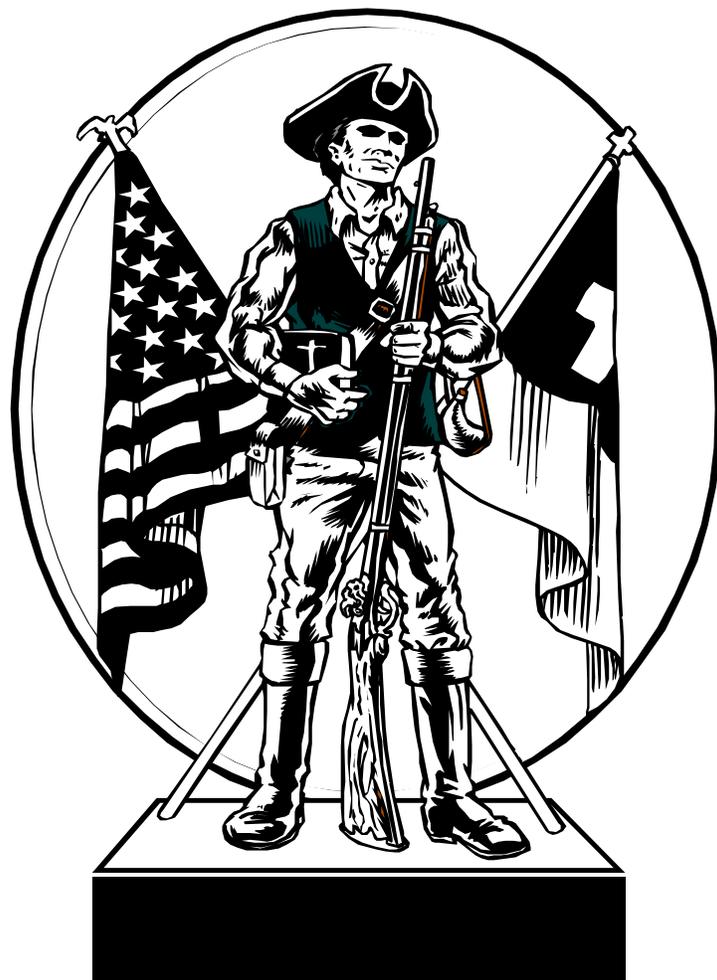


Faith Bible Academy

106 Crosby Road
Sprakers, NY 12166
(518)-234-9627



Parent-Student Handbook
2018-2019

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PHILOSOPHY

PURPOSE OF THIS HANDBOOK

This handbook has been written to acquaint students and their parents with the philosophy and policies of Faith Bible Academy. Our school staff wishes to help you in every way possible. We trust that you will enjoy your association with Faith Bible Academy.

PHILOSOPHY

Our objective in developing a private Christian school is to obey the Scriptural teaching of Deuteronomy 6:5-7a:

“And thou shalt love the Lord thy God with all thine heart, and with all thine soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children.”

Proverbs 22:6 commands Christian parents to train up a child in the way he should go. Training for life must include training for eternity.

A Christian school is an extension of the Christian home. We recognize that parents (defined as man and woman) have the primary legal control of their children. Our academy staff is therefore responsible to help parents train the whole child. Students who are privileged to attend our school are trained in the areas of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.

Faith Bible Academy is a ministry of Faith Bible Church. Authority on matters concerning the academy rests with the School Board of Faith Bible Academy. The board is elected by Faith Bible Church and is responsible to the church for its direction of the academy ministry. The academy requires its students to attend Bible-believing local churches, and strongly encourages church membership and active service in church ministry.

DOCTRINAL STATEMENT¹

Bible: We believe that the whole Bible, consisting of the sixty-six books of the Old and New Testaments, is verbally inspired of God, is inerrant in the original writings, and is the supreme and final authority in faith and life.

God: We believe in one God, Creator of heaven and earth, Spirit, Light, Love, Truth, Eternal, Almighty, Infallible, Unchangeable, Infinitely Wise, Just and Holy; and that God eternally exists and manifests Himself in three persons: The Father, The Son, The Holy Spirit.

Christ: We believe in Jesus Christ, the only begotten Son of God, the eternal Word manifested in flesh. We believe that He was conceived of the Holy Spirit, was born of the virgin Mary, and is true God and true man. We believe in His vicarious, substitutionary and redeeming death, Christ receiving

¹ Copied from the *Constitution and By-Laws* of Faith Bible Church

in Himself the penalty of Man's sin. We believe in His bodily resurrection, in His ascension and His personal, imminent and premillennial return for His redeemed ones, followed by His coming in glory to judge the rebellious and to establish His millennial reign. We believe Christ is the only mediator between God and man and the only advocate and intercessor before God on behalf of man.

Holy Spirit: We believe in the Holy Spirit, His personality, and deity. We believe that His word is to convict men of sin and to regenerate, indwell, and empower the believer day by day. We believe He is the teacher of God's Word and the guide for the daily life.

We believe that all Christians are baptized by the Holy Spirit into the body of Christ at the moment of salvation and that all believers are indwelt by the Holy Spirit, irrespective of any outward, physical signs, e.g., speaking in tongues, etc. However, the Scriptures command all Christians to be constantly filled with, or controlled by, the Holy Spirit.

Salvation: We believe that the salvation of sinners is wholly of grace through the mediatorial work of the Lord Jesus Christ, who died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood and are in possession of a salvation which is eternally sure.

We believe that justification is an act of God's grace wherein He remits the penalty of sin for man and restores the believer to His favor only by the righteousness of Jesus Christ which is imputed by him in faith alone.

