

Spring Baptist Academy

Educating Children of the King



Family Handbook
Policies and Procedures
2026-2027



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Table of Contents

I. Identity.....	1
• Mission Statement.....	1
• Vision Statement.....	1
• Philosophy and Objectives.....	2
• Kingdom Education Principles.....	4
• Portrait of a ROYAL.....	6
• Statement of Faith.....	7
• Core Values and Benchmarks.....	11
• School Organization and Operating Principles.....	14
• School Affiliations.....	14
II. Admission Policies and Procedures	
• Non Discrimination Policy.....	15
• Enrollment and Admissions Guidelines.....	15
• Enrollment Overview.....	15
• Admissions Process.....	15
• Additional Admission Information.....	17
• New Student Conditional Acceptance.....	17
• Tuition and Fees.....	17
• Student Withdrawal and Tuition Insurance.....	18
• Academy Expectation of Parents.....	19
III. Student Life.....	21
• School Calendar, Closures, and Hours	21
• Arrival and Dismissal Policies.....	21
• Carline	21
• Attendance Information and Tardies.....	22
• Attendance Requirements.....	23
• Dress Code Policy.....	23
• Consequences of Dress Code Violation.....	25
• Parties.....	25
• Lunch.....	25
• Electronic Devices.....	26
• Internet Technology and Use Policy.....	26
• AI Usage Policy.....	27
• Student Code of Conduct Agreement.....	29
• Student Code of Conduct.....	29
• No Bullying Policy.....	31
• School Integrity and Reputation.....	32
• Academic Integrity and Cheating.....	32
• Corrective Steps.....	32
• Elementary Discipline.....	33
• Upper School Discipline - Demerits.....	33
• Enhanced Corrective Measures: Conduct Probation, Suspension and Expulsion.....	34
• Serious Offenses.....	34

• Weapons Drug and Alcohol Policy.....	35
IV. Medical Policies.....	36
• Health Services.....	36
• Medical Forms.....	36
• Doctor’s Notes.....	36
• Students with Special Health Care Needs.....	37
• Medication Administration.....	37
• When to Stay Home/ Return to School.....	38
• Illness or Emergency at School.....	39
• Communicable Disease Policy.....	40
• Immunization and Screening Policy.....	44
V. General Policies.....	45
• Safety and Security.....	45
• Drills.....	45
• Emergency Policies.....	45
• Building Security.....	45
• Volunteer Guidelines.....	46
• Classroom Visits.....	46
• Photos.....	46
VI. Academic Policies.....	48
• Classroom Expectations.....	48
• Curriculum.....	48
• Reading Support Program.....	48
• BJU Curriculum and Standardized Assessment.....	50
• Parent/Teacher Conference.....	51
• Family Portal.....	51
• Grading Policy and Requirements.....	52
• Report Cards.....	53
• Assessments.....	53
• Parent Role in Hybrid Model.....	53
• Homework and Satellite.....	54
• Late Work.....	55
• Make-Up Work.....	55
• Progress Reports.....	56
• Academic Dishonesty.....	56
• Academic Probation.....	56
• Repeated Classes and Courses.....	57
• SBA Graduation Requirements.....	57
• Salutatorian and Valedictorian Qualifications.....	59
VII. Athletics.....	60

I. Spring Baptist Academy Identity

Mission Statement

The mission of Spring Baptist Academy is to partner with parents by equipping students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Jesus Christ

Vision Statement

Spring Baptist Academy evangelizes, educates, and equips students and families through Kingdom Education to become lifelong disciples and world changers in God's work at home and abroad for His glory.

- Evangelize ([Matthew 28:18–20](#); [Romans 10:15](#))
- Educate ([Psalm 25:4–5](#); [Proverbs 4:11](#); [1 Peter 3:15](#); [2 Timothy 3:16–17](#); [Deuteronomy 6:4–7](#))
- Equip ([Ephesians 4:12](#); [2 Timothy 3:16–17](#); [Hebrews 13:20–21](#))

Philosophy of Spring Baptist Academy

The educational philosophy of Spring Baptist Academy is based on a God-centered view that the Bible is absolute truth. All learning, instruction, and truth comes from this infallibly inspired and authoritative Word of God. All things are created and sustained by God. Therefore, all creation including man, have unique relationship and purpose to glorify God. Since creation and man are under the curse of sin, this relationship and purpose can only be restored through the free gift of salvation, through God's one and only son, Jesus Christ. With this established relationship, man can commit their life to the Lordship of Jesus Christ, bringing honor and glory to His name. We aim to provide a total worldview that is founded in the Bible, therefore instilling godly character and a proper understanding of a person's role in life at home, work, play and in worship. These roles all being grounded in the biblical concept of love.

Spring Baptist Academy has the responsibility of meeting and supporting the needs of the whole child, which encompasses the spiritual, mental, intellectual, physical, and social-emotional aspects of life. Due to this critical responsibility, our philosophy supports our strong efforts in promoting high academic standards while helping students to achieve creative and critical thinking skills while using biblical -integrated curriculum. Thus, our aim is to always avoid the tendency of teaching the Bible in isolation or compartmentally, but rather completely intertwined in all subjects to continue to support and teach the whole child. Remaining student focused guides us in developing a biblical worldview in every child, giving a firm foundation that equips them to bring glory and honor to God.

Our philosophy also incorporates the involvement and participation of the church and home. These two institutions are key pillars in developing the whole child. Together, we strive to support students to pursue the post- secondary education of his/her choosing, whether in college, university or in vocational training areas. Therefore, our unique collaborative efforts must and will stay balanced and aligned to help support student achievements, purpose, and successes today and in the future.

Objectives established to implement this philosophy are:

1. To teach that the Bible is the only inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it ([II Timothy 3:15-17](#); [II Peter 1:20, 21](#)).
2. To teach the basic doctrines of the Bible ([Titus 2:1](#)).
3. To provide opportunities for the student to confess Christ as Savior and Lord ([Romans 10:9,10](#)).
4. To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities ([I Samuel 16:7](#); [Galatians 5:22,23](#)).
5. To teach the student how to develop the mind of Christ towards godliness ([Philippians 2:5](#); [I Tim. 4:7](#)).
6. To encourage the student to develop self-discipline and responsibility from God's perspective ([I Timothy 4:7](#); [I Corinthians 9:24-27](#)).
7. To teach the student respect for and submission to authority from God's perspective ([Romans 13:1-7](#); [Hebrews 13:17](#); [Ephesians 6:1-3](#)).

8. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible ([II Peter 1:3](#)).
9. To teach the student to hide God's Word in his heart through memorization and meditation ([Psalm 119:11](#); [Psalm 1:103](#)).
10. To help the student develop his identity in Christ as a unique individual, created in the image of God and to attain his fullest potential ([Psalm 139:13-16](#)).
11. To teach the student to treat everyone with love and respect as unique individuals created in God's image ([Philippians 2:1-4](#); [Ephesians 5:21](#)).
12. To teach the student how to become a contributing member of his society by realizing his need to serve others ([Galatians 5:13](#); [Romans 2:10](#)).
13. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God ([I Corinthians 6:19,20](#)).
14. To teach the student biblical attitudes toward material things and his responsibility for using them to God's glory ([I Timothy 6:17-19](#); [Matthew 6:19,20](#); [I Corinthians 10:31](#)).
15. To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics] ([II Corinthians 5:20](#)).
16. To teach and encourage the student to use good study skills and habits ([II Timothy 2:3-7](#)).
17. To teach the student how to research and to reason logically from a Biblical perspective ([Hebrews 5:14](#); [Romans 12:2](#)).
18. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages [home, church, and nation] and to honor the symbols of our country, the flag and the National Anthem ([I Cor.10:11](#); [Rom. 13:1-7](#)), by standing in honor and respect for those who have past, and present served our country by their sacrifices and commitment.
19. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program ([Mark 10:45](#)).
20. To help parents to understand the school's purpose and program. ([Hebrews 6:10](#), [Romans 12:13](#), [Philippians 2:3-4](#))
21. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children. ([Colossians 2:8](#), [Romans 12:2](#), [1 Peter 5:8](#))
22. To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children ([Deut. 6:4-7](#)).

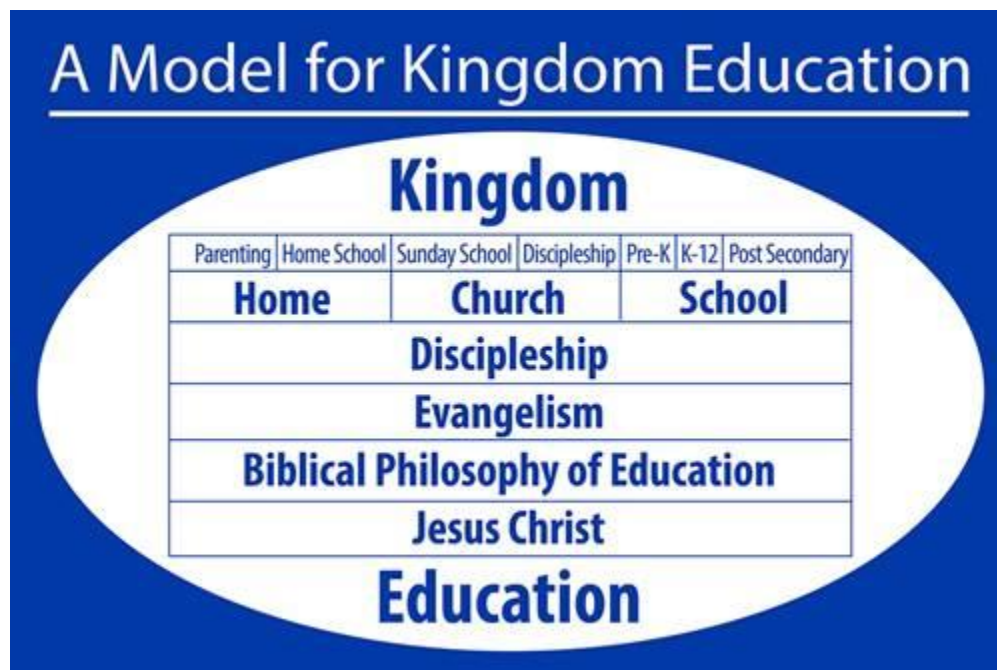
In conjunction with these objectives, SBA also believes in tenets and principles that are laid out through Kingdom Education Ministries. These principles and scripture help to align our practices and purposes to the work of the church and the home.

