dead. (Romans 10:9)

***Of the Church:***

We believe the Church is the living body of believers in Christ (those who by faith have accepted Jesus Christ as their Lord and Savior) on earth, both universally and locally. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity. (Acts 20:17-28; Acts 2:41, 42)

***Of Marriage, Gender and Sexuality:***

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. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that in order to preserve the function and integrity of First Baptist Christian Academy as the local Body of Christ, and to provide a biblical role model to the FBCA members and the community, it is imperative that all persons employed by FBCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thes. 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of FBCA.

### ***On the Sanctity of Human Life:***

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)

### ***Final Authority for Matters of Belief and Conduct:***

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final

authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of First Baptist Christian Academy's faith, doctrine, practice, policy, and discipline, Preacher is FBCA's final interpretive authority on the Bible's meaning and application.

## **STATEMENT OF PHILOSOPHY**

First Baptist Christian Academy provides a Christ-centered education in a disciplined environment. Parents are given the ultimate responsibility for teaching their children in the ways of God (Deut. 6:6-7). Our school seeks to be partners with the parents to provide a quality Christian education that will encourage each child to grow spiritually, academically, socially, physically, and to reach his or her greatest potential.

## **ACADEMIC POLICIES**

### **Homework**

Students will record homework on a daily basis. This documentation will serve as a communication tool between parents and teachers. Students are required to record all assignments including class work, homework, projects, test dates, etc. This practice will assist the student in making sure they have everything they need to pack their backpacks at the close of the school day.

Students may have homework several evenings each week. Please remember that time on nightly homework varies according to student ability and work habits. Students should be reading and practicing fact families each night. Homework is not considered complete until the assignment has been turned in to the teacher.

### **Homework is assigned throughout the week with the exception of Wednesdays.**

If homework is assigned on Wednesdays, it should be lighter to allow students to attend mid-week church activities. Due to absences, make-up assignments may be assigned on Wednesdays.

### **Achievement Testing**

Each child is given a standardized test in the spring of each year to determine his progress as well as scholastic strengths or weaknesses. It is important that students are present and at their best on these test days.

## **Grading System**

The seven-point grading scale is used in grades K-8 for certain subjects; and Outstanding, Satisfactory, or Needs Improvement are used in others.

**A - 100-93**

**C - 84-77**

**F - 69-0**

**B - 92-85**

**D - 76-70**

## **Report Cards**

Report cards will be issued every 9 weeks (4 times a year). Report cards must be signed by the parent or guardian and returned promptly to the teacher. Semester report cards may be held or end-of-the-year report cards and/or transcripts may be held due to unpaid fees or tuition.

## **Academic Probation**

Students earning a "D" or "F" on a progress report or report card may result in the student being placed on academic probation. In the case that a student is placed on academic probation, he/she will have three weeks to increase their GPA and show significant improvement by completing classroom assignments, homework, and classroom expectations. No significant change may result in dismissal of the student.

## **Academic Achievement**

- a. Students receiving all A's will make Banner Roll for the quarter.**
- b. Students receiving A's and B's will make Honor Roll for the quarter.**

## **Retention Policy**

*\*Students are promoted or retained based upon the teacher's recommendation, passing required subjects, and standardized testing results. FBCA employs professional teachers and their input regarding retention of a student is often requested. The student's future education is always the criteria for this decision.*

In grades 1st-8th, students must pass all core subjects in order to be promoted to the next grade. Core subjects are reading, math, language, science, and history. Spelling is not considered a core subject.

## **Awards**

1. *Perfect Attendance Award*  
Students in grades K-8 who have been in attendance every day of the school year are eligible to receive this award. Students who are tardy to school more than 5 times during the year are not eligible.
2. *Annual Banner/Honor Roll Award*

Grades 1-8 - Banner/Honor Roll (After each nine-week grading period, a Banner/Honor roll is published.) Banner roll requires that students earn all "A's" in all subjects. Honor Roll requires students earn A's and B's in all subjects.

3. *Most Outstanding Students by Subject*

An award for the Most Outstanding Students shall be given in all core subject areas to students in grades 4-8. To qualify, the student must have earned an A for each nine-week period for the entire year in the specified subject.

4. *Christian Citizenship Award*

Students are chosen by classroom teachers who have exhibited Christian citizenship throughout the school year.

5. *Most Outstanding Student in Enrichment*

An award for the Most Outstanding Student shall be given by each enrichment teacher.

## **ADMISSIONS POLICY**

**Notice of Nondiscriminatory Policy: FBCA admits students of any race, color, and national or ethnic origin.**

FBCA attempts to serve a large cross-section of students, accepting those with average and above average abilities. ***While the school is sympathetic with parents of learning disabled students or students with health issues, the limited resources available to us as a private school require that we limit our enrollment to students who can work at grade level and do not have unusual and/or special needs. Also, students who have demonstrated serious behavior violations will not be accepted for enrollment.***

To enter Kindergarten the student must be 5 years old before September 30<sup>th</sup> of the school year.

FBCA encourages that parents of students be members of a local Christian church as evidence that the parents are also actively working toward Christian training of the child.

## **Admissions Procedures**

1. Complete and sign the enrollment application.
2. Read the handbook thoroughly.
3. Submit the enrollment form, application fee, immunization record, and birth certificate. Transferring students must submit copies of their most recent report card or transcript and achievement test scores as well as a discipline form (provided by FBCA). The discipline form and

other school records should be completed and faxed by an administrator from the transferring school to 337-855-8484.

4. For new applications the parents and student(s) must make an appointment for an interview with the school. School policies and answers to any questions about the school will be addressed at that time. Note: It may be necessary to interview and even sometimes test the student along with one or two faculty members from the appropriate grade(s).
5. Shortly after the interview, parents will be notified of the child's approval for admission, non-approval, or placement on the waiting list.
6. Upon notification of approval, the **non-refundable registration and instructional fees** must be paid to complete the enrollment.
7. All transfer students must have at least a 2.0 grade average (4 point scale) on the last report card or test at grade level on an assessment administered by FBCA. Please note: **FBCA does not have the resources to fulfill IEP or 504 plans for individual students.**
8. Parents and students seeking admission into the middle school must sign a disclosure at registration, which affirms that the student has had no involvement with drugs, alcohol, paternity or maternity, and is not or has not been under the supervision of a parole officer or under the custody of juvenile court within the previous year. No student expelled from another school will be accepted.