We believe that sanctification (to be "set apart") is the process by which God makes us partakers of His holiness, that it is a progressive work begun in regeneration and continued in our hearts by the work of the Holy Spirit in connection with Bible reading, self-examination, watchfulness and prayer, and that it is completed at the return of Christ for His own. Every born-again believer possesses two natures: spiritual and carnal, with provision made for victory of the new nature over the old nature through the power of the indwelling Holy Spirit. All claims for the eradication of the old nature in this life are unscriptural.

Man and Sin: We believe that man was created pure and in the image of God and that he sinned, and therefore incurred not only physical death, but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word and deed. Such condition necessitates for him the experience of the new birth. We believe man is justified by faith alone in Christ's finished work.

Satan: We believe in the personality of Satan, that he is the author of the fall, and that he shall be eternally punished.

Church: We believe that a local church is a congregation of baptized believers, associated by covenant of faith and fellowship of the Gospel, observing the ordinances of Christ, governed by His laws, independent and self-governing, and free from the interference of any hierarchy of individuals or organizations. Its one and only Head is Christ through the Holy Spirit. It is Scriptural for churches of like faith and practice to cooperate with each other in contending for the faith and for the furtherance of the Gospel. Each local church is the sole judge of the measure and method of its government, of its discipline, and of its benevolence. The will of the local church is final.

We believe that the church of Jesus Christ is composed of those who have been redeemed, washed in His blood, regenerated and sealed by the Holy Spirit. They are saved to serve and have the responsibility and privilege to seek to win others to Christ “to the uttermost part of the earth.” They must seek to live a holy life and to separate themselves from and forsake all that might dishonor God, cast discredit on His cause, or weaken their testimony.

We believe in obedience to the Biblical command to separate entirely from attitudes of worldliness and ecclesiastical apostasy. We will seek by God’s grace to obey the Holy Spirit’s command to “...have no fellowship with the unfruitful works of darkness” (Ephesians 5:11). We believe that this requires separation from any organization whose teachings and/or practices are contrary to the direct and clear teaching of the Word of God. Therefore, we refrain from participation in programs which involve a working relationship with any group affiliated with the National Council of Churches of Christ in America, the Church of Christ Uniting, the World Council of Churches, or any other group whose doctrinal position and testimony is at variance with our statement of belief, or which would tend to vitiate our convictions as to the teaching of the Word of God.

We believe that Biblical baptism is the immersion of a believer in water to show forth a solemn and beautiful emblem of faith in the crucified, buried, and risen Savior, with its effect in our death to sin and resurrection to a new life. It is an outward, physical symbol of an inward, spiritual transaction, which took place at the moment of our salvation, when God the Holy Spirit baptized us into the body of Christ.

We believe that Christ instituted the Lord’s Supper to commemorate His death until He comes, that participation should be preceded always by solemn self-examination, and that all believers are invited thusly to the Lord’s Supper.

Future: We believe in the bodily resurrection of all men, the saved to eternal life, and the lost to judgment and everlasting punishment.

We believe in the eternal and everlasting blessedness of the saved and the eternal judgment and punishment of all who reject our Lord Jesus Christ; this is the “second death,” and “whosoever was not found in the book of life was cast into the lake of fire.”

We believe that the personal return of our Lord Jesus Christ to catch up His people to meet Him in the air is imminent, i.e., that the rapture of all believers will precede the 70th week of Daniel, commonly referred to as the tribulation. We believe in the personal and bodily return of our Lord Jesus Christ to set up His Kingdom on earth and that this will take place following the tribulation.

Marriage: We believe that the Bible teaches that God established marriage as only between man and a woman (Genesis 2:24) and that all sexual conduct outside the bonds of marriage is sin (I Cor. 6:9,10) with fornication, adultery, homosexuality, and bestiality all being described by God as abominations.(Lev. 18:6-30) We further believe that the physical condition in which a person is born, including their gender is established by God (Ex 4:11; Jn 9:3) therefore claims of innate sexual confusion are false and transvestism and its related perversions including sex change operations are abominations before God (Deut 22:5). We further believe that declaring God’s Word and warning people of the temporal and eternal consequences of their sins, including sexual perversions, is an act of loving concern. God’s word remains true and His prohibition, including those on sexual perversions and immoralities, cannot be satisfied or amended by any human government authority.

OUR EXPECTATION OF PARENTS AND STUDENTS REGARDING THE DOCTRINAL STATEMENT

We expect parents and students to respect our beliefs, and we maintain the right to express them as we so desire.

PATRIOTISM

Faith Bible Academy places emphasis on the greatness of America's heritage and the sacrifices of its heroes. *The United States Constitution* guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.

PLEDGE OF ALLEGIANCE 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 OF ALLEGIANCE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE OF ALLEGIANCE 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. I will hide its words in my heart that I might not sin against God.

ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in public schools. It was established as a governmental means of causing local public school districts to provide what state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may or may not be Christians.

Accreditation of a private Christian school is not necessary for a graduate who wishes to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests.

This school does not seek accreditation by any outside educational institution, but does endeavor to provide the highest possible academic program.

AFFILIATIONS

Faith Bible Academy is affiliated with the New York Association of Christian Schools and with the American Association of Christian Schools. Our primarily curriculum is produced by the School of Tomorrow. In addition, some of our materials are supplied from other Christian publishing companies.

ATTENDANCE REGULATIONS

ADMISSIONS

Faith Bible Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

Faith Bible Academy accepts applications for students enrolling in Pre-K (4 year-old preschool) through 12th grade. To be eligible for kindergarten (K-5) enrollment, the student must be five years old by December 1st and show proper readiness to begin school. Readiness tests will be given to all prospective kindergarten (K-5) students in the summer prior to the school year. In the event that a prospective kindergarten student does not pass the kindergarten readiness test, Faith Bible Academy reserves the right to require a kindergarten-age student to wait one year before being accepted for enrollment in the kindergarten (K-5) program.