What is Kingdom education?

Kingdom education is defined as the lifelong, Bible-based, Christ-centered process of leading a child into a new identity with Christ. Kingdom education works to develop children according to their specific abilities so that a child will be empowered to live a life characterized by love, trust and obedience to Christ. The ultimate goal of Kingdom education is to develop a mature disciple of Jesus Christ whose life glorifies God.

Where does Kingdom Education come from?

Our Kingdom education philosophy was pulled from God's Word. The Bible provides each and every Christian with principles needed to put Kingdom education into practice. In order to achieve Kingdom education, these biblical principles must be studied, understood and practiced in every aspect of life.



Biblical Principles of Kingdom Education

1. The education of children and youth is the primary responsibility of parents. [Deuteronomy 6:4-9](#), [Deuteronomy 11:18-21](#), [Psalm 78:1-7](#), [Psalm 127:3](#), [Proverbs 22:6](#), [Malachi 2:13-16](#), [Ephesians 6:4](#)
2. The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth till maturity. [Deuteronomy 6:7](#), [Deuteronomy 11:19](#), [Proverbs 22:6](#)
3. The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation. [Psalm 78:6-7](#), [Matthew 28:19-20](#)
4. The education of children and youth must be based on God's Word as absolute truth.

[Matthew 24:35](#), [Psalms 119](#)

5. The education of children and youth must hold Christ as preeminent in all of life. [Colossians 2:3](#), [Colossians 2:6-10](#)

6. The education of children and youth must not hinder the spiritual and moral development of the next generation. [Matthew 18:6](#), [Matthew 19:13-14](#), [Mark 10:13-16](#), [Luke 18:15-17](#)

7. The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. [Exodus 18:21](#), [1 Samuel 1:27-28](#), [1 Samuel 3:1-10](#)

8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers. [Luke 6:40](#)

9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. [Romans 1:20](#), [Romans 1:28](#), [Psalms 19:1](#), [Proverbs 4:5](#), [Proverbs 4:7](#), [Proverbs 3:19](#), [Proverbs 9:10](#), [Psalms 104:24](#), [Psalms 136:5](#), [Jeremiah 10:12](#), [Romans 11:33](#), [Luke 11:52](#), [Colossians 2:3](#), [1 Corinthians 8:1](#), [1 Corinthians 13:8](#)

10. The education of children and youth must have as its primary focus the increase in the knowledge of God. [Colossians 3:1-2](#), [Matthew 6:19-20](#), [2 Timothy 4:6-8](#), [Acts 20:24](#), [Hebrews 11:13](#), [Colossians 3:23-24](#)

11. The education of children and youth must have as its primary focus the increase in the knowledge of God. [John 17:3](#), [Romans 1:20](#), [Romans 11:33-36](#), [Psalms 19:1-6](#), [Ephesians 1:16-19](#), [Ephesians 3:15-19](#), [Ephesians 4:13](#), [Philippians 1:9](#), [Philippians 3:8-10](#), [Philippians 3:13-14](#), [Colossians 1:9-10](#), [Colossians 2:2-3](#), [2 Peter 3:18](#), [Proverbs 2:5](#), [Hosea 4:1](#), [Hosea 6:6](#), [2 Corinthians 10:3-5](#)

12. The education of children and youth results in performing work in fulfillment of God's will for their lives. [Genesis 1:26](#), [Matthew 6:10](#), [Matthew 6:33](#), [Ephesians 5:17](#), [Hebrews 10:36](#), [Hebrews 13:20-21](#), [Colossians 1:9-10](#), [Romans 12:1-2](#), [Proverbs 3:5-6](#), [Proverbs 20:24](#)

13. The education of children and youth must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance for God's glory. [2 Corinthians 8:7](#), [2 Corinthians 10:12](#), [Philippians 1:9-10](#), [Philippians 4:8](#), [1 Timothy 6:11](#), [Psalms 8:1](#), [Ecclesiastes 9:10](#)

14. The education of children and youth must equip them to fulfill God's highest purpose for man, to glorify Him, and enjoy Him for life and eternity. [Romans 1:20](#), [Romans 11:36](#), [1 Corinthians 6:19-20](#), [1 Corinthians 10:31](#), [Hebrews 1:3](#)

Portrait of a Royal

R: Reverent towards God

“The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is insight.” Proverbs 9:10

Reverence for God is the starting point for gaining true wisdom. Without the recognition of God as sovereign over all things, education is non-biblical. Becoming a true, life-long learner starts with respect, love, and admiration for the Lord Jesus Christ that comes through a personal relationship with Him. This reverence, in turn, influences all other areas in the life of a student.

O: On a Mission to Grow the Eternal Kingdom

“How great are His signs, how mighty His wonders! His Kingdom is an eternal kingdom; His dominion endures from generation to generation.” Daniel 4:3

Understanding that all work done is for the glory of Jesus’ name motivates students to stay on mission to grow God’s Kingdom. Students develop a strong work ethic that is driven by their understanding that all things are to be done to honor the name of the Lord Jesus Christ. This mission drives students to share the name of Christ with those around them knowing that eternity will be impacted by others gaining a reverence for God and joining His eternal Kingdom.

Y: Yielded to Christ

“I am the LORD; that is my name! I will not yield my glory to another or my praise to idols.” Isaiah 42:8

Recognizing that Christ is the head over all things allows students to remain humble and servant-minded. Students recognize that all talents and gifts come from the Lord Jesus and should be used to serve Him for the sole purpose of bringing Him glory. By yielding to Christ, the focus and admiration is taken off the student and rightfully placed on Him.

A: Analyzer of all things

“...live a life worthy of the Lord and please Him in every way: bearing fruit in every good work, growing in the knowledge of God...” Colossians 1:10

Being on mission for the Lord and yielded to Him, encourages students to analyze information from a biblical worldview. Students recognize that academics is not for the purpose of grades or achievements, but it is a discipline of the mind that serves the purpose of challenging students to grow in the knowledge and understanding of the world in which God created. Students recognize that God can be served and magnified in the areas of business, arts, education, medicine, engineering, technology, ministry, and any other area of life that God calls them to serve Him in.

L: Life-long learner

“Instruct the wise and they will be wiser still; teach the righteous and they will add to their learning.” Proverbs 9:9

By being an analyzer, students will use this discipline to become a life-long learner. Students will understand the importance of continuing to strengthen their minds through knowledge gained by studying God’s word and how He influences every part of the world around them. Students will use the tools of knowledge, wisdom, and reason to view the world through a biblical lens, and in turn, will use what they know to serve Christ and bring glory to His name.

Statement of Faith

Concerning the Holy Scriptures

We believe that the Bible is the verbally inspired Word of God and is wholly without error, altogether sufficient as our only, infallible, and authoritative rule of faith and practice. [Psalm 119:160](#), [Proverbs 30:5a](#), [2 Timothy 3:16](#), [2 Peter 1:19-21](#)

Concerning God

We believe in the one true and living God, the creator and sustainer of all things. He is infinite, unchangeable, eternal, perfect, sovereign, and personal. He is eternal in His being, love, holiness, wisdom, and power. He is revealed to us as Father, Son, and Holy Spirit, three distinct persons but without division of nature, being, or mission. The Father is the head of the Godhead; the Son is the promised Messiah of the Old Testament, Jesus Christ; and the Holy Spirit is the One sent from God to convict the world of sin, righteousness, and judgment. [Genesis 1:1](#), [Exodus 15:11](#), [Psalm 83:18](#), [Psalm 139:7-9](#), [Matthew 28:19](#), [John 10:30](#), [John 15:26](#)

Concerning Jesus Christ

We believe that Jesus is the second Person of the Triune God, the eternal Word and Only Begotten Son; that without any change in His divine Person, He became man by the miracle of the Virgin Birth, thus to continue forever as both true God and true Man, One person with two natures. As Man, He was tempted in all points as we are, yet without sin. As the perfect Lamb of God He gave Himself in death upon the cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead, and He arose from the grave in a glorified body. As our great High Priest, he ascended into Heaven, there to appear before the face of God as our Advocate and Intercessory. [John 1:1](#), [John 1:14](#), [John 3:16](#), [Matthew 1:18-25](#), [Galatians 4:4-5](#), [Philippians 2:6-10](#), [1 Corinthians 15:3-7](#), [Hebrews 4:14-16](#), [1 John 2:1-2](#)

Concerning the Holy Spirit

We believe that the Holy Spirit is the Third Person of the Trinity, and the divine Agent in nature, revelation, and redemption. He was sent from God to convict the world concerning sin, righteousness, and judgment. He regenerates, indwells, baptizes, seals, and anoints all who become children of God through Christ; He further empowers, guides, teaches, sanctifies, and fills believers who daily surrender to Him. [John 3:5](#), [John 14:16](#), [John 14:17](#), [John 14:26](#), [John 16:7-14](#), [Romans 8:9](#), [1 Corinthians 12:13](#), [2 Corinthians 3:18](#), [Ephesians 1:13](#), [Ephesians 5:18](#)

Concerning Man

We believe that man was created in God's likeness and image, that He was tempted by Satan, and by personal disobedience to the revealed will of God became a sinful creature. Man became the father of a fallen race which is universally sinful in both nature and practice. He is alienated from God and has within himself no possible means of salvation apart from God. [Genesis 1:27](#), [Genesis 3:6](#), [Psalm 51:5](#), [Romans 3:23](#),

