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**PARENT / STUDENT  
HANDBOOK  
2009—2010**

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### **PURPOSES AND USES OF THIS HANDBOOK**

The purpose of the Parent/Student Handbook is to provide to parents, students, members of the faculty and staff, and those inquiring about FBA a basic presentation of the mission, philosophy, policies and practices of FBA. The Handbook provides students and their parents a set of guidelines for citizenship and behavior in and around FBA. We recognize that the handbook is imperfect and silent on some issues that may arise. In cases of disagreement about a particular interpretation, the appropriate Administrators will render decisions that they deem appropriate to both the students and the school.

## INTRODUCTION

Our school strives to disciple students toward responsible roles in Christ's kingdom. Students are taught that they are image-bearers of God and His representatives to their fellow man and to the creation with which they have been entrusted.

Consequently, this is not merely a school. It is a culture and community dedicated to God's kingdom. We trust students will learn to do their best, pursue excellence, and develop their interests, God given abilities and gifts. We also desire that students learn to obey God's instruction, to live a life worthy of the calling of Christ, and to share His life with others. There are certain policies and regulations that are necessary to maintain the spirit and order we desire. We trust that our guidelines will help maintain a positive and orderly environment for students to enjoy.

## MISSION STATEMENT

**Our Mission is "To develop students with Christian character and a biblical worldview, equipping them for life, learning and leadership."**

## CORE VALUES

### TRUTH

#### Definition

God's truth is absolute and is revealed to man through creation, the Bible, and the person of His Son Jesus Christ.

#### Supporting Scripture

"All Scripture is inspired by God and profitable for teaching, for reproof, for correction, for training in righteousness; so that the man of God may be adequate, equipped for every good work." 2 Timothy 3: 16, 17

#### Operating Principles

- Natural truth is evident to all and produces great good for humanity; however, its primary function is to draw man to his Creator.
- The authority of the Bible will supersede all other authority, although it must be clear the truth of the Bible will not yield eternal lasting results apart from one's having a personal relationship with the Lord Jesus Christ.
- Biblical principles applied to any situation will yield positive results, although lasting results require a personal relationship with the Lord Jesus Christ.

### FAMILY

#### Definition

God has given parents the primary responsibility of educating their children; therefore, FBA is committed to partnering with Christian families in this endeavor.

#### Supporting Scripture

"You shall love the Lord your God with all your heart and with all your soul and with all your might. These words, which I am commanding you today, shall be on your heart. You shall teach them diligently to your sons and shall talk of them when you sit in your house and when you walk by the way and when you lie down and when you rise up." Deuteronomy 6: 5-7

## Operating Principles

- We are ourselves accountable to God's Word through consistent Christ-like lifestyle, disciplining in love and training students to make biblical based choices.
- Educational partnership occurs when the home, church, and school work in harmony agreeing in purpose, character, and biblical worldview.
- Effective communication, encouragement of active parental participation, and assistance in training their children to fulfill God's purpose for their lives best serves the family.

## **CHURCH**

### Definition

The local church is God's plan for community and the pillar and support of truth. FBA is dedicated to the local church and is committed to communicating clearly to our faculty, staff, and students the importance of active involvement in a Bible believing local church.

### Supporting Scripture

"...I write so that you will know how one ought to conduct himself in the household of God, which is the church of the living God, the pillar and support of the truth." 2 Timothy 3:15

### Operating Principles

- The church will benefit as FBA students grow and mature in Christ.
- FBA students are equipped to be servants to their community and the body of Christ as they serve the church.
- FBA is a ministry of FBCN committed to reaching out and serving those in southwest Florida and beyond.

## **KINGDOM EDUCATION**

### Definition

"Kingdom Education is a life-long, Bible based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ" (Schultz, 2002, pg. 29).

### Supporting Scripture

"That the generation to come might know, even the children yet to be born, that they may arise and tell them to their children, that they should put their confidence in God and not forget the works of God, but keep His commandments." Psalm 78:6, 7

"We proclaim Him, admonishing every man and teaching every man with all wisdom, so that we may present every man complete in Christ." Colossians 1:28

### Operating Principles

- **For Life:** FBA will endeavor to lead every student to a personal relationship with Jesus Christ through the proclamation of the Word of God and in the power of the Holy Spirit.
- **For Learning:** FBA will provide a Biblically integrated program of studies taught by born-again instructors, challenging students to develop and utilize God-given talents and abilities for the glory of God.
- **For Leadership:** FBA will equip and train students with a biblical worldview enabling them to engage and impact their generation, teaching them to both understand and appropriate biblical truth.

## GUIDING PRINCIPLES

As a Christian school, we are distinctly unique. It is a privilege for all of us to work together building a school system, which honors God. Therefore, everyone (adults and students) at First Baptist Academy will maintain the following guiding principles:

All of us at FBA strive to be:

1. Cooperative: Galatians 6:10
2. Respectful: Ephesians 6: 1-3
3. Responsible: Colossians 3:25
4. Christ-like: Philippians 2:5

## PHILOSOPHY OF CHRISTIAN EDUCATION

The educational philosophy of First Baptist Academy is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe, and all life are dynamically related to God and have the purpose of glorifying Him. This is particularly true of man who was made in God's image, different in kind from all other creatures, with the unique capacity to know and respond to God personally and voluntarily. Because man is a sinner by nature and choice, however, man cannot in this condition know or honor God in life. Man can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God's Will, which is the ultimate purpose of life.

The entire process of Christian education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop in the student the mind of Christ, and to train him/her in godly living, so that the student can fulfill God's total purpose for this life personally and vocationally. The student must:

- Be taught the Bible so he/she can understand God's nature and role as well as his/her own.
- Develop as a whole person-spiritually, mentally, physically, and socially.
- Develop a biblical worldview by learning to see all truth as God's truth and to integrate it with and interpret it by God's Word.
- Be educated as an individual with his/her own unique abilities and personality who must learn to live and work with others at home, in the church, and in a changing secular society.
- Be reared by a parent who models the Christian faith.
- Be taught by and interact with teacher models that are themselves growing Christians, have a biblical perspective on life and who are doctrinally and spiritually compatible with First Baptist Church of Naples.

The authority for such an education comes both from God's command that children be taught to love God and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children. At the parent's request, the Christian school, (First Baptist Academy), along with the Church (First Baptist Church of Naples and other biblical churches), become partners in giving this education.

## ENDS POLICIES

### **1.1 FBA prepares students for *Life*, equipping them to:**

- 1.1.1 Have a personal relationship with Christ evidenced by a life surrendered to the will of God, directed by His Word and inspired by the Holy Spirit.
- 1.1.2 Understand and practice biblical disciplines (i.e. prayer, scripture memorization, worship, and service) as means of growing and maturing in the faith.
- 1.1.3 Recognize that all gifts, talents and abilities originate with and are sustained by God and are intended to be used for His glory and purpose.

