

# **EXTENDED CARE AND PRESCHOOL PARENT HANDBOOK**

*Isaiah 40:31*



## **FIRST BAPTIST CHRISTIAN ACADEMY**

1447 S. 7<sup>th</sup> St.  
Sierra Vista, AZ 85635  
520-458-2983  
<http://fbc.academy>

*Welcome to First Baptist Christian Academy!*

*It is a privilege to have your child enrolled in our school, and we want to do everything possible to make it an enriching experience for your child.*

*Through our foundation statement "Touching the Heart and Training the Mind", it is our goal that each child would grow spiritually and academically, being used by God to accomplish the plans He has for their lives.*

*Our teachers are Christians that love the Lord and are called by God to come and teach here at F.B.C.A. Teachers utilize God's Word as a framework for helping students understand and evaluate the world around them.*

*We trust this handbook will help you understand more fully our goals and expectations at First Baptist Christian Academy.*

*Students are encouraged to develop a love for the Bible and the knowledge that comes from learning the truth of His word.*

*In closing, we want to make your child's experience enjoyable by providing an environment that promotes love, acceptance, structure, and Spiritual growth.*

*Welcome to our school family!*

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## GENERAL INFORMATION

### **Handbook Purpose**

This handbook contains the purpose, policies, and procedures of First Baptist Christian Academy. Staff, parents, and students may consult this book with any questions regarding school policies. From time to time the Academy may encounter situations that are outside of the scope of this handbook. When this occurs, the Academy Board will have the final say regarding any decisions that need to be made. The Academy reserves the right to amend or change this handbook at any time.

### **Vision**

That FBCA students will keep Christ as their central focus, continue to strive for a high standard of academic excellence, build social independence, and grow in spiritual maturity with strong Christian values.

### **Mission**

To provide a Christian learning environment in which the spiritual, academic, social, emotional, physical, and mental needs of each student are recognized and fulfilled so that children and parents have the opportunity to experience a personal relationship with Jesus Christ as Savior and Lord.

### **Values**

We value:

1. God's Truth as revealed in His authoritative and inerrant Word, the Bible
2. Children as unique creations of God
3. Academic excellence

### **FBCA Philosophy of Education**

The First Baptist Christian Academy exists to glorify God, the Father, His Son, Jesus Christ, and the Holy Spirit. Toward this end, we will establish a Christ-centered curriculum. Our philosophy is guided by the truths of Scripture that teach us we were created by God and for God. When a person commits his life to the Lordship of Jesus Christ, he is then a new creation with a spiritual dimension added to his life.

2 Cor. 5:17 Therefore, if anyone is in Christ, he is a new creation. The old has passed away; behold, the new has come.

We are a Christian academy, bound to the First Baptist Church doctrines and beliefs. Our aim is to provide a Christian perspective from which will come a godly understanding of a person's role in life at home, at work, at play, and in worship.

2 Tim. 3:16 - All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness.

This Christian perspective is the foundation for all our classes, and we will promote high academic standards while helping the students achieve skill in creative and critical thinking. Our philosophy dictates that we cooperate closely with parents in every area of the student's development. Our goals are not just for academic excellence in each classroom, but also for spiritual maturity in the lives of our students, teachers, and all who are connected to FCBA.

2 Tim. 2:2 - And what you have heard from me in the presence of many witnesses entrust to faithful men who will be able to teach others.

### **FBCA Family and Personal Lifestyle Statement**

We believe that marriage is a sacred institution designed by God, intended between one man and one woman who commit legally to each other through the covenant of marriage.

Genesis 3:21-24; Matthew 19:4-6; Ephesians 5:22-31

We believe that the unique roles of male and female are clearly defined in Scripture, and that homosexuality is a sin. Romans 1:21-27; I Corinthians 6:9-20

### **Goals**

Our Academy goals are to:

1. Provide a positive, safe, healthy, supportive Christian environment for students and staff.
2. Provide opportunities in which a personal and fulfilling relationship with Jesus Christ can be developed.
3. Develop a Christ-centered, child-oriented curriculum.
4. Develop self-discipline based on a sense of biblical right and wrong.
5. Develop a high standard of academic achievement for lifelong learning.
6. Encourage individual creativity.

7. Promote decision-making and problem-solving skills.
8. Help each child become an integrated whole: academically, socially, physically, emotionally, and spiritually.
9. Build positive school-child-parent relationships.
10. Develop an awareness of and concern for our multicultural world.

### **School Affiliation**

First Baptist Christian Academy is a ministry of First Baptist Church of Sierra Vista, Arizona. An Academy Board comprised of at least five members of the church mandates Academy policies.

First Baptist Christian Academy is licensed and regulated by the Arizona Department of Health Service, 400 W. Congress, Suite 100, Tucson, AZ 85701-1352, phone 520-628-6540. Inspection reports are available in the Academy office upon request. Inspection reports are available in the school office.

### **Administration of the Academy**

The Academy is a ministry of First Baptist Church. The Academy Board acts as the legislative body in formulating policy for the conduct of the Academy. The Board approves the hiring of staff, sets policy, adopts textbooks, approves diplomas and certificates, determines use of school property, approves the school calendar, and develops and approves the budget for the school.

The Academy principal is responsible for the academic operation of the Academy. The principal works under the supervision of the Academy Board and in accordance with the philosophy and policies adopted by the Board to ensure academic excellence.

The preschool director is responsible for the operation and staffing of the preschool division of the Academy. The preschool director works under the supervision of the principal and in accordance with the philosophy and policies adopted by the Academy Board.

### **Services**

We provide education and childcare for children 3 years of age through tenth grade. Class time is 8:00 a.m. until 12:00 noon for morning preschoolers and 8:00 a.m. until 3:00 p.m. for all day Pre-K and Kindergarten through 10th grade. Extended care is available for our students from 6:30 a.m. until 5:30 p.m. The Academy office hours are from 8:15 a.m. to 3:30 p.m.