[Romans 15:12](#), [Romans 15:19](#), [Galatians 3:11](#)

Concerning Salvation

We believe that salvation is a free gift from God, neither merited nor secured in part or in whole by any virtue or work of man. All men are under condemnation through personal sin, and escape from condemnation comes only through the righteousness of Jesus Christ. This righteousness can only be received through a personal faith in the Lord Jesus Christ. The Holy Spirit regenerates the one who makes the life commitment to Jesus, and the life begun in regeneration is never lost. [Ephesians 2:8-9](#), [Titus 3:5](#), [John 1:12](#), [John 3:14](#), [John 10:28-29](#), [Romans 8:1](#), [Philippians 1:6](#)

Concerning Works

We believe that righteousness and godly works are not a means of salvation in any sense, but are its proper evidence and fruit. Therefore, as Christians, we should obey the Word of our Lord, seek the things which are above, walk as He walked, and accept as our solemn responsibility the duty and privileges of bearing the gospel to a lost world: [Ephesians 2:10](#), [Romans 12:1-2](#), [Philippians 2:16](#)

Concerning Satan

We believe that Satan was originally created a holy and perfect being, but through pride and wicked ambition rebelled against God. He became utterly depraved in character, the great adversary of God and His people, leader of all other evil angels and wicked spirits, and the deceiver and God of this present world. His powers are vast, but strictly limited by the permissive will of God who overrules all his wicked devices for good. He was defeated and judged at the cross, and therefore his final doom is certain. We are able to resist and overcome him only in the armor of God, by the blood of the Lamb, and through the power of the Holy Spirit. [Isaiah 14:12-15](#), [Ephesians 6:12](#), [1 Peter 5:8](#), [1 John 3:8](#), [Revelation 12:9-11](#), [Revelation 20:10](#)

Concerning the Second Coming of Christ

We believe that Christ is coming in the air to rapture His Church, which could be at any time. When He has first, by resurrection of the dead and translation of the living, removed from the earth His waiting Church, He will then pour out the righteous judgments of God upon the unbelieving world. Afterwards He will descend with His Church to establish His glorious and literal kingdom over all the nations for a thousand years. [1 Thessalonians 4:13-18](#), [James 5:8](#), [Hebrews 10:37](#), [Jude 14-15](#), [Revelation 19:11-16](#), [Revelation 20:4-7](#)

Concerning Future Life, Bodily Resurrection, and Eternal Judgment

We believe in the final resurrection of all men, just and unjust. We believe that those who commit their lives to Christ during this life will be raised to everlasting life. The spirits of the saved at death go immediately to be with Christ in Heaven, and their works shall be brought before the Judgment Seat of Christ for the determination of rewards which will take place at the time when Christ comes for His own. Those who do not commit to Jesus Christ in this life will be raised to everlasting condemnation. The

spirits of the unsaved at death descend immediately into Hades where they are kept under punishment until the final day of judgment, at which time their bodies shall be raised from the grave, and they shall be judged and cast into Hell, the place of final everlasting punishment. [1 Corinthians 15](#), [2 Corinthians 5:8-10](#), [Luke 16:19-23](#), [Revelation 20:11-15](#)

Concerning the Separation of Church and State

We believe that the Church and state should be separate. The state owes to every church protection and full freedom in pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends.

[Matthew 22:21](#), [Romans 13:1-7](#)

Concerning the Priesthood of the Believer

We believe that Christ is our Great High Priest and through Him every born-again person has direct access to God's presence without the need of a human priest. The believer has the right and responsibility through the guidance of the Holy Spirit to study and interpret the Scriptures. [John 14:6](#), [Hebrews 4:16](#), [2 Timothy 2:15](#), [1 Peter 2:1](#), [1 Peter 2:5](#), [1 Peter 2:9](#)

Concerning the Lordship of Christ

We believe that Jesus Christ alone is the head of the Body of Christ, into which all true believers are immediately baptized by the Holy Spirit. All members of this one spiritual body should then assemble and identify themselves in a local church. [1 Corinthians 12:13](#), [Ephesians 1:22-23](#), [Ephesians 4:11-15](#), [Galatians 1:22](#)

Concerning the Importance of the Local Church

We believe that a New Testament church is a local assembly of born-again baptized believers united in organization to practice New Testament ordinances. They meet together for worship, prayer, fellowship, teaching, and united testimony, and to actively engage in carrying out the Great Commission. [Acts 2:41-42](#), [1 Corinthians 11:2](#), [Matthew 28:19-20](#)

Concerning the Independence and Autonomy of the Local Church

We believe that each New Testament church is free to govern itself without ecclesiastical interference and should cooperate with other New Testament churches as the Holy Spirit leads. Each local church is responsible to follow the pattern of the New Testament church and is directly accountable to God. [Matthew 18:17](#), [Acts 6:1-5](#), [Acts 13:1-3](#), [Acts 15:22-23](#)

Concerning the Ordinances of Baptism and the Lord's Supper

We believe that the local church has only been given two ordinances by God: baptism and the Lord's Supper. Baptism is by immersion of believers, thus portraying the death,

burial, and the resurrection of Jesus Christ. The Lord's Supper is a memorial to the Lord's death. The bread symbolizes His body which was given for us. The fruit of the vine symbolizes His blood which was shed for us. [Matthew 28:19-20](#), [Acts 2:41](#), [Acts 8:38-39](#), [Matthew 26:26](#), [Matthew 26:30](#), [1 Corinthians 11:23](#), [1 Corinthians 11:34](#)

Concerning Marriage and Sexual Activity

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that the only legitimate marriage is the joining of one man and one woman. [Genesis 2:24](#), [Romans 7:2](#), [1 Corinthians 7:10](#), [Ephesians 5:22-23](#)

Concerning Sexual Preferences

We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, and adultery are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. [Genesis 2:24](#), [Genesis 19:5](#), [Genesis 19:15](#), [Genesis 26:8-9](#), [Leviticus 18:1-30](#), [Romans 1:26-29](#), [1 Corinthians 5:1](#), [1 Corinthians 6:9](#), [1 Thessalonians 4:1-8](#), [Hebrews 13:14](#)

Academy Core Values and Benchmarks

As SBA endeavors to fulfill its mission and realize its vision, it is characterized by the following core values:

1. TRUTH:

- Scripture is the revealed Word of God and is taught as truth.
- God's Word should be integrated into all aspects of the learning experience.
- All truth is God's truth.
- We are created in the image of God.
- We must confront sin and seek redemption.
- We know God as He is revealed in Christ and made present through the Holy Spirit.
- Students must have a personal relationship with Christ.
- Students are to live honestly and responsibly.
- Students are directed to fulfill God's plan for their lives.

2. EXCELLENCE:

- Develop students with a biblical worldview who are well-prepared in all academic disciplines.
- Understand the Christian mind should be the best mind, enlightened by the mind of Christ and one that integrates God's principles with academic pursuits
- Commit to sharing knowledge in all disciplines to achieve discernment and scholarship.
- Emphasize accurately interpreting God's Word.
- Master communication skills.
- Shows proficiency in mathematics and science.
- Understands history and God's role.
- Appreciates literature and the arts.
- Reasons and thinks critically.
- Analyzes and appropriately uses information.
- Integrates faith and learning in all academic disciplines.
- Develops innovative curriculum and programs.
- Teaching Bible is an essential core subject in the academic curriculum.

3. EVANGELISM:

- Cultivate and encourage a spirit of being "all in" for Jesus.
- There is nothing more important than encouraging people to respond to the Gospel.
- Encourage students to disseminate the Gospel to as many people as possible.
- Believe the ultimate purpose in living is to know and glorify God and experience eternal life.
- Live with an eternal perspective of Heaven and Hell.
- Begin with our school families and reach beyond to the rest of the world.

4. SPIRITUAL FORMATION:

- Every learning experience aims to enable students to reach their full potential in Christ.
- Deepen the walk of the students we serve.
- Trust in God and be a person of character that pleases Him.
- Be honest in word and deed.
- Respect authority and be kind to one another.
- Introduce the doctrines of Christ's Lordship, sin, repentance, forgiveness, and justification by faith.
- Encourage students and parents to live by God's standard of holiness and obedience.
- Encourage the school family in scriptural study and application of God's Word in all areas of life.
- Live above reproach and inspire others to love one another.
- Be strong in character, rooted in God's Word, and fruitful in life.
- Make disciples.
- Prepare for works of service.
- Develop an eternal view of life.
- Cultivate the ability to think and process information in the context of a biblical worldview.
- Focus teaching on providing programs and services appropriate for the student.
- Establish awareness of the student's relationship and responsibility to society.
- Develop students spiritually, intellectually, socially, and physically through every curricular and co-curricular activity.

5. CHRISTIAN LEADERSHIP:

- Leadership within the board, administration, staff, and faculty should be committed followers of Christ. Leadership should teach and lead from a biblically integrated perspective.
- Leadership by the board, administration, staff, and teachers model Christ in their leading and teaching. Leadership reflects and supports the school's vision, mission, core values, and expected student outcomes. Leadership lives before an all-seeing God and understanding it is subject to public scrutiny.
- Leadership exhibits love, justice, humility, and service throughout the community.
- Leadership implements in all cultural contexts a thoroughly biblical philosophy of Kingdom education. Leadership reflects Christlike sensitivity relevant to a diverse school community.
- Leadership seeks to be worthy of the trust that has been placed in the school by our parents. Leadership holds themselves to the highest standards of accountability.
- Leaders serve by example and teaching.
- Leaders instill attitudes and actions of servitude, respect, and love for others.

