

2021-22 School Handbook



**Fight the good fight of faith, lay hold on eternal life, whereunto thou art also called, and hast professed a good profession before many witnesses.
1 Timothy 6:12**



Faith Baptist Academy

Student Handbook

Administration	5
Relationship of the Academy to the Church	5
Pastor	5
School Board	5
Principal	5
Supervisor.....	5
Monitor.....	6
Purpose	6
Admissions Policies	6
Racial Nondiscrimination.....	7
Selection of Students.....	7
Admissions Committee	7
Admissions Procedures	7
Re-Enrollment.....	8
Withdrawal Policies.....	8
Notice.....	8
Tuition Refund.....	8
Financial Policies	8
Tuition	9
Additional Fees	10
General Policies.....	10
Church Attendance	10
Arrival and Dismissal.....	11
Attendance.....	11
Tardiness	12
Contacting Students in the Learning Center.....	12
Early Dismissal from Class.....	12
Health Service and First Aid.....	12
Student Vehicles	13
Visitors	13
Deliveries	13

Academy Closing	13
Personal Property	13
Lunch	13
Breaks.....	14
Articles Prohibited in Academy.....	14
Parental Involvement	14
Fire and Earthquake Drills.....	15
Search for Suspicion of Illegal or Unauthorized Materials	15
Lost and Found.....	15
Off Limits.....	16
Binding Arbitration.....	16
Dress Code Policies.....	17
General Appearance.....	17
Uniforms	17
Standard of Conduct	17
Courtesy	17
Learning Center Guidelines	18
Cleanliness of Clothes and Person	18
Cheating	19
Stealing.....	19
Vandalism	19
Language.....	19
Physical Contact.....	19
Worldly Pursuits.....	19
Off-Campus Behavior	19
Disciplinary Policies	20
Home and Academy Cooperation	20
Demerits	20
Detention	22
Corporal Discipline.....	23
Disciplinary Probation	23
Suspension	23
Expulsion	23
Academic Policies.....	24

Grading Scale	24
Standardized Achievement Tests	24
Curriculum	24
Learning Center Procedures.....	25
Graduation Requirements.....	28
Bible	33
Scripture Memory.	33
Chapel	33
Study Helps for Students	33
Report Cards and Other Reports	33
Incentive Program.....	34
Honor Roll Trips.....	34
Field Trips.....	34
Miscellaneous	34
Graduation	34
Transcripts	35
Philosophy and Objectives.....	36
Statement of Faith.....	36

I. Administration

A. Relationship of the Academy to the Church

Faith Baptist Academy (FBA) is a ministry of Faith Baptist Church and therefore falls under the leadership of the pastor. The Academy staff are members and employees of Faith Baptist Church. The standards and policies of Faith Baptist Academy are all subjective to the Constitution of Faith Baptist Church.

B. Pastor

While the pastor is not involved in the daily operation of the Academy, he is ultimately responsible for the entire church's education, including the Academy. The pastor shall have the authority to approve or disapprove any decision or recommendation of the school board of FBA on all matters relating to the ministry of education. The Academy may hire administrators, principals, teachers, and support staff to assist the pastor upon his approval in carrying out the ministry of education.

C. School Board

The deacon board of Faith Baptist Church shall serve as the school board of Faith Baptist Academy. The members of the board are elected by the church members of Faith Baptist Church. The school board is not a governing authority but an advisory committee. The board shall assist and advise the pastor on matters relating to the ministry of education, including the Academy. The board also shall hear matters and disputes which may arise out of the ministry of education and shall advise the pastor accordingly. All recommendations of the board shall be submitted to the pastor for final approval prior to becoming effective. The board may create and recommend to the pastor Academy policies for governing the ministry of education consistent with the provisions herein.

D. Principal

The principal of Faith Baptist Academy works closely and under the direction of the pastor. He oversees the daily operation of the Academy. He also has the principle decision-making authority for the Academy.

E. Supervisor

At FBA, teachers are called supervisors. A supervisor is a professional educator who has Bible training and who has the academic training necessary to supervise a Learning Center. The supervisor must be active in a local, Bible-believing church. The supervisor has the responsibility to oversee the academic progress of students. They prescribe the students' academics and assist the students in their academic issues. The supervisor also is responsible to inspire achievement in the students. They encourage and motivate students to maximize their potential in their daily academic work. Since FBA is committed to train young people in a Christian environment, with the emphasis on matters of eternal value, the supervisor will work closely with parents in the training and development of the whole child.

F. Monitor

A monitor, who is a paraprofessional, serves as a teacher's aide. Their primary responsibility is to assist the supervisor in Learning Center activities. They provide procedural assistance, such as answering nonacademic flags, to maintain a quiet and pleasant learning environment for the students. They have at least a high school education and are active in a local, Bible-believing church.

II. Purpose

Faith Baptist Academy is an extension of the Christian home and the local church to train young people in a Christian environment. The purpose of the Academy is to educate and train the whole student--physically, socially, intellectually, and spiritually. The principle of self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person needs to be growing in Biblical knowledge, understanding, and wisdom, to serve the Lord Jesus Christ effectively. Therefore, the Bible is not substituted for any academic subject, but is integrated into the total educational program. The desire of FBA is to see each student become a sincere, responsible servant of the Lord in a Bible-believing, soul-winning local church.

The Mission Statement of Faith Baptist Academy is:

- To provide Biblically based, individualized curriculum that instills goal setting and mastery of subject content that encourages a life of servitude to the Lord.
- To accomplish this in a learning environment with informed family members assisted by experienced FBA supervisors who supervise the educational process and challenge students to develop a relationship with Jesus Christ, incorporating the character traits of the Lord. It is the purpose of FBA to give every student the opportunity to know Jesus Christ as their Lord and Saviour and to receive an education based on a Biblical interpretation and philosophy of education. FBA further encourages every student to dedicate their life to Christ in Christian service. To that end, the A.C.E. curriculum encourages students academically and spiritually to exceed minimum requirements for graduation and to excel to an individual maximum potential, both spiritually and academically.

III. Admissions Policies

Attendance at Faith Baptist Academy should be considered a privilege and not merely a right. The goal of the Academy is to train Christian youth in the principles of God's Word, stressing such vital areas as: leadership, self-discipline, responsibility, integrity, good citizenship, and consistency. The church, as does the Academy, stands without apology for the old-time Gospel and the highest standards of morality, honesty, and genuine Christian character. All transfer students with curriculum other than the Accelerated Christian Education

curriculum will be given diagnostic tests to assess math, English, and reading proficiency. Since each curriculum has its own uniqueness, the diagnostic tests will detect any learning gaps a student may have acquired so that an accurate performance level can be prescribed. FBA is not a correctional institution. FBA reserves the right to accept or deny credits as the administration deems necessary. Generally, most, if not all, credits from the previous high school(s) are accepted and recorded on the student's permanent transcript. FBA accepts transfer credits in no less than half-year increments. The student must then complete the minimum required course of study to receive an FBA diploma. FBA does not offer high school credit by examination.