Faith Bible Academy will retain high school students no older than twenty years of age.

Faith Bible Academy recognizes that it cannot meet the educational needs of all children. Our academy offers Christian training, but it is not designed to be a correctional institution for problems that arise beyond those usually encountered in average school children. As such, we are not equipped or staffed to meet the needs of students with severe educational, behavioral and emotional disabilities.

Students are usually not accepted for admission if they have exhibited extreme behavioral problems for a period of time, including substance abuse, running away from home, and being arrested. A student who engages in these activities while enrolled will be dismissed.

Faith Bible Academy also does not accept students who are married or engaged, and students may not become married or engaged while enrolled.

Families who wish to enroll their children in Faith Bible Academy must attend at least one service each week at a church of like faith and practice approved by the Faith Bible Academy administration.

To apply for admission, you will need to complete the following:

1. Read the Faith Bible Academy handbook.
2. Complete the forms in the admissions packet and return them to the FBA office with the registration fee.
3. The FBA administrator will schedule an interview with both parents and student(s) with the administrator and Faith Bible Church pastor.
4. Parents will be notified of acceptance status after the interview.

PARENTAL INVOLVEMENT

As an extension of the Christian Home, Faith Bible Academy recognizes the necessity of parental involvement in the activities of FBA students. As such, parents of FBA students are required to:

1. Attend the annual Parent Orientation Fellowship: This activity will be held on the first Tuesday evening following the first week of school each year. The purpose of this event is to get acquainted with the staff of Faith Bible Academy, learn the theme and special events of the coming school year, review school policies and be informed of any changes, and reinforce a spirit of unity between the Christian home and school.

2. Attend Parent-Teacher Conferences following the 1st & 3rd school quarters: Conferences are required for all students at both of these times. Additional conferences may be scheduled at either the teacher's or parents' request.

*Students who have not had a parent attend the Parent Orientation Fellowship and/or the required Parent-Teacher Conferences following the first and third quarters will not be able to attend classes until these obligations have been met.

3. Attend a church of like faith regularly: Parents of students enrolled in Faith Bible Academy must attend at least one service each week at a church of like faith. Faith Bible Academy reserves the right to determine which churches are of like faith.

MEDICAL REQUIREMENTS

New York State laws require that a child must be immunized to meet New York State Board of Health regulations before being allowed to enter school. This applies to students transferring into our school at any grade level, as well as kindergarteners entering school. Parents are responsible to obtain a copy of the student's immunization record from their child's physician. Students will not be permitted to attend Faith Bible Academy without a current copy of their immunization records on file. A written statement of exemption from a qualified physician is necessary for any student who does not have the required immunizations.

New York State law also requires students in odd-numbered grades and all students participating in school-sponsored athletic activities to have a physical examination. Students may either attend the annual school physical offered by the Canajoharie School District, or they may have a physical examination by their personal physician.

ATTENDANCE POLICY

The school day begins at 9:00 am and classes are dismissed at 3:30 pm. The academy is not responsible for children before 8:30 am or after 4:00 pm unless special arrangements have been made. Each student is allowed 6 unexcused absences per quarter. If your child reaches 7 unexcused absences within a quarter they will lose their B privilege for the remainder of that quarter and will not be able to earn it back until the third week of the following quarter. If your child reaches 20 unexcused absences (during the duration of the school year) a meeting will be arranged to discuss your child's enrollment at the academy. Excused absence would be a death in the family, doctor's written excuse, or a church missions trip.

FULL-DAY ABSENCES

Inasmuch as consistent attendance is important for solid academic performance and school spirit, excessive tardiness and absences are strongly discouraged. Therefore, the following guidelines apply:

- A signed written excuse by the parent or guardian must be presented to the supervisor when a student returns to school after an absence or tardiness. A mark will be given when the required written excuse is not turned in.
- A student is considered tardy if not in opening exercises by 9:05 am.

PART-DAY ABSENCES

Due to the disruptive nature of part-day absences, we also discourage the scheduling of appointments and activities that create them. The following guidelines apply for part-day absences:

- If a student needs to leave during the school day, he is to have a note from his parent or guardian specifying the reason for leaving and means of transportation.

SNOW OR EMERGENCY SCHOOL CLOSING GUIDELINES

School closings or delays may be checked for on the internet, television, or radio stations:

Please note: For delays or early afternoon closing, teachers will be at school in such cases for students whose buses are traveling on schedule. Those not using public transportation are urged to use discretion at times like these and should come and leave when they feel conditions are safe for them to travel.

PHYSICAL EDUCATION ATTENDANCE GUIDELINES

It is a state requirement that no student is excused from the required physical education course without a doctor's written excuse. To be excused from a given PE class or classes, a note from a parent or guardian must be presented. A prolonged excuse for over two weeks' classes or exemption from certain activities requires a doctor's written excuse.

FINANCIAL POLICY

Unless a student's bill is prepaid, tuition will be billed over ten months, beginning in August and ending in May. These fees cover instruction for the months of September-June. Students enrolling during the school year when it has already begun are required to pay one month's tuition prior to the month of enrollment, as this covers the tuition for the month of June since a bill is not issued during this month.

Tuition and fees are billed on the 1st of each month and are due on the 15th. If payment is not made by the end of the month, a \$25 late fee will be charged on the next bill. If complete payment is still not received by the 15th of the next month, the student(s) will need to be kept home. If complete payment is still not received by the end of an additional month, the student(s) will be considered withdrawn from school unless other arrangements are made with the school board. When a child is withdrawn from school, parents are financially responsible through the last statement issued.

There will be a \$25 charge for any returned check plus any other cost incurred.