6. BIBLICAL WORLDVIEW ORIENTATION:

- Kingdom education is a life-long, Bible-based, Christ-centered process.
- Kingdom education's goal is to lead a child to Christ (salvation), build a child up in Christ (discipleship), and equip a child to serve Christ (ministry).
- Kingdom education recognizes that the Bible is the foundation of all knowledge and must be integrated into education.
- Kingdom education sees Jesus Christ as our authority and Lord of truth; He must have the preeminence.
- Kingdom education acknowledges the work of the Holy Spirit in our lives and the guidance He gives.
- Kingdom education focuses on what God intends every child to be for they are fearfully and wonderfully made (Psa. 119:14) and are creations in Christ Jesus (Eph. 2:10).
- Kingdom results in the formation of a worldview that is patterned after the worldview of one's teachers.
- Kingdom education equips students to fulfill God's highest purpose for man, to glory Him for life and eternity.
- Kingdom education teaches students how to interact with the world.

Organization and Operating Principles

Personnel

Spring Baptist Academy strives for excellence in all areas, and each member of the staff is highly qualified. All teachers will have an appropriate degree and certification. All staff chosen will have a personal relationship and walk with Christ.

Advisory Council

Spring Baptist Academy is a ministry of Spring Baptist Church and follows the beliefs and practices of the church. If at any time there is conflict between the school and any new legal standard, the church's statement of faith, doctrines, and biblical positions will govern. Please see Appendix regarding Doctrines of Spring Baptist Church.

The Advisory Council is made up of Spring Baptist Church members including pastors and former educators all with strong familial investment in the Academy's welfare. The Council has the responsibility to:

- Determine policies based on a Biblical foundation and review enforcement
- Support Spring Baptist Church in hiring/ dismissal of school administration
- Designate job responsibilities of the school administration
- Establish budget and ensure accountability
- Establish and uphold the chain of command
- Participate in long term planning
- Support school administration and teachers

Any concerns regarding the Academy or personnel that can not be addressed within the classroom or grade level should be immediately brought to an Administrator who can then direct the issue up the appropriate chain of command.

Affiliations

Spring Baptist Academy is accredited NACS (National Alliance of Christian Schools, NCPA (National Council for Private School Accreditation), and Cognia

II. Admission Policies

Non-Discrimination Notice

Children of any race, color, national and/or ethnic origin are equally entitled to all the rights, privileges, programs, and activities offered by our school. Spring Baptist Academy does not discriminate according to race, color, national and/or ethnic origin in the administration of all policies of this program. We do reserve the right to give members of Spring Baptist Church priority in enrollment over nonmembers due to limitations of space.

Enrollment and Admissions Guidelines

The following are pertinent policies and procedures for the Spring Baptist Academy set by the Spring Baptist Academy and School Board. Any parent may discuss any policy or procedure in this booklet with the school administrator at any time. Parents will be notified by written communication of any changes made to these policies.

Enrollment Overview

All applications for Spring Baptist Academy are completed electronically through our website via the New Student Application link.

Spring Baptist Academy serves families from Spring Baptist Church and the surrounding communities who are seeking a Christ-centered, academically strong educational environment.

Age Requirements

Students must meet the following age requirements by September 1 of the enrolling year, unless assessment data indicates a different placement is in the best interest of the student:

- Pre-K: 4 years old
- Kindergarten: 5 years old
- 1st Grade: 6 years old
- 2nd Grade: 7 years old

Admissions Process

Step 1: Submit Application

Complete the New Student Online Application and submit the required fee:

- Pre-K & Kindergarten: \$75
- 1st-12th Grade: \$150

The following documents must be uploaded at the time of application:

- Birth Certificate
- Immunization Records
- Vision and Hearing Screening Results
- Teacher Recommendation Form (required for students entering 1st-12th grade; a parent must provide teacher email)

Step 2: Student Assessment

Once all required documents and recommendations have been received, an assessment will be scheduled.

Assessment Purpose:

The assessment helps determine academic readiness and appropriate grade placement.

Assessment Expectations:

To ensure students are set up for success at SBA, applicants should generally demonstrate:

- Reading and math skills at or near grade level
- IOWA Standardized assessment scores at or above the 50th percentile for students entering 1st-12th grade
- Age-appropriate developmental readiness for students entering Pre-K and Kindergarten

Students who fall below these benchmarks may still be considered; however, admission decisions will be based on a holistic review of the student's academic needs and the school's ability to provide appropriate support.

Step 3: Enrollment Packet & Parent Portal Setup

After the assessment is complete and grade placement is confirmed:

- Families will receive a link to set up their Parent Portal account
- The Enrollment Packet must be completed online
- Tuition payment plans will be selected during this step

Step 4: Registration Meeting

Families will schedule and attend a Registration Meeting to finalize enrollment. Items to Bring:

- Birth Certificate (Pre-K and all new students)
- Current Immunization Records (Pre-K, Kindergarten, and new students)
- Statement of Health (signed by a physician)
- Payment of Registration Fees

- Banking information for FACTS tuition account setup

Additional Information

Final placement decisions are made based on assessment results, academic history, and developmental readiness

Spring Baptist Academy reserves the right to place students in the grade level that best supports their success.

Classes will be filled on a first-come, first-served basis after full completion of application and assessment process. The remaining availability of classes will be filled first from the waiting list, and then from all others wishing to enroll. Members of Spring Baptist Church and siblings of currently enrolled students have priority in preregistration.

SBA reserves the right to deny admission or delay enrollment based on academic, behavioral, or resource-based concerns.

Full transparency from families is expected throughout the admissions process. Failure to disclose relevant educational history may result in the withdrawal of admission.

All admissions are contingent upon available space and alignment with Spring Baptist Academy's mission and vision.

Teacher Request Policy

We know that sometimes when a sibling or friend has had a great experience with a wonderful teacher, we want to replicate that same experience for our child. However, each child is unique, and no experience can be exactly the same for any child. We believe we have assembled and trained the BEST staff - committed to ensuring a successful school year for every child. All staff members work collaboratively and prayerfully to create class lists each year. Students are placed in groups to include an academic, social, and demographic balance. We respectfully ask that parents honor the professional judgments regarding student placement.

New Student Period of Conditional Acceptance

All new students will be subject to a conditional acceptance during the first nine weeks after enrollment. If behavior and/or academic expectations are not met, a parent meeting will be scheduled with the Academy Administration. Withdrawal may be considered for the best interest of the child and the school. Tuition payments will be stopped if the decision to withdraw the student is made.

Tuition and Fees

Tuition is paid through FACTS Tuition Management and is due before the first of each

month. There is an annual FACTS fee of \$55. If paying in full, the full amount is due by August 1st. If paying by 10 monthly payments, the first payment is due August 1st, and subsequent payments are due the 1st of each month through May 1st. For those paying by two-semester payments, the first payment is due on August 1st and the balance is due on January 1st.

Students enrolling after the 1st of the month will pay by check for fees and prorated monthly tuition for that month. All subsequent payments will be made through FACTS Management. Late fees will be assessed by FACTS for each late payment. Tuition is non-refundable and is due whether or not your child attends classes.

If your family experiences unexpected financial difficulties during the school year, please contact our registrar, Mrs. Cotten, as soon as possible. Early communication allows us to support families with grace while also stewarding our school's resources wisely.

There are no provisions for days missed due to illness or extended vacation. No credit is given for scheduled school holidays and vacations. If there are two or more delinquent payments, SBA reserves the right to withdraw the student or deny enrollment for the following semester. Also, grades and test results will be withheld until full payment is made.

All forms will be available online only at www.springbaptistacademy.org. Please see website for current tuition schedule. After completion of the online application, the family will be contacted to arrange a Registration Meeting.

Student Withdrawals and Tuition Insurance

- For student(s) withdrawn prior to August 1st, no tuition liability will be assessed other than the non-refundable registration fee and building usage fee.
- For student(s) withdrawn after August 1st, the family will still be responsible for the full year of tuition and no refunds will be issued for prior paid tuition.
- Tuition Insurance - known as A Tuition Refund Plan- is mandatory for semester and monthly payment plans. Tuition insurance is optional when tuition is paid in full by August 1st with the understanding that no refunds will be issued. See Dewar Tuition Insurance Plan for more details.
- Three working school days notice is required for student records to be made available for withdrawal. Records will not be released unless the account is current in payment.

Academy Expectations of Parents/ Guardians

Parent Conduct Code of Honor

As members of the Spring Baptist Academy community, we recognize our vital role as parent partners in Kingdom education. In accordance with biblical principles and the values upheld by our institution, we commit to the following code of conduct:

- 1. Love and Respect:** We will demonstrate love and respect towards all members of the school community, including students, staff, and fellow parents, reflecting the commandment to love our neighbors as ourselves
- 2. Positive Communication:** We will engage in positive and constructive communication, refraining from gossip, slander, or negative postings on social media platforms
- 3. Unity and Peace:** We will strive to promote unity and peace within the school community, avoiding behaviors that stir up strife or division
- 4. Support and Encouragement:** We will support and encourage the mission and values of the school, actively participating in the educational journey of our children
- 5. Spiritual Growth:** We will prioritize the spiritual growth and development of our children, recognizing our responsibility as primary educators in matters of faith
- 6. Accountability and Responsibility:** We will hold ourselves accountable for our actions and behaviors, modeling integrity and responsibility for our children to emulate
- 7. Submission to Authority:** We will demonstrate respect for authority, including school policies and procedures, recognizing that submission to authority aligns with biblical principles
- 8. Representation of Christ:** We will strive to reflect the character of Christ in all our interactions, seeking to glorify God in our words and deeds
- 9. Social Media and Electronic Communication:** We recognize the impact of social media and electronic communication on the school community. Therefore, we commit to using these platforms responsibly, refraining from negative or divisive postings that could harm the reputation or unity of the school.

By adhering to this code of conduct, we commit to upholding the values of Kingdom education and contributing positively to the spiritual, academic, and social growth of our children and the Spring Baptist Academy community.