### **Withdrawal and/or Transfer Policy**

A parent or guardian must make a written request within 24 hours for withdrawal of a student. All school property must be returned. Final completion of all obligations must be cleared through the proper school personnel.

## **ARRIVAL AND DISMISSAL**

### **Arrival**

- Students may start arriving at school at 7:40 am.
- Kindergarten-8<sup>th</sup> grade parents are not allowed to walk their child to class with the exception of the first day of school.

### **Before Care**

If you need to drop your child off before 7:40, Before Care is available beginning at 7:00 am for an extra charge. You may pick up forms at the front desk or on the FBCA website. Registration must be completed before your child can be accepted in the program.

### **Drop-off/Pick-up**

**Grades K-3 and 4-8 have separate drop-off and pick-up locations. The school will provide clear instructions on the drop-off and pick-up procedures before the start of school.**

### **Tardiness**

A student is tardy if he or she arrives in class after 8:00 a.m. for K-3rd and 7:55 for 4<sup>th</sup>-8<sup>th</sup>. An excused tardy will be for doctor appointments, car trouble, severe traffic, or weather conditions as approved by the principal.

1. Excessive tardiness will be brought to the attention of the principal.
2. Students with excessive tardiness to school will not receive Perfect Attendance recognition.
3. The office personnel will send the student to class after recording on the tardy log the date, time, reason, and acceptability of the excuse.
4. On a student's 5<sup>th</sup> tardy, he/she will receive a half day absence.

### **Dismissal Procedures**

**\*\*No Walk-ins!\*\* Parents are not to enter school or hallways during dismissal.**

All students will be picked up after school in the car line. Students with older siblings will be escorted to the area of the eldest sibling to simplify pick-up procedures for families. If students do not have an older sibling, they will be picked up in their designated drop-off area.

Arrangements for pick-up should be made with your child BEFORE dropping them off at school each morning. Please do not phone the office for changes unless an emergency arises.

### **Afternoon Dismissal Schedule**

Pre-K – 2:30 PM

K-3<sup>rd</sup> grade – 2:45 PM

4<sup>th</sup>-8<sup>th</sup> grade – 2:55 PM

**\*\***Any student needing early dismissal must be picked up before 2:30 p.m. Parents may go to the front desk and request to have their child called from his/her class.

### **After Care**

After Care hours are 3:15-5:30. After Care students stay in the gym after regular dismissal time. You must be signed up for Before/After Care to utilize the service. You can pick up forms at the front desk or download them on the FBCA website.

### **Safety Tips and Guidelines**

Students should stay buckled up until the vehicle has stopped in the drop-off and pick-up area. They should be completely ready to get out of the vehicle with their belongings when the vehicle has stopped and they have unbuckled their seatbelt.

Elementary students should always get in and out of the backseat of the vehicle through the side door closest to the sidewalk. If a teacher has no option but to go to the passenger side of the vehicle to load or unload a student, they will go in front of the vehicle for safety reasons.

### **ATHLETICS**

FBCA offers students the opportunity to play organized sports through the Calcasieu Catholic Athletic League (CCAL). The school will send home information regarding sporting events offered at the beginning of the school year. Once selected to a team, a participation fee will be due. This fee is non-refundable once the season has begun. This includes reasons of academic ineligibility or disciplinary issues. The official start of each season is the day of the first practice of the athletic program. A student must be passing all classes with a grade of a "C" or higher at the end of each reporting period (progress reports and report cards). Ineligible students may not participate in practices or games for the full period of ineligibility. The student's status will be reevaluated the following reporting period. A student may be removed from the team if ineligible for two reporting periods.

### **BIBLE**

God's Word is taught daily to all students. A Bible lesson is taught by the teachers each day. Every subject is taught from a Biblically integrated point of view. All classes participate in Scripture memorization. The New King James Bible, New International Version Bible, or New American



Standard Bible may be used for all Scripture memory. This is at the discretion of the teacher.

## **CLASSROOM PARTIES**

1. Parties may be held in the classrooms during the last school day before Christmas and Easter break. The theme of Christmas parties must be about celebrating Christ's birth. Likewise, the theme of Easter parties must be about celebrating Christ's resurrection. Although FBCA does not promote pagan holiday characters, the staff will respect the parents as the authority of their children. If a staff member is asked about his/her belief by a child, he/she will simply redirect them to Jesus. **FBCA does not celebrate Halloween.**
2. There are special worship services planned for the major holidays, and parents are welcome to attend.
3. If a parent wishes to celebrate their student's birthday by bringing cupcakes, the parent is to leave the cupcakes at the front desk. The classroom teacher will pick up the cupcakes and decide when to share them with the class.
4. Parents who prepare letters or notes to be sent home with students should get them approved by the principal.

## **CODE OF CONDUCT**

### **Student Expectations**

First Baptist Christian Academy promotes a vital, personal relationship with God through faith in Jesus Christ for all its students and encourages students to measure their lives against scriptural standards of conduct. "Don't let anyone think less of you because you are young, but be an example to the believers in work, in conversation, in love, in spirit, in faith, and in purity." (1 Timothy 4:12)

In both his/her school life and personal life, a student is expected to exemplify respect, integrity and promptness while maintaining a positive attitude and self-control. Students must dress appropriately and modestly, according to their biological sex, adhering to the stated school dress code policy. Bathroom use is also according to biological sex.

FBCA reserves the right to discipline, suspend, or expel a student who is guilty of gross misconduct whether occurring on or off the school campus. Consequences will be determined at the discretion of the administrator and/or FBCA School Board.