## **1.2 FBA prepares students for *Learning*, equipping them to:**

- 1.2.1 Understand that all truth is God's Truth as revealed in His inspired, inerrant Word and His Creation.
- 1.2.2 Develop and apply a biblical worldview as a tool to discern, defend and discuss God's Word engaging their culture.
- 1.2.3 Utilize a variety of learning tools as a means of critical thinking and effective communication.
- 1.2.4 Reach their full potential in Christ through programs and services appropriate to individual needs.

## **1.3 FBA prepares students for *Leadership*, equipping them to:**

- 1.3.1 Demonstrate servant leadership as modeled by Jesus Christ.
- 1.3.2 Impact their culture as a committed disciple of Christ through a clear commitment to biblical principles, and the fulfillment of each individual's function in the body of Christ.
- 1.3.3 Discern and fulfill their God-ordained role and function in the Kingdom of God through the local church.

### **STATEMENT OF FAITH**

As stated in the Admission Policy of First Baptist Academy, parents and/or guardians must understand that these doctrinal positions will be taught in our Bible classes and in our Chapel.

#### **The Scriptures**

We affirm that the Holy Bible is the inspired, inerrant Word of God and the basis for our beliefs. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice (II Timothy 3:16-17; II Peter 1:20-21).

#### **God**

We believe that there is only one true, living, sovereign, holy and eternally existent God. He exists in three co-equal persons: Father, Son, and Holy Spirit, each being a distinct person with a distinct function, but all of one essence and all possessing the same nature, perfection and attributes. The Triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence and obedience (Deuteronomy 6:4-5; Genesis 1:31).

#### **Jesus Christ**

We believe that Jesus Christ is God. In His incarnation, He was conceived by the Holy Spirit, born of a virgin, lived an exemplary, sinless life, performed miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally in glory and power (John 1:1-3, 14; Matthew 1:18-25, Philipians 2:5-9; Colossians 1:15; I Corinthians 15:1-8; Acts 1:11).

#### **Holy Spirit**

We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He convicts of sin and lostness and then brings about regeneration and sanctification. The Holy Spirit lives within every believer and desires to infill us and empowers us to live a godly life. He gives special spiritual gifts to each believer to be used for His purposes and edify His Body (John 14:16-19; 16:7-15; I Corinthians 6:19-20; Romans 8:9, 11; Titus 3:5; I Corinthians 12).

#### **Man**

We believe that in the beginning, God created man in His image, in order to have fellowship with Him, and man is not in any sense the product of evolution (Genesis 1:27, 31).

### **Sin**

We believe that Adam and Eve, the first humans, sinned by disobedience to God. This act resulted in the fall of all mankind and creation. All people since then have likewise sinned and lost their ability to live in fellowship with God. Every person's sin incurs both physical and spiritual death unless there is forgiveness and salvation by the grace of God through Jesus Christ. All are in need of a new nature, which then allows us to have relationship and fellowship with God (Genesis 3:1-24; Isaiah 59:2; Romans 3:10-23; 5:12-21; 6:23, II Corinthians 5:17).

### **Salvation**

We believe that the salvation of lost and sinful people is a free gift of God's grace, apart from human works, based solely upon Christ's vicarious and atoning death and glorious resurrection. It is affected by the regenerating work of the Holy Spirit, and received only through repentance and faith in the person and finished work of Jesus Christ on the cross, and His resurrection from the dead. We must individually receive and confess Him as Lord of our lives in order to receive this free gift of salvation (Ephesians 2:8-10; Romans 10:9-13; Acts 20:21).

### **The Church**

We believe that the Church is the Body of Christ and the Family of God. It is comprised of saved and baptized believers who regularly meet together and commit themselves to the purposes of our church: worship, evangelism, discipleship, fellowship, and service (Matthew 16:18; I Corinthians 12:12-24; Hebrews 10:25).

### **Evangelism and Missions**

We believe that it is the responsibility and privilege of every Christian to proclaim the Good News of Jesus Christ, and to seek to make growing disciples in Southwest Florida and beyond. Our commission is to give to, pray for, and be as involved as possible in home and foreign missions (Matthew 28:18-20; Acts 1:8).

### **The Home**

We believe that God has given parents the responsibility to bring up their children in the nurture and admonition of the Lord (Eph. 6:4, Prov.22:6). We believe that a consistent and whole education occurs when the home, church, and school work closely together and are in agreement in purpose, character, and biblical worldview (Ephesians 6:4; Proverbs 22:6).

## **GENERAL INFORMATION**

### **FBA Admissions Policy**

We admit students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to other students at the school. We do not discriminate on the basis of race or ethnic background in administration, educational policies, financial aid, athletic, or other school-administered programs.

Admission cannot be granted until all necessary records have been submitted to the school office and a personal student/family interview with school administration has been completed.

Students entering Kindergarten through Twelfth grade will be tested at the administration's discretion prior to admission. At least one parent/guardian must be a born-again Christian who knows the Lord Jesus Christ as Savior and can give a clear Christian testimony. The parent/guardian must faithfully attend, financially support and minister in a local church whose fundamental beliefs are in agreement with the Statement of Faith of FBA. The parent/guardian must accept without verbal or mental reservations both the Statement of Faith and the Educational Philosophy and Objectives of this school and be committed to upholding them. All admissions appointments will be made on a probationary basis and continued enrollment at the Academy will be contingent upon demonstration of student adherence to our Four Guiding Principles. Preschool & Kindergarten students must be age 3, 4, or 5 by September 1, and must be developmentally ready for our programs.

## **After School Care**

Limited space is available in the After Care Program. For a set fee parents may place their students in After Care until 5:30 p.m. Parents who use the service on a regular basis will be billed monthly. For more information, please contact either the school office or business office.

## **Athletics**

FBA offers a competitive sports program generally available to students in grades 6-12. FBA will determine which sports will be offered for each year. Participation is voluntary and involves practice and games after school. While all students are encouraged to try-out for an athletic team, team member selection may be limited and will be decided by the Athletic Director based on the student's attitude, skill level, and dedication. Therefore, all students trying out for a particular sport are not guaranteed a spot on the team. A physical is required for all students prior to participation in any team activity and/or tryouts. A student must be academically eligible in order to participate on a team.

At any time during a season the Athletic Director and school administration may remove a student from a team due to unacceptable behavior or failure to participate in team practices.

## **Campus Visitation**

Anyone visiting the Academy must sign in/out at the security kiosk located in the Commons for grades PreK-8<sup>th</sup> and the Family Life Center Lobby for grades 9-12. A visitor's badge will be provided and must be worn on campus. Prior to leaving the campus, the badge should be returned to the security kiosk. Full cooperation with these policies will reduce classroom disruption and insure safety and security for students. Parents coming to campus to eat lunch with their child may sign in at the cafeteria in the Fellowship Building.