III. Student Life

School Calendar and Emergency Closings

Beginning and ending dates for the school year will be set by the SBA administration.

Emergency school closings will follow Spring ISD closings as announced on local TV and radio stations; mass emails and text messages will be sent in emergencies to listed cell phones.

Students are considered tardy 1 minute after start time

School Hours

Grade	Times	Days
PreKindergarten	8:45 am - 2:45 pm	Tuesday, Wednesday, Thursday
Kindergarten - 6th	8:00 am - 3:15 pm	Tuesday, Wednesday, Thursday
7th - 12th	7:45 am - 3:15 pm	Tuesday, Wednesday, Thursday

Arrival and Dismissal Policy

- Failure to pick up your child in a timely fashion will result in a fine. You are late to receive your child if they have had to be moved to the front office. The fine is \$5 for every 10 minutes you are late. Calling does not exempt you from the \$10 late charge. Children will be taken to the front office for late pickup.
- Be prepared to show identification when picking up a student at the front desk
- Children will only be released to parents or designated adults listed in FACTS.
- Parents need to let the front office and teacher know if the student will be going home with a different pickup arrangement.

Car Line

Drop off and Pickup are run in 3 separate car lines: PreK, Kinder-6th, and 7th-12th. Locations and procedures are discussed during orientation.

- Parents should remain in the car during drop off and pick up
- Please have your car line name tag clearly on display for pick up until the student is in your car
- If your child requires extra time to get situated, please pull out of line and park to allow carline to keep moving
- Smaller siblings should remain buckled in car seats while the line is moving
- The car should remain in park while loading and unloading students
- To the best of your ability, please allow the student to enter and exit the vehicle curb side
- Please have your student ready to exit the car upon entering the carline

For the children's safety, CAR LINE should be treated as a SCHOOL ZONE, and CELL PHONES should NOT be used.

Attendance Information and Tardies

Good attendance is of prime importance for the educational development of every student. If a student is absent from school for any reason, please contact the school office. When absences occur, all work will be returned in a timely manner depending on the number of days absent and the reason for absence.

- It is expected that all students will be present unless sickness prevents them from attending.
- As much as possible, vacations should not be scheduled for school days. Please consult with the teacher as soon as possible. Be advised that teachers are not required to prepare work in advance.
- Students are required to make up any missed school work for absences of any kind and will receive one school day per day missed for make-up work before a late grade occurs.
- Five or more tardies will make a student ineligible to receive a perfect attendance award.

Unexcused Tardies Upper School

- Students are expected to be seated and ready to work the moment each class is scheduled to begin otherwise a tardy will be issued. After 15 minutes of missed class, the tardy will be considered an absence.
- Please Note: Three tardies per class will be equivalent to one absence in that class, which will be considered when determining course credit and finals exemptions for upper-school students.

Unexcused Tardies per Quarter - Upper School

- 1 to 5 – Warning (at 3rd tardy parent will be notified)
- 6 to 10 – Morning detention starting at 7:15 a.m. *If late to morning detention, a lunch detention will be added, in addition to the 7:15 a.m. detention.
- More than 10 tardies – 2 morning detentions will be assigned
- If a student misses a morning detention and it is unexcused, another morning detention will be added.

Early Pickup

- Please come to the front desk for early pickup. Only a staff member may get a child from a classroom early. You must sign out your child on the form provided in the office. Please arrive before 2:30 p.m for early pickup. Early pickup will only be allowed for parents who arrive before 3 pm, otherwise please be prepared to pick up in regular car line.
- Any students leaving school at any time during the school day must be signed out by the parent or legal guardian. If they return on the same day, the student must be signed in by the parent or legal guardian. Sign-in and sign-out procedures take place in the Academy office.
- If your child needs to call home for ANY reason, they should ask the front office or a teacher for permission first to use the Academy office. Students are not permitted to use their own cell phones for contact.

Attendance Requirements

Students who miss more than 15 minutes of class - whether arriving late, leaving early, or during the middle of class - will be marked absent for that period. In Texas, high school students must attend class for at least 90% of the time it's offered to receive credit or a final grade, regardless of whether the absences are excused or unexcused.

If a student misses more than 10% of a specific class, they will lose credit for that class. This rule applies to each class, and each semester the class is taken.

For example, if there are 85 days in the 1st semester and 89 days in the 2nd semester, a student can only miss 8 days of a single class in each semester to receive credit for that class. Students will need to repeat the semester for each class falling below the 90% attendance rule. Both excused and unexcused absences affect eligibility for attendance credit.

Dress Code Policy

The faculty, administration, and staff at Spring Baptist Academy support and enforce the Academy's dress code policy to ensure the most beneficial environment for the students.

Clothing items may not have low necklines, low backs, or have inappropriate open cut-outs on the garment. Clothing must be the correct size and not too tight (modest fit). Clothing should contain school/church-appropriate advertisements, logos, and language.

All upper school students must dress out for athletics every day. PE uniform will consist of an SBA athletic shirt and modest athletic shorts. Students will be advised of approved shorts options during orientation. Not dressing out and not participating affects your grade and may result in disciplinary actions.

Upper School Chapel Dress

- All Upper School students are expected to participate in chapel dress on Wednesdays.
- Chapel Boys:
 - Khakis, slacks, or shorts with collared shirt tucked in and belt. Acceptable shorts include golf, dress, or cargo shorts.
 - T-shirts under dress shirts cannot have writing/ images.
 - No sweatshirts/ fleece pullovers
 - No flip-flops or sandals. Closed toe shoes required.
- Chapel Girls:
 - Dresses, skirts, or dress pants with a nice shirt/ blouse/ sweater/ jacket.
 - Skirts and dresses must not be higher than 4" above the knee.
 - Slits in skirts/ dresses are not to exceed 1" above the knee.
 - No sweatshirts/ fleece pullovers or casual t-shirts

- Open toe shoes must have a heel strap

General Guidelines for Everyone

- No crop tops or midriff shirts are allowed.
- Oversized, baggy pants are not allowed.
- If jeans are frayed or have holes, the holes must be at knee length or lower.
- Jewelry should not be a distraction to others.
- No tattoos or temporary tattoos. No body art or self decoration.
- Hats, caps, beanies, hairnets, bandanas, sweatbands, scarves, towels, rags, or head coverings of any kind are not allowed during the school day between 7:45 am – 3:15 pm, except for special dress-up days.
- Clothing that is obscene or distasteful which exemplifies a negative subculture, including tv shows or bands, that displays inappropriate slogans, or advertises tobacco, drugs, alcoholic beverages, or prohibited substances (written or pictured) may not be worn.
- Garments which are see-through are not allowed.
- Undergarments (top and bottom) should never be exposed.
- Blankets, pillows, or other similar items cannot be used, carried, or worn during the school day. Sleepwear/pajamas may not be worn inside the school building except on special dress up days.
- Shoes must be worn at all times. House shoes/slippers or shoes creating a safety issue are not permitted.
- Hair should be clean and well groomed. Hair color and style should be natural, modest, and appropriate- not distracting from classroom activities. The administration may prohibit certain hair styles or clothing if they are determined to be disrespectful or disruptive.

Girls

- For students in the Upper School, modest athletic shorts are only to be worn during the athletic period, not to any other class.
- All clothing must be the correct size in a modest fit, and in good condition
- Modest leggings are permitted for Elementary students only. Upper school students are not permitted to wear leggings as pants. However, students may wear leggings underneath a dress, skirt, or jeans with holes.
- Shorts should be at least mid-thigh
- Skirts or dresses should be no more than 4 inches above the knee and modesty shorts must be worn underneath
- Sleeveless clothing should be at least 3 fingertip width at the shoulder with a modest fit
- Sandals may be worn, but must bring athletic shoes for PE or athletic classes

Boys

- Athletic shoes are required for PE or athletic classes
- Boys shorts should be of modest length and provide appropriate room for movement
- Hair should be kept out of the line of vision and not over the collar of the shirt in the back.
- If need be, should be clean-shaven.

Consequences for Dress Code Violations

Failure to abide by this dress code will result in disciplinary measures including but not limited to:

- Demerits
- Detention
- Suspension

Parties

We will have parties celebrating various holidays and special occasions. Each parent will have the opportunity to help with these parties. All parents are invited to attend the Thanksgiving Feast, Christmas, and end of the year parties. There will be a small in-class party at Valentine's and for Easter Resurrection celebration which parents are not permitted to attend. The teacher and room mom will keep in touch with the parents to arrange parties.

A child's birthday may be celebrated by arranging beforehand with the teacher for a treat during lunch or at the afternoon snack time.

Lunch Time

- SBA does not have a cafeteria. Students must provide their own lunches.
- Parents should make every effort to send lunch with the child and not bring lunches later in the morning.
- For the safety of our students, a drop-off table will be placed outside the front entrance for lunch deliveries. Please make sure deliveries are clearly labeled with the student's name.
- Be aware that 4th grade and under are unable to heat lunches.
- No glass water bottles, and glass food containers are not preferred.
- Provide containers that are easy for your child to open.
- Label everything you want to return home, including the lunch box, utensils, water containers, etc.

***Medications are not to be brought in the lunch box. See Medical Policy for details.**

***Gum is not allowed at any time during the school day. Discard gum before entering school.**

Electronic Devices

- Cell phones, smart watches, or other electronic devices must be placed on silent (not vibrate)/turned off and put in student backpacks for the entire school day.
- Cell phones, cameras, or other recording devices are strictly prohibited in restrooms, locker rooms, and changing rooms.
- SBA is not responsible for loss or theft of devices brought to school. Personal electronic devices in view or use during the school day will be confiscated and held at the main office.

Consequences for Violating the Electronic Device Policy:

First Offense: The electronic device will be held for the parent/guardian in the main office.

Second Offense: The electronic device will be held for the parent/guardian in the main office. A \$10.00 fee will be charged.