### **Electronics Use Policy**

#### **Cell Phones**

The use of cell phones, Smart Watches, Fitbits, and any other electronic devices deemed unnecessary for learning by the school principal will be strictly prohibited between the hours of 7:55 a.m. and 2:55 p.m.

- Parents should not text or call their student directly. Communication between parents and students will need to come through the school office.
- Students are not allowed to use a device to take pictures, video, or record unless authorized by a teacher or during a permitted usage time as noted above.
- The school administration reserves the right to examine any and all contents of a confiscated phone, tablet or other electronic device. These items will be taken up and the following consequences will be enforced:

**1<sup>st</sup> Offense:** The item will be taken up and turned into the principal. The parent will be notified. The student will be able to pick up the device after school. Lunch detention will be assigned.

**2<sup>nd</sup> Offense:** The item will be taken up and the parent will be contacted. A parent must pick up the device from the principal. After school detention will be assigned.

**3<sup>rd</sup> Offense:** The item will be taken up and the parent will be contacted. A parent must pick up the device. The student will be suspended for one day. The student will lose the privilege of bringing electronic devices on campus for the remainder of the school year.

## **Internet**

1. Acceptable Use – The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research and consistent with the educational objectives of FBCA. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material or material protected by trade secret.
2. Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. (Each student and teacher who plans to access the Internet will be part of a discussion with a FBCA staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system

administrator may halt use at any time as required. The administration, faculty, and staff of First Baptist Christian Academy may request the system administrator to deny, revoke, or suspend privileges.

3. Network Etiquette – Students are expected to abide by the general accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite and respectful.
  - b. Use appropriate language. No swearing, vulgarity, or unacceptable language.
  - c. Any comments through social media or text that reflect negatively on FBCA or other students (not limited to FBCA students) will result in a severe disciplinary action as deemed by the principal and/or FBCA School Board.
  - d. Personal addresses or information and/or phone numbers of students should never be revealed.
  - e. Messages relating to or in support of illegal activities will be reported to the authorities.
  - f. The network should not be used in such a way that would disrupt the use of it by other users.
  - g. All communications and information accessible via the network should be assumed to be private property. FBCA makes no warranties of any kind, whether expressed or implied, for the service it is providing. FBCA will not be responsible for any damages including loss of data resulting from delays, non-deliveries, miss-deliveries, or Internet service interruptions caused by its own negligence and/or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk.

### **Discipline**

A student can be disciplined by and/or dismissed from First Baptist Christian Academy for any behavior, on or off campus, in violation of school policy and/or has the potential to reflect negatively on the school. Any violation of city, state, or federal law that results in an arrest and/or indictment is grounds for disciplinary action and/or dismissal.

### **Due Process**

In all matters of discipline, students will be afforded due process. This includes fairly advising the student of the transgression of which he/she is accused (if unknown to the student), allowing the student a fair opportunity to tell his/her side of the story and identify witnesses/evidence

that may support his/her position, and otherwise conducting a reasonably thorough investigation as warranted by the situation and circumstances before making a determination as to what occurred and what disciplinary action is warranted. Determinations are to be governed by a "preponderance of the evidence" standard. A preponderance of the evidence exists if, based on the totality of the evidence, it is "more probable than not" that the transgression occurred.

### **Disciplinary Referral Procedures**

Due to the age appropriateness of specific disciplinary actions, each grade level will have a disciplinary plan approved by the school administration. A copy of the disciplinary plan must be given to the principal and assistant principal. Parents will be notified in the classroom handbook as to how disciplinary issues will be resolved. If conduct problems cannot be resolved in the classroom, a parent/teacher/principal conference will be held and student may be placed on probation, suspended, or expelled. This is at the discretion of the principal.

### **Infractions may include, but are not limited to:**

1. Dress code violations
2. Littering or not leaving an area clean
3. Failure to remain at one's desk or assigned work area
4. Failure to pay attention/sleeping in class
5. Running in hallways and classrooms
6. Failure to follow classroom rules
7. Possession of distracting electronic devices
8. Disrespectful behavior towards a teacher
9. Use of profanity/suggestive speech or notes/racial slurs/gestures
10. Defacing school property
11. Cheating (a grade of "0" will be given for the assignment)
12. Public display of affection
13. Truancy/leaving the campus or classroom during school hours without authorization
14. Failing to respect the property of others (stealing, going through another's desk or belongings without permission)
15. Forging parent/guardian signature on school correspondence, intercepting school correspondence with parents, or impersonating a guardian
16. Any aggressive behavior will be addressed on a case by case situation and disciplinary action will be determined by the principal and/or FBCA School Board.

**Infractions that will result in immediate expulsion from the school:**

17. The use or possession of drugs or drug paraphernalia
18. The use or possession of alcoholic beverages
19. Malicious destruction of school property
20. Possession of knives, guns, or other weapons
21. Possession of pornography or attempting to access and/or share inappropriate internet web pages

Pursuit to the investigation of any suspected violation of school policy and/or in the interest of preserving school safety/security, FBCA reserves the right to search any and all students' belongings and personal items, including but not limited to cell-phones, computers, backpacks and clothing.

If the administration and/or FBCA Board perceive any type of physical contact to be inappropriate, all parties involved will be asked to stay home until a complete investigation is done.

The principal reserves the right to expel a student from the school. Parents may choose to petition the FBCA Board if there is a desire to continue at FBCA. The Board will make the final decision concerning the expulsion. If a student were to be expelled, he/she may not apply for re-enrollment to FBCA for at least one full year from the date of expulsion.

**Conduct Marking**

An important evaluative notice to parents and students is found in the conduct mark given by teachers and placed on progress reports and report cards. Conduct marks are important, in that high marks are necessary in order for a student to remain eligible for activities, clubs, and honors. Conduct marks are also considered in determining whether or not a student will remain enrolled in the school. Middle school students do not receive conduct grades.