FBA is a closed campus and students that do not attend FBA may not be on campus without proper authorization. To obtain authorization to visit the campus students must secure prior permission from the appropriate school principal. Student visitors on campus must wear a visitor badge and are limited by the principal as to the areas on campus they may visit. Visiting students must respect the school dress guidelines and dress appropriately for their visit.

## **Chapel**

Chapel is a time of praise and worship for faculty and students. The chapel message will normally be brought by one of our school or church staff members. Occasionally, we will ask Christian laymen from our community, missionaries, or guest pastors to speak in chapel. Parents are welcome. Pre-Kindergarten, elementary, middle school and high school students will each have developmentally appropriate chapel times during the week.

## **Child Abuse/Protection Policy**

If there is any known or suspected abuse or neglect by any adult of a child attending FBA, the teacher, the principal, the school administration, and the School Board has a duty to report the knowledge or suspicion to the appropriate state agency. This is the case whether the suspected abuse or neglect occurs on or off the school premises. The State of Florida requires FBA to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred.

## **Church Relationship**

The school is a ministry of First Baptist Church Naples and will reflect its spirit, doctrines, and goals. Strong emphasis will be given toward working in harmony with the other ministries of the church. The School Board and school administration are responsible and accountable to the Senior Pastor, appropriate ministerial staff, and ultimately to the church body.

## **Communication with Parents**

### Agenda

An agenda will be provided for each student in grades K-12. The agenda is to record daily homework assignments and allows space for correspondence between home and school.

### Building Kingdom Families

All incoming families (parents) are required to attend a **Building Kingdom Family** seminar. The seminar is usually offered on a Saturday and is designed to communicate biblical principles of parenting in a Kingdom Education format. The seminars are offered several times throughout the school year. Please refer to the school calendar for specific dates.

### Class Newsletters

Electronic (e-mail) newsletters are sent home to inform parents of special events and information particular to their classroom.

### E-mail

All faculty and staff of FBA are assigned an e-mail address, which is accessible to parents. Refer to the back of this handbook for a comprehensive list of addresses.

### PowerSchool

PowerSchool is a web-based program that provides real-time management of student data within a user-friendly environment. An important feature in PowerSchool is parent/guardian access.

Each family will be issued a username and password, which will allow access to PowerSchool to get up-to-date information such as grades, attendance, and more.

### Memos/Notices

The faculty or administration may generate notices to be distributed via students and/or e-mail to parents.

### Newsletter/Web Page ([www.fbalions.org](http://www.fbalions.org))

The Lion's Roar is a form of communication from school to home. The Lion's Roar includes notes from the office, notices of events, and other important school-related information. The Lion's Roar is available bi-weekly on our website and is e-mailed.

### Parent/Teacher Conferences

The ultimate responsibility for the successful "training up" of any student rests with the parents. Should there be any reason to suspect that a student is struggling academically or behaviorally, parents are encouraged to arrange for a parent/teacher conference. All conferences should be arranged through the appropriate school office.

### Report Card

The report card will be available electronically at the close of each quarterly grading period. The fourth quarter report card will be mailed to parents within two weeks of the last day of school.

### Return Call Policy

Parents may call the office and leave a message for a teacher to return their call. Any communication received from parents will receive a response within 24 hours.

## **Delivery of Items to Students**

Parents that need to deliver forgotten items to their children are asked to bring those items to the appropriate security kiosk. (Pre-K – 8<sup>th</sup> grade is in the Education Bldg. and in the Family Life Center for the High School).

Assignments that come in after class begins will be considered late. Homework assignments should not be faxed or e-mailed to the office.

## **Discipline**

We are committed to supporting the four guiding principles of Respect, Responsibility, Cooperation, and Christ-Likeness. These are based on God's Word, and upheld as the standards for conduct at FBA. Romans 12:1, 2 express the need for transformation of the mind in order for genuine character change to occur in the life of the individual. The goal of discipline is not self-determined character change, but Christ-empowered character change. (Please see page 22 for more information on discipline procedures and standards).

## **After-School Enrichment Program**

After school enrichment classes are offered to enrich or enhance academics, athletics or life-skills. Classes are offered periodically throughout the year for a reasonable fee. Classes may include but are not limited to cooking, clay class, soccer, basketball and Homework Helper.

## **Field Trips**

Teachers arrange for classes to take field trips to various locations for either educational or recreational purposes. The cost of transportation is included in the field trip fee. Parents may be asked to act as chaperones. Only approved drivers will be permitted to drive.

## **Financial Aid**

Financial Aid is awarded on the basis of financial need. Each year we receive donations, which are earmarked specifically for financial aid. At re-enrollment/registration time in February, FFNA (Family Financial Needs Assessment), an independent outside source, will begin accepting Financial Aid applications for the upcoming school year. FFNA reviews these applications, which require the parent's most current tax return information, in order to establish the level of need. The amount of financial aid is available only as budgeted funds allow and is available only to those students entering Kindergarten through High School.

A second grant program Kingdom Education Partnership Scholarship has been established to serve faithful First Baptist Church members who need financial aid. To obtain this application, please contact the Business Office. Applicants must also apply to FFNA to receive funds from this grant.

## **Fundraising Projects**

FBA may select certain fundraising projects to supplement the school's regular budget. Most of the activities are coordinated through Teachers and Parents Together ("TAPT"). While participation in any of our fundraising programs is voluntary, parents are asked to help as much as they can. Scheduling of fund-raisers for individual clubs and classes must be approved through the school administration.

## **Health Information**

### Emergencies/Accidents

A registered nurse is available on campus each school day from 8:00am-3:00pm. When students are ill or injured, their parents will be notified as soon as possible. Should we not be able to contact the parent in case of a severe problem, the student will be taken to an emergency room.

## Immunizations

Florida law requires that every child entering a public or nonpublic school in Florida show proof of proper immunization certification (HRS 680-blue form) or exemption prior to admittance. The state law does allow a parent to make an independent vaccination decision for themselves and their children, but only through an official letter of exemption (Exemption forms may be obtained through the Collier County Health Department).

Florida law also requires that all students entering Florida schools for the first time, including Pre-K, have a health examination (physical) performed by a Florida physician within the past 12 months as required (HRS 3040 – yellow form).

Each child attending FBA must present a blue immunization form and a yellow physical form prior to admittance. Students will be prohibited from attending class for non-compliance.

## Injuries/Illness

All reported minor injuries will be referred to the Nurse's office and an incident form will be filled out. Any student experiencing illness will be admitted to the clinic for evaluation of his/her symptoms. Parents will be notified if the student is unable to remain in school. Students will remain under the supervision of the nurse until the parent arrives.

Students who have a fever or who have been vomiting within the past 24 hours should not come to school. Students who develop a fever or who are vomiting at school will be sent home. If your child has an illness that the doctor says is contagious, please be considerate of the other students and keep your child at home until he/she is feeling better and is no longer contagious. Children must have a temperature below 100 for 24 hours before returning to school. It is the responsibility of the parents to inform the school if the child is out with a contagious disease or has been exposed to a contagious disease.