Third Offense: The electronic device will be held for the parent/guardian in the main office. A \$25.00 fee will be charged. The student will be placed on behavioral probation. Third offense will be given (automatically initiating a morning detention).

Subsequent Offenses: Electronic device infraction will result in suspension. The device is no longer allowed on campus. Additional infractions will result in possible expulsion.

Internet and Technology Use Policy

SBA Internet Position Statement

SBA computers, or computers/electronic devices, and internet services (WiFi or Wired) that have been authorized for academic use by an instructor/administrator, are to be used for academic purposes only. Disciplinary action will be taken in the event a student uses their school account to view subjects deemed not appropriate for a Christian school setting as determined by and at the discretion of the administration and may result in suspension or expulsion. Unauthorized use of an electronic device, including a computer, will be treated as a disciplinary event.

Social Media Statement

Speech and expression on blogs, websites, instant messaging, text messaging, online social networks, etc., that are considered inconsistent with the Student Code of Conduct or Behavior Policies will be addressed by the administration. The discovery of inappropriate pictures or language used by SBA students will be considered a major violation of conduct and will be handled accordingly.

Basic Internet and Technology Guidelines:

At Spring Baptist Academy, the use of computers, tablets, phones, watches, or any other electronic devices must align with our Christian values and the academic objectives of our curriculum. The following guidelines have been established to ensure appropriate use of technology within our school community.

- 1. Academic Purpose:** SBA computers and any other electronic devices authorized for academic use by an instructor or administrator are to be used solely for academic purposes. Any use of these devices for non-academic activities is strictly prohibited.
- 2. Inappropriate Content:** Viewing, accessing, or distributing content deemed inappropriate for a Christian school setting, including but not limited to websites or software promoting violence, immorality, or other unsuitable subjects, is strictly forbidden. This includes the use of artificial intelligence (AI) tools for purposes not related to classroom instruction or learning. Violations will result in disciplinary action, up to and including suspension or expulsion, at the discretion of the administration.
- 3. Unauthorized Use:** Any unauthorized use of electronic devices, including computers, tablets, phones, or watches, will be treated as a disciplinary event. This includes the use of devices during times not designated for such use or for activities not related to academic work.
- 4. Network and Software Usage:** All students will need to utilize the Google Chrome Web browser with their student log-in. The use of other browsers, VPNs or other technology used to circumvent internet safety protocols will result in discipline. All students must use a school approved Chrome book (not a laptop) and have the school's Go Guardian management system loaded.
- 5. Integrity and Responsibility:** Students are expected to use technology responsibly and with integrity, reflecting the values of SBA. This includes not engaging in activities that disrupt the learning environment or compromise the safety and security of the school's technology infrastructure.
- 6. Off-Campus Technology Use:** The use of technology outside of school that disrupts the classroom or daily operations of SBA is strictly prohibited. This includes but is not limited to, inappropriate, harassing, or unwanted messages, calls, texts, and emails directed toward students, faculty, or staff. Any off-campus technology use that negatively impacts student life or the normal operation of the school will result in disciplinary action as determined by the administration.

AI Usage Policy

At Spring Baptist Academy, we are committed to nurturing an educational environment grounded in Christian values that promotes learning, creativity, and integrity. In an age of technological advancement, the responsible use of Artificial Intelligence (AI) tools is important. This policy serves as a guide to ensure that AI is employed in accordance with biblical principles and supports students' continued academic growth.

Purpose of AI in Education

AI tools are intended to complement the educational experience, encourage innovative learning, and facilitate academic growth without replacing the significance of critical thinking and human creativity.

Responsible Use of AI

- Honesty and Integrity: Students are expected to use AI tools with honesty and integrity
- Originality and Plagiarism: AI should not be utilized for plagiarism or unethical purposes. Students must create original work and acknowledge AI-generated content properly.

Academic Integrity

- Homework and Assignments: Students should complete their assignments independently unless specifically instructed otherwise by their teachers. AI tools are intended for educational assistance, not for gaining unfair advantages.
- Cheating and Intellectual Theft: Students must refrain from using AI to access unauthorized sources during assessments or exams.

Privacy and Data Security

Students should respect privacy and data security when using AI tools, ensuring that personal information is handled responsibly and in compliance with applicable laws.

Accountability

- Students are accountable for their actions when using AI tools and should report any misuse or unethical behavior they encounter.
- Teachers and staff will provide guidance on the appropriate use of AI in the classroom and ensure compliance with this policy.

Consequences of Violation

Violations of this policy may result in disciplinary actions.

Verification of Understanding

If there is a concern regarding the originality of a student's work, such as suspected misuse of AI tools or plagiarism, the student may be asked to verbally present their information or demonstrate their understanding in an alternative format. This measure ensures that the student receives due credit for their hard work and maintains their integrity, aligning with our commitment to personal and academic excellence.

Student Code of Conduct Agreement

In order to attend school at SBA, all students must agree to abide by the Student Code of Conduct found in this Handbook. Parents are required to read the Code of Conduct with their child, discuss and answer any questions, and sign a Student Code of Conduct agreement. Failure to comply with the Code of Conduct or behavior policies will jeopardize the student's enrollment at SBA.

Student Code of Conduct

At School

The primary rule at SBA is RESPECT – for God, authority, others, ourselves, and school property. Here are some ways students are expected to demonstrate respect at school.

Be prepared to learn by:

1. Following the rules about electronic devices and cell phones.
2. Coming to school in Dress Code.
3. Coming to class on time and being prepared with all required materials.
4. Working diligently during class.
5. Following teacher and staff instructions, school and classroom rules.
6. Completing classwork and home assignments promptly.
7. Completing work with honesty and integrity.
8. Participating willingly in-class activities.
9. Refraining from behavior that is distracting to other students or disruptive to the learning environment.

Be a good steward of the physical resources of SBA by:

1. Modeling good citizenship. All students should help keep the facility clean and refrain from actions that are destructive to the property or disrespectful to others.
2. Throwing away your own trash and picking up any trash you see in the hallways, classroom, and gym.
3. Remaining within areas of the campus open to students. There are some areas of the building that are “out of bounds” to students at all times. These include, but are not limited to, the kitchen, workrooms, all offices, and any unsupervised areas of the school campus.
4. Respecting school, church, and personal property. A student shall not intentionally cause or attempt to cause damage to school or church property or equipment or to private property either on the school grounds or during a school activity, function, or event off school grounds.

Help create a safe, Christ-centered environment by:

1. Following the guidelines for arrival and dismissal.
2. Showing respect to teachers and supervising adults at all times. If an adult gives you an instruction, you should respond by acknowledging the instruction in a respectful way. Ignoring the adult, rolling eyes, etc., will be treated as a disciplinary event.
3. Asking permission before leaving class or supervised settings.
4. Treating other students as brothers and sisters in Christ. SBA recognizes that genuine feelings of affection may exist between two students, however, public displays of affection (PDA) are not

permitted at any time, whether on campus or at SBA-sponsored events. This includes teasing, chasing one another, hand holding, kissing, embracing, cuddling, and/or other forms of physical fraternization, etc. Conduct yourself as a gentleman or a lady. PDA can be disruptive to the educational environment.

5. Using edifying language. Profanity, worldly slang, vulgar sayings in spoken or written form, or the use of offensive gestures are not permitted, whether on campus, at SBA-sponsored events, or on social networking sites.
6. Refraining from horseplay, running, rough play, or chasing others inside the building, and using appropriate behavior at recess and during P.E. This is to prevent others from being hurt. Teasing, bullying others, or fighting in any form is not tolerated. This includes verbal and physical actions.
7. Reading and following the Behavior Policies in this handbook.
8. Respecting authority and the learning environment. A student shall not, by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any conduct, intentionally cause disruption or obstruction of any lawful mission, process, or function of the school.

Encourage the development of positive Christian relationships by:

1. Showing respect for God and others. This means considering others above yourself. Treat others with respect, kindness, purity, and compassion.
2. Respecting yourself. You are loved by and important to God and to us.
3. Being patient with situations and with others, for God is patient with you.
4. Being kind. Use your words and actions to build others up, not tear them down. Bullying, intimidation, teasing, slander, verbal or physical abuse, or harassment of another student in any form is not tolerated. This includes text messages and social networking.
5. Thinking about how your words will affect the other person. Don't talk about others behind their backs (or in front of them!). Look for ways to make everyone feel like they belong.
6. Stepping in when someone is being treated unfairly. Don't let injustice continue.
7. Knowing the truth and standing for it. God watches over His Word to see it accomplished.
8. Being content. Your Father richly supplies you with all things for your good, and He knows just what you need.
9. Showing grace to others. Believe the best of every person whether you think they deserve it or not.
10. Letting God exalt you. Pride will only cause you to fall.

No Bullying Policy

SBA is firmly committed to providing an educational environment that is free from bullying, intimidation, and harassment against any person because of race, ethnic background, gender (as Genesis defines the unique roles of male and female in Genesis 1:26-27), religion, or disability. This policy covers all students, staff, administration, or persons acting on behalf of SBA, including participants or spectators at any school-sponsored activity.

It is the policy of SBA that bullying, intimidation, or harassment shall not be tolerated under any circumstances. We firmly believe that we are to treat all people with respect and dignity and that we are to live above reproach. We shall respond to these events in a manner that effectively deters future incidents.

1. Definition of Bullying, Intimidation, & Harassment

Harassment, intimidation, or bullying is any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another student more than once, and the behavior causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassment, intimidation, or bullying can also consist of violence within a dating relationship, or a negative or derogative act carried out through electronic means through a cell phone, computer, social media, or other electronic communication device.

Examples include physical violence and/or attacks; threats, taunts, and intimidation through words or gestures; extortion, damage, or stealing of money and/or possessions; exclusion from the peer group or spreading rumors; repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as cyber bullying), such as posting slurs on websites where students congregate or on web logs (personal online journals), sending abusive, inappropriate, or threatening instant messages, using camera phones to take embarrassing or inappropriate photographs of students and posting them online, or using websites to circulate gossip or rumors.