A. Racial Nondiscrimination

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

B. Selection of Students

Faith Baptist Academy reserves the right to deny student enrollment. FBA will not accept married or divorced students, or students who are over 21 years of age by the time of graduation.

C. Admissions Committee

The admissions committee of FBA consists of the pastor and the principal who will review applications and determine which students are admitted to the school and which are rejected.

D. Admissions Procedures

Before a student is officially admitted, the following steps must be taken:

1. Parents visit school.
2. Parents and students read this handbook thoroughly.
3. Application is submitted accompanied by registration fee.
4. The following items are to be submitted to the school office:
 - a. Copy of birth certificate
 - b. Standard of Conduct Form (signed by student and parents)
 - c. Agreement Form (signed by parents)
 - d. Record Release Form (to enable the Academy to request former school records)
 - e. All students must have a record of current immunizations. In instances where a student needs medical attention, the principal will call the parent then the family doctor (in that

order).

- f. Parent Orientation must be attended.
- g. All above items must be turned in before the student will be considered for enrollment.
- h. Diagnostic Tests will be given to all transfer students coming from curricula other than the A.C.E. curriculum for academic placement and learning gap detection.
- i.

E. Re-Enrollment

Faith Baptist Academy encourages parents to re-enroll their students earlier than general registration. The re-enrollment form will be sent home to be filled out and returned in the spring prior to the fall semester. The application for re-enrollment will be approved at the sole discretion of the school.

IV. Withdrawal Policies

A. Notice

Parents have the right to withdraw their student from FBA for any reason. A written notice is required for withdrawal. Likewise, the Academy also has the right, for any reason, to ask the parents to withdraw the student, again with notice.

The Registration Fee is nonrefundable. All requests for tuition refunds must be made in writing. The date used for determining refunds will be the date that FBA receives the request.

B. Tuition Refund

If a student is withdrawn or asked to withdraw, the current month's charges will continue through the end of the month.

V. Financial Policies

The parent or guardian is responsible for all fees incurred by enrolling in FBA, whether in the form of the registration fee, tuition fee, or any other fees that may apply. These fees must be paid in full to receive requested services from FBA.

- Registration fees are non-refundable for any reason.
- The full registration fee is due upon acceptance into Faith Baptist Academy, regardless of what time in the school year the student enters Faith Baptist Academy.
- Returned checks will be charged a \$20.00 fee.
- Tuition payments are due on the 15th of the month and will be considered late on the 25th of the month.

- A student is not considered enrolled until all fees are paid and paperwork is turned in to the office.
- A student's Learning Center space cannot be held until the registration fee is paid.
- **Payments are due on the 15th of each month and a late fee of \$25 will be applied to any account that is not paid by the 25th of the month. Students who have unpaid tuition on the 5th of the month following the month where tuition is late will be withdrawn from the active roll, will not be allowed to attend the Academy.**
- Tuition payments may be made in one of two ways:
 - (1) Delivered to the Academy personnel
 - (2) Mailed to the Academy office
- All checks should be made payable to "Faith Baptist Academy" unless otherwise specified.
- Any family with one returned check may be placed on a **"cash only"** basis to ensure the student's continuation in Faith Baptist Academy.
- For early withdrawal or expulsion, tuition for that month will not be refunded. If you paid the full year's tuition, you will be refunded the remaining tuition at the end of the month in which the student was withdrawn or expelled from Faith Baptist Academy.
- The Academy reserves the right to change these guidelines as needed.

A. Tuition

Faith Baptist Academy Fee Structure

Students	Individual Total	Aug. 15 - May 15 10 month Pay Plan	Annual Total	Discounted Annual Tuition Paid by Aug. 15
1 st	\$2,500.00	\$250.00	\$2,500.00	\$2,250.00
2 nd	\$2,000.00	\$450.00	\$4,500.00	\$4,050.00
3 rd	\$1,500.00	\$600.00	\$6,000.00	\$5,400.00
4 th	\$1,000.00	\$700.00	\$7,000.00	\$6,300.00
5 th & Up	Free	\$700.00	\$7,000.00	\$6,300.00

Curriculum/Resource Fee: \$300 per child (½ \$150 due Aug.1 and ½ \$150 due Jan.1)

The curriculum/resource fee includes curriculum, resource books, yearbook, standardized testing, some field trips, and other materials. Items purchased from this fee are the property of the school and do not belong to any particular student. Some field trips may require an additional fee.

New Student Registration Fee = \$100 by July 1st, \$125 after July 1st, and \$150 after August 1st.

Returning Student Re-Enrollment Fee = \$50 by July 1st, \$75 after July 1st, and \$100 after August 1st.

10 payment plan - divide tuition equally over 10 months, beginning August 15.

10% discount applies if full yearly tuition is paid by August 15.

Tuition is due by the 15th of each month.

Tuition is considered late after the 25th of the month.

\$25.00 late fee will be applied if received after the 25th.

B. Additional Fees

In addition to tuition and the above fees, a number of fees are usually charged by the school for various purposes.

1. Student Competition (the cost to be announced)
2. School Photographs - Optional purchase (the cost to be announced)
3. High School Graduation - \$100.00
4. Kindergarten Graduation - \$50.00
5. Other Fees (the cost to be announced)

VI. General Policies

A. Church Attendance

It is the desire of the staff, faculty, and administration of Faith Baptist Church to have each student travel in the direction that God would lead them. There are two important ways in which we encourage our students to live for the Lord Jesus Christ. The first way is to challenge them through personal contact with other believers who are serving God (*Heb.10:25*). Secondly, we can build their faith, confidence, and trust in God by requiring them to be under the teaching and preaching of God's Word during weekly services (*Rom.10:17*). It is encouraged that all students attend every service of Faith Baptist Church, or another church that has been acknowledged by the administration. Additionally, we strongly recommend that our students become actively involved in various youth ministries of their church such as teen soul-winning, bus ministry, Jr. Church, and other services.

Students and parents are expected to belong to, and attend regularly, Faith Baptist Church of Bakersfield; or another Bible-believing, Bible-practicing church

approved by the pastor of Faith Baptist Church. If attending a church other than Faith Baptist Church, a Pastor's Reference from that church's pastor must accompany the student's application for enrollment.

B. Arrival and Dismissal

The Academy office hours are 8:00 a.m. – 3:00 p.m. During these hours, a parent may drop off the tuition payment or schedule an appointment to meet with school officials.

The Academy doors officially open at 7:30 a.m. Upon arrival, students should enter through the side gate by the Learning Center. From there, students may stay in approved areas or may enter the Learning Center if supervised. The Academy day starts at 8:00 a.m. and ends at 3:00 p.m. except for Wednesdays which are half days ending at noon.