Conduct marks include the following:

O - Outstanding

S - Satisfactory

N - Needs Improvement

## **COMMUNICATION**

Communication with parents/guardians is very important. Teachers will return phone calls and email messages in a timely manner.

Communication about students and their performance or behavior in class must be discussed with the parents by the teachers. Teachers should not be expected to return a text message during class time. Texts are only to be answered during a teacher's planning time or after school.

1. Teachers may use "Remind" or "Blooms" apps to communicate with parents concerning classroom activities and other information. If parents have an email address on file, they may receive periodic communication from the teacher through it as well.
2. "Remind" will be used to communicate with parents by a school-wide text message. This is an optional service, and instructions will be sent home with enrolled students for parents to "sign-up" to receive these messages.
3. Eagle News - A weekly newsletter will be posted online with dates of upcoming events as well as any important announcements concerning students or the school.
4. FBCA's website and Facebook page will be updated weekly with upcoming events to keep parents informed.

It is the policy of FBCA to communicate with parents about their child's progress. At the fourth week of each nine-week grading period, the teacher will provide notice of progress to the parent/guardian. Progress reports should contain academic, behavioral and attendance information. Teachers are encouraged to telephone parents, send notes, or arrange conferences to discuss the progress of any student whose academic progress, conduct, or attendance is not satisfactory.

## **COOPERATION**

An integral part of the educational philosophy of FBCA is the conviction that the school assists the parents in carrying out their primary responsibility of providing for the spiritual and academic education of their children. An ongoing positive working relationship between the parents and the school is critical to the success of the school and the students. As part of that working relationship, parents are expected to be involved as much as possible in the educational process, to refrain from conduct which thwarts the orderly administration and operation of the school, to support and participate in school activities, and to provide instruction to and set positive examples for their children both at home and in the community. While FBCA encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of

the school, FBCA bears ultimate responsibility for the orderly administration and operation of the school, including the formation and enforcement of the policies and procedures implemented to achieve the school's goals. FBCA reserves the right to terminate the enrollment of any student in the event that it is determined by the school's administration that (1) a positive working relationship between the school and the parents no longer exists and/or is irreparably damaged or (2) that the parents have failed to provide the support, assistance and example necessary for the spiritual and academic education to which each child is entitled. Furthermore, failure on the part of any student and/or parent to abide by the rules, regulations and policies as outlined in the school handbook may result in termination of the student's enrollment from the school.

## **CONFERENCES**

Conferences should be scheduled as needed. Confidentiality about students is important. Teachers will not discuss a child's individual needs or progress while on duty, in the hallway, or while other children or adults are present. Parents should not expect a teacher to engage in conversation concerning academic progress or behavior of their child when the teacher is supervising other children.

Parents are allowed to discuss complaints or concerns with a teacher by appointment only. All teacher conferences are to be arranged by calling the office or emailing the teacher. **Parents are not allowed to disrupt a class at any time.**

## **CONFLICT**

Conflict between two people will occur, however how we handle conflict is very important. There is a godly way to solve any and all problems between people in any community, especially the Christian school or church.

There is a workable and successful process, given by the Lord Jesus Christ. It is found in the Bible in Matthew 18, thus it is known as "the Matthew 18 Principle." FBCA will use the Matthew 18 Principle within every relationship where there is conflict.

### **The "Matthew 18 Principle"**

**Matthew 18:15-17** says, "Moreover if a brother shall trespass against you, go and tell him his fault between you and him alone; if he will hear you, you have gained your brother. But if he will not hear you, then take with you one or two more, that in the mouth of two or three witnesses every word may be established. And if he will neglect to hear them, tell it unto the

church; but if he neglects to hear the church, let him be unto you as a heathen man and a publican.”

The application in a school setting is:

**It is important that the matter be taken directly to the person who the conflict is with to resolve the matter, rather than bystanders who are not responsible for taking action to solve it.** Therefore, when a serious problem arises between people in the school (and this can be any combination of people such as: parent-teacher, parent-parent, parent-administrator, teacher-administrator, student-teacher, school board member, or administrator, etc.) the parties involved are to meet to seek the Lord's solution in the matter. This is a Matthew 18 meeting.

Almost all problems can be resolved at this level. (\* See additional guidelines below that will facilitate this process.)

The few problems which are not resolved at level one, move on to the next level, which includes another person, usually the principal who may be involved in a joint conference with the parties. Beyond this level, the matter may be taken to the school's governing board by the school administrator. If these procedures are followed with the right spirit, a matter of this type would rarely, if ever, have to go before the School Board. In practical terms, the applications of this principle become clearer when each person realizes that they go only to the people involved when starting this procedure. Persons in school authority will not accept complaints about school personnel if the complainer has not gone to the person according to Matthew 18, nor will the complainer speak critically of the other person to people within or without the school family prior to meeting to resolve the difference. There is no by-pass of steps, or people. Issues are to be handled decently and in order—one step at a time—directly with and about the matter at hand in the application of these Biblical principles. The one exception to the procedure is where the complainer has a good-faith, reasonable belief that to address the conflict with the other party directly may result in violence or harm.

**Additional Guidelines for a “Matthew 18” Meeting are:**

1. Keep the matter confidential.
2. Keep the circle small.
3. Be sure you know all the facts.
4. Be straightforward in love.
5. Be humble and submissive.
6. Be quick to forgive.
7. Pray and work for a solution and resolution.



8. "Love never fails." I Corinthians 13

### **Social Media**

Social media has become an effective way to communicate between the school and community. It can have a huge influence on learning since it involves collaboration between students, parents, and teachers. FBCA parents and students are encouraged to act responsibly and respectfully at all times. Any differences of opinion or misunderstandings relating to policies, faculty/staff, etc. should not be handled in public forums like social media. The "Matthew 18 Principle" should be applied.