We have a summer program that includes Bible stories, academics, recreation, music, and arts, crafts and academics. It is open to all students, preschool through fifth grade, whether or not they are enrolled in the Academy during the school year.

The Academy library offers a wide selection of books and materials.

Our computer lab facilitates technology instruction and enables students to participate in a wide variety of learning experiences and research. Academy teachers and staff take precautions to prevent student access to inappropriate information.

Preschool classes are offered to introduce a child to school. They will operate with an age appropriate class schedule, including classes like library and music. In the classroom, children will be given opportunities to enhance their Social, Emotional, and Cognitive Learning as well as their Gross Motor & Fine Motor Skills in preparation for kindergarten.

Extended care will offer a daily schedule of indoor activities (arts, crafts, games, etc.) along with outdoor time. After school extended care will include an afternoon snack.

### **Insurance**

The Academy carries insurance as required by the State of Arizona. Documentation of the liability insurance is available in the school office.

### **School Spirit**

We are the First Baptist Christian Academy Eagles. The official school colors are blue and white. At FBCA, we encourage school spirit by offering many activities to promote school spirit. We also allow for spirit shirts to be worn in lieu of polo shirts on Friday. The PTF will sell spirit shirts at the beginning of each school year.

## **Parking**

Parents must use extreme caution when driving in the church/academy parking lot. Drive slowly (no more than 10 mph) and always watch for children and other cars. Handicap spots are to be reserved for drivers with a Handicap license or hangtag. When backing out, please pull out slowly and watch for children, parents, and other cars. No one should drive behind the modular building at any time.

## **Description of Activities and Programs**

Children will learn the developmental tasks of separating from home, sharing, and transitions. Knowledge acquisition is obtained through activities involving the five senses. In addition to curriculum, activities provide opportunities for exploration through dramatic play, role playing, toys, blocks, and games, which will extend their learning throughout the year. Preschool numbers always stay within the staff-to-child ratios mandated by state regulations, adopted effective October 17, 1997: for 3-year-olds: 1 to 13; for 4-year-olds: 1 to 15.

## **Pesticide Application Procedure**

Pesticides are used on school premises once a month by a local exterminator. A scheduled day and time are posted outside of the school office.

## **Parental Access to Premise**

The academy welcomes parents in our classrooms. Please see "Parent volunteers" regarding requirements and procedures. All visitors must check in to the office.

## **ADMISSIONS/WITHDRAW**

FBCA admits students of any race, gender, creed, 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, or national or ethnic origin in administration of its educational policies, admission policies, athletic, or other school-administered programs. The Academy reserves the right to refuse admittance to any applicant or withdraw any student on any other basis. The Academy does not enroll non-resident alien students or those who cannot provide the proper citizenship documentation.

### **Admission and Enrollment**

Admission information can be found through our website- <http://fbc.academy>. There is a \$25 application fee and \$100 enrollment fee for new parents. There is a \$75 enrollment fee for current parents. These fees are non-refundable. Application paperwork includes birth certificate, immunization record, and current report card (if applicable). Process cannot move forward until these documents are provided. Enrollment will commence after successful completion of application and meeting with Principal or Pre-school director and any appropriate testing. Current students will re-enroll using FACTS's re-enrollment process.

### **Program Age Requirement**

#### **Extended Care Program Age**

An extended care program is open to Academy students, preschool through tenth grade.

#### **Preschool Age**

A preschool program is offered three or five days a week. A student must be three years old and completely potty trained before enrollment. To start in the 4-year-old class, students must be four years old on or before August 31 of the year in which they are enrolling.

### **Waiting Lists**

Once a maximum number of students is enrolled for a class, the Academy office starts a waiting list. Waiting Lists are filled in the order the students are placed on to the list, depending on which class has availability.

If the waiting list for a class exceeds the minimum requirements prescribed by the Academy Board, the principal may work with the church pastoral staff to authorize the establishment of a new class, if space is available.

### **Withdraw from the Academy**

If a parent chooses to withdraw his child from the Academy, he must notify the Academy office in writing at least ten calendar days prior to withdrawal. Simply ending class attendance does not constitute withdrawal, nor does it end financial responsibility. If parents fail to give written notice of withdrawal at least ten days in advance, they will pay tuition for ten days following the last

day of their child's attendance at the Academy (if no notice was given) OR for ten days following the day that they did give notice. The daily charge is computed on a 20-day month.

If a parent chooses to remove their child from the academy after May 30th and has already paid the traditional book fee, you will not be refunded the book fee. Only consumable books (i.e. workbooks) will be given at the time of withdrawal, and only at a parent's request. Application and registration fees are always non-refundable.

- Only parents, legal guardians, and school officials have access to students' cumulative records. All other persons and agencies desiring records must submit a Request for School Record form, signed by at least one of the parents or a legal guardian.

## TUITION

Tuition payments are due on their scheduled day in FACTS management (as arranged at the time of enrollment). Payments should be made to Facts, not in the school office. \$30.00 late fees are assessed by FACTS if you do not initiate payment by the due date. Tuition is the same in all months, regardless of time off by the school (see Tuition and Fees sheet for more details). No tuition credit is given for days missed due to illness or vacations. If payments are past due, you may receive phone calls or letters from FACTS. After 30 days past due, your student may be asked to leave the academy due to non-payment, and the balance of your bill may be sent to a collection agency. If you need a special arrangement for payment, see the principal.

### **Tuition Increases**

Due to the rising cost of providing the high-quality education for which the Academy is well-known, parents should expect an annual increase in tuition. The Board will work diligently to keep these annual tuition hikes as low as possible.

### **Scholarships**

Our school offers many types of scholarships, all run by outside organizations. For Preschool, we offer the income-based Quality First Scholarship, run by the Easter Seals Blake Foundation. For K-10 students, there are many other options via tax credit scholarships and the Empowerment Scholarship. All scholarship organizations have their own rules for awarding and applying.