At dismissal, vehicles may be parked in the parking spots by the side gate. Academy staff will carefully move students as rapidly as possible so that drivers will not have to wait any longer than necessary. Students will be dismissed from the Learning Center.

Unless arrangements have been made in advance with the Academy, Faith Baptist Academy will **not** be held responsible for students whose parents drop them off for school before 7:30 a.m. and pick them up after 3:30 p.m., unless the students are involved in a school-sponsored activity.

C. Attendance

School attendance is a crucial element in a student's education. Excessive absences will inhibit the student's academic progress. Every effort should be made by each student to be in the Academy every day they are able to attend. Music, hair, and other appointments are to be scheduled after school hours. Absence for reasons other than sickness, doctor's appointments, funerals, and emergencies should be arranged in advance with the child's supervisor. To miss school to go to work is unacceptable unless a student is in their senior year of high school.

A written excuse must be presented to the supervisor when a student returns to the Academy after an absence. This excuse must include the date(s) of the absence, the specific reason for the absence, and the parent's signature.

Absent entire day	=	1 Absence
Absent 4-6 hours	=	3/4 (.75) Absence
Absent 3 hours	=	1/2 (.50) Absence
Absent 30 minutes	=	1/4 (.25) Absence
Late Arrivals (8:01-8:29)	=	1/5 (.20) Absence
5 Late Arrivals	=	1 Absence

- Students leaving before 3:00 p.m. will be counted absent the same as above.

- Students leaving and returning during academic hours will be considered absent if they are gone more than 30 minutes.
- If a student accumulates eighteen (18) absences in one school year, they may be asked to withdraw from the Academy.
- Certain days approved by staff will not count against perfect attendance.

D. Tardiness

Regular, prompt attendance is extremely important. *Late* means a student is not present in the Learning Center by 8:00 a.m. When a student arrives late, they will check in with the supervisor and present a note written by a parent or legal guardian. The note should state the date and reason for which the student is late. Five (5) late arrivals will equal one (1) day of absence.

E. Contacting Students in the Learning Center

Because of the importance of the learning process, and to keep distractions to a minimum, contact with students during school hours must be done through the school staff. If PACEs are left at home, a parent will be called to have PACEs brought to school. Students who bring cell phones must have them turned off and put away during the school hours (otherwise the cell phone will be confiscated).

F. Early Dismissal from Class

When early dismissal is deemed to be necessary, parents will be notified by the school, either by phone call or written notice in advance.

G. Health Service and First Aid

1. The Academy desires to maintain a healthful school environment by attempting to prevent the spread of communicable diseases.
2. Students are not to come to school if they are running a fever or are too ill to maintain their daily schedule. Students who become ill while at school will be sent home. Students must be fever free (without fever-reducing medicine) for 24 hours before returning to school. Parents will be called to come and pick up a sick student. If a student suffers a serious injury at school, the Academy will call for immediate medical assistance and then attempt to notify the parents. For minor injuries, an attempt will be made to reach the parents first for their instructions.
3. Acetaminophen (Tylenol) or Ibuprofen (Advil) may be administered by staff with written permission from parent. Any other medical needs should be discussed with child's supervisor. In the event a student becomes ill or injured during the school hours and cannot function normally in the Learning Center, the staff will notify the parent or guardian to take the student home until he is fully recovered.

H. Student Vehicles

1. Only licensed drivers are permitted to drive automobiles to the Academy. All students must stay out of and off of vehicles from arrival time until departure. Vehicles should be parked in the parking lot by the side gate. Parked vehicles and the parking lot are off limits. Vehicles should be locked.
2. In order to ensure complete safety for all, drivers are asked to observe a **10 mph speed limit** while driving on school grounds and follow the flow of traffic.
3. Student drivers may not leave the Academy grounds during school hours without permission. Students must have written permission from their parents to go home with another student driver. If an emergency arises during the day in which the parent needs their child to go home with someone else, the parent should contact the school to let staff know. Student drivers may not leave the campus to get a forgotten lunch without permission. A **parent** will be notified and may make arrangements for lunch.
4. Student car pooling must be approved, in writing, by both sets of parents and the administration.
5. If students are speeding or driving recklessly on school property, they may not be allowed to drive to school.

I. Visitors

Faith Baptist Academy is a closed campus. Only parents and guardians are welcome to visit their students.

J. Deliveries

Because FBA is a closed campus, all non-parent deliveries are to be brought to the school staff and then delivery will be made to the students.

K. Academy Closing

In the event of inclement weather such as fog, extreme heat, etc., parents will be notified.

FBA will be closed on the days indicated on the school calendar.

L. Personal Property

1. Limited decoration (staff discretion) is allowed in the student office. It should be of a Biblical, patriotic, or home theme.
2. Merits and school supplies are private property and are not to be shared, traded, borrowed, or loaned.

M. Lunch

FBA does not provide hot lunch on a daily basis; however, the Academy may provide a

hot lunch for purchase on certain days. These days will be announced ahead of time in order to give parents time to choose whether or not to purchase the lunch. Parents may order the hot lunch in advance of the day the lunch will be provided.

Lunch boxes should be appropriate and not contain worldly content.

1. Lunch boxes, sacks, and lunch containers must be labeled with the student's **first and last** name.
2. Limited refrigerator space will be provided for student lunches. Insulated lunch boxes or ice packs are recommended.
3. Due to allergies, it is recommended that students not share their food.
4. Microwaves may be available for general student use with adult supervision.
5. Students are not allowed to go out to eat lunch unless it is with a parent or grandparent. This lunch should not be longer than 60 minutes and should be only with special permission.
6. Students are to bring their own plastic ware or their own silverware.

N. Breaks

FBA students will be given times for recess daily.

O. Articles Prohibited in Academy

1. NO GUM at school.
2. Laser beam lights, magazines, guns, knives, matches, lighters, explosives, and similar items are not permitted on campus. This list is not inclusive. **The school is not responsible for any damaged, lost, or stolen items.** Please check with school staff if you have a question about what is not allowed.

P. Parental Involvement

The Bible clearly teaches that parents are ultimately responsible for the training of their children (*Deut. 6:7, Prov. 22:6, Eph. 6:1-4, and Heb. 12:9*). The staff of FBA will never replace a parent or intentionally imply that a parent's word or judgment is inferior; however, FBA staff will only maintain students at the Academy whose parents willingly agree and support the Academy's policies. Unless parents and educators cooperate, the student cannot progress to their fullest potential. In short, FBA staff will work with a child to the best of their ability as long as parents work in good faith with them.

Good discipline originates in the home. The parent is the first teacher of their child and should develop in the child good behavior habits and proper attitudes toward school. Motivation is the positive element initiated to inspire achievement. Consistency, love, and interest build the student's self-image and confidence and inspire the student to further success. A child who is told the parent has confidence in them will tend to act accordingly. Praise, compliment, and encourage your child in order to build character. In order to foster good parent/school involvement, a parent should:

1. Recognize that the teacher represents the parent while the child is in school.
2. Teach the child respect for the law, authority, the rights of others, and for private and public property.