## Medication

When it is necessary for students to take any medication, a Request for Medication Administration Form must be filled out in the Main Office. Without this form on file, regardless of the type, no medication will be administered by a school employee; however, if a parent wishes to come to school he/she may administer the medication. The medication must be in its original container and include type of medication, dosage, time of administration and the duration to be administered. The medication will be stored in the Nurse's office and the student will be permitted to go to the Clinic at the times the medication must be given. Students are not permitted to keep medicine, including Tylenol, in their possession while on campus; the only exception to this guideline would be emergency medication, and this must be accompanied by a doctor's note.

## **Inclement Weather**

Inclement weather may dictate the closing of school either prior to or during the school day. The Academy will close any time there is a public school (Collier County) closing due to hurricanes or other weather emergencies. Notification will be given through the local radio, television stations, and our website [www.fbalions.org](http://www.fbalions.org). The most reliable source is to call the school's weather extension at 411. This extension will be updated as needed.

## **Lockers**

Students in grades 6-12 are assigned a locker.

Lockers must be kept clean at all times. Any locker that is willfully damaged by a student will be repaired and the cost of repair will be billed to the student. Lockers are the property of the school and the administration reserves the right to inspect lockers at any time.

## **Lost & Found**

Items that are found will be placed in the Resource Room for grades K-8 and in the High School Office for grades 9-12. Articles are kept for 2 weeks and then distributed to a local charity.

## **Lunches**

The Academy offers a hot lunch program for grades K-12. Parents must prepay by sending a check to the appropriate school office or on-line at the school website. Also on the website, you may view your child's lunch balances and the school lunch menu. Additional items such as, French fries, ice cream and other assorted snacks are also available. Students who prefer to bring their lunch from home may do so.

If a student forgets his lunch and reports this to his teacher, the office may notify the parent concerning the matter and request delivery of a lunch or permission to charge a lunch. Charge payments are due the next school day. This service may be restricted should repetitive charges occur.

Parents are welcome to eat lunch with their children; however, they must sign in at the Family Life Center to receive their guest badge.

## **Parental Involvement**

We view parental involvement as a crucial part of the educational process. A positive relationship between home and school develops a team approach to guiding, educating, and motivating students. Parents are expected to take an active part in their child's school, education, and development.

## **Parking/Traffic Information**

Due to the amount of traffic that must enter and exit the school campus, it is essential that all drivers obey speed limits and designated traffic patterns. The paved parking area is properly marked for traffic flow, and parking areas are clearly designated. Delivery and pick-up of students should always occur in the designated zones.

High school students may drive to school only after securing a parking permit and signing the Student Driving Agreement.

## **Private Property**

First Baptist Academy reserves the right to search any campus property, including but not limited to, classrooms, offices, lockers and personal property that is on campus.

## **School Office**

During the school year, office hours are from 8:00 a.m. to 3:30 p.m. Monday through Friday. When coming to the school for any reason, visitors should check in at the Security kiosk in the Commons or Family Life Center Lobby. Parents and guests must secure a visitor's badge to enter the building during school hours.

Parents should not call the office with routine messages for students. Any special transportation arrangements must be made prior to the day of pickup and requires written permission.

Parents should refrain from calling the teachers and members of the administration at their home.

## **School Hours**

Pre-Kindergarten Half Day – 8:30 a.m. – 12:00 p.m.

Pre-Kindergarten Full Day – 8:30 a.m. – 2:45 p.m.

Kindergarten – 5<sup>th</sup> grade – 8:00 a.m. – 3:00 p.m.

Middle School – 8:00 a.m. – 3:15 p.m.

High School – 8:00 a.m. – 3:07 p.m.

## **Student Arrival/Dismissal**

**Students must not be dropped off at school before 7:30 a.m.** Students are not permitted to enter the building before the first bell.

Students who are not picked up 15 minutes after their dismissal time will be escorted to the Academy's Extended Care, and an appropriate fee will be charged to the family account. The school is not responsible for High School students after 3:30 p.m.

### **Student Telephone Usage/Cell Phone**

Students may not use any telephone during the school day unless the teacher or administration authorizes them. Personal cell phones are not to be used or carried by students during the school day.

### **Student Use of Electronic Devices**

I-pods, MP3 players and other electronic devices are not permitted during the academic day.

### **Teacher Qualifications**

We employ teachers who know Jesus Christ personally and are active in a local Bible-believing church. All K-12 full-time teachers have, as a minimum, four-year degrees from reputable institutions of higher learning and obtain teaching certification from the Association of Christian Schools International (ACSI). Teachers will be evaluated on a regular basis by the administration in order to ensure accountability and instructional excellence. All teachers in the Pre-Kindergarten department have state certification, including the state mandated 40 hours and continue to receive Early Childhood training during the year.

### **T.A.P.T. (Teachers and Parents Together)**

T.A.P.T. is the acronym for the parent association (Teachers and Parents Together). T.A.P.T. is dedicated to improving the relationships between parents and teachers as well as improving both school facilities and environment. A copy of TAPT's By-laws is available in each school office.

### **Uniform Guidelines**

**Pre-K students** shall wear modest play clothes (girls wear shorts under dresses) and safe footwear.

**Elementary (K-5) and Middle School (6-8)** students have a selected uniform that must be purchased from Risse Brothers. Uniforms purchased from vendors other than Risse Brothers may NOT be worn. Information for uniform purchase is available in the school office, or at [www.rissebrothers.com](http://www.rissebrothers.com)

#### General Guidelines for Uniform Dress (K-8)

- All uniforms must be from Risse Brothers and fit properly.
- Shirts and blouses must be neat in appearance and appropriate in size.
- Shoes are to be worn at all times. "Flip-flops", or open back shoes are not allowed.
- It is recommended that socks be worn with all shoes.
- Parents should label all clothing worn to school.

#### Guidelines for Boys

- Belts must be worn with the school uniform.
- Boys' hair is to be neatly groomed at all times. Hair must be such a length that it is not able to cover the eyebrows, ears, or collar. Extremes in hair length, style, or color are not acceptable. Extremes will be determined by the administration.
- Pants must be worn at the waist.
- Shirts must be neat in appearance and appropriate in size.
- Earrings are not acceptable.

### Guidelines for Girls

- Blouses must be neat in appearance and appropriate in size.
- For modesty, girls in Kindergarten through 8<sup>th</sup> grade must wear shorts under jumpers.
- Girls' skorts and jumpers must be of modest length, as determined by the administration.
- Extremes in hairstyles, color, or an unnatural look will not be acceptable for school. Extremes will be determined by the administration.
- The wearing of makeup in grades K-5 is discouraged. In grades 6-12 makeup, if worn, should be in good taste and not excessive.