If you would like more information about how to make a contribution to or apply for tuition assistance through any of these or other tax credit organizations, please contact the Academy office. You also may see the complete list of organizations online at [www.revenue.state.as.us](http://www.revenue.state.as.us). Donation and tuition assistance application forms are available in the office.

### **Finder's Fee and Recruiter's Incentive**

Any Academy family who recruits a new student from another (non-Academy) family will receive a finder's fee to be applied to their own tuition payment. The finder's fee will be a one-time \$250 incentive available once per school year per recruiting family. The non-Academy family must list the recruiting family on their application form for the recruiting family to be eligible for the \$250 incentive. The new family must be in attendance at the academy for three months before the incentive is applied. Withdraw before the three months will forfeit the incentive. [amended 2/18/2016 by F.B.C.A. school board]

## ATTENDANCE

### **Signing In and Out**

Pre-School students must be signed in and out for regular school hours by the parent or a person designated by the parent. Parents and guardians must sign their first and last names on the sign-in sheet. The person signing out the student must be over 15 and on the approved pick up list. All signatures must be legible. The Academy is not responsible for the child once he/she is signed out. When parents bring or pick up their child, they must make sure that the teacher acknowledges the child's presence before they leave and is aware that they are picking up their child. If the staff member does not recognize the person picking up a child, he or she will ask for photo identification before releasing the child to the adult. All students will be picked up in their classrooms at 3:00 pm. If there are any students remaining at 3:15 pm, they will be transferred to the designated aftercare room. Parents can make changes to their pick up list persons by calling or stopping by the school office.

### **Absences**

An absence is defined as any day a student misses half a day or more of class. **Any time a student misses school is detrimental to academic progress.** In the case of excessive absences, the principal may determine that a student should be withdrawn from the Academy. Each absence is considered excused or unexcused.

Excused absences- An excused absence is an absence due to a personal illness, serious illness in the family, death in the family, family trips, school-approved trips, medical or dental appointments, court appearances, or absences due to providential

hindrance. Parents will contact the school office as early as possible on each day of their child's absence to inform the school staff of the absence. Absences of three days or more require a physician's note, detailing the cause for the absence and, if the disease is communicable, stating a date when the child is cleared to return to school.

Unexcused absences- Absences other than for the reasons above will be considered unexcused absences. Upon a sixth unexcused absence, the student could be expelled from First Baptist Christian Academy. Per ARS 15-901, anyone with 10 consecutive unexcused absences will be mandatorily withdrawn from school. Tuition payment will be due for the 10 unexcused days plus 10 days after in accordance with our withdraw policy.

Pre-arranged absences- When a student will be out of school due to a family vacation or for another reason, and the time of the absence is known ahead of time, it is the parents' responsibility to contact the principal and teachers, and secure the class assignments for that period of time. For pre-arranged absences, all course work and homework assignments are due on the day of return to class. If work is not turned in, no credit will be given. The teacher must schedule any make-up exams within three school days after the student returns. If the teacher decides not to give homework prior to the absence, then the student must complete all work within seven days after he returns to class. Failure to meet these requirements will result in an unexcused absence for each day missed.

### **Make-Up Work**

Teachers will send home any work that a child missed during the school day. It is not a requirement to complete the work, however it does assist in keeping the child on track with the curriculum as it advances.

### **Tardiness**

When a student arrives after 8:10am, the parent and student should check in to the front office.

### **Truancy**

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of scheduled class or an activity without permission. The Academy does not tolerate such action. First truancy: Student will be suspended from school for two days. Second truancy: Student will be expelled from school.

### **School Closures**

During inclement weather, FBCA will follow the Sierra Vista Unified School District's recommendations for closure or delayed start. Parents will be notified by social media, email, local radio station or TV Broadcasts. The principal will coordinate staff notification. Parents are encouraged to check their email, listen to radio or TV broadcasts. FBCA reserves the right to close school even when the public school decides not to.

### **Medical Appointments**

Medical appointments should be made for non-school time, if at all possible. If it is absolutely necessary for a student to leave early for a medical appointment, the parent must send a written request to the child's teacher in advance. No student will be released to anyone other than those authorized in writing by the parent. If a student needs to leave during class time, they need to be signed out in the office.

### **Recess Participation**

If a child is well enough to come to school, he/she is well enough to go outside with his/her classmates if they are outside. Parents who do not want their children to go outside should keep the children home that day.

## CONDUCT

### **General Policy**

The Academy seeks to assist the student in developing a Christ-like spirit in regard to self-discipline and insists on strict adherence to standards of conduct. The Academy uses an assertive discipline program. This is a positive approach, which praises and rewards children for their acceptable behavior. The staff teaches rules and correct behavior to students through discussions and modeling of correct behavior. The Academy provides consequences when a student chooses not to use good behavior.

Each teacher develops his or her own classroom rules, aligned with the Academy's discipline code outlined in the Procedure Handbook. These rules are posted in the classroom, and teachers distribute copies to parents at the beginning of the school year. Inherently dangerous items or materials may not be brought onto school/church property. These include, but are not limited to: pistols or rifles (real or toy); explosives (powder, hand grenades or caps); knives (pocket or sheath regardless of size); bows and



arrows (real or toy); flammable substances or items (cigarette or log lighters, lighter fluids, gas or other flammable liquids); chemicals (mercury, acid, etc.); poisons; and poisonous plants, animals, or snakes. This does not apply to supervised, school-sponsored programs for entertainment or instructional purposes.