3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the Academy in carrying out recommendations made in the best interest of the child.
5. Talk with the child about school activities; show an active interest in his report cards and progress:
 - Do you encourage your child to be enthusiastic about their school work?
 - Does your child schedule sufficient time for home study/review?
 - Is there a suitable, quiet place to study at home at a regularly scheduled time?
 - Are pencils, pens, paper, books, dictionary, ruler, etc., readily available?
 - Do you have family agreements that are kept regarding the use of telephone and TV?
 - What time is your child in bed each night?

Parents' interest and support at home are important to the student and greatly appreciated by their Supervisor. **Parents should assist their student in reviewing for any tests to be taken the following day. Students should be ready to test shortly after the morning Opening/Devotions.**

Q. Fire and Earthquake Drills

For the safety of students, practice fire drills and practice earthquake drills will be held during the school year. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor will be with their group.

R. Search for Suspicion of Illegal or Unauthorized Materials

FBA staff reserve the right to check a student's personal belongings in the event the Academy suspects the student possesses an unapproved item. A search may be conducted without the student's or the parents' permission. Registration of the student in the Academy constitutes parental consent to such search. This includes the following areas:

1. Automobiles on the school property
2. Backpacks, purses, pockets, duffle bags, notebooks, binders, etc.
3. Lockers, desks, offices, etc.
4. Individuals (male staff will check male student with a male witness, female staff will check female student with a female witness)

S. Lost and Found

The Academy is not responsible for personal property left in the building or on the premises. All clothing should be well marked with the student's name. The Academy will have a lost and found area. Please check with the Academy staff for any missing items. All clothing and personal items not claimed at the end of each semester will be discarded.

T. Off Limits

1. Students are not to be in any off-limits areas without staff.
2. The church instruments and equipment are off limits unless permission has been given by the staff.
3. Other students' offices are off limits.

U. Binding Arbitration

Section 1 - Submission to Arbitration

All students, parents of students, and guardians of students of Faith Baptist Academy agree to submit to binding arbitration on any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before a court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Section 2 - Notice of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to this Student Handbook or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to section 3, below.

Section 3 - Arbitration Procedures

The Procedures for Arbitration shall be as adopted by the principal and the leadership of Faith Baptist Church (i.e., pastor and deacon board).

VII. Dress Code Policies

A. General Appearance

1. Boys

- Boys must have a **standard, conservative haircut**, combed and off the collar and ears, with side-burns no longer than the top of the ear opening. Passing fad cuts are unacceptable. Acceptable haircut judgments will be made at the staff's discretion. Hair is to be kept at the natural color. Hair should be kept out of the eyes.
- Boys must be clean shaven: no stubble, mustaches, or fad shaving.
- Shirt tails and undershirts are to be tucked in at all times. (exceptions for P.E. and other activities)
- Pants should not be torn.
- No pins, badges, bracelets, necklaces, earrings, or other body piercings are allowed. Watches are acceptable.
- No inside-out clothing or backward clothing is allowed.

2. Girls

- Hair should be feminine looking and neatly styled. Passing fad cuts are unacceptable. Hair should be kept out of the eyes. Hair accessories should not be extremely large. Hair is to be kept a natural color.
- Makeup should not be excessive.
- Small earrings (no hoops) may be worn on the ear lobe only. No multiple earrings may be worn - only one in each ear. No other body piercings are allowed.
- No pins, badges, or anklets are to be worn.
- No inside-out clothing or backward clothing is allowed.

B. Uniforms

- Information on what uniform the student will need is available from the staff and they can provide a sheet with the details.
- All clothing should be clean, pressed, and in good repair.
- **All clothing is to be marked with the student's name.**
- Students should **arrive at school** and **leave school** in complete uniform.

VIII. Standard of Conduct

Each student must strive toward unquestionable character in the areas of conduct, speech and attitude.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this Academy should immediately discuss the matter with the administration. This is not tattling. It has been said, "All it takes for evil to triumph is for good men to do nothing." *"... to him that knoweth to do good and doeth it not, to him it is sin."* (James 4:17)

A. Courtesy

Students of the Academy are expected to treat everyone with the proper respect and show proper deference to those in authority. FBA students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy and kindness. Talking back, sarcasm addressed to those in authority, complaining, gossiping, etc., are subject to immediate disciplinary action.

B. Learning Center Guidelines

- i. A student is not permitted to communicate or be out of their office without permission. They should not turn sideways, around in office, or tip chair back.
- ii. Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
- iii. The Christian flag should be raised for supervisor guidance in academic difficulties. The American flag is to be raised for monitor assistance in non- academic activities (check out reference book, scoring, etc.). Personal questions should be asked on break time.
- iv. Students may not approach staff in the Learning Center without permission, except in extreme emergency.
- v. There is to be no eating in the Learning Center.
- vi. Students are not to roam the Learning Center. They should go directly to the area for which they have requested permission and then return directly to their office.
- vii. Students will be given a minimum number of pages of PACE work per day and this can be adjusted at times with the staff's discretion.
- viii. No gathering in restrooms during class time.
- ix. No student should be lying on the floor or tables. Students should sit on chairs unless otherwise instructed by staff. No sitting on tables.
- x. Students are not to lean or sit on the office or divider, including during opening exercises.
- xi. The Goal Chart is to be kept up to date. Use a black or blue pen for setting goals. Cross goals off with one straight line using a ruler. Goals should be crossed off diagonally. Keep the Goal Card as neat as possible. Any changes should be made by the supervisor. Goals should not be crossed off until **rescoring** is complete.
- xii. No marks are to be made on the Progress Chart.
- xiii. Students may not sleep in their offices.

C. Cleanliness of Clothes and Person

Students represent not only the Academy, but also the Lord Jesus; therefore:

- All clothing should be clean, pressed, and in good repair.
- Students should tend to personal hygiene and grooming on a daily basis.
- PE clothes are to be taken home and washed after each PE class.

D. Cheating

Students are expected to uphold the standard of honesty and genuine Christian character. Scoring violations, writing down answers from the score key, bringing answers to the testing table, and sharing PACEs or PACE reviews with another student will cause a student to be subject to immediate disciplinary action.

E. Stealing

At FBA, students are taught the proper respect for one another's property. Taking any item that belongs to another student or borrowing without permission will constitute stealing. Stealing will not be tolerated.

F. Vandalism

The facilities of Faith Baptist Church and Faith Baptist Academy belong to God; therefore, any damage or defacing of items on the property will result in immediate disciplinary action. Any repair or replacement will be the responsibility of the offending student.