### Chapel Uniform Code (K-8)

Chapel Dress for boys (K-8) is long pants and a white oxford uniform shirt. Chapel Dress for girls grades K-3 consists of a khaki or plaid jumper and a white uniform shirt. Chapel dress for girls grades 4-8 consist of a Khaki or plaid skort with a white uniform shirt.

### Dress Code for School Outings, Field Trips and Other School Functions

#### Non-Uniform Dress

Students are to wear apparel that conforms to the school's standards. If there is not a standard dress or outfit for the occasion; clothing must be approved by the school administration.

Students going on an educational field trip will wear school uniforms, unless an exception is made by the administration. In the elementary school field trip shirts are purchased by the parents to be worn as directed by the teacher.

#### Dress Code Enforcement

Parents may be called and asked to bring the student appropriate uniform dress, or to pick up the student when student is out of compliance with the school uniform.

#### High School

Although there is not a required school uniform for high school students, a Guidelines Sheet is issued annually to establish guidelines for high school students in maintaining a proper and modest appearance.

### **Volunteers**

All parents are encouraged to volunteer in some way at FBA. Specific training is required of all volunteers.

If you would like to become a regularly scheduled volunteer assisting in the many areas of need at FBA, there are two levels of clearance required in order to allow volunteers to work at FBA. A volunteer is defined as any non-paid person appointed by the Principal or member of the school staff that *performs assigned duties* that support our students and staff. Volunteer applicants must complete an application, submit to a background check (see Volunteer Levels below) and receive approval before being assigned as a volunteer. FBA reserves the right to deny placement of an applicant volunteer based on the result of the background check. All information received by FBA including the application will be maintained in a confidential manner and stored in a secure location.

#### **Volunteer Levels:**

Level I: A volunteer who has direct contact with students, only **within the immediate presence of an FBA employee** or is assigned duties such as an office assistant that many not directly involve students. Minimum screening requirements: Application and verification of a photo ID (ID required if other than a parent or guardian).

Level II: A volunteer who has direct contact with students **outside of the immediate presence of an FBA staff member** who is assigned duties to include, but is not limited to, tutoring, working in the school clinic, overnight duties (such as overnight field trips), coaching responsibilities, or long-term mentoring assignments. Minimum screening requirements: Same as Level 1 plus reference checks, Criminal History Record Check Waiver Agreement, Criminal History Update, and fingerprints that are submitted and cleared by the Florida Department of Law Enforcement and the FBI. All paperwork and clearances must be received by FBA before a Level II volunteer may serve. Fingerprint clearance is offered on site at no cost to the volunteer.

## **ACADEMICS**

### **Academic Honor Rolls**

Principal's Honor Roll- All A's

Gold Honor Roll – An overall average of A (no grades below B).

Silver Honor Roll – An overall average of B (no grades below C).

Students who qualify for honor roll are recognized quarterly.

### **Academic Probation**

This is a period of time set aside to help a student meet the academic standards of the academy. Any student who is found, by the administration, to be deficient academically may be placed on probation. A student whose composite grade point average falls below a C at the end of a marking period will be placed on probation. Meetings between the parents and the principal are a vital component of the action plan to help the student improve. When a student achieves a C average at the end of a marking period, he/she will be restored to normal academic status. If, at the end of the school year, the student has not achieved an overall C average, he/ she may be required to enlist tutorial services, enroll in a summer program, be retained, or be withdrawn from the school.

### **Academic Integrity**

Cheating will be taken very seriously at the Academy. Students found plagiarizing or cheating will receive a zero for the work and will be subject to other disciplinary consequences.

### **Academic Progress**

Parents have 24/7 access to PowerSchool, an on-line grade book. Instructions for accessing your child's grades are given at First Look, prior to the start of the academic year. Parents are strongly encouraged to regularly (at least once a week) monitor their child's academic progress.

### **Awards**

The following awards may be given to qualifying students at designated times during the school year:

**Perfect Attendance**

**Exemplary Christian Conduct Award**

**Service Award**

**Outstanding Improvement Award**

**Christian Leadership Award**

**National Honor Society (HS only)**

## Grade Calculations

### Grade Calculation – Elementary School – Grades 1-4

60%-Daily Work (Homework, Quizzes, Class Work)  
40%-Tests

### Grade Calculation – Elementary School – Grade 5 Only

50%-Daily Work (Homework, Quizzes, Class Work)  
50%-Tests

### Grade Calculation – Middle School

#### Major subjects:

Nine week grade: The following basis will be used in the determination of the nine weeks grade.

40% Daily Work (Homework, Quizzes, Class Work)  
60% Tests

Non-academic subjects use numeric grades. When calculating a student's GPA they are weighted according to the number of times they meet each week or credits earned for the courses.

#### Grading Scale (1-8)

In order to maintain consistency in academic evaluation, the following scales have been adopted and will be used on exams, tests, quizzes, and other measuring devices. Exceptions will be permitted with school administration approval.

Code	Numeric Equivalence
A+	98-100
A	95-97
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	0-64
I	
NM	

An **incomplete grade** indicates that there is work missing in that particular subject and that work must be made up before credit is given. Unless otherwise specified, an incomplete grade may become a "0" if not made up within one week from the date the report card is issued. **It is the student's responsibility to contact the teacher to make up incompletes.**

In addition to the **numeric grade** on the report card, there will also appear a **conduct grade (Middle School only)**. The purpose of the conduct grade is to communicate to parents, student's attitude, cooperation and behavior while at school.

**E** – Excellent  
**S** – Satisfactory  
**N** – Needs improvement

### **Grade Calculation – High School**

Percentages and categories may vary from subject to subject. Please refer to the academic syllabus for each course for this information. Please see the current HS Academic Course Catalog for GPA information and grading scale.

### **Grade Promotion**

If a student fails any two (2) academic subjects for the year, he/she may not be promoted to the next grade level.

### **Homework**

The purpose of homework is (1) to reinforce what has been taught; (2) to let the teacher know if he/she has successfully communicated the material to their students; (3) to enable the student to make sure he/she has a good understanding of what was covered in class by working independently; (4) to help the student practice being responsible for doing work assigned and doing it on time and (5) to apply skills and knowledge learned in the lesson. Failure to complete homework may result in an Academic Report being sent home and an Incomplete until work is completed.

In order to establish a consistent procedure for students to record homework assignments, each student in K-12<sup>th</sup> grade will be issued an "Agenda Homework Book." They will be responsible for having it with them in class and at home each evening for parents to review. No homework will be given on Wednesday evenings due to church activities.

### **Report Cards**

Parents have the ability to check their child's progress by utilizing the on-line grade system through PowerSchool. Report Cards will be available electronically at the close of each quarterly grading period. The fourth quarter report card will be available within two weeks of the last day of school.

High School semester grades represent earned credit and will be recorded on High School transcripts.