### **Cell Phone/ Electronics**

Student use of personal, non-academic, non-medical, electronic devices is prohibited at all times. These devices include, but are not limited to: hand-held games (such as Nintendo DS or PSP), tablets, smartwatches, and cellular telephones. All cell phones must be turned off and stored in student's backpack and can be used for emergencies only. This includes during before and after school care. Cell phones are allowed on campus as long as they are shut off and not seen or heard during school hours, except at the teacher's discretion. Cell phones and other electronic devices will be confiscated for parent pick up if seen or heard without express approval by your teacher. Repeated violations (two or more) may result in the student losing the privilege to have a cell phone or other electronic devices on campus. Teachers may decide to allow cell phones and other electronic devices to be used for educational purposes and research as part of a BYOD (bring our own device) policy within the classroom. Misusing the privilege of a teacher's BYOD policy will result in a referral for defiance with appropriate consequences assigned. Unauthorized use of a cell phone, smart watch, or other electronic devices may also result in a referral for defiance with appropriate consequences assigned. Students bring cell phones and other electronic devices at their own risk. FBCA and FBCA staff are not responsible for damaged, stolen, or lost devices.

### **Public Display of Affection**

FBCA is dedicated to a Christ-centered learning environment where students feel safe. Wholesome and God-pleasing relationships among our students are encouraged. However, students should refrain from inappropriate public display of affection (PDA) at all times when on campus. Some examples of this type of PDA include kissing, excessive or extended hugging or hand-holding, sitting on laps, and so forth. If an Academy staff member observes an occurrence of inappropriate PDA, the students initially receive a warning. Subsequent incidents will result in a report of the behavior to the students' classroom teachers, who will address the PDA as a discipline infraction, in accordance with the teacher's classroom discipline rules. For guidance regarding occurrences of sexual harassment, see Section XIII, "Harassment of Employees and Students," in this student policy.

### **Abuse, Selling, or Distribution of Drugs**

The Academy fully investigates any incident suggesting drug involvement on the part of students, faculty, or staff. The Academy will report suspicion of drug involvement to the appropriate legal authorities, including parents of students. Confirmation of drug involvement will subject the individual(s) involved to immediate dismissal from the Academy. Since it is against the law for a minor to buy cigarettes, the Academy regards a student's smoking or possession of a cigarette as drug abuse. Any Academy student who smokes or possesses cigarettes is subject to immediate expulsion. There are no exceptions to this policy.

## **DISCIPLINE**

All faculty and staff members follow the discipline code as outlined in the Academy's Staff Procedure Handbook. Classroom teachers document behavioral problems, disciplinary measures, and resulting parent/ teacher communications on forms provided by the Academy for discipline referrals and parent contacts. When a staff member observes student misbehavior during recess, extended care, a specials class, or elsewhere, that staff member submits information, in writing if needed, to the classroom teacher for documentation. Threatening, harmful, or dangerous misbehavior will result in immediate referral to the principal or preschool director. When a student is referred to the principal, preschool director, or other designated personnel, parents are contacted and documentation is placed in the student's file for the remainder of the school year.

The principal or preschool director may schedule a conference with the student's parent(s), the classroom teacher, specials teachers (if needed), the student (if allowed by parents to attend), and the principal or preschool director. The purpose of the conference is to discuss the student's behavior so that the principal and/or preschool director can make an appropriate determination regarding the student's retention at the Academy.

### **Age Appropriate Discipline**

The emphasis of our discipline policy is to assist a child in learning to develop inner control of his/her own behavior. In order to achieve this we use the following guidelines:

Make the child aware of the behavioral expectations. Our staff is trained and spends a lot of time teaching the children proper and acceptable behaviors. They talk to children about best behavior responses and choices. Staff role models positive behavior.

We allow the child to accept the consequences of his/her own behavior. This is done through positive reinforcement and discussion. Occasionally, time outs are used. The use of corporal punishment, restraining, or denial of food is never used as a means of discipline.

### **Corporal Punishment**

Corporal punishment or punitive measures, which are detrimental to the physical or emotional welfare of the child, are not used at the Academy.

### **Severe Misbehavior**

Severe misbehavior or dangerous behavior will result in an immediate suspension. The principal or preschool director will determine the length of the suspension and whether the student will be allowed to continue on a probation status or be dismissed. A meeting with the parents will be held before the child returns to class. Acts such as hitting a teacher, assaulting another student, destroying school property, or similar evidence of uncontrolled anger or rage fall into this category. The clinical status of such behavior will not be discussed; the subjective judgment of the principal is final. Bullying another student physically, verbally or cyber, will be suspended or dismissed from school. It will not be tolerated.

### **Withdrawal and/or Expulsion of a Student**

Parents will be asked to withdraw their child, regardless of age, if his/her attitude or conduct has been judged by the principal or preschool director to be inconsistent with the goals, beliefs, and rules of the school. This may include lack of toilet training, as evidenced through a potty log kept by the teacher or accidents.

### **Moral Misconduct Off-Campus**

In all cases of public-knowledge misconduct, the Academy Board will take appropriate action, including expulsion of the parties involved.

When the misconduct is limited-knowledge, the Academy Board may decide to allow the student to remain in school, provided the following conditions are met.

1. The misconduct ceases.
2. Parents and student submit to church counseling (Matthew 5, 6, 13).
3. The circumstances that allowed or assisted the actions are eliminated or modified.
4. The student shows evidence of sorrow that leads to repentance and the misconduct remains private.
5. All privileges and leadership positions are removed.
6. The Academy Board may establish any other condition as required for the individual case.

## DRESS CODE POLICY / UNIFORM STANDARDS

### **Dress Code for Pre-K**

The Pre-K students do not wear uniforms. They are expected to have athletic/ close-toed shoes every day. Sandals or any open shoe is not allowed. Students are not allowed to wear tank tops or spaghetti strap tops. All shirts should have a sleeve. Students are allowed to wear any style of pant or short. Girls can wear dresses, but we ask that they wear leggings or shorts under any skirt. During winter months, please pack appropriate winter attire so your child can play outdoors. All Pre-school students are asked to leave a change of clothes with their teacher. Please ensure that as the weather changes that you update the type of clothing that the teacher has. Clothes should be easy for the student to put on and take off, specifically when using the restroom. All clothing should be in good taste, and not be too short, too revealing, or contain logos that are inappropriate for school.