2. Reporting

If a student or staff member is the target of such conduct, he or she should contact their Principal, the Administration, or any SBA faculty member. The person receiving bullying, intimidation, or harassment will be asked to complete a reporting form. The complaint will be promptly and confidentially investigated.

Texas law requires that all school employees report if they suspect abuse or neglect.

School Integrity and Reputation

As representatives of Christ and SBA, it is critical that each person guards the reputation and public perception of the school, and refrains from any activity that would cast a negative light on SBA, cause someone to question the authenticity of the Savior we represent, or anything that is not in line with the school's statement of faith.

Students or family members negatively impugning school reputation may be subject to disciplinary or legal action.

Academic Integrity and Cheating

Cheating, in any form, is a serious offense that contradicts the principles of honesty and integrity we strive to uphold. Our school community is built on trust and respect, and cheating erodes these foundational values. The Bible teaches us the importance of integrity and the consequences of deceit.

Cheating includes, but is not limited to:

- Plagiarizing or copying someone else's work.
- Using unauthorized materials or receiving unauthorized assistance during exams.
- Falsifying records or data.
- Assisting others in any of the above actions.
- Using AI inappropriately to complete school assignments.

Students found guilty of cheating will face consequences that may include, but not limited to:

- Receiving a zero on the affected assignment or exam.
- Notification to parents and a meeting with school administrators.
- Possible suspension or other disciplinary actions based on the severity of the offense.

Corrective Steps

Students who violate SBA's behavior policies or the Student Code of Conduct will undergo the following corrective and disciplinary measures. Depending upon the urgency or seriousness of the event, steps may be skipped as needed at the discretion of the teacher or administrator. Students who demonstrate continued violation of behavior/discipline policies or the Student Code of Conduct place their enrollment status in jeopardy.

Parents are expected to cooperate with the school on character and conduct issues for their children to remain at SBA.

Students will be treated fairly and equitably. Disciplinary procedures will always take into account the student's age, attitude and the seriousness of the offense. All corrective actions will be documented. While on-campus concerns are primary, SBA reserves the right to address any off-campus conduct deemed to significantly affect school relationships, the learning environment, or the integrity or reputation of the school.

Elementary Discipline

Level 1: Verbal Reprimand, Redirection, or Discussion

Level 2: Classroom Intervention (determined by the classroom teacher) and Parent Contact by teacher

Level 3: Official Write-Up, Classroom Behavior Plan or Contract, and Parent Contact

- Administrator conferences with students, documents incidents, and contacts parents. May require parents to come in for a conference.
- Administrators may assign consequences.

Level 4: Official Write-Up, Removal from Classroom, and Parent Contact

- Repeated mild or moderate offense, or severe offense – teacher and student cannot resolve in class.
- Administrator conferences with students, documents incidents and contacts parents. May require parents to come in for a conference and/ or pick up student from school.
- Administrators may develop a behavior plan or contract and assign appropriate consequences.
- May result in academic suspension and/or suspension from SBA extracurricular activities and practices at the discretion of the administrator.
- If a student is removed from the classroom for poor behavior a second time, the parents must come and pick up the student for the remainder of the day.
- If a student is removed from the classroom for poor behavior a third time, the student is suspended for two classroom days. Missed work must be completed.
- If a student is removed from the classroom for poor behavior again after returning to campus, the Head Administrator may extend the suspension or proceed with expulsion.

Upper School Discipline - Demerits

Level 1

Verbal Reprimand, Redirection or Discussion noted in practice

Level 2

Classroom Intervention (as determined by the classroom teacher and/or staff member) and Parent Contact

Level 3

Official Write-Up and Parent Contact (administrator may assign a lunch or after-school detention)

Level 4

Official Write-Up, Removal from Classroom and Parent Contact

Anything above a Level 4 write-up pertaining to the handbook that may lead to suspension or expulsion will be discussed by the Administration. i.e. theft, fighting, vandalism, pornography, social media infraction, sexual harassment, alcohol, or drugs.

Enhanced Corrective Measures

Student Conduct Probation

A student may be placed on student conduct probation for repeated conduct violations that are either isolated incidents or indicating a pattern of disobedience and an unwillingness to submit to authority. Additional violations may result in immediate suspension or expulsion.

Suspension

Suspension may range from a single class or activity to multiple days and all activities. Duration of the suspension is at the sole discretion of the administration. Suspensions may carry with them any number of requirements that the administration deems appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion.

Expulsion

The student is suspended immediately from all classes and activities. The student is officially no longer a student at SBA and the record of expulsion will appear on the student's transcript.

A student expelled from SBA is not allowed on campus at any time, or at any SBA-sponsored event, except with approval from the administration for any reason deemed necessary.

Serious Offenses

Tobacco products, illicit drugs, alcohol, or weapons of any kind are not allowed on campus or at any SBA-sponsored event. Possession of these items may result in immediate expulsion. Certain off-campus student behaviors are viewed as detrimental to the SBA student body and the general reputation SBA strives to uphold. Violations will go through normal disciplinary procedures, which may ultimately result in the student being asked to leave SBA.

- Arrest for a misdemeanor or felony
- Possession, use, or distribution of alcohol
- Sexual immorality
- Smoking or possession of cigarettes/ vape pens, or smokeless tobacco
- Possession, use, or distribution of illegal drugs or paraphernalia
- Vandalism
- Stealing or shoplifting
- Malicious prank against a student or school representative
- Public nudity (e.g. mooning)
- Malicious or inappropriate on-line or electronic posts
- Any student who assists, conspires, or accomplices with any of the aforementioned activities.
- Parents and students should note that the administration will not monitor or police online activity; however, when inappropriate speech or pictures are brought to the attention of the administration, disciplinary action may take place.

Weapons, Drug and Alcohol Policy

Possession or use of matches, a lighter, a knife, firearm, ammunition, or any other item that may be construed as or associated as a weapon is prohibited and may lead to expulsion or other severe disciplinary action.

No student shall possess, deliver, use or be under the influence of any of the following substances on any occasion or in any location (on or off campus). Possession includes any vehicles parked in the school parking lot. Violation will result in stringent disciplinary response, and law enforcement agencies may be notified by SBA administration. All drug and alcohol offenses are cumulative and span all years a student attends SBA. The following items are prohibited on campus or at school events:

1. Alcohol or any alcoholic beverage.
2. Any controlled substance, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate, and includes any unauthorized prescription medication. For purposes of this policy, “drug” also includes all substances that have mind-altering or function-altering effects on the body or impair a person’s ability to learn or conduct oneself appropriately, including but not limited to prescriptions and over-the-counter medications, all psychoactive substances, all controlled substances, all inhalants, all “synthetic,” “organic” or “designer” substances, all “look-alike” drugs and all substances illegal under federal, state, or local law or illegal use of legal substances. Prescription medication, when taken as directed by the student’s physician, is not included in the definition of “drugs.”
3. Any abusable glue, aerosol paint, permanent markers, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.
5. Any and all drug paraphernalia.
6. Any prescription or non-prescription medication that has not been approved through Student Health Services.
7. Cigarettes, lighters, matches, vaping devices, e-cigarettes, Juuls, or other tobacco products.
8. Parents and other adults in the SBA community are at all times prohibited from serving or providing alcohol or drugs as defined by the school’s alcohol and drug policy to SBA students.
9. Anything that may be construed or perceived as a weapon, even plastic or toy guns and knives.

IV. Medical Policies

Health Services

As we seek to support your student to grow academically and spiritually, we endeavor to support them physically during school hours as well. The school health office is staffed with a registered nurse to coordinate daily healthcare needs for your student from 8 a.m. to 3:30 p.m.

The school nurse is responsible for:

- Coordinating care and medical action plans for students with special health care needs
- Administering prescription medication including but not limited to ADHD medication, inhalers and epi-pens when needed and with appropriate physician's orders
- Providing as needed OTC medication and comfort measures to help improve quality and quantity of time in classroom instruction
- Organizing immunization and health screening records
- Providing triage and care for injury sustained during physical activities

Medical Forms

Please fill out the **Health Office General Information Form** yearly with updated student health conditions and phone numbers. This form also gives written permission for your student to receive OTC medication. This "green form" is typically handed out during orientation.

A Yearly **Statement of Health Form** is required for students in grades **PreK – 5th**. Please have your physician sign the statement of health form for each new school year. Have your physician complete the screenings box as required per grade level or plan to have your student screened at school in September.

Yearly **Sports Physicals** are required for students in **6th-12th grades**.

Doctor's Notes

Please notify the school nurse and administration immediately when there is a change to your student's health (i.e. broken bone, surgery, injury, or new medical condition). A doctor's note will be required and a plan of care will need to be established before your student returns to school activities.

A Doctor's note will be required for students returning with symptoms such as cough, vomiting, pink eye, or rash that is new, unidentified, atypical, unmanageable, worsening and/or unresolved.

The nurse may request a doctor's note if a threat to a student's health or to others is suspected.

Self-Injury

- In the event of suicidal ideation/ attempt, self-injury or drug overdose, the student must be evaluated by a behavioral health professional and deemed safe to return to school. A meeting with school staff to discuss a plan of readmittance will also be necessary after any of the above incidents.

Students with Special Health Care Needs

The School nurse is **not available to diagnose and treat students** who come to school with prior injuries or illnesses.

If your child has any serious allergies (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures, sickle cell) you will need to have your physician fill out an action plan and notify the school administration and nurse prior to the start of school. Students with severe food allergies, asthma or other chronic illness will require a meeting with the school nurse prior to or during the first week of school to discuss individualized plans of care.