G. Language

FBA students are expected to be careful to maintain good Christian standards of clean language. Students are to refrain from swearing, cursing and using the Lord's name in vain, but also from vulgar and slang expressions which are offensive. Any student who participates in or talks about such activities is subject to immediate disciplinary action.

H. Physical Contact

Students of the Academy are to keep hands off other students. Students must refrain from touching members of the opposite sex. Hugging to say hello or good-bye to members of the opposite sex is prohibited. Horseplay, such as pushing, shoving, hitting, kicking, scratching, etc., is not allowed. As a general rule, FBA students should not intentionally engage in physical contact with other students except when appropriate as determined by the Academy. The six-inch rule is the standard.

I. Worldly Pursuits

Students of the Academy are expected to refrain from talking about or engaging in: drinking alcoholic beverages, use of tobacco products, use of illegal drugs and misuse of legal drugs, reading and/or watching pornography, homosexuality, and fornication. Any student who participates in or talks about any such activities is subject to immediate disciplinary action.

J. Off-Campus Behavior

Students are expected to abide by FBA standards of conduct throughout their enrollment whether at home, church, school, or elsewhere. Students found to be out of harmony with the Academy's ideals of work and life may be asked to withdraw whenever the administration determines necessary.

Students of FBA pledge to uphold the Academy's standards against cheating, swearing, using tobacco, gambling, drinking alcoholic beverages, listening to ungodly music, using or talking favorably about narcotics, or using indecent language and will act in a very orderly and respectful manner. They also pledge to strive to be of unquestionable character in dress, conduct, and other areas of life.

Students of the Academy agree to abide by the standards of conduct and other regulations expected of each student enrolled in Faith Baptist Academy while they are a student of the Academy, and will not give the impression to students, parents, or faculty that they are not in harmony with the goals, aims, and standards of Faith Baptist Academy.

IX. Disciplinary Policies

Faith Baptist Academy is not meant to be a correctional institution. It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles.

A. Home and Academy Cooperation

Faith Baptist Academy expects full cooperation from both student and parent in the educational process. If at any time the Academy feels that this cooperation is lacking, the student may be asked to withdraw. Attendance at Faith Baptist Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect them to abide by the spirit of the law as well as to abide by the letter of the law.

Complaining will not be tolerated! If your child does come home complaining about a policy, rule, or discipline - please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that all children report from an emotional bias and usually do not include all of the information.
3. Understand that the Academy has reasons for every rule; that the rules are enforced without partiality or favor; and that when there is no longer need for a certain rule, that rule will cease to exist.
4. Fully support the administration, and **PLEASE** call the Academy staff for all the facts.

B. Demerits

FBA's strategy for discipline is the demerit system, which is designed to give students and parents another objective picture of the student's general attitude and behavior.

Most common infractions include but are not limited to:

- No Bible at school
- Out of seat without permission
- Changed goal without permission

- Goal or goals not set
- Messy goal card
- Not ready for goal check
- Disturbance: at lunch or breaks, in Learning Center (office, score station, testing table, etc.), rest room, and hallways
- Sitting on table
- Throwing objects
- Sleeping in office
- Littering
- Not working on prescribed work
- Failure to follow written or oral instructions
- Running in building (includes Learning Centers)
- Using office equipment without permission
- 6 inch rule violation
- Scoring violations
- Homework and other parental communication slips not signed
- Working a Checkup or Self Test without supervisor's initials
- In unsupervised or off limits area without permission
- Defacing school property, school materials, or other student's property
- Gripping
- Speaking unkindly to others
- Name calling
- Talking at testing table
- Turning around at office
- Unauthorized communication in Learning Center
- Tardy without note from parent
- Walking up to staff in the Learning Center without permission
- Inappropriate language - staff discretion
- Using telephone without permission
- Speeding in parking lot
- PACEs not at school for goal check. Parent will be called to bring PACEs to school. If PACE work cannot be delivered, that work is to be put in other goals for the day.
- Giving another student PACE answers.
- Incomplete homework (This includes Math work, Word Building words, Projects, Vocabulary, Reviews, Study Sheets, and all related assignments to homework or extra pages)
- Cheating
- Looking back in the PACE during Checkup or Self Test

- Direct disobedience to staff member
- Back talking to a staff member
- Any act or gesture of disrespect to a staff member or another student
- Out of uniform without a note
- Doing a Self Test at home
- Lying
- Gum Chewing
- Fighting or provoking another to fight (or suspension at staff discretion)
- Lying to staff
- Having unapproved items
- Bad language
- Stealing
- Note writing, passing and/or receiving
- More than 1 day's goals not scored, corrected, and/or rescored
- More than 1 day's DVD goal not viewed
- Cheating on test

This list is not inclusive and demerits may be given at the discretion of the staff.

Some offenses may be grounds for suspension or expulsion at staff's discretion. Repeated offenses can be worthy of more demerits issued.

- Next day notes do not excuse the demerits.
- All school rules apply at all school functions: field trips, sporting events, PE, Student Competitions, etc.

C. Detention

The paramount rule is Do Right! Demerits are earned for disturbances or broken rules. Three or more demerits in one day result in detention after academic hours (starting at 3:00 p.m.) the following day. Students serve detentions by doing PACE work (homework or extra--not counting for the next day's goals). For behavioral detention, students may receive a written assignment from staff.

Detentions are earned as follows:

- 3 demerits = 20 minutes detention
- 4 demerits = 30 minutes detention
- 5 demerits = 45 minutes detention
- 6 demerits = 60 minutes detention

When a student earns a detention, a Corrective Action Notice is sent home with the student. It is to be signed by the parent and returned the following morning. **If the Corrective Action Notice is not signed and returned, more demerits will be received.** If a student forgets to serve their detention at 3:00, other arrangements will

need to be made with the staff to serve the detention at a different time.

D. Corporal Discipline

Due to the nature of the legal system of the present day, Faith Baptist Academy will refrain from administering any form of corporal discipline.

E. Disciplinary Probation

The detention limit for one week is two hours. If this limit is reached, the matter will be brought to the attention of the administration, resulting in a conference with the student and parents. The student is placed on probation. If the administration believes that the situation has not changed within two weeks, the parents may be asked to withdraw the child from Faith Baptist Academy.

F. Suspension

The following behavior will result in an automatic review leading to an in-school suspension. In school suspension could include work project assignments (yard work, cleaning), written assignments, etc.

1. Breaking into, vandalizing, or damaging the campus or property on campus (students are required to pay for repairs).
2. Bringing or threatening to bring weapons to school - such as knives, martial arts paraphernalia, or fireworks.
3. Possessing pornographic, lewd, immodest, or inappropriate material on campus.
4. Possessing or using any alcoholic beverages on campus or off campus.
5. Possessing or using tobacco products.
6. Any physical contact that the administration deems inappropriate.
7. Second offense in using bad language.
8. Continual disrespect and/or disobedience to **any** staff member.
9. Forging parent or staff signature or initials.