### **Dress Code Violations**

Teachers will contact parents as needed when students break the dress code.

### **Standards of Dress**

**Headwear:** Bandanas and sweatbands are not allowed at any time. Hats, caps, and sunglasses are only allowed outside.

**Makeup:** Nail polish must be tasteful and natural looking. Facial makeup, while discouraged, is allowed only in the 7th and 8th grades and should be tasteful, minimal, and natural looking.

**Hair:** All students must keep their hair clean and well groomed. Boys' hair must not cover the eyebrow or extend below the bottom of the shirt collar. Unconventional styles (such as mohawks, initialed, and spiked) or hair dyed unnatural colors or multiple colors are not allowed. If there is some question about a particular hairstyle, parents should check with the principal before it is done.

**Jewelry:** Jewelry is discouraged for safety reasons. When it is worn, it should be simple. Body piercing is not acceptable except for pierced ears. Only one earring per ear may be worn, and the style of earrings should not distract from the educational process or cause potential injury during physical activity. Spiked bracelets, spiked necklaces, or similar adornment will not be worn.

**Tattoos:** Whether temporary or permanent, tattoos are not acceptable for boys or girls. A pre-existing tattoo should be covered, if practicable.

**Coats:** May display school, church, university, team, club, or manufacturer logos or other designs, in good taste.

**Footwear:** Tennis shoes are preferred however any other enclosed shoes are allowed. Sandals, clogs, or any other open shoes are not allowed on the playground. Shoes with spikes or cleats are not permitted, except during school-sponsored athletic events. Students will wear socks or tights at all times.

**Winter clothing:** Lightweight, moisture-resistant, with zippered or buttoned front. Personal outerwear without a logo is allowed outdoors and indoors. If a student wears a wrap to chapel, it must look neat and the student's head may not be covered by a hood or hat. Hoodies will not be worn in class. All coats, sweaters, and caps should be marked with the child's name.

**Spirit Days:** Spirit days may be sponsored by the student council or other school organizations. On these days, the following rules will apply: Sleeveless shirts may not be worn. Tops must completely cover the midriff. Clothes should not be skin-tight. Pants must fit properly, not too baggy or too tight. Shorts, skirts, and skorts must extend to the lower one-third of the thigh. Hats and caps may be worn outside only. Hair may not be colored with temporary or permanent dye for spirit days.

### **Exceptions to Standards**

If the standard school uniform is inappropriate for a field trip or other activity, the principal may allow exceptions to this dress code. All casual day, spirit day, or class reward day exceptions also require approval from the principal. Student Council spirit days usually held monthly are approved by the principal and must adhere to the academy dress code.

## IN THE CLASS

### **Assessment (Statement of Services)**

Children's growth and development is assessed in the following areas: Social, Emotional, Cognitive, Gross Motor & Fine Motor Skills. These assessments are done at least twice per year and ongoing based on teacher's daily observations. **Developmental Check Lists** are kept in the children's portfolios and available to parents at any time.

### **Animals, Insects, Fish, and Birds in the School**

Animals, insects, fish, and birds are not allowed in the school. The state regulations mandate that we cannot have any reptiles, and we have expanded that restriction to all animals. This rule addresses concerns for children's allergies. In addition, we cannot control what might happen with or to the animals at nighttime or on weekends. At infrequent times, specific classroom teachers may bring completely contained science projects with bugs or other animals that may not be touched by students. These short-term projects will have a definite beginning and ending date and will need prior approval from the principal. To supplement student learning about God's creation, we encourage playground nature walks and field trips to parks, museums, and the zoo.

### **Class Supplies**

Classroom supplies lists are provided at the beginning of the year to be purchased for your child. Parents should replenish consumable supplies (like pencils or paper) as needed. Occasionally a teacher may ask for parent volunteers to supply items for the class, such as hand sanitizer or disinfectant wipes, or a teacher may ask for parent volunteers to bring in food items for a class

party. This is not an obligatory request, and is not a requirement of enrollment. Do not bring cash to a teacher to purchase supplies on your behalf.

### **Curriculum**

Our curriculum is child-oriented. The child's needs in all areas (mental, social, emotional, physical, and spiritual) determine the activities that teachers prepare.

God's truth is integrated into all parts of the program. Teachers include prayer, singing, Bible stories, Bible verses, and object (values) lessons in their daily plans.

In our preschool program, children become acquainted with letter sounds and numbers. They expand their vocabulary and learn how to express themselves verbally and artistically. They learn how to interact with their peers and adults as they work and play together. They learn fundamental truths about God's love through age-appropriate Bible stories.

The A Beka curriculum are the foundation of our academic planning. Lesson plans are available from the teacher each week. Preschool Lesson plans will also include the Arizona Early Learning Standards (AZELS) that the teacher is focusing on each week. Lesson plans will also identify objectives and modifications that may need to be made for individual students as deemed necessary by the classroom teacher.

First Baptist Christian Academy Preschool uses the A-Beka curriculum. It is shared with parents throughout the school year in the following ways:

**Weekly Lesson Plans:** Posted outside of each preschool classroom and sent home weekly in their cubbies.

**Parent Teacher Conferences:** offered once a year or by individual request.

### **Media (Film/TV) Policy**

Academy staff will show only G-rated movies to students without signed parent permission. Teachers will preview a movie before showing it. Teachers and/or staff may show a PG-rated movie for educational purposes as long as teachers obtain signed parent permission from every student. The Academy will not show films rated other than G (no parent permission required) or PG (parent permission required) at any time to students, nor will students go on field trips to see movies rated other than G or PG.