All epinephrine devices, inhalers or medical equipment must be clearly labeled with your student's information

Epinephrine devices may only be retained on campus with a current **Allergy Action Plan**. The plan will be kept on file in the nurse's office and shared with necessary staff. Older students who wish to self-carry must have a signed **Permission to Carry Form** on file. Otherwise epinephrine devices will be stored in the nurse's office and will be administered according to the guidelines in the Allergy action plan.

SBA does **not** maintain a peanut free or other allergen-free environment.

Asthma Inhalers or other medical equipment must be provided by the guardian and kept in the nurse's office along with appropriate physician orders or action plan. Older students who wish to self-carry their inhalers must have a signed **Permission to Carry Form** on file.

Medication Administration

- If at all possible, medication should be scheduled to fall outside of school hours and administered at home.
- If a student is starting a new medication (i.e. antibiotics etc), the first dose must be administered at home.
- Medication must be brought to the health office by parent or guardian in its original container, labeled with student's information as well as drug information, dosage

instructions and prescriber information. No Ziploc bags or alternative containers accepted.

- A signed SBA health office **“Permission to Administer Form”** must accompany all medication to be administered at school whether OTC or RX. No medication will be given until this form is on file in the Nurse’s Office with parent signature. A physician’s signature is required if the medication will be taken for more than ten (10) consecutive days. Prescription medication or non-prescription medication to be given for 10 days or more will be provided by the parent.
- It is a good idea for parents to make the child’s teacher aware of the time the medication is to be given. Please also make the student aware of times of medication to help them participate in their health management.
- Medications are not to be kept in backpacks, lockers, or lunch boxes. They may only be kept in the Nurse’s Office. Students found carrying medication can be subject to disciplinary actions. This includes cough drops.
- All medications will be disposed of if they are not picked up by the last day of school.
- No narcotics will be administered at school.

When To Stay Home

Students may **not** attend school if any of the following symptoms are present:

- Fever with temperature of 100 degrees F or greater
- Suspected contagious illness (such as flu, unidentified rash, strep, etc)
- Suspected contagious conditions (such as pink eye or impetigo, etc)
- Vomiting or diarrhea in the past 24 hours
- Broken bone or sprain without doctor’s note

Return to School

Students may return to school:

- after fever subsides for 24 hours without antipyretics (fever reducing medications such as tylenol or advil)
- after diarrhea subsides for 24 hours without anti-diarrhea medication
- after vomiting subsides for 24 hours without anti-vomiting medication
- student is able to attend in class, and lingering symptoms such as cough or drainage are manageable
- a doctor’s note gives permission for return to school for confirmed resolving condition such as rashes, strep throat, pink eye, broken bone etc.
- the student has been on required antibiotic treatment for at least 24 hours (i.e. impetigo, strep, pink eye)

Illness or Emergency at School

In the event, your student becomes ill or presents with any of the above symptoms or has suspected contagious disease, parents and/or guardians will be contacted for pickup for further monitoring or treatments. The student will remain in the health office and the guardian must pick up the student as soon as possible within an hour of being notified. If the health office is unable to contact the listed guardian, the listed emergency contact in FACTS will be contacted.

In case of an emergency requiring the care of a physician and SBA staff are unable to contact the guardian or designated emergency contact, the school officials will determine what steps will be taken to protect the health of the student including calling 911 or transport to medical facility. Note that SBA has no financial responsibility for the emergency care or transportation of any student.

Communicable Disease Policy

It may be necessary to exclude children from school who are suffering from communicable disease. Below is a table of common childhood illnesses and policies for return to school. Please monitor your student's health and report cases of communicable disease to school as soon as possible.

Disease	Symptoms	Incubation Period	Communicability and School Action	Mode of Transmission and Source of Infection
Chickenpox	Slight fever, general feeling of illness, skin rash that begins on chest, back, underarm, neck and face. Starts out as red bumps that turn into small blisters. Scabs appear in a few days.	10 to 21 days, usually 14 to 16 days	Contagious a few days before eruption and until vesicles are dry. Exclude until day 6 after rash began or sooner if all blisters have dried into scabs.	Virus spreads directly from person through discharge from the nose and mouth, also by discharges from the skin and mucous membranes of infected persons. One attack usually confers immunity. Children on immuno-suppressive drugs at high risk. If you take your child to the doctor, they will want to keep your child separate from other children to prevent further spread.
Common Cold	Acute upper respiratory signs, including watery eyes, sneezing, running nose, general feeling of illness.	Up to 10 days	No restriction unless ill. Communicable shortly before symptoms begin and for the duration of the acute symptoms.	Spread person to person by direct contact with secretions from the nose and mouth. Also from hands, tissues or other items that may have secretions on them.

COVID-19	Fever or chills, Cough, Shortness of breath, Sore throat, Congestion or runny nose, New loss of taste or smell, Fatigue, Muscle or body aches, Headache, Nausea or vomiting, Diarrhea. Symptoms range from mild to severe	Symptoms may appear 2-14 days after exposure to the virus	Exclude from school until well. Should be without fever for 24 hours and cough and drainage controlled.	Spreads when an infected person breathes out droplets and very small particles that contain the virus. Other people can breathe in these droplets and particles, or these droplets and particles can land on others' eyes, nose, or mouth. In some circumstances, these droplets may contaminate the surfaces they touch. Elderly or immunocompromised consult with doctor if exposed.
Fifth Disease	Rash, sometimes fever or sore throat, redness on cheeks. Rash could come and go for days or weeks.	4 to 21 days, usually 4 to 13 days	Exclude until diagnosed by M.D. If other rash-causing illnesses are ruled out, student can be in school.	Most contagious before rash appears. Pregnant women and anyone with an impaired immune system may want to consult their doctor if exposed.
Cold Sores (Herpes Simplex)	Blister-like sores, usually on lips but may occur anywhere on skin or in mucous membranes. May be confused with Impetigo.	2-14 days	No restriction. Contagious period is unknown. Virus may be present for 5-7 days or in some cases for months.	Virus is transmitted by direct contact with infected persons, a majority of whom have unapparent infections.

Influenza	Chills, body ache, headache, fever, sore throat, followed by cough, running nose and possible stomachache.	Up to 10 days	Exclude from school until well, usually 2-7 days. Should be without fever for 24 hours and cough and drainage controlled.	Virus spreads directly through coughing, sneezing and contact with nose or throat discharges of patient. Possibly airborne.
Impetigo	Blister, pustules rapidly covered with honey-colored crusts. May be confused with cold sores. Usually seen first near mouth or nose. Can spread rapidly.	1 to 10 days, occasionally longer	Exclude from school until verification of treatment, or until lesions are dry. Contagious until lesions are healed or 24 hours after initiation of oral antibiotics.	Bacteria spread by direct contact with sores, sometimes with contact from discharges from nose or throat of a person can be spread through droplets in coughing or sneezing. Usually caused by Streptococcus or Staphylococcus bacteria.
Mononucleosis	Fever, sore throat, swollen lymph glands (neck), headache, tiredness. Can be a rash.	Probably 4 to 6 weeks	Readmit with doctor's note. No restriction unless ill. Period of communicability unknown.	Spread person to person through saliva.
Lice (Pediculosis)	Infestation of head hair or other hairy parts of the body with lice or nits. Scratching causes reddened, rash-like area. Nits are tiny white eggs, stuck to hair, usually close to scalp at neckline and/or behind ears.	Variable; eggs hatch in 7-10 days	Exclude until lice and nits are adequately treated or removed. Advise exam of household contact for nits and lice. When appropriate, schools may exclude until all nits are removed. Student will be reexamined by health office before readmittance due to "no nit" policy	Louse transmitted primarily by direct contact with infested persons. Lice can also be transmitted through combs, brushes, bedding, wearing apparel and upholstered furniture.

Pink Eye (Conjunctivitis)	Redness of conjunctiva. May or may not have purulent discharge. Eye irritation.	24 to 72 hours	Pink eye without purulent discharge – no exclusion necessary. Pink eye with purulent discharge (pus) – excluded 24 hours after antibiotic treatment begins.	Most are caused by virus; some bacterial. Redness of eye may also be results of allergic reaction. May be spread through contact with secretions from eyes, nose or mouth.
Strep Throat/ Scarlet Fever	Fever, sore throat, headache, nausea, vomiting. (If associated with rash, it is called Scarlet Fever.)	2 to 5 days	Contagious until 24 hours after antibiotic treatment begins. Exclude for first 24 hours of treatment and until feeling well enough to be in school.	Bacteria spread directly from nose and throat discharges of infected persons.

Immunization and Screening Policy

Requirements

1. Immunizations:

Per state law, to be admitted to the school you must submit an updated immunization record or complete an exemption form found on the <https://www.dshs.texas.gov> website. Please check with your physician's office to make sure your child is up to date with the immunization schedule and submit any necessary forms to the health office as soon as possible. Records or exemption must be submitted within 30 days of enrollment.

2. Health screenings:

- a. Per state law, **Vision and Hearing screening** are required for children age 4 years old as of Sept 1, or in grades Kinder, 1st, 3rd, 5th, and 7th or students new to the school.
- b. **Acanthosis nigricans screening** is required for 1st, 3rd, 5th, and 7th to help identify those at high risk for developing type 2 diabetes. It is a quick visual inspection to the back of the neck.
- c. **Spinal screening** is required for girls in the fall semester of 5th grade and then again in the fall semester of 7th grade. Boys require only one spinal screening in the fall semester of 8th grade.
- d. Please send a copy of the screenings performed by your family physician by **December 1st**, or following your yearly well visit. Otherwise, please plan to register for the **health screening day at school in September**.

V. General Policies

Safety and Security

SBA employs the use of a security officer during school hours.

All SBA Staff receive training in safety and security policy and procedures and have the Raptor Alert App installed on their devices for campus-wide safety alerts, drills and communication.

SBA follows the 5 command Standard Response Protocol set forth by the Texas School Safety Center.

Drills

SBA follows local laws regarding routine safety drills. Drills will be conducted throughout the school year including Secure, Evacuation