Payments to Faith Bible Academy are given in exchange for the service of academic instruction that is provided. As a result, tuition payments and fees are not tax deductible and all checks should be made payable to Faith Bible Academy.

ACADEMICS

HIGH SCHOOL GRADUATION REQUIREMENTS

Every graduate of Faith Bible Academy receives a diploma. However, students may complete one of two academic courses of study: Advanced or Basic.

ADVANCED COURSE OF STUDY

The Advanced Program includes the standard college preparatory courses, plus additional courses designed to develop a student's communication and interpersonal skills. No General or Remedial courses are allowed for credit in the program.

Courses	Units
Bible	4
English	4
Math	4
Social Studies	4
Science	4
Foreign Language	1
Health	½
Computer	½
Christian Growth	½
Music	½
Speech	½
Elective	½
<u>Physical Education</u>	<u>2</u>
Minimum Total Credits	26

BASIC COURSE OF STUDY

The Basic program provides adequate instruction to prepare a student for most jobs and college programs. No more than two credits of general or remedial courses may be applied toward required courses. Additional general or remedial courses may be taken for elective credit only.

Courses	Units
Bible	4
English	4
Math	3
Social Studies	4
Science	3
Health	½
Computer	½
Christian Growth	½
Electives	1
Foreign Language	1
Speech	½
<u>Physical Education</u>	<u>2</u>
Minimum total credits	24

SPECIFICS FOR ALL STUDENTS

- Physical education is required for all students.
- Every effort will be made to offer the subjects for each course of study. However, if a subject required for a course of study is not available, the student will be assigned an additional elective to make up for the credit.
- After a projection has been determined, courses may not be dropped after the start of the school year.
- Bible is required of all students while in attendance at our school. Transferring freshmen or sophomores must complete all four credits of Bible. Transferring juniors must complete a minimum of three credits of Bible. Transferring seniors must complete a minimum of two years of Bible.
- Transferring students are required to still achieve the minimum total credits for the course of study that they select. Transfer credits count toward the number of credits earned.

- Transfer students must complete at least five credits at FBA before receiving a diploma from FBA.
- All students must take the American College Test (ACT) or Scholastic Aptitude Test (ACT) before graduation.
- Graduating seniors are required to attend the commencement service. Those who fail to attend will not receive recognition during the service. The School Board must be contacted as soon as possible in the event of unavoidable circumstances for any exceptions.
- Students who have attended school for a total of thirteen (13) years but have not accumulated the required credits for graduation will be eligible to receive a Certificate of Attendance at the commencement service.

EARLY GRADUATION/EARLY COMPLETION

Early graduation is not recommended. It is better for students to remain in school and continue their personal preparation than to be graduating at an age too immature for college or employment. In like manner, early spring completion is not recommended either. Students finishing school early during the school year miss out on important activities, deprive the school of essential student leadership, and hurt student morale.

Early graduation and early completion are permissible only for students who have attained the age of 16 and completed the Advanced program. Bill for tuition and fees will be for the entire year, regardless of when the student completes his program. Other students finishing their programs early are required to remain in attendance and take additional courses.

GRADING SYSTEM

Each year, each student at FBA is given an academic projection that outlines the expectations for that student's academic progress for the given school year. With the exception of some high school classes, each course is comprised of 12 PACES. Students are expected to complete three PACES per quarter, per subject, in order to complete a year's worth of work in each subject. After a projection has been determined, courses may not be dropped after the start of the school year.

The grading system is designed to give a true indication of the student's progress or lack thereof. Progress Reports will be sent home with the students on the Wednesday following the end of each quarter. Reports will be issued at the end of the year only after accounts have been paid in full.

Only passing grades (80% or higher) are recorded and averaged to compute grades for Progress Reports and Academic Records. The 80 percent requirement for passing PACES and classes is a built-in success factor.

The following grade scale is used:

Percent Grade:	Letter Grade:
98-100	A+
96-97	A
94-95	A-
92-93	B+
90-91	B
88-89	B-
86-87	C+
83-85	C
80-82	C-

A student's GPA is based on a three-point scale. Each "A" is worth 3 points. Each "B" is worth 2 points. Each "C" is worth 1 point. Adding the total points for all completed courses and dividing by the total number of courses yields the student's grade-point average.

Students are recognized for superior academic achievement with the Honor Roll and various other quarterly and annual awards.

When a student receives below an 80% on a PACE test, he is required to repeat that PACE. At the Supervisor's discretion, it is recommended that he only take 5-8 school days to complete the repeat PACE. In addition, the score on the repeat PACE will not exceed 90% unless an alternative test may be used. A 100% score on a repeat PACE equals 90%, scores between 98-99% equal 89%, scores between 96-97% equal 88%, and so on.

HONOR ROLL AND HIGH HONOR ROLL

Honor Roll (HR) and High Honor Roll (HHR) are granted on a quarterly basis according to the following requirements:

1. 92.00 average or above (HR), 97.00 average or above (HHR)
2. All required work completed
3. Each month's Bible selected recited by month's end (HR) or by the 15th (HHR)
4. No more than four (HR) or three (HHR) detentions during the quarter
5. No more than five unexcused absences for the quarter.

ENRICHMENT WORK

Some highly motivated and gifted students advance so rapidly through their PACEs that their academic achievement exceeds their neurological maturation. Consequently, they "hit a wall" of abstract concepts before they are mentally capable of processing abstract material. To guard against this, supervisors seek to expand the academics horizontally as well as vertically.

Enrichment work may include expanded curriculum (Animal Science, Bible Reading), computer assisted instruction, and group classes. All students participate in at least some enrichment activities, and all receive supplemental and remedial work when the supervisor determines that it is necessary.