Media (such as films, videos or television) will only be used for educational purposes unless communicated in advance to the families of a special event (such as a Christmas movie to go with a Christmas party). Examples of educational media used in the classroom are virtual field trips, active singing or dancing videos, or a short Bible video to supplement a lesson. Media will prescreened for age appropriateness and limited in time (to appeal to the children's attention span).

### **Lost and Found**

If your child leaves any of his clothing or lunch bags, please check the cart across from the computer lab. It is also recommended that you put your child's name inside of any items you send to school with them.

### **Meals**

All students will have an assigned lunch period each day. The students are to bring a lunch from home.

Additionally, all age groups are given a snack time during the morning. For preschool, the snack (food item and beverage) is provided. K-8 students will need to bring a snack from home, as snack is not provided to this age group. Students participating in the extended care program will be provided a snack between 3:30 and 4:00.

Soda should not be packed in a student's lunch. Additionally, the soda machine is not to be used by students at any time. This machine is operated by First Baptist Church and for adult use only.

### **Party Invitations**

When a student is planning a private party, such as a birthday celebration, he or she may distribute invitations at school as long as every student in the class is invited. If only select students are invited, the invitations must be distributed by mail or in another setting.

### **Playground**

If the temperature is 40° or higher, students should be outside except in the cases of rain, lightning, or other severe weather. When the temperature outside is 100° or higher, students will be outside for no longer than fifteen minutes at a time, and teacher and aides will verify that students drink water frequently and stay in the shade if needed. If it is cold, each child should bring appropriate outerwear for the playground. It is the student's responsibility to dress for the weather. If a student is well

enough to be at school, he or she is well enough to go outdoors with the class. Students may not have personal toys or food on the playground during their P.E. class; water bottles are permitted.

### **Teacher Gifts**

During certain times of the year, such as Christmas or Teacher Appreciation Week, teachers may be given gifts in appreciation from the children. Please note that teachers are not allowed to accept cash gifts at any time. Gift cards, in lieu of cash, are acceptable.

## SPIRITUAL DEVELOPMENT

### **Chapel**

Students meet for worship in chapel service every week during the school year. It is an extension of their Christian training, but not the extent of it. The principal, a pastor, teacher, or a designated individual conducts chapel services. A spirit of reverence is encouraged in all chapel services. Students should observe attentive, courteous conduct that honors the Lord at all assemblies.

### **Prayer**

Prayer is a vital ingredient in our program of Christian training. Students are encouraged to establish consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

### **Missions Requirements**

It is the Academy Board's intent that all K-8 students participate in school-wide missions' projects. This includes at least one annual hands-on missions trip and/or project for all students in seventh and eighth grades. Individual students and their parents who request an exemption from missions' involvement or a specific hands-on missions trip or project will work with the principal to agree on a missions' involvement alternative for that individual student.

### **Yearly Evangelistic and Scriptural Emphasis**

The Academy accepts students from non-Christian families, providing the families agree with the purpose and practices of the Academy. Each teacher will give a clear presentation of the Gospel to each student during the course of each year, and it will be presented in chapel, as well, several times throughout the year. The Academy desires that each student have a personal relationship with Christ.

Each student memorizes Bible verses during the academic year. Each student should learn at least one assigned Bible passage per week. These verses will follow the Bible guide for each grade.

## FIELD TRIPS

### **Preschool or Extended Care Field Trips**

All drivers for preschool, extended care or summer program field trips must have Arizona drivers' licenses, and their vehicles must be registered in this state. NOTE: This is in accordance with Arizona regulations: Title 9 Health Services, Chapter 5 Child Care Facilities, section R9-5-517 ("Transportation") and R9-5-518 ("Field Trips"). Academy preschool personnel and drivers will also follow all other requirements as specified in these state regulations. In order for students to attend a field trip, parents must submit a completed and signed parental permission form to the teacher. For all field and mission project trips, students are to follow all discipline rules of the Academy. If any student misbehaves on a field trip to the extent that a teacher determines that child should be removed from the group, the parents are responsible for picking up the child. At this time, we are not scheduling field trips for Preschool or extended care.

### **Transportation procedures**

We do not have transportation available for students. Parents (or approved person) must drop off and pick up their own child at designated times.

## PARENT INVOLVEMENT

### **Parent/Teacher Fellowship**

We want to foster a positive school-parent-child relationship here at the Academy. To this end, we encourage parents to be involved in their child's education and activities. All parents are invited to participate in the Parent/Teacher Fellowship. This group meets several times a year and supports the Academy through prayer, ideas, encouragement, and help with special events. Parents should watch the P.T.F.

### **Guidelines for Parent Volunteers**

The teacher will select prospective parent volunteers and helpers. These helpers will be caring, dependable, and effective with children. They must be willing to work cooperatively with a teacher and under a teacher's supervision. Teachers provide these individuals with clear information regarding the classroom management program, curriculum, and his or her teaching style. Volunteers are asked to limit their time to one hour a week or less, unless prior approval is given by the Principal or Preschool director.

Students cannot be left alone with volunteers unless they have a fingerprint clearance card and 6 months' experience working with children. Per state regulations, volunteers may come for special occasions (class parties) without having fingerprint clearance. Regularly scheduled volunteers (more than one hour per week) will need to obtain a fingerprint clearance card at an out-of-pocket cost to the volunteer.

Anyone volunteering at the Academy or visiting the school must check in at the school office upon arrival and obtain a visitor's or volunteer's badge. The badge must be worn in a prominent location on the outer clothing while on campus. Volunteers who are willing to assist while under the direction and supervision of the teacher may:

- Drill students in math, phonics, etc., as modeled by the teacher
- Read to students or help them find or check out library books
- Type materials for teachers
- Decorate bulletin boards
- Help in the computer lab or in specials classes
- Help on special days such as Walk-A-thon, etc.