### **Standardized Testing**

In the spring of each year students in grades K through 10 are administered the Stanford Achievement Test. The PSAT and PLAN will be administered to grade 10 in the fall. Other standardized tests may also be administered. Results of these tests are made available to parents.

### **Testing Information**

Tests that are missed due to excused absence must be made up within three (3) class days of returning to school. It is the responsibility of the student and parents to arrange for making up missed tests within the prescribed time period.

### **Text and Library Books**

All text and library books belong to FBA and are loaned to our students. Students will be charged the replacement value of any book, which is lost or excessively damaged or worn.

## ATTENDANCE

Parents are urged to make sure that their students are in school. Family vacations should be planned for times when school is not in session and medical and dental appointments whenever possible should be scheduled for times other than school hours. The following is the Academy's standard classification of absences:

### 1. Excessive Unexcused Tardies – When a student is late to school:

- 3 times the parent will receive a letter from their principal.
- 5 times the student will receive a morning detention (7:30-8:00 a.m.).
- 10 times the student will meet with their principal and the School Administrator.

**This is based on a nine week marking period.**

### 2. Excessive Absences

The Florida Mandatory attendance law requires all students to attend school. Students at private schools are not exempt from this law.

For every one unplanned excused day of absence, the student will have two days to complete assignments or tests missed. Promotion to the next grade level may be jeopardized should a student miss 30 or more days during the school year. Upper school students, who miss more than 15 days within a semester of a given class, will not receive credit for that particular course. Exceptions may be granted by the school administrator.

Students who are truant from school may be suspended and reported to the local authorities.

Missing more than 2 hours of school is considered a half-day absence. Students must be at school for at least four (4) full periods to participate in extracurricular activities.

### 3. Excused Absence

Students who miss one or more classes because of personal illness, death of an immediate family member, or extreme emergency situations will be granted an excused absence with a parental note, phone call, or e-mail of explanation required the first day that the student returns to campus. Any work missed during an excused absence may be made up without penalty. This must be done within a reasonable time period to be determined by the administration (usually one day for each day missed).

### 4. Late Arrivals/Early Dismissals

School begins at 8:00 a.m. for grades K-12 and 8:30 a.m. for Pre-Kindergarten students. A student who arrives to school late must check-in with the appropriate office and receive a pass to class. (Pre-K-5<sup>th</sup> grade students check-in at the Elementary School office; 6<sup>th</sup> – 8<sup>th</sup> grade students check-in at the Middle School office; High School students check-in at the Family Life Center. If a student is at school for any portion of the school day he/she should be prepared to take any test or quiz scheduled for that day. Any student who is consistently late is subject to administrative discipline.

Students must be in attendance a minimum of four (4) full periods in order to be counted present for that day.

A student who requires an early dismissal must provide a note from his/her parent/guardian. For your protection, we require students to be signed out at the security kiosk. Teachers will not release a student from class unless instructed to do so by the office.

### 5. Preplanned Absence

In order to insure that your child receives credit for any work missed during a preplanned absence, such as a family trip, a *Student Leave Request Form* must be submitted to the appropriate school office at least two (2) weeks prior to the absence.

## 6. Unexcused Absence

Students receiving unexcused absences will receive a zero for all assignments missed. An unexcused absence is typically defined but not limited to, non-emergency absence or absence for the sake of convenience to the parent or student.

## DISCIPLINE

The Four Guiding Principles of Respect, Responsibility, Cooperation, and Christ-Likeness are based on God's Word, and upheld as the standards for conduct at FBA. Romans 12:1, 2 express the need for transformation of the mind in order for genuine character change to occur in the life of the individual. The goal of discipline is not self-determined character change, but Christ-empowered character change. We seek to practice shepherding the heart discipline. Proverbs teaches us that all petitions flow out of the heart. We seek to help students learn and grow through their mistakes through shepherding the heart, discipline and appropriate consequences.

In addition to the Four Guiding Principles all students at FBA are expected to follow the Student Behavior Standards listed below.

### Student Behavior Standards-“The FBA Way”

1. Students will be on time for class.
2. Students will be fully prepared for each class.
3. Students will remain attentive and on task.
4. Students will maintain a clean and orderly work space.
5. Students will follow classroom procedures as outlined by the teacher.
6. Students will respect property and people.

### Pre-K & Kindergarten Guidelines

Typical steps toward behavior correction include the use of the following:

1. A verbal warning and the child given the opportunity to “right the wrong”.
2. A separation from the rest of the group for a short period of time, giving the child time to calm down and think about his/her behavior in relation to our four guiding Principles.
3. When the behavior problem persists, a parent conference is held to discuss what may be helpful in motivating the child to behave in an acceptable way.
4. A child may be sent home when the steps above have not remedied the situation. When a child is sent home a second conference will be scheduled.
5. When the above steps have not improved a child's behavior, FBA administration reserves the right to withdraw that child from FBA.

### Grades 1-12 Guidelines

Level I Minor Infractions: Behavior is normally related to student maturity and his/her cooperation with the teacher and classroom order. The following is a list of off-task/disruptive behaviors not intended to be all-inclusive:

- Out of seat w/out permission
- Calling out
- Failure to ask permission of teacher
- Not following directions
- Disturbing others
- Chewing gum
- Display of poor attitude

Consequences: Minor Infractions are typically handled by the teacher by a variety of interventions: i.e. warning, relocation of student within the classroom, parental call, and informal conference with principal. However, with repeated minor infractions, the teacher may issue an Incident Report.

Discipline Incident Report – An Incident Report is a form sent by the teacher/administrator to the parent(s) to inform them of a misbehavior situation. This affords the opportunity for families and school to work together to correct a potential behavioral problem before it develops into something more serious. It also permits student correction in order to avoid more serious consequences.

**Level II Major Infractions:** Behaviors and attitudes related to student character and trust. The following is a list of major infractions, and is not intended to be all-inclusive:

- Truancy/leaving school grounds without permission
- Inappropriate conduct (language, relationships, attitude, etc)
- Disrespect to authority
- Destruction of property
- Stealing
- Direct disobedience
- Possession or use of weapons
- Causing injury or threat of injury to others
- Cheating
- Lying
- Bullying or harassment of others

Consequences: The consequence for a major infraction will be determined by the administration. A Discipline Referral will be sent home to document the behavior and the consequence. The referral will be signed and returned to school the next day. High school will email the discipline report home to parents.

#### **Student /Principal Conference (SPC)**

A conference will be scheduled to discuss the nature of the incident and to biblically counsel with the student to encourage personal responsibility, resolution and reconciliation.

#### **Retained in School Office (RSO)**

A student may be retained in the school office until the administration deems it appropriate to send the student back to class. This is normally for one period, but could result in a longer period of time depending upon attitude and behavior.

#### **Suspension**

A student may be suspended at any time by the administration if such action is warranted. This occurs only in serious cases of misbehavior. At the discretion of the administration the student may be asked to serve suspension at home.