PROMOTION POLICY

At Faith Bible Academy, students are generally grouped according to age. However, there are basic steps a student must achieve in order to progress from one grade to the next. With our curriculum, we generally consider 12 PACEs to be a year's work in a given subject, with some slight variations in high school courses. Students who become six PACEs or more behind in core curriculum subjects may not be promoted to the next grade, but will instead repeat their current grade.

INCENTIVES

PRESCHOOL, KINDERGARTEN & EAST LEARNING CENTER

The supervisor will plan incentives that will be meaningful to the students. Some incentives will be daily and some will be more long range. Incentives may include privilege centers, special field trips, certificates, and other awards appropriate for the age of the children.

SOUTH LEARNING CENTER

A privilege system of "FBH" will be utilized (Faith Bible Honor). The student will display the privileges earned in his office.

- F** Eligible for extracurricular activities (drama, sports); once attained, will be kept for the rest of the quarter. Requirements:
- Previous quarter's work finished on schedule (including having taken the SAT achievement test when offered)
 - Previous quarter's monthly Scripture recited
 - No more than 4 detentions in previous quarter

New students or those not eligible by the end of the previous quarter may gain their "F" activity privilege after the 3rd week of the quarter if they:

- Are academically on schedule
- Have recited the most recent monthly Scripture
- Have no more than 4 detentions

FB Indicates that a student is presently on schedule in his work. This privilege is evaluated at the end of 3rd, 6th, and 9th weeks of each quarter and may be lost and gained throughout the quarter based on whether or not the student is academically on schedule. It gives students all the privileges of the “F” privilege plus the following:

- Opportunity to use the scoring station without permission

FBH Indicates that a student did not acquire any marks during the previous week of school. This privilege is evaluated weekly and gives the student all privileges of “FB” plus the following:

- One free “out of seat” opportunity daily (to use the bathroom or get a drink) during a non-break time without getting a mark
- Opportunity to participate in “Privilege Hour” (free time) during the last period of the day on specified days of the week as long as at least two goals are completed and any self-tests for that day have been handed in

NORTH LEARNING CENTER

A privilege system of “FBA” will be utilized. The student will display the privileges earned in his office.

F Eligible for extracurricular activities (music, drama, yearbook, interscholastic sports); once attained, will be kept for the rest of the quarter. Requirements:

- Previous quarter’s work finished on schedule (including having taken the SAT achievement test when offered)
- Previous quarter’s monthly Scripture recited
- No more than 4 detentions in previous quarter

New students or those not eligible by the end of the previous quarter may gain their “F” activity privilege after the 3rd week of the quarter if they:

- Are academically on schedule
- Have recited the most recent monthly Scripture
- Have no more than 4 detentions

FB Indicates that a student is presently on schedule in his work. This privilege is evaluated at the end of 3rd, 6th, and 9th weeks of each quarter and may be lost and gained throughout the quarter based on whether or not the student is academically on schedule. It gives students all the privileges of the “F” privilege plus the following:

- Opportunity to use the scoring station without permission

FBA This privilege is granted to students in grades nine to twelve only. It indicates that the student is at least three weeks ahead of schedule in his work and is evaluated at the 3rd, 6th, and 9th weeks of each quarter. It gives the student all of the privileges of “FB” as well as the following:

- May work on extracurricular or otherwise enjoyable activities during the day as long as the supervisor gives permission
- Friday off, if not involved in scheduled extracurricular activities

NOTE: FBA privileges are also granted to Honor Roll students for the first three weeks in the quarter following their achievement.

PRIVILEGE DAYS

Students who are on or ahead of schedule will not be required to attend regular classes on designated privilege days at the end of each quarter. They will be expected to come in if so requested by the sponsor of some group activity in which they are involved (for example, music, drama, sports). Those eligible for this privilege will be given a slip stating so by their supervisor.

Privilege days are not vacation days and are considered school days on the FBA school calendar. Students who have earned privilege days are welcome to attend school on those days.

Students who have earned privilege days and who earn a detention on the school day before privilege days begin will be required to serve that detention on the Monday following the week of privilege days.

EXTRA CURRICULAR ACTIVITIES

PHILOSOPHY OF EXTRACURRICULAR ACTIVITIES

The philosophy for extracurricular activities is no different from our general philosophy of Christian education. Christian training is designed to promote godliness of character and action. Christian training is designed to promote godliness of character and action. Our final goal is the full conformity of students to the image of God in Christ (Romans 8:29). The results of this conformity should be students who glorify God in every aspect of their lives and who can be effective leaders in their local churches (II Tim. 2:2).

Luke 2:52 says that “Jesus increased in wisdom (intellectual) and stature (physical), and in favor with God (spiritual), and man (social).” Christian education generally addresses each of these areas. Extracurricular activities emphasize the physical (athletics) and social (drama, music) areas while maintaining a spiritual perspective (Col. 3:17, 23).

PARTICIPATION REQUIREMENTS

(Grades seven through twelve or age twelve by December 1st)

Our students have the opportunity to participate in a number of extracurricular activities. These activities include music, drama, yearbook, and interscholastic sports. However, our students must spend extra time and effort in these activities. This may prevent successful completion of academic responsibilities. In order to encourage the student's academic achievement and to give continuity to school programs, certain rules have been established. A student normally can participate in extracurricular activities for a quarter if his/her previous quarter's work was finished on schedule, the previous quarter's monthly Scriptures have been recited, and the student has not had more than four detentions during the previous quarter.

New students and those who were not eligible may become eligible after the third week of the quarter if they are (1) academically on schedule according to their projection, (2) have recited their monthly Scripture, and (3) have had no more than 4 detentions.