G. Expulsion

A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the Academy or displays a spirit contrary to the purpose and principles for which the Academy stands, they are subject to expulsion.

The following behavior will result in the student coming under the review for possible expulsion:

1. Bringing a gun to school.
2. Acts of immorality on or off campus.
3. Possession or use of drugs on or off campus.
4. Striking a teacher or staff member.
5. Arrest or involvement in crimes other than minor traffic tickets.

X. Academic Policies

A. Grading Scale

Faith Baptist Academy endeavors to train young people to maximize their God-given potential academic abilities. FBA is committed to uphold an academic standard of excellence. Students must make a passing score of 80% on each PACE test in order to advance to the next PACE.

The grading scale is as follows:

Percentage	Letter Grade	Percentage	Letter Grade	Percentage	Letter Grade
98% - 100%	A+	92% - 93%	B+	85% - 87%	C+
96% - 97%	A	90% - 91%	B	83% - 84%	C
94% - 95%	A-	88% - 89%	B-	80% - 82%	C-

For high school students earning high school credits, FBA uses a 4.0 GPA (grade point average) scale with weight as follows:

4.0 Scale	Percentage
4	94% - 100%
3	88% - 94%
2	80% - 87%
1	70% - 79%
0	Below 70%

B. Standardized Achievement Tests

Faith Baptist Academy uses a standardized achievement test every year for each student. It provides a means of measuring academic growth from year to year.

C. Curriculum

In the 1960s, many students were not performing at their grade levels. This fact compelled many parents to question the very structure of the conventional educational system. To address these concerns, Accelerated Christian Education (A.C.E.) designed a Biblically based educational program geared to meet the learning needs of the individual child. This program consists of self-instructional, Godly character-building, individually prescribed, mastery-based curriculum and material.

The pioneering work of A.C.E. features a curriculum assuring parents of:

- A solid, back-to-basics education for their children.
- A course of study individualized to meet a child's specific needs and learning

capabilities.

- A program incorporating Godly character-building and wisdom principles.

The educational concept of A.C.E. was built on five basic laws of learning:

- The student must be placed on a level of curriculum where they can best perform.
- The student must set reasonable and appropriate goals that can be achieved in a reasonable and prescribed period of time.
- The student must receive motivation through encouragement and support, and achieve control through guidance and discipline, in order to assimilate, use, and experience the educational material.
- The student's learning must have appropriate measurement applied to the results.
- The student's learning must receive recognition and reward for its value, effort, and significance.

The Accelerated Christian Education program is individualized. It is designed to allow each student to work at his own level of achievement, which may vary from subject to subject.

The core curriculum is intended to provide a quick start for beginning students; however, it can do much more than that. The A.C.E. curriculum enables the student to progress through high school, adequately preparing him for college, or for performance in the working world.

The term "core" is used to distinguish the foundational courses from the enhancement courses in Accelerated Christian Education's expanded curriculum. The core curriculum provides the student with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word.

The core curriculum includes basic academic disciplines that provide a student's essential educational needs: Math, English, Literature, Social Studies, Science, and Word Building. Each curriculum course level consists of 12 PACEs. Normally a student will complete a minimum of 60 PACEs in one academic year; however, this will vary according to the student's ability.

D. Learning Center Procedures

1. Student Offices

- (1) Offices are assigned and changed only by the Supervisor; the offices must be cared for by the student.
- (2) Limited decoration (staff discretion) should be used and it should be of a Biblical, patriotic, or home theme.
- (3) Students are not to lean or sit on the office or divider.
- (4) The Goal Chart is to be kept up to date. Use a blue or black pen for setting goals. Cross goals off with one straight line using a ruler. Goals should be crossed off diagonally. Keep the Goal Card as neat as possible. Any changes should be made by the supervisor. Goals should not be crossed off until **rescoring** is complete.
- (5) No marks are to be made on the Progress Chart.

- (6) Students may not sleep in their offices.
- (7) Other students' offices are off limits.
- (8) Students are not to keep materials under their offices. **Exception:** Girls may keep their purses under their offices.
- (9) Students are to have all required materials in their offices.
- (10) Outside books must be approved, in writing, by the parent and approved by the supervisor upon arrival at the Academy. Students must secure the supervisor's approval of a book, for an E-privilege report, **in advance**.

2. PACE Work

- (1) All work in PACEs should be done in pencil unless otherwise instructed.
- (2) Students may work as many pages as they choose as EXTRA with permission from staff. Students who fall behind on their academic progress may be encouraged to do extra work.
- (3) PACEs and PACE review notes are private property and are not to be shared or discussed with another student. Sharing PACEs with another student may result in starting the PACE over.
- (4) Work in English, Word Building, Social Studies, and Science should be done in cursive writing beginning with PACE 1037. **Work must be shown in Math and Science PACEs. If the work is done on scratch paper, it must be kept with the PACE.** Word Building Checkups need initials to verify that words have been written.
- (5) Projects are to be done at home with the exception of some projects that may be able to be accommodated in the class room. The student should take the PACE home for parent signature **before** taking the Self Test.
- (6) Scripture reading and writing assignments must be initialed by staff in green indicating the assignment has been completed. Courses with required map or vocabulary assignments also require staff initials upon completion.
- (7) Students in courses that have a DVD **are required to watch** the DVD as they work through the PACE.
- (8) In Science and Social Studies, beginning with PACE 1049, the answers missed on Checkups and Self Tests must be researched and underlined in the text. The page number of the text must be placed next to the corrected answer.
- (9) Calculators may be used by the students for approved subjects.
- (10) Students are allowed only one Review day, either before or after the Self Test is completed. The supervisor will write "Review" in green on the goal card upon the student's request. An assignment will be given to help the student prepare for the PACE Test. The supervisor will cross the goal off in green after viewing the completed assignment, and will date and initial the completed assignment. A Self Test Review Day (repeat of Self Test) may be required when the student scores less than 90% on the Self Test.
- (11) Two review days are allowed in Literature, at the end of the Study Guide, for the report. The first day is to complete the entire rough draft, and the second

day is for typing the final copy.

- (12) Self Tests and PACE Tests are never to be taken outside the supervision of a staff member of the Academy. Score keys, tests, test keys, and personal records are not to be removed from the Academy files for any reason.
- (13) PACEs must be turned in to the staff before Learning Center dismissal. PACEs left over a student's office are not considered as being turned in for testing.
- (14) After a PACE is completed, the student waits until the next morning before receiving the PACE Test. They will wait an additional night before receiving the results and a new PACE.