#### **In School Suspension (ISS)**

A student is isolated from classmates and assigned class work by the teacher, to be completed under supervision of the principal.

- ✓ prior to serving an ISS a parent would be contacted and informed of the action.
- ✓ prior to returning to the classroom the parent, student and principal must meet.
- ✓ a meeting or series of meetings with the school's Biblical Counselor may be scheduled, at the discretion of the administration.
- ✓ three suspensions in a calendar year (ISS or OSS) may result in the student's expulsion or withdrawal from FBA.

#### **Out of School Suspension (OSS)**

The student will remain at home to complete assigned class work under the supervision of the parent.

- ✓ prior to serving an OSS a parent would be contacted and informed of the action.
- ✓ prior to returning to the classroom the parent, student and principal must meet.
- ✓ a meeting or series of meetings with the school's Biblical Counselor may be scheduled, at the discretion of the administration.
- ✓ three suspensions in a calendar year (ISS or OSS) may result in the student's expulsion or withdrawal from FBA.

Note: Suspensions are treated the same as an excused absence in regards to making up work.

**Behavioral Probation**

This is a period of time set aside to help a student meet the behavioral standards of the school. Any student, who experiences an abnormal or inordinate number of discipline referrals or who, in the opinion of the administration, would benefit from a specific system of accountability may be placed on behavioral probation for a period of up to one semester. Any new student who has been suspended or expelled from their previous school shall be automatically placed on behavioral probation. Students on behavioral probation for the coming term will have a conference with the Principal at the beginning of the school year. If after the first semester of the new school year, the student's behavior shows significant improvement he/she will be restored to normal student status. If little or no improvement is seen the student will be retained on behavioral probation for another semester. A student retained on behavioral probation for the second semester will be evaluated at the end of the school year to determine if the student will be permitted to return. During the period of probation the student can expect to be counseled by a member of the school staff. The purpose of the program is to identify those students who are having spiritual or emotional problems, which are affecting their ability to function properly in the school. The school will attempt to help these students adjust and find the proper solution for their difficulty. However, it must be understood that when the behavior of one student begins to adversely affect the quality of classroom instruction for other students, he/she may be asked to withdraw from the school.

**Expulsion**

A student may be dismissed from school at any time he is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration. Students expelled or asked to withdraw will not be eligible for re-admission for a period of at least one year from the date of expulsion. Expelled students may not be on school property and may not attend school-sponsored, extra-curricular events.

**Alcohol, Drugs, and Weapons Policy**

Students possessing or using illegal drugs, tobacco, alcohol, or weapons either on or off campus are subject to expulsion.

**Tattoos and Body Piercing**

Tattoos and body piercing are considered inappropriate for students of FBA. Any student with a visible tattoo or body piercing may, at the discretion of the school administration, be withdrawn from school.

## FACULTY AND STAFF 2009 – 2010

### Administration

School Administrator	Tom Rider	<a href="mailto:trider@fbalions.org">trider@fbalions.org</a>
Elementary Principal	Linda Shaw	<a href="mailto:lshaw@fbalions.org">lshaw@fbalions.org</a>
Middle School Principal	John McGillicuddy	<a href="mailto:jmac@fbalions.org">jmac@fbalions.org</a>
High School Principal	Joel Staggers	<a href="mailto:jstaggers@fbalions.org">jstaggers@fbalions.org</a>
PreK Director	Sherri Dorrill	<a href="mailto:sdorrill@fbalions.org">sdorrill@fbalions.org</a>
Athletic Director	Bill Sparacio	<a href="mailto:bsparacio@fbalions.org">bsparacio@fbalions.org</a>
Athletic Office Assistant	Susan Gonzalez	<a href="mailto:sgonzalez@fbalions.org">sgonzalez@fbalions.org</a>
Business Director	Cindy Case	<a href="mailto:ccase@fbalions.org">ccase@fbalions.org</a>
Business Office Assistant	Vicki Howell	<a href="mailto:vhowell@fbalions.org">vhowell@fbalions.org</a>
Elementary Ministry Assistant	Diana Vanderhoff	<a href="mailto:dvanderhoff@fbalions.org">dvanderhoff@fbalions.org</a>
Executive Ministry Assistant	April LeMay	<a href="mailto:alemay@fbalions.org">alemay@fbalions.org</a>
High School Guidance Counselor	Sarah Crain	<a href="mailto:scrain@fbalions.org">scrain@fbalions.org</a>
High School Ministry Assistant	Cindy Murphy	<a href="mailto:cmurphy@fbalions.org">cmurphy@fbalions.org</a>
Middle School Ministry Assistant	Renee Wexell	<a href="mailto:rwexell@fbalions.org">rwexell@fbalions.org</a>
PreK Ministry Assistant	Chrisanne George	<a href="mailto:cgeorge@fbalions.org">cgeorge@fbalions.org</a>

### Support Staff

Food Service	Lance Bethea	<a href="mailto:lbethea@fbcn.org">lbethea@fbcn.org</a>
IT Services	Eric Peterson	<a href="mailto:epeterson@fbalions.org">epeterson@fbalions.org</a>
Nurse	Rhonda Roettele	<a href="mailto:rroettele@fbalions.org">rroettele@fbalions.org</a>
Nurse	Jackie Lee	<a href="mailto:jlee@fbalions.org">jlee@fbalions.org</a>
Receptionist	Rebecca Curran	<a href="mailto:rcurran@fbalions.org">rcurran@fbalions.org</a>
Resource	Rita Lezgus	<a href="mailto:rlezgus@fbalions.org">rlezgus@fbalions.org</a>

### Pre-Kindergarten Faculty

PreK 3	Sherri Dorrill	<a href="mailto:sdorrill@fbalions.org">sdorrill@fbalions.org</a>
PreK4	Karla Davies	<a href="mailto:kmdavies@fbalions.org">kmdavies@fbalions.org</a>
PreK4	Karen Purvis	<a href="mailto:kpurvis@fbalions.org">kpurvis@fbalions.org</a>
PreK 4	Sandra Williams	<a href="mailto:swilliams@fbalions.org">swilliams@fbalions.org</a>
PreK 3 Aide	Jennifer Lee	<a href="mailto:jlee@fbalions.org">jlee@fbalions.org</a>
PreK4 Aide	Sarah Goldie	<a href="mailto:sgoldie@fbalions.org">sgoldie@fbalions.org</a>
PreK 4 Aide	Sandra Maciques	<a href="mailto:smaciques@fbalions.org">smaciques@fbalions.org</a>
PreK4 Aide	Dee Emerson	<a href="mailto:demerson@fbalions.org">demerson@fbalions.org</a>