GUIDELINES FOR EXTRACURRICULAR ACTIVITIES

These guidelines are designed to enable students to gain the most from their extracurricular activities. It will do this in the following ways:

- Indicate responsibilities of students, allowing them to participate in and profit from these activities.
- Indicate responsibilities of directors and coaches, helping them to accomplish objectives of the extracurricular program.
- Set guidelines for efficient practices, enabling students to do their best to the glory of God.
- Organize and limit time spent on extracurricular activities, guarding against an imbalance in Christian training and infringement upon student responsibilities at home and church.

STUDENT RESPONSIBILITIES

- Maintain minimum academic qualifications.
- Attend all scheduled practices. Unexcused absences from practices will result in dismissal from the team or group.
- Abide by and obey all school rules.
- Obey coach/director.
- Support other students in the joint endeavor.

- Discipline – may include the same actions taken in the learning center and as applicable by the coach or director.

COACH/DIRECTOR RESPONSIBILITIES

- **Ascribe to a Christian philosophy of education in the following areas:**
 - ❖ Realize you are stewards, divinely placed in this ministry to meet spiritual needs of students.
 - ❖ Have as major purpose the development of Christ-like character in the students.
 - ❖ Stress attitudes and actions in relation to God’s Word.
 - ❖ Teach proper perspective on winning and success.
 - ❖ Teach intensity, diligence, dependability, patience, and other Christ-like qualities.
 - ❖ Demonstrate these values in your own life.
- **Know how to carry out your authority and responsibility biblically.**
 - ❖ Respect and support school authority structure.
 - ❖ Enforce rules during practice, at games, and all school activities.
- **Be responsible for facilities.**
 - ❖ Secure building if last to leave.
 - ❖ Take care of changing room, equipment for your activity, and uniforms.
 - ❖ Be careful in use of van.

AFTER SCHOOL PRACTICES

- No more than 2 per week.
- Not to exceed 1 ½ hours per practice session.
- Should be designated nights.
- Only during weeks in extracurricular schedule.
- Emphasize dependability, self-control, proper perspective of doing one’s best and succeeding.
- All school rules apply.

EXTRACURRICULAR ACTIVITIES CALENDAR

SEPTEMBER-OCTOBER

- Volleyball
- Soccer
- Yearbook
- Convention (Introduction and preparation)

NOVEMBER-DECEMBER

- Music and/or dramatic production

JANUARY-FEBRUARY

- Basketball

MARCH-MAY

- Convention (Platform events and competition)
- Elementary musical

CONFERENCE/LEAGUE/TOURNAMENT PARTICIPATION

Faith Bible Academy students will be allowed to participate in leagues, conferences, and tournaments with other Christian schools if the following conditions are met:

- Schools involved are doctrinally sound.
- A Christian perspective on winning, competition, etc. is evident.
- Involvement does not detract from the program of FBA, create an imbalance of emphasis, or in any way interfere with the spirit of our school.
- All membership dues, referee costs, and entrance fees come from students involved or private sources.

CHEERLEADING POLICY

Faith Bible Academy will not have a cheerleading squad nor allow other schools to bring cheerleading squads to Faith Bible Academy.

COED SPORTS

Faith Bible Academy will not play other coed teams.

ACE REGIONAL AND INTERNATIONAL CONVENTIONS

High school students ages fourteen and above by December 1st are encouraged to enter interscholastic competition at the annual state convention of Accelerated Christian Education held each Spring. Because of the nature of convention, eligibility is a little different than that for other interscholastic activities. To be eligible to compete, in group or individual events, students must complete their second quarter's required work on schedule. At the end of the third quarter, eligibility can be lost, if previously earned, or gained, for individual events, if not previously earned. All students going to convention must enter at least one individual event and one performance event. First and second place winners in Regional Convention are eligible to compete at the International Convention. Complete details are contained in the Convention Guidelines book in the Learning Center.

Students should learn tremendous lessons in faith, prayer, and industriousness as they work and look to the Lord throughout the school year to supply the funds they need to attend the Convention.

STUDENT CONDUCT

DISCIPLINE

Faith Bible Academy is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role.

Students must at all times conduct themselves in a manner becoming a Christian. If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give Faith Bible Academy the benefit of the doubt.
2. Realize that his reporting is emotionally biased without all the information.
3. Call us for a more thorough investigation.

When a child's attitude and/or behavior is not in accord with school policies or principles, the child will be placed on probation. The parents will be called for a conference. If the administration feels the situation has not changed within a designated time period, parents will be asked to withdraw the child.

High school students in particular, because of their testimony and influence before younger students, are expected to hold to the school's philosophy. This includes abstaining from cheating, swearing,

smoking, gambling, ungodly dancing, drinking alcoholic beverages, using or talking favorably about drugs, listening to ungodly music, dressing immodestly, and using indecent language. The Standard of Conduct form must be filled out every year before re-registration by every student who is or will be 12 years or older during the current year.

Our students should be courteous, practice the fruit of the Spirit, be kind and helpful to younger children, be obedient and respectful to those in authority, and be disciplined in choice of entertainment.

When disciplinary action is necessary, our staff strives to be firm, consistent, fair, and tempered by love. We use a number of controls for discipline:

1. Detention for minor offenses and excessive carelessness:

Marks	Punishment
1	0
2	0
3	30 minutes detention
4	40 minutes detention
5	50 minutes detention
6	60 minutes detention
Each additional mark	+10 minutes detention

ALL detentions will be served after school.

A detention slip will be sent home with the student on the day the offense occurred. This slip must be returned the next school day signed by the parent. Please do not write on the detention slip. If you have any questions, please call or visit the principal before the next school day begins. Failure to return the signed detention slip is another automatic detention. The detention will be served on the day the slip is returned or the next school day. No detentions will last over one hour on any given school day. Detention time in excess of one hour (7 or more marks in one school day) will be spread over two detention periods.