3. Score Station

The following procedures are to be used when scoring:

- (1) Handle score keys carefully.
 - (2) Mark a red X on the number of the wrong answer(s). (This indicates to the supervisor that you may need help.)
 - (3) If working on a PACE which has a score strip, put a red X in the first box of the score strip.
 - (4) Use only the red pen supplied at the score table (red pens are never kept at your office).
 - (5) Score key answers are for scoring work only.
 - (6) Correct the wrong answers in pencil at your office.
 - (7) If working on a PACE which has a score strip, put an X in pencil in the second box of the strip.
 - (8) Rescore - circle each red X in red when answer is correct.
 - (9) When scoring is completed, put a red X in the third box of the score strip in the PACE.
 - (10) Circle page number when reading, scoring, and rescoring are complete.
 - (11) Replace pen.
 - (12) Replace score key in proper place.
- **A percentage grade is required on Checkups (with My Score), and Self Test beginning with PACE 1049.**

4. Test Table

After the PACE is completed, scored, restudied, and turned in, the test is issued the following school morning. Tests are administered at the Testing Table. The A.C.E. system is designed so that the students should master the material in their PACEs as they progress through them. Therefore, a student should be ready for the test upon completion of the PACE and should take the PACE Test as soon as possible the following morning. A reasonable amount of time (15-30) minutes is allowed for the student to review any study notes before taking the test. All tests should be completed before taking the Privilege break in the morning.

5. Homework

The responsibility for scholastic achievement is placed on the student.

A common goal for the staff is that no student should need to take academic work home. The goals set each day by the student, and reviewed by the Supervisor, are no more than the student is capable of completing during the normal academic day. However, should the student not complete his goals for the day, he will usually be required, at the discretion of the Supervisor, to complete the work at home.

- Students going home sick: Any work taken home will be considered Extra Work and completion is not required.
- Students leaving school for any other reason than illness: Incomplete goals will be considered as homework and completion is required.

E. Graduation Requirements

Graduation from FBA is determined by achievement, not chronology. The A.C.E. curriculum is designed to enable a student to complete the graduation requirements on a schedule commensurate with ability. Some students may complete the requirements earlier than others. Time is not the deciding factor; learning is; therefore, students will not receive a diploma until they have met all requirements and all necessary fees. All tests must be taken and processed under supervision of FBA staff.

Each student enrolled in 9th grade or higher will receive an Academic Projection each year. The Academic Projection will be based upon one of the four courses of study offered by FBA and will determine what type of diploma the student will ultimately earn. The decision regarding the course of study will be established by the supervisor, parent, and student.

The supervisor will produce the Academic Projection after the course of study is agreed upon, listing all courses required for completion before a diploma may be issued. The parent will receive two copies of the Academic Projection. One copy must be signed by the parent and returned to FBA. Each year after re-enrollment, the supervisor will update the projection to reflect the student's ongoing progress and completion of academic requirements. The signed Academic Projection is considered a contract between the parent and the Academy concerning all academic requirements. Completion of a course of study will be based upon completion of the most recently signed Academic Projection. The Academic Projection will contain all credits accepted by FBA that were previously earned, along with the Academy's additional academic requirements. Students are encouraged to attain the highest possible course of study.

Honors Course of Study

Required = (R), Optional = (O)

Subject	Minimum Courses
Bible	3
New Testament Survey (R) 97-108	
Old Testament Survey (R) 109-120	
Life of Christ (O) 133-144	
New Testament Church History (O) 121-132	
Other Bible (O)	
English	5
English I (R) 1097-1108	
English II (R) 1109-1120	
English III (R) 1121-1132	
English IV (R) 1133-1144	
English Composition II (R)	
Math	4
Algebra I (R) 1097-1108	
Geometry (R) 1109-1120	
Algebra II (R) 1121-1132	
Trigonometry (1/2 course) (R) 1133-1138	
Mathematics (1/2 course) (R)	
Social Studies	4
World Geography (R) 1097-1108	
World History (R) 97-108	
American History (R) 109-120	
Civics (1/2 course) (R) 1133-1138	
Economics (1/2 course) (R) 1139-1144	
Science	4
Biology (R) 1097-1108	
Physical Science (R) 1109-1120	
Chemistry (R) 1121-1132	
Physics (R) 1133-1144	
Etymology (R)	1
Basic Computer Information Systems (R)	1
Speech (R)	.5
Music (R)	.5
Foreign Language (R)	2
Physical Education (R)	2
Electives (R)	1

Minimum Total credits 28

The Honors student must complete 28 credits and attain a 94 percent average. They should score at least 22 on the ACT or 1000 on the SAT.

College Preparatory Course of Study

Required = (R), Optional = (O)

Subject	Minimum Courses
Bible	2
New Testament Survey (R)	97-108
Old Testament Survey (O)	109-120
Life of Christ (O)	133-144
New Testament Church History (O)	121-132
Other Bible (O)	
English	4
English I (R)	1097-1108
English II (R)	1109-1120
English III (R)	1121-1132
English IV (R)	1133-1144
Math	4
Algebra I (R)	1097-1108
Geometry (R)	1109-1120
Algebra II (R)	1121-1132
Trigonometry (1/2 course) (R)	
Mathematics (1/2 course) (R)	
Social Studies	4
World Geography (R)	1097-1108
World History (R)	97-108
American History (R)	109-120
Civics (1/2 course) (R)	1133-1138
Economics (1/2 course) (R)	1139-1144
Science	3
Biology (R)	1097-1108
Physical Science (R)	1109-1120
Physics (O)	1133-1144
Chemistry (O)	1121-1132
Etymology (R)	1
Basic Computer Information Systems (R)	1
Speech (R)	.5
Music (R)	.5
Foreign Language (R)	2
Physical Education (R)	2
Electives	2.5

Minimum Total Credits 26.5

General Course of Study
Required = (R), Optional = (O)

Subject	Minimum Courses
Bible	2
New Testament Survey (R) 97-108	
Old Testament Survey (O) 109-120	
Life of Christ (O) 133-144	
New Testament Church History (O) 121-132	
Other Bible (O)	
 English	 4
English I (R) 1097-1108	
English II (R) 1109-1120	
English III (R) 1121-1132	
English IV (R) 1133-1144	
 Math	 3
Algebra I (R) 1097-1108	
Geometry (R) 1109-1120	
Mathematics	
 Social Studies	 4
World Geography (R) 1097-1108	
World History (R) 97-108	
American History (R) 109-120	
Civics (1/2 course) (R) 1133-1138	
Economics (1/2 course) (R) 1139-1144	
 Science	 2
Biology (R) 1097-1108	
Physical Science (R) 1109-1120	
 Etymology (R)	 1
 Basic Computer Information Systems (R)	 1
 Speech (R)	 .5
 Music (R)	 .5
 Physical Education (R)	 2
 Electives	 4

Minimum Total Courses - 24

Vocational Course of Study

Subject	Minimum Courses
Bible	2
New Testament Survey	
Other Bible	
English - 48 PACEs (as diagnosed)	4
Math - 48 PACEs (as diagnosed)	4
Social Studies - 48 PACEs (as diagnosed)	4
Science - 48 PACEs (as diagnosed)	4
Basic Computer Information Systems	1
Word Building (as many PACEs as possible based on diagnosis)	?
Electives (Student should use more of the core subjects as electives.)	3

Minimum Total Credits - 22

Very few students should be placed on the Vocational Course of Study. Most vocational students will be transfer students whose academic deficiencies in relation to their age make a general course impossible.