### **CURRICULUM**

The elementary/middle school consists of Pre-K through grade eight. Pre-K & Kindergarten classes are structured and students are taught academic skills according to school-set standards. Students in grades one and two are given more instruction in reading, language arts, mathematics, and Bible, than in fine arts, social studies, health, and science. More attention is given in the older grades to science and social studies. Enrichments for elementary and middle school include H&PE, Spanish, music, library, and computer skills. Throughout all grades, the basic skills of reading, writing, and mathematics are stressed. FBCA uses excellent academic curriculums that have Christian principles and values taught throughout all subjects, for all grades.

### **DRESS CODE**

The Uniform policy is required for all students K–8. The administration reserves the right to determine if a student meets the standards of the school regarding dress and grooming.

Standards of dress are important to our school. Clothing for students in school must be modest, safe, appropriate, and exhibit good taste. All FBCA students must dress appropriate to their biological sex. The purposes of the dress code are as follows:

1. Uniform dress limits subjection to peer pressure in regard to expensive designer clothing or fashions.
2. Uniform dress contributes to a disciplined environment that molds academic, moral, and ethical behavior. One's attire should exhibit respect for oneself, fellow students, and teachers.

Adherence to the dress code is the first and most tangible rule of the school to which an entering student must respond. Consistent and blatant non-compliance reveals an attitude of rebellion and disrespect for authority. The distraction caused by non-compliance affects teachers,

students, administrators, and office staff. When a student is observed by a faculty member or principal to be in violation of the following code, the teacher will send the parent or guardian a written reminder. If the student is in violation a second time, the parent/guardian will be contacted and the parent/guardian will either bring the appropriate attire to school so the student can change or take the student home to make any needed alterations. Parents are urged to supervise their child's dress on a **daily** basis.

To prevent a hardship, it is encouraged/recommended that parents send an extra belt (under garments and uniform for younger students, if needed) labeled in a zip-lock bag with student's name to the homeroom teacher.

### **Specific Dress Code Requirements**

*No emblem, logo, or decoration besides the school logo is allowed on the uniform.*

**Shirts** (available for purchase through the school): Mon.-Thurs. – Maroon or gray polo(short or long sleeve) Fri. – current school spirit T-shirt only. Gray polo shirts may be worn, but they will be phased out and not allowed after this year. Shirts must be tucked in except on Friday.

**Bottoms:** Khaki tan only (No cargo pants)

\*Khaki trousers or shorts must be uniform style – no denim, no wind-suit materials, no sweat pants, no stretch pants or leggings, no spandex, no baggy pants, no carpenter or cargo styles, no hip-huggers, no side-knee pockets. Emblems, logos, or decorations are not allowed. No slits on jeans, shorts, or other pants. No cutoffs or ragged hems/edges on jeans, shorts, or other pants. Pants and/or shorts must be worn at the waist. Saggy pants or shorts are unacceptable.

**Boys:** Mon. – Thurs. - Trousers or walking shorts (No cargo shorts) Friday – Plain blue-jean pants, plain blue-jean shorts (within two inches of the knee), or blue jeans **\*\*Jeans may not have holes or rips\*\***

**Girls:** Mon. – Thurs. – Trousers, walking shorts, kick-pleated skirts, skorts, and polo style dresses in maroon (must have school logo), plaid skirts or plaid jumpers that are available only from Outfitters Ink. Friday - Plain blue-jean pants, plain blue-jean shorts (within two inches of the knee), or blue jean Capri pants **\*\*Jeans may not have holes\*\***

**Belts:** Solid black, brown, khaki. No cowboy buckles are allowed.

No sequins, glitter or anything to take away from the appearance of the uniform. If trousers have belt loops, a belt must be worn.

***Students are not required to tuck or wear a belt until 2<sup>nd</sup> grade.***

**Socks** Solid white – If there is a logo on the socks, they must be in white or black

**Stockings/tights/knee socks for girls:** white or maroon only (leggings are not allowed)

**Shoes:** Closed-toe shoes only. Tennis shoes are the recommended shoe for safety and comfort for the student **and are required on PE days**. Shoe laces must be tied at all times. **No light-up shoes for kindergarten.**

\*Slippers, flip-flops, open-toed or open-sided shoes/sandals present a safety hazard, and as such do not meet FBCA's dress code.

**\*\*Cowboy Boots are allowed for Friday Dress and Special Dress Days only**

**Free Dress Days: Girls-** Girls may wear t-shirt with jeans, skirt, shorts, capris, or other long pants. Pants cannot have holes, rips, or be distressed. No tank tops, leggings, athletic shorts, or sweatpants. Skirts and shorts must be not shorter than 2 inches above the knee. Jackets must have a full zipper and be left unzipped. No hoodies allowed.

**Boys-** Boys may wear t-shirt with jeans, shorts, or other long pants. No sweatpants or tank tops allowed. Jackets must have a full zipper and be left unzipped. No hoodies allowed.

### **P.E. Uniforms for Middle School**

**Shorts and Shirt:** Standard P.E. uniform - Solid Navy

**Socks:** Required to perform tasks

**Shoes:** Athletic shoes to perform tasks

**Sweats:** Appropriate solid navy sweatshirts and/or sweatpants may be worn over P.E. uniforms on cold days.

Any student that cannot wear the required P.E. uniform because of religious beliefs may purchase a solid navy blue long sleeve shirt and pants to be worn as their uniform. After purchase, please bring approved shirt and pants to Maison Monogramming in Moss Bluff to have the white name strip added. Please advise that as students grow through the school year, new shorts may need to be purchased should the gym shorts become too short. This is at the PE teacher's discretion.

\*\* Uniforms can be purchased year round at local vendors. The first name with last initial should be written on the name strip.

### **General**

**Undershirt:** If worn, must be white or maroon to match the uniform shirt

**Coats:** Parent's discretion (worn ONLY outside class)

**Lightweight Zippered Jackets:** Jackets that are acceptable to be worn inside the classroom must have our logo and be purchased from Outfitter's Ink. Jackets must be unzipped in the classroom.