The first four detentions within the quarter will be served after school. For all detentions after the fourth within a quarter, the student will remain at home the following day and complete work assigned by the supervisor.

2. Loss of privilege: Students who misuse a privilege or misbehave while using a privilege may have that privilege taken away.

3. Excessive offenses, defiant attitude, and destructive actions – the parents will be informed and be responsible for discipline.

4. Suspension with or without an assignment: 2-5 days. Student must be brought by parent to be reinstated.

5. Dismissal: Pastor and principal may ask the parents to withdraw their child.

6. Expulsion: Pastor and principal dismiss the student from FBA.

RULES AND PROCEDURES

MARKS

In each category, offenses receive progressively stronger discipline for the individual student until the end of the quarter. For example, the first time a student is disciplined for wasting time, he will receive one mark. The second time he is disciplined for the same offense, he receives two marks. The third time, he receives three marks.

1 mark

- Disturbance
- Disrespect
- Damage or misuse of church property. In addition, the student will be charged a fee to cover the cost of repairing damage. Accidental damage will also be charged even though the student will receive no marks.
- Improper language
- Gum chewing or eating at times and in locations other than those designated
- Reading or passing notes
- Wasting time
- Late
- Brown envelope not signed and returned
- Excuse for absence or tardiness not turned in
- Homework not done/PACE(s) not brought to school
- Dress code violation
- Out of seat without permission
- Bible not brought to school
- Homework slip not signed or returned
- Incomplete gym uniform
- Improper scoring
- Disorderly behavior
- Incomplete office supplies
- Not following learning center procedures (checkups, vocabulary not signed, goals not set, improper use of flag, etc.)

3 marks

- Detention slip not signed or returned

6 marks

- Boys and girls that have physical contact (12" rule)
- Boys and girls being alone together
- Cheating, lying
- Off limits
- Defiance in attitude or action toward staff
- Fighting, vulgar language

POLICY FOR NOT ACCEPTING A STUDENT FOR RE-ENROLLMENT

A staff evaluation of each student will be done at the end of each quarter. Results of the evaluation will be given to the staff and the school board.

If after the third quarter's evaluation it is determined by the pastor and principal that a student should not return the following year, the student's parents will be notified of this at the Parent-Supervisor Conference. The board will also be notified.

The final decision by the pastor and principal to not accept the re-enrollment application will be pending, following the fourth quarter evaluation.

Following the fourth quarter evaluation, the pastor and principal will make a final decision and the parents and board will be notified in writing during the first week of July that the re-enrollment application has either been accepted or rejected.

CHAIN OF COMMAND

A matter is dealt with first at the lowest level (supervisor, principal). If it is not resolved at that level, it is then taken to the next higher level. The last level for resolving a matter would be the membership of Faith Bible Church.

FBC Congregation



FBC Deacon Board



Pastor



School Board



Principal



Supervisor

GOALS

The goals card is to be completely filled in for the day before school opening and may not be changed without permission. The goals are to be neatly written in ink and specific. Goals must meet minimum requirements, be completed on time, and not be crossed off until completed.

PACEs

PACEs are to be completed according to the procedure explained by the supervisor. This includes proper scoring and initialing. If a PACE is lost or severely damaged, it will be replaced and charged to the student.

HOMEWORK

Homework is to be completed before opening. The supervisor will determine time needed for scoring and correcting homework. Students not meeting goals for any day will be required to do their work at home. If a Homework Assignment slip is issued, it must be signed by a parent and returned the next day or it will result in a automatic detention.

DRESS CODE

A Christian's appearance may not be the most important part of his testimony, but it is the most obvious. Faith Bible Academy seeks to train students so they will know how to enhance rather than detract from their testimony for Christ. In order to do this effectively, a dress code is necessary. This dress code is based on the biblical principles of modesty, humility, consideration for others, and distinction of the sexes (I Timothy 2:9-10; I Peter 3:3-5; I Corinthians 8; Deuteronomy 22:5).

It is impossible to design a dress code to cover all the variations in styles of clothing. Therefore, the student's supervisor will decide on matters of questionable dress. Parents and students are expected to cooperate in this area. If you are in doubt about an article of clothing, do not wear it to school. Let us not allow an area such as dress to engender strife or to interfere with the process of education. Students are to be neat and proper in appearance (i.e. no torn, faded, or stained clothing).

Students are expected to obey these standards of dress for school and official school activities. We would also appreciate parents dressing appropriately when they visit or help in the school or attend school functions.

PRE-K, KINDERGARTEN & EAST LEARNING CENTER:

Boys

Hair must be cut short at all times, combed neatly, not over the ears or eyebrows and tapered gradually in the back to the bottom of the hairline. T-shirts are not permitted as an outer shirt. Shirts must be a solid color (short or long sleeve) polo, be buttoned and tucked inside trousers. Belts must be worn with pants designed for them. No jeans, athletic pants, shorts, or tight fitting trousers are permitted. Socks must be worn with shoes or sneakers. Ties may be worn on chapel days but are not required.

Girls

Skirts and solid colored (short or long sleeve) polo shirts are to be worn. No slacks or shorts are permitted during school hours or at official school functions. Skirts must come over the knee or longer and must have no slits above the bottom of the knee. Socks or tights must be worn with shoes or sneakers. (By definition, tights are thick hosiery through which the skin cannot be seen.) Hair must be kept out of eyes at all times.

SOUTH LEARNING CENTER

Boys

Same as East Learning Center except sneakers are not permitted outside of gym class. Ties (no string ties) must be worn on chapel days and special days announced in advance.