## FUNDRAISING

### **General Fundraisers**

All Academy staff members, parents, or any other individual or organization, including the Student Council, must have approval from the principal before announcing or beginning the process for any Academy-related fundraiser. Anyone wishing to organize a fundraiser must submit to the principal a completed Request for Organizing a Fundraiser form, available in the school office. Student participation in fundraisers is always voluntary and never required.

### **P.T.F. Fundraisers**

Before scheduling and/or announcing a major fundraiser, a PTO representative must receive approval from the principal.

## PARENT/TEACHER COMMUNICATION

FBCA believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines: Parents are encouraged to talk with their child's teacher early in each academic year to discuss parent and teacher expectations. Parents and teacher conferences will be available after the first 5 weeks and as requested. Teachers also use letters, phone calls, FACTS and regular progress reports as needed to communicate with the parents. It is important that parents schedule a conference with the teacher whenever a need or concern is evident. Many needs can be met through a conference between the parent and the teacher. Concerns need to be shared first between the parent and teacher. The principal is interested in all areas concerning students and the school and will be available for parent-teacher conferences.

While our goal is always to maintain good positive communication, we realize that in all relationships there is the potential for individuals to disagree. All parties should feel the freedom to express concerns and differences with reasonable expectation for a resolution. We therefore endeavor to apply what has been called the Matthew 18 principle from the New Testament. "If another person wrongs you, go and show him his fault between you and him privately. If he listens to you, you have won back your brother. But if he does not listen, take along with you one or two others, so that every word may be confirmed and upheld by the testimony of two or three witnesses." In applying this principle among our relationships at FBCA, we ask that you take your questions, concerns, or differences directly to the person involved. If the situation involves a staff member, that person should have the opportunity to work through the situation privately with the person who specifically has the concern or question. Most situations can be resolved at this level.

If a resolution cannot be met at the parent/teacher level, then the parent should meet with the principal. The principal will research the concern, and will give their recommendations for resolution to the parent, the teacher, and the school board within 48 business hours. If

the concern is still unresolved, the parent will notify the principal that they would like a meeting with the school board. The principal will notify the board chairman to include this request on the next scheduled school board meeting. The parent will be given a "Call to the public form" to fill out to be prepared for the meeting. Once at the board meeting, the parent should plan to bring their concerns to the board in no more than 15 minutes. An assigned board member will conduct a full investigation of the grievance and will report back to the chairman and principal within 48 business hours. A letter will be mailed on the third business day to let the parents know of the final decision of the board. Emergency board meetings may be available depending on the urgency of the concern. The Pastor of FBCA may also be included in the process depending on the nature of the concern.

We hope for a positive resolution for all problems and disagreements within the school community. Gossip and spreading hearsay throughout this process, whether in person or via social media, is to be discouraged from all parties. All are encouraged to extend extreme levels of grace when working through any concerns or differences, as we all fall short of the glory of God, and therefore, no one is perfect. Galatians 6:1 gives instruction on how to approach someone whom you feel may have erred in some manner, "Brethren, if a man is overtaken in a fault, you who are spiritual restore such a one in a spirit of gentleness, considering yourself, lest you also be tempted." The goal should always be to restore understanding and right relationships.

We realize that God is our final authority and that is why we desire to apply, as best as we can, this and other Biblical principles as His word directs us.

## MEDICAL POLICIES

**\*COVID policy will supersede any policy listed in the handbook\* Please update your child's health information with the Health Office to ensure the best care if able to be given to your child. Please provide current emergency contact information to ensure that we are able to reach you regarding your child.**

### **Illnesses and Injuries**

The Academy has no provisions or facilities for the care of sick children. A sick child cannot remain in the classroom to expose classmates, and must be picked up within 30 minutes upon notification. Parents are encouraged to observe their child before bringing him/her to school in the morning.

Your child should remain home if...

- There is a fever of 100 degrees or greater. Children should remain home until they are fever free for 24 hours without medication.
- They are experiencing symptoms of gastroenteritis (nauseas, vomiting, and/or diarrhea).
- Diagnosis of Strep Throat: the child must be on antibiotics for a full 24 hours before returning to school.
- Child has head lice. A child must remain home until they are treated and are "nit free" meaning no eggs or live specimens are found. Child must be cleared by the First Aid Specialist before returning to class.
- Child has an eye condition that involves redness and puss-like or crusty drainage. Child will be readmitted to school when a doctor has provided written documentation that it is safe to return to school after 24 hours of antibiotics and free from drainage.
- Child has an undiagnosed rash. Do not send a child with a rash to school until a doctor has provided written documentation that it is safe to send your child back to school.

If your child should experience any of the above symptoms while they are at school, they will be sent home at the discretion of the First Aid Specialist. If your student misses 3 or more days due to illness, they should have a doctor's note to return.

**If your child has been diagnosed with Strep Throat, Chicken Pox, Pink Eye, Fifth Disease, or any other communicable disease, please call the First Aid Specialist directly within 24 hours of the diagnosis. A physician's note will be required for re-admittance of your child to the Academy.**

For life-threatening emergencies, we will call 911 and then notify the parents. The parents will pay any expenses incurred for emergency or medical services. For emergencies that are not life threatening, we will call the parents. If parents cannot be reached, we will contact an adult named on the emergency card. If your child is under the care of a physician for an acute injury or long term illness, please provide the school with a copy of physician's orders.

### **Immunizations**

It is required for parents/guardians to provide current immunization records prior to attendance according to Arizona State law ARS 15-871-874 and AAC R9-6-701-708. The law offers no grace period. A student may be conditionally enrolled provided that necessary immunizations have been initiated and a schedule has been established for completion of the required

immunizations and provided to the First Aid Specialist. Exemptions to this policy, because of religious or personal beliefs, are covered by special regulations.

### **Allergies**

Many children have allergies to certain foods or food additives, insect allergies, and/or sensitivities to seasonal airborne allergens. It is always important for your child's teacher and the First Aid Specialist to be alerted to any and all allergies and to be in possession of your child's required medication for the allergy. Only with complete disclosure can we make adequate preparations to keep your child safe.