**Backpacks:** No distasteful logos or imprints

### **Dress for other School Events:**

During school-sponsored activities, the student should dress accordingly, keeping in mind modesty and neatness, as well as dress according to their biological sex. Students attending any extra-curricular events, etc., which carries the name of First Baptist Christian Academy into our community, will adhere to a modest standard or face disciplinary action at the discretion of the principal.

### **Hairstyles, Jewelry, and Accessories**

1. Hair fashions which are extreme or which call attention to themselves, including close scalp shavings, bowl cuts, spiking, coloring, etc., are not acceptable. Conservative high-lighting is acceptable.
2. Male students' hair may not hang over the collar and must be cut above the eyebrows, trimmed neatly on the sides, no tails, no corn rows, and no sculptured shaving. Males are not allowed to have facial hair.
3. Body piercing or other gadgets attached to any body part are not acceptable for boys or girls.
4. No earrings or plugs are allowed for male students.
5. Female students' hairstyles must not be outrageous. Makeup must be in good taste and not excessive. Jewelry must also be in good taste and not excessive. Studs or ear lobe hugging hoops are acceptable, but long dangling earrings are not allowed.
6. Caps, hats, bandannas or other headgear are not to be worn in the classroom. Headbands and hair bows should be basic, plain, and simple.
7. Dog collars, choke collars and/or chains, spiked or otherwise, as well as sweatbands or other armbands are totally against the dress code policy.

## **EMERGENCY SCHOOL CLOSING**

In the event of emergency closing parents will be made aware by the following:

- Postings on FBCA website ([www.fbcamb.org](http://www.fbcamb.org))
- "Remind" text message
- Announcements on KPLC TV

- FBCA Facebook site

Generally, if it is announced that the Calcasieu Parish School Board will close, FBCA will do the same.

### EXTRA-CURRICULAR ACTIVITIES

FBCA is a member of ASCI, which enables our school to compete with other Christian schools in our area. A list of activities will be provided throughout the school year.

All students start the school year eligible and will remain eligible unless they earn a "D" or "F" in any subject or receive (2) N's in conduct. Eligibility is based on one reporting period to the next.

### FIELD TRIPS

Field trips are often conducive to the social and academic development of our students. Field trips are age appropriate, fun, and interactive learning that is taking place outside the classroom. Each grade may take one class field trip per semester. Notice of the trip will be sent to the parents in advance and every student going on a field trip must have a permission slip. Parents are welcome to go along. All chaperones must be 21 years of age or older. All students should attend these trips. Absence from a scheduled educational field trip will count as an absence. Parents should be aware that there is often a fee to attend these trips. Pre-K-1<sup>st</sup> grade will have parents drive their own child due to car/booster seat needs. Grades 2<sup>nd</sup>-8<sup>th</sup> will also use parent vehicles to transport.

### FINANCIAL POLICY

#### TUITION AND FEES FOR 2020-2021

GRADES	REGISTRATION (Per Family)	INSTRUCTIONAL (Per Student)	CAPITAL IMPROVEMENT (Per Family)	TUITION (August-May)
K-5 <sup>TH</sup>	\$250 by 3/13/20  \$350 after 3/13/20	\$375 Bank drafted 6/22/20	\$350 Bank drafted 7/27/20	\$430 Bank drafted monthly or semi- monthly (August-May)
6 <sup>th</sup> - 8 <sup>th</sup>	\$250 by 3/13/20  \$350	\$375 Bank drafted 6/22/20	\$350 Bank drafted 7/27/20	\$440 Bank drafted monthly or semi-monthly (August-May)

	after 3/13/20			
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**\*\*Family Plan Discount for multiple children in same family (first child full tuition, 10% discount for 2<sup>nd</sup> child, 20% for 3<sup>rd</sup>, and 50% for 4 or more children).**

**NOTE : A CHILD'S NAME WILL NOT BE PLACED ON A CLASS LIST UNLESS THE REGISTRATION FORM AND REGISTRATION FEES ARE RECEIVED IN FULL.**

**TUITION FEES** will be automatically deducted from checking accounts on the 3<sup>rd</sup> or 17<sup>th</sup> of each month or semi-monthly on the 3<sup>rd</sup> and 17<sup>th</sup> (Aug.- May).

**Tuition Payments**

Tuition is based on 10 monthly installments, beginning in August, and is paid through mandatory bank draft. Prior to the first tuition date, parents will receive an Authorized Agreement for Automatic Deposits (ACH Credits). The form will require the responsible party to supply their bank information.

Accounts may be paid in monthly or semi-monthly payments. Monthly payments are due on the **3<sup>rd</sup> OR 17<sup>th</sup>** and **semi-monthly payments on the 3<sup>rd</sup> AND 17<sup>th</sup>** of the month.

**One Payment Discount Option:** A deduction of five percent (5%) may be taken if tuition fees are paid for the entire year by August 1<sup>st</sup>. All fees for the entire family must be paid in order to receive this discount.

**\*\*\*Instructional fees are non-refundable (textbooks, supplies, administrative, and enrichment fees). Textbooks and supplies are also non-returnable.**

***Make checks payable to First Baptist Christian Academy or FBCA. FBCA accepts cash, money orders, and checks. There is a \$10 charge for all NSF checks or ACH credits returned to FBCA for any reason. After two (2) checks are returned due to insufficient funds, payments must be made in CASH or MONEY ORDER. This applies to any and all payments to FBCA.***

**Overdue Payments**

If payment has not been paid in full by the 17<sup>th</sup> of each month, or special arrangements have not been made, an additional late fee of \$50 will be charged.

Report cards/school records are the property of FBCA will be held until all fees are paid and/or school property returned. Late fees will accrue if a returned check causes actual payment to fall after the due date.

If any account becomes 45 days overdue, and no special arrangements have been made, the student will be withdrawn from the school. Records will be held until all fees are paid.

### **Refund Policy of Tuition and Supplies**

Parents are responsible for tuition and for any month in which the student is in attendance. No pro-rated refunds will be given for partial months. Used school supplies and used workbooks will not be returned if a student withdraws during the school year.