Girls

Skirts and solid color polo shirts are to be worn. The polo shirts are not to be altered in any way, tight fitting or form fitting, and low fitting necklines are not permitted. (Neckline should not go below two finger-widths below the clavicle notch.) Polo shirts must extend below the waistband. No slacks or shorts are permitted during school hours or at official school functions. Skirts must hang over the knee or longer and have no slits above the bottom of the knee. Skirts must be long enough and loose enough to be modest when sitting, walking, and participating in break activities. Dress shoes must be worn. Heel height on shoes must be within reason. Girls thirteen or older may wear both nylons and tights. (By definition, tights are thick hosiery through which the skin cannot be seen. Nylons are sheer, thin hosiery through which the skin can be seen.) Girls younger than thirteen must wear socks or tights. For special events, as announced by the supervisor, all girls may wear nylons. Hair must be kept out of eyes at all times. Makeup is not permitted, nor are extremes in jewelry.

NORTH LEARNING CENTER

Boys

Same as for boys in the South Learning Center except for the following changes: Sideburns must not go below the middle of the ear. Boys must be clean-shaven at all times. Boys may not wear necklaces, bracelets, or earrings. Boys must also wear dress shoes.

Girls

Same as for girls in the South Learning Center except for the following changes: Nylons, tights, or socks must be worn. Reasonable makeup and jewelry are permitted.

Only regular knit sweaters may be worn over polo shirts for boys and girls.

MISCELLANEOUS INFORMATION

STUDENT SUPPLIES

A few essential supplies are listed below. An exhaustive list is not given because supply needs vary from year to year, depending on grade, subjects, and teacher preferences. Supervisors will send home in the summer a list of any other supplies needed in addition to the ones listed below. Marks may be given if a student does not have the requested supplies. Please do not bring any extraneous materials. A crowded office can be distracting.

PRE-K/KINDERGARTEN

1. Bible (King James Version)
2. Jumbo (fat) pencils and erasers
3. Scissors
4. Liquid glue & glue stick
5. Crayons
6. Non-marking sneakers or light crepe soled shoes for gym use

EAST LEARNING CENTER

1. Bible (King James Version)
2. Pencils and erasers
3. Scissors
4. Liquid glue & glue stick
5. Crayons
6. Non-marking sneakers or light crepe soled shoes for gym use

NORTH & SOUTH LEARNING CENTERS

1. Bible (King James Version)
2. Pens, pencils, colored pencils and erasers
3. Notebooks

4. Jump drive (grades 7-12)
5. Ream of printer paper for reports and compositions
6. Calculator (grades 9-12)

Note: Please choose lunch containers and gym bags carefully. Be sure any pictures or designs on them are appropriate and honoring to Christ.

PE UNIFORMS (South and North Learning Center)

PE shirts are to be purchased at the school office. Students need to supply their own non-marking athletic shoes and knee-length navy, black, or gray shorts or capri pants.

LUNCHESES

Pupils will bring their own lunches, which will be eaten only during lunch hour and in the assigned place.

TELEPHONE

The telephone is available for student use only with the supervisor's permission. Personal cell phones are not allowed to be used during school hours. School hours as classified as: Students' arrival at school and departure from school.

Academy principal and teachers can be reached by phone from 3:45 to 4:30 pm.

TRANSPORTATION

Transportation of children to and from school is the responsibility of the parents. New York State law requires your local school district to provide transportation to private schools located within fifteen miles of your home or a district-owned building. To receive this service, you must apply ANNUALLY to your local, public school board by April 1st. Our office will send you the required forms each year during March.

The law also states that those who move into a new school district AFTER April 1st have thirty days from the date of their move to apply for transportation.

STUDENT AREAS

Students are expected to use the following areas of the church:

- Learning Centers and adjoining hallway
- Designated rest rooms
- Stairs and hallway on the south side of the church (kitchen side)
- Gym
- Church and school equipment, when authorized
- Playground area behind church

Students are to use lower rear doors only except those who drive and their passengers, walkers, and those who ride bicycles. These students may use the side door nearest the parsonage. All other areas of the church, whether inside or outside, are off limits to students except by special permission.

CARS AND BICYCLES

All bicycles must be parked along the north side of the church auditorium.

It is a privilege to be able to bring a car to school and this privilege may be revoked. All student-driven cars are to be registered with the principal. Each driver should be an example of courteous driving habits. Cars are to remain parked until the student leaves for the day. Use designated parking areas only. Cars are not to be occupied during school hours. Students may not ride alone in cars with students of the opposite gender.

STUDENT VISITORS

The objective of having student visitors is to acquaint definite prospective students with the procedures and atmosphere of the academy. Therefore, student visitors will be limited to definite, prospective students only.

Academy students desiring to bring a student visitor must turn in to their supervisor a written request to bring a visitor at least one day in advance. The supervisor will contact the parents, confirming or denying the permission. Student visitors are to be in compliance with the academy's dress code.

PUBLIC SCHOOL ACTIVITIES

It is the policy of the Faith Bible Church Board that no student will be granted permission to participate in any public school activities while enrolled as a student at Faith Bible Academy.

FIRE DRILLS

Fire drills will be held periodically. It is the responsibility of each student for his own safety and the safety of others to obey the following rules:

1. Obey teacher directions for leaving the building.
2. Do not talk.
3. Move rapidly, but do not run.

LOCKERS

Students will be assigned a locker at the beginning of the school year. No one is to go into anyone else's locker for any reason (penalty = one day at-home detention). Gym bags and lunches must be kept in the lockers. No wet coats or boots are to be stored in lockers. Lockers must be opened and closed quietly. NO LOCKS are allowed.

THINGS TO LEAVE HOME

Please do not bring the following to school: Electronic devices (video games, MP3 players, ipods, etc.); music or game CD's or DVD's, playing cards, glamour type magazines, Hot Rod magazines or weapons of any kind.

The school reserves the right to confiscate any items brought and they are not to be returned. After school or at-home detentions may result.