### **Medications**

Any student requiring medication during the school day MUST have the medication delivered to school by a parent. The medication MUST be in the pharmacy labeled container if it is a prescription or in the original container if an over-the-counter medication. NO medications will be administered by the First Aid Specialist unless accompanied by a Medication Consent Form signed by a parent. DO NOT send medications of any kind in with your child. It will be confiscated by the First Aid Specialist, and parents will be asked to pick it up if they want it returned.

The ONLY time students are allowed to carry medications in their possession is if a physician has written and signed an order, and that order is on file with the First Aid Specialist stating the student may carry and self-administer an inhaler or Epi-pen. The student's parent MUST also give written permission for the student to carry medication.

## **SAFETY AND SECURITY**

### **Security Procedures**

All students and staff participate in monthly fire drills so that procedures are clearly understood. The Academy also follows a detailed Emergency/ Disaster Plan for which all personnel are trained. This plan covers appropriate responses in the case of natural disasters and violent attacks from inside or outside the school. This plan is available in each classroom.

Any adult not recognized by Academy staff is asked to show a photo I.D. and must be on the pick-up list before a child is released to their care.

Parents and students should always enter and exit through the doors at the south entrance. They should not open any doors for anyone to enter.

### **Accidents**

Injuries and accidents will be reported to parents via our FACTS/RenWeb email communication and treated by the first aid specialist. In the event of a major injury, the staff has been instructed to call 911 and then inform the parents. First Baptist Christian Academy is not responsible for accidents on the school campus or on field trips. Per our Parental Agreement, medical bills resulting from injuries will be paid by my insurance. Deductibles, co-pays, or other costs not covered by my insurance will be submitted to the Academy for submission to their insurance company. The Academy carries insurance as required by the State of Arizona.

### **Harassment**

It has always been the policy of First Baptist Church and the First Baptist Christian Academy to provide a non-coercive environment in which to work and study. This policy recognizes that harassment of any kind directed at a person associated with the school, including harassment of a sexual nature, is improper and will not be tolerated. Anyone guilty of engaging in such harassment will be subject to appropriate discipline, up to and including discharge, or expulsion from the Academy.

Our policy prohibits unwelcome advances, propositions, requests for favors, verbal abuse of a sexual nature, offensive sexual flirtations, explicit or degrading verbal comments about another individual on his or her appearance or body, display of sexually suggestive pictures or objects, any offensive or abusive physical conduct, sexually explicit language, jokes, and the like, as well as unwelcome touches, pats, or other physical contact, whether on school/church property or in connection with our school in any way.

Any type of conduct that interferes with an employee's or student's work performance or creates an intimidating, hostile, or offensive environment also violates our policy. An employee's or student's agreement or refusal to submit to that type of conduct cannot be used as a basis for an adverse decision affecting that person.

Any employee or student who feels that he or she has been subjected to this type of harassment is asked to notify his or her supervisor or teacher immediately to assure that appropriate actions are taken to prevent such conduct. If the direct supervisor or teacher is the harasser, the employee/ student should notify that individual's supervisor of the complaint.



Internal complaints will be investigated promptly and corrective action will be taken when allegations are verified. The administrative personnel involved will make every reasonable effort to respect the confidentiality of this matter. No employee or student will suffer retaliation or intimidation as a result of informing a higher supervisor or staff member of harassment.

### **Anti-Bullying Policy and Guidelines**

In John 15:12, there is a Biblical illustration of how we are to treat each other “My command is this: Love each other as I have loved you.” However, from time to time, conflict may occur. In realizing that bullying may occur, it is never acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with Biblical standards.

Definition of Bullying: Bullying occurs when a person or group is intentionally intimidated, frightened, excluded, or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, “Bullying in Schools- the hidden curriculum, (2003)).

#### **Bullying**

The following actions may be considered forms of bullying:

- Physical aggression- including hitting, punching, or kicking
- Teasing or verbal abuse, including insults, name calling, taunting, racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- Setting up humiliating experiences
- Damaging a person’s property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written/verbal/electronic messages that contain threats, putdowns, gossip, or slander
- Cyber bullying through social media

The bully is typically unprovoked, finds evident enjoyment in their action, repeats the behavior over time, and desires to hurt or humiliate their victim.

Conduct not normally considered bullying would include teasing in a one-time incident, “trash talk” during a specific game, trading insults, not liking someone, being excluded from a game because of the nature of the game (only 6 people can sit on the swings, and you make 7), accidentally bumping into someone. FBCA recognizes that not all behaviors should be considered bullying or willful violation of this policy. Behaviors will be assessed by the teacher and/or administration and addressed according to the procedure below:

1. Students and parents should be encouraged to report any bullying to a staff member, usually the classroom teacher. This can be a verbal report, or submitted by a parent via written communication.
2. The informed staff member should ensure that all incidents are to be documented and written reports will be kept on the behavior in FACTS. (All staff has access to this information.)
3. Administration will acknowledge the allegation of bullying and an assessment of student safety must take place within 1 day of report. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in a way to minimize the risk of escalation.
4. Parents are encouraged to understand that the whole story may be quite complex. If, as a result of the investigation, it is determined that a bullying incident has taken place, the process will continue. If it is determined that bullying has not occurred, students and parents should be encouraged to resolve the situation, and employ forgiveness and encourage change.
5. Parents of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders as well.
6. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation. Discipline will be handled according to the discipline policy, and results of that discipline is between the principal and the family of the bully.

#### **Child Protection Policy**

If anyone knows of or suspects abuse or neglect of a child attending the Academy, the staff member or responsible adult has a duty to report their knowledge or suspicion to the state Child Protective Services. CPS can be contacted at: 1-888-767-2445. This is the case whether the suspected abuse or neglect occurs on or off the school premises. If it is considered a life-threatening situation, call 911 immediately.