### **LIBRARY**

FBCA provides a library for the reading instruction and pleasure of its students which includes respectable literature. Students in Kindergarten through 5th grade attend library class once a week. Returns and renewals are done during library class. Middle school students may visit the library during a designated time agreed upon by the librarian and the MS reading teacher. On campus, students must read books from the school library or get approval for outside books.

### **LUNCHES**

FBCA offers hot lunches for students that are outsourced through a catering company. A monthly menu will be sent home for parents to indicate what lunches are available. Parents must pay for the lunches being bought at the time the menu is due. Late lunch forms will NOT be accepted. Students may bring lunch from home. Students are not allowed to bring any cold drinks (Coke, Dr. Pepper, Sprite, etc.). Lunches should take no longer than 2 minutes to heat. Parents should include everything that is needed to eat the meal such as plate, napkins, forks or spoons. FBCA does not supply these items.

Individual students may not have food delivered to the school from outside establishments. If students bring in lunch from a restaurant, it should be repackaged. Lunches will be eaten in the classroom or an alternate location if approved by a supervising staff member.

### **MEDICAL GUIDELINES**

State law prohibits teacher/staff from dispensing medication. A student should not have medication of any kind on his person/locker/back sack, etc. A parent should keep his/her child out of school if they have been vomiting, had diarrhea, complains of sore throat or has had fever in the last 24 hours. For any and all prescription and non-prescription medication, the

child must have a medical release form filled out and on file. These should be filled out completely and returned with the corresponding medication.

Parents may come to school and administer medicine themselves. In the event of an emergency or the parent finds it necessary for their child to receive medication during school hours, the following steps must be taken:

1. Obtain a written order for each medication to be given at school, including annual renewals at the beginning of the school year. Orders dated before July 15<sup>th</sup> of the school year will not be accepted. No corrections will be accepted on the physician's medication order form. Alteration of this form in any way or falsification of the signature is grounds for prosecution. Orders for multiple medications on the same form, an incomplete form, or a form with a physician's stamp will not be accepted.
  2. Obtain a prescription for all medications to be administered at school including medications that might ordinarily be available over the counter. Only the physician may write on the medication order form. Cough drops are considered over the counter medications.
  3. Arrange for the same delivery of medication to and from school by an adult in a properly labeled container as dispensed by the pharmacist. A 20-day supply is the maximum supply allowed at the school at any given time. The parent/guardian will need to get two containers for each prescription from the pharmacist in order that the parent/guardian, as well as the school, will have a properly labeled container. If the medication container is not properly labeled and does not match the physician's order exactly, it will not be given.
  4. Provide an authorized form that contains the following information:
    - a. Student's name
    - b. Clear instruction for school administration
    - c. RX number, if any
    - d. Date
    - e. Student's diagnosis
    - f. Name of medication, amount of each school dose, specific time of school administration, route of medication and reason for medication
    - g. Physician's or dentist's name
    - h. The parent's/legal guardian's printed name and signature.
- \*medication left in the office after June 1<sup>st</sup> will be destroyed

### **Emergency Medical Release Forms**

Medical Release forms are filled out by the parent at the beginning of the year. Copies are kept in the student's file. This form gives permission to have a child treated in case of emergency and/or to administer prescribed



medication. These are taken by the teacher on all field trips. Please update these when necessary.

### **Immunizations**

Louisiana State Law requires that all pupils must have current immunization information on file in the office. Check with your physician to assure up to date immunizations. Parents are required to keep immunizations current. Registration cannot proceed without complete records.

### **Communicable Diseases**

If a child is absent from school due to a communicable disease or absent for five or more consecutive days due to illness, he should present a doctor's excuse of recovery upon returning before being admitted to class. Children should not be allowed to attend school if they are showing definite signs of illness, such as fever, nausea (vomiting), excessive head congestion, etc. Children should be free of fever for at least 24 hours before returning to school. Children having such symptoms will be immediately isolated and the parents will be contacted to pick them up. We will allow children to stay at school if their temperature is 100 degrees or less. If it is 100.1 or higher, we will ask that you come and pick up your child. If your child complains of not feeling well, and their temperature is anywhere from 99 - 100 degrees, we will contact you and let you make the decision as to how you want to handle it.

### **Lice**

When a student is found to have an active infestation of lice as by the presence of live bugs or nits, the parent or guardian will be notified. The principal will make a professional judgment regarding exclusion arrangements depending on her assessment of the situation. Students will be expected to be checked in by the principal or other trained staff member after appropriate treatment has been received at home. A parent or guardian will be expected to bring the child to school for the readmission check. If the student is found to have continued active infestation (live bugs and/or no progress in nit removal) the parent will be instructed to take the student home for further treatment. Teachers will be notified when a student in the classroom has head lice. A letter will be sent to the children's parents/guardians of the affected classroom. The letter will provide recommendations for health care.

### **Recess and/or P.E.**

We discourage keeping students in at recess or P.E unless absolutely necessary. If it is needed, a note to that effect should be brought to the office. A copy will be made and given to the child's teacher/P.E. teacher. P.E. teachers will honor a parent's request up to 3 days, after which a

statement from the child's doctor will be required if the student is not to participate in P.E.

### **Injuries During School**

Minor injuries occurring during school hours will be treated by the office personnel or teacher with the use of first-aid materials. In the case of serious injury or illness, emergency procedures to obtain medical or hospital care will be followed and parents notified.

### **METHODOLOGY**

A traditional teaching methodology is used in the classroom. This includes lectures, demonstrations, and audiovisual presentations by the teacher. Questions and answers, class discussions, debates, written assignments, and class projects are used as appropriate to enhance learning. Most classes have regular homework for review and for reinforcement of learning. Concepts are reviewed in class, and then tested to assure mastery by the students. Report cards are given every nine weeks to report the overall average in each subject.