### Elementary Faculty

Kindergarten	Lisa Anderson	<a href="mailto:landerson@fbalions.org">landerson@fbalions.org</a>
Kindergarten	Nancy Malik	<a href="mailto:nmalik@fbalions.org">nmalik@fbalions.org</a>
Kindergarten Aide	Leeann McLellan	<a href="mailto:lmclellan@fbalions.org">lmclellan@fbalions.org</a>
Kindergarten Aide	Esperanza Sanchez	<a href="mailto:esanchez@fbalions.org">esanchez@fbalions.org</a>
1 <sup>st</sup> Grade	Joanna Jones	<a href="mailto:jjones@fbalions.org">jjones@fbalions.org</a>
1 <sup>st</sup> Grade	Melissa Lane	<a href="mailto:mlane@fbalions.org">mlane@fbalions.org</a>
1 <sup>st</sup> Grade Aide	Tammy Fowski	<a href="mailto:tfowski@fbalions.org">tfowski@fbalions.org</a>
2 <sup>nd</sup> Grade	Jennifer Nichols	<a href="mailto:jnichols@fbalions.org">jnichols@fbalions.org</a>
2 <sup>nd</sup> Grade	Nancy Wilbanks	<a href="mailto:nwilbanks@fbalions.org">nwilbanks@fbalions.org</a>
3 <sup>rd</sup> Grade	Priscilla Hamilton	<a href="mailto:phamilton@fbalions.org">phamilton@fbalions.org</a>
3 <sup>rd</sup> Grade	Jennifer Carter	<a href="mailto:jcarter@fbalions.org">jcarter@fbalions.org</a>
4 <sup>th</sup> Grade	David Gonzalez	<a href="mailto:dgonzalez@fbalions.org">dgonzalez@fbalions.org</a>
4 <sup>th</sup> Grade	Tammie Mihet	<a href="mailto:tmihet@fbalions.org">tmihet@fbalions.org</a>
5 <sup>th</sup> Grade	Janet Davison	<a href="mailto:jdavison@fbalions.org">jdavison@fbalions.org</a>
5 <sup>th</sup> Grade	Mary Works	<a href="mailto:mworks@fbalions.org">mworks@fbalions.org</a>

## Middle School Faculty

### 6<sup>th</sup> Grade

Bible	Marcus Rodriguez	<a href="mailto:mrodriguez@fbalions.org">mrodriguez@fbalions.org</a>
Math	Tim Wilbanks	<a href="mailto:twilbanks@fbalions.org">twilbanks@fbalions.org</a>
History	Melissa Rose	<a href="mailto:mrose@fbalions.org">mrose@fbalions.org</a>
Language Arts	Renee Pigg	<a href="mailto:rpigg@fbalions.org">rpigg@fbalions.org</a>
Science	Tim Wilbanks	<a href="mailto:twilbanks@fbalions.org">twilbanks@fbalions.org</a>

### 7th Grade

Bible	Marcus Rodriguez	<a href="mailto:mrodriguez@fbalions.org">mrodriguez@fbalions.org</a>
History	Melissa Rose	<a href="mailto:mrose@fbalions.org">mrose@fbalions.org</a>
Language Arts	Renee Pigg	<a href="mailto:rpigg@fbalions.org">rpigg@fbalions.org</a>
Math 7	Jennifer Lines	<a href="mailto:jlines@fbalions.org">jlines@fbalions.org</a>
Pre-Algebra/Science	Lori Kantner	<a href="mailto:lkantner@fbalions.org">lkantner@fbalions.org</a>

### 8th Grade

Bible	Marcus Rodriguez	<a href="mailto:mrodriguez@fbalions.org">mrodriguez@fbalions.org</a>
History	Melissa Rose	<a href="mailto:mrose@fbalions.org">mrose@fbalions.org</a>
Language Arts	Nancy Powers	<a href="mailto:npowers@fbalions.org">npowers@fbalions.org</a>
Math	Jennifer Lines	<a href="mailto:jlines@fbalions.org">jlines@fbalions.org</a>
Science	Jennifer Sessions	<a href="mailto:jsessions@fbalions.org">jsessions@fbalions.org</a>

## High School Faculty

Bible	Robert Kantner	<a href="mailto:rkantner@fbalions.org">rkantner@fbalions.org</a>
History	Jason Crain	<a href="mailto:jcrain@fbalions.org">jcrain@fbalions.org</a>
Language Arts	Sonya Stearns	<a href="mailto:sstearns@fbalions.org">sstearns@fbalions.org</a>
Language Arts	Rachael Kannensohn	<a href="mailto:rkannensohn@fbalions.org">rkannensohn@fbalions.org</a>
Math	Jennifer Lines	<a href="mailto:jlines@fbalions.org">jlines@fbalions.org</a>
Math	Amanda McLean	<a href="mailto:amclean@fbalions.org">amclean@fbalions.org</a>
Science	Jennifer Sessions	<a href="mailto:jsessions@fbalions.org">jsessions@fbalions.org</a>

## Related Arts Faculty

Art, Grades 7-12	Jennifer Devin	<a href="mailto:jdevin@fbalions.org">jdevin@fbalions.org</a>
Art, Grades Pre-K -6	Lynne Mansfield	<a href="mailto:lmansfield@fbalions.org">lmansfield@fbalions.org</a>
Band	Alan Moon	<a href="mailto:amoon@fbalions.org">amoon@fbalions.org</a>
Chorus/Speech/Drama	Jill Barnes	<a href="mailto:jbarnes@fbalions.org">jbarnes@fbalions.org</a>
Library	Margery Bernhardt	<a href="mailto:mbernhardt@fbalions.org">mbernhardt@fbalions.org</a>
Music, Grades PK-5	Lani Mastrangelo	<a href="mailto:lmastrangelo@fbalions.org">lmastrangelo@fbalions.org</a>
Physical Education	Matt Jansen	<a href="mailto:mjansen@fbalions.org">mjansen@fbalions.org</a>
Physical Education	Scott Stewart	<a href="mailto:stewart@fbalions.org">stewart@fbalions.org</a>
Physical Education		<a href="mailto:shall@fbalions.org">shall@fbalions.org</a>
Spanish 8 <sup>th</sup> Grade	Melissa Rose	<a href="mailto:mrose@fbalions.org">mrose@fbalions.org</a>
Spanish HS	Michelle Jack	<a href="mailto:mjack@fbalions.org">mjack@fbalions.org</a>
Strings, Grades 4-8	Lani Mastrangelo	<a href="mailto:lmastrangelo@fbalions.org">lmastrangelo@fbalions.org</a>
Student Resource	Nancy Powers	<a href="mailto:npowers@fbalions.org">npowers@fbalions.org</a>
Student Resource	Marilou Mastrangelo	<a href="mailto:mmastrangelo@fbalions.org">mmastrangelo@fbalions.org</a>
Technology K-5	Jennifer Devin	<a href="mailto:jdevin@fbalions.org">jdevin@fbalions.org</a>
Technology 6-12	April Radcliffe	<a href="mailto:aradcliffe@fbalions.org">aradcliffe@fbalions.org</a>