F. Bible

FBA has determined that the King James Version of the Bible shall be the official and only translation used by the students. The Bible must be in book form and not an electronic device.

G. Scripture Memory

FBA intentionally integrates Scripture memorization as a part of the students' educational process. Students are to memorize God's Word monthly to be qualified for privileges and quarterly Honor Roll. Memorizing God's Word does take time and discipline, but like any spiritual discipline, the reward of growing closer to God is beyond measure.

H. Chapel

In order to provide every student the opportunity to know Jesus Christ as their Lord and Saviour, and encourage every student to dedicate their life to Christ in Christian service, FBA holds a weekly chapel for the students.

I. Study Helps for Students

God's will for each student at this period in their life is the mastery of the basic academic subjects. Studies form the most important part of school training. Good studying begins with the proper attitude of heart in receiving studies as from God and in doing those studies "as unto the Lord."

Here are some practical helps:

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all the materials you will need and set aside anything which distracts your attention.
3. Study in a quiet place where you can settle yourself into your work.
4. Before beginning your work, commit your study time to God in prayer. You are His child and you are studying to honor Him. He has given you the Holy Spirit to lead you into all truth. Place this time and yourself into His hands with a short prayer.
5. Concentrate on the work and refuse to entertain irrelevant thoughts.
6. Budget your time to cover all of your subjects.
7. Skim over the whole assignment to get the main points. Then reread for details.
8. Outline, write topic sentences, and take notes while watching assigned DVDs.
9. Study examples, maps, charts, and footnotes.
10. Use your dictionary.
11. Do your own work. Don't ask for help unless you are absolutely certain that you are unable to do the work yourself.
12. Be dissatisfied with any effort which falls short of your God-given ability.

J. Report Cards and Other Reports

1. Congratulations Slips

Every time a student receives a star for a completed PACE, they are given a Congratulations Slip. These slips will be sent home.

2. Progress Reports (Report Cards)

The Academy's grading system is designed to give parents an accurate indication of the student's progress. Progress Reports are sent home to the parents at the end of the quarter. A routine parent conference may be scheduled with those parents whose child/children did not make Honor Roll the previous quarter.

K. Incentive Program

Application for Privileges

Students who desire privilege status and believe they have fulfilled the responsibilities for a level of privilege status should assume responsibility for requesting an Application for Privileges form by the Friday preceding their desired week of privileges. They should complete the form and put it over their office. Once a student earns a privilege status they may have additional rewards, activities, etc...

L. Honor Roll Trips

On a designated day of each new quarter, students who have met Honor Roll requirements during the previous quarter are eligible for the Honor Roll trip.

Honor Roll Trip Requirements

For each of the four quarters:

- 3 PACEs in each subject
- Memorize all monthly Scriptures
- Average of 88% - 100%

M. Field Trips

Periodic field trips will be taken to enrich learning. They are a fun way to provide students with interactive learning experience and to spark their love for learning. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

XI. Miscellaneous

A. Graduation

Faith Baptist Academy offers a college/university preparatory education. This will require a considerable effort and commitment on the part of the families. FBA staff nonetheless strongly recommends that, regardless of the intended major in college, the students submit themselves to this rigorous discipline. The administration recommends that parents be prepared for an increasing amount of study time as the student approaches their senior year.

1. In order to be considered a senior, the student may have no more than 80 PACEs left to complete at the beginning of the fall semester of school or no more

than 40 PACEs left to complete at the beginning of the second semester of school.

2. Senior students must complete all prescribed requirements for graduation **prior** to Graduation Day. Seniors are required to do a minimum number of pages a day until all PACEs are complete. Adjustment of pages may be made for more difficult subjects or other special circumstances at the discretion of the staff.
3. Faith Baptist Academy does not encourage early graduation (graduating before a student's 12th year of school, beginning with 1st grade). However, we do allow early graduation upon the parents' request if the student has completed the entire **Honors Course of Study**. The requirements for the following Courses of Study are listed previously
 - Honors Course of Study
 - College Preparatory Course of Study
 - General Course of Study
 - Vocational Course of Study
4. Only senior-year students with a College Preparatory Course of Study or higher, having less than 12 PACEs to complete by the beginning of the third week of the fourth quarter, will be considered for the Valedictorian and the Salutatorian for the Academy's graduating class.
5. Seniors who finish their PACE requirements for graduation are still required to complete any non-PACE classes to earn credits for those courses.
6. Seniors will continue to pay for full tuition up to and including the end of the school year even though PACE work may have been completed for graduation requirements.
7. Work Policy - Depending on PACE load, seniors may work part of the school day. Arrangements must be made in advance with the school administration, supervisor, and parents.

A formal ceremony is held each year for all FBA graduating seniors. Graduation announcements may be designed and printed individually by the senior. FBA encourages all graduating seniors to attend, as it will deeply impact their lives and the lives of their families. Information will be sent to all seniors in the fall of their senior year.

B. Transcripts

A parent may obtain an unofficial copy at any time by calling the Academy office. To protect the academic integrity of the transcript, FBA prefers to send official transcripts directly to colleges and universities. However, if a parent needs an official transcript sent to the home, it will be sent in a sealed envelope, which should not be opened. FBA will provide up to five official transcripts per student at no charge. After this, there will be a \$5 charge per official transcript. This charge must be paid before the transcript is sent.

XII. Philosophy and Objectives

Students from kindergarten through twelfth grade receive superior education from qualified, spiritually minded Christian teachers and administrators at FBA. A distinctively Christian philosophy of knowledge and learning combines with serious academics and home reinforcement to produce characterized, responsible young people.

- A.** Every child is unique with vast potential, but dependent on others for spiritual, physical, mental, and behavioral development. Therefore, a student who enrolls in FBA will be educated as a whole child and that education will be based upon a Biblical worldview.
- B.** FBA holds to the principle that education should be available to all children. The Academy will therefore endeavor to expand its educational opportunities to parents and children of all abilities and all racial, economic, and cultural backgrounds who desire this educational base and are willing to accept the Academy's standards.
- C.** Every child develops at a unique, individual pace based upon their developmental level, learning patterns, motivation, and academic potential. The FBA curriculum is designed to assist each student to achieve a personal relationship with God through Jesus Christ, develop a Christ-like character, lay a strong academic foundation, and to realize his optimum potential for maturation physically, spiritually, and mentally.

XIII. Statement of Faith

Faith Baptist Academy's statement of faith is the same as that of Faith Baptist Church. The statement of faith can be found on the church website at <http://www.fcbakersfield.com> .