### **PHONE USE**

Office phones should be used for emergency calls only. Leaving materials, homework, projects, etc., is not considered an emergency. All students should know before arriving at school how they will be leaving at the end of the school day unless an emergency occurs.

### **PLEDGES**

All students are expected to stand and say the pledges each morning. The pledges are listed below in order to help your child memorize them.

#### **Pledge to the American Flag:**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

#### **Pledge to the Christian Flag:**

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Brotherhood, uniting all Christians, in service and in love.

#### **Pledge to the Bible:**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and will hide its words in my heart, that I might not sin against God.

## **SAFETY DRILLS AND DISASTER PROCEDURES**

### **Fire Drills**

1. A fire drill will be held once each school month.
2. When the fire alarm rings, students will file outside to their designated places. The students must be in single file, and they may NOT talk.
3. Grade books should be taken by the teacher while leaving the building. The classroom doors must be closed, and the lights should be turned off. Just as soon as the students are outside, the roll should be called. It is the teacher's responsibility to make sure that all of his/her students exit the building.
4. After the principal is assured that everyone is out of the building, the students and teachers will be informed to return to the building.
5. All personnel and visitors are required to evacuate the school building.
6. Running is not allowed; however, all must exit quickly.

### **Lockdown**

In case of an intruder or a dangerous situation, an announcement will be made with the following code words.

1. Code Yellow- Caution- be alert. The school has been notified that there is a possibility of a hostile situation at the school or a nearby location. Be ready for a total lockdown, if necessary. Students should be brought into the classroom if not already there.
2. Code Red- Total Lockdown-All doors should be locked/secured, windows covered; keeping children out of view of windows and away from doors.
3. Code Green- All Clear- Teachers may unlock or unsecure doors and allow children to return to their regular seats.

### **Tornado**

A tornado drill or tornado watch will be announced over the intercom system.

1. Teachers will have their students quickly line up in the hall and in a single file against the wall next to their classroom.
2. Students will get on their knees, facing the hall wall, duck, and cover their head with their hands.
3. An all clear will be given by administration when the drill or tornado watch is over.

## **STUDENT ATTENDANCE**

The State Attendance Laws require that a student be in attendance a minimum of 160 days (of 330 minutes each) per school year in order for a student to progress to the next grade level. Each employee is required to emphasize the importance of good school attendance. The principal establishes whether an absence is excused or not excused. Excused absences include personal illness, illness or death in the immediate family, doctor or dentist appointments, participation in school activities, extremely dangerous weather or road conditions, and unusual circumstances approved by the principal. If a student were to be absent, the office may be contacted and assignments may be sent to the office, so that the parent may come to get the student's assignments.

### **Absences:**

1. Students may not miss more than 10 days of school per year to receive grades for that period. Missing more than 10 days per year may result in failure to be promoted. Exceptional cases, such as extended illness, may be exempted by the principal, but in such cases, a doctor's note or other supporting evidence must be submitted at the time of occurrence.
2. **When a student receives his/her fifth absence from school, the teacher will notify the parent and principal.**
3. Excuses are required when a student is absent. The excuse must be dated and signed by a parent/guardian or a physician. Excused absences include personal illness, illness or death in the immediate family, doctor or dentist appointments, participation in school activities, extremely dangerous weather or road conditions, and unusual circumstances approved by the principal.
4. Teachers are to file all excuse/tardy slips in a folder.
5. When a student is absent, the office may be contacted and assignments may be sent to the office where the parent may pick them up.
6. When a student leaves early, the parent must go to the office and sign their student out. If a student were to be tardy, the parent must sign their student in.

### **Tardiness:**

A student is tardy if he or she arrives in class after 8:00 a.m for K-3<sup>rd</sup> and after 7:55 for 4<sup>th</sup>-8<sup>th</sup>. An excused tardy will be for doctor appointments, car trouble, or severe traffic or weather conditions as approved by the principal.

Excessive tardiness needs to be brought to the attention of the principal.

1. Students with excessive tardiness to school will not receive Perfect Attendance recognition.
2. The office personnel will send the student to class after recording on the tardy log the date, time, reason, and acceptability of the excuse.
3. On a student's 5th tardy of the nine weeks, he/she will receive a half day absence.

### **Makeup Work:**

It is the student's responsibility to check with the teacher for all school work missed due to an absence. A student is discouraged from depending on classmates alone for this information. Each student should talk with each teacher the first day back in class in order to avoid receiving a "0" on work left incomplete.

1. A student with an excused absence has the same number of days to make-up work missed as days absent from class.
2. In special circumstances, the teacher is authorized to give extensions for completion of make-up work.

### **Early Dismissal**

Students are required by law to be in school. Students will be granted an early dismissal for emergencies and for medical and dental appointments when those appointments cannot be scheduled outside school hours. All other activities should be scheduled after school.

- a. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and check in at the front desk immediately upon returning to campus. A physician's note is required or the absence will be unexcused.
- b. So that the school can fulfill its responsibility to parents concerning student safety, parents are required to sign their child out at the front desk.
- c. In order for a student to be counted present for half day attendance, he/she must be present 25%-50% of the school day. In order for a student to be counted present for the entire day, he/she must be present 51% or more of the school day.

### **VISITOR PASS/SIGN IN**

All parents and visitors must go directly to the receptionist office. Parents visiting the classroom must have the permission of the school receptionist or principal before entering the classroom. They must dress and act in a manner consistent with school policy.

### **WORSHIP**

Worship will be held each Wednesday. Worship for 3<sup>rd</sup>-8<sup>th</sup> grades is held at 8:05 AM and PreK-2<sup>nd</sup> grades meet at 9:00 AM. Worship services are held to give students and teachers an opportunity to worship, sing, and fellowship together. The chaplain, pastor, staff, students, or outside speakers lead in worship services. Attentive, reverent, and courteous conduct that is honoring to the Lord should always be observed. Parents will be notified of dates and times for special events with combined worship services. All parents, legal guardians, and friends are invited to attend worship services in the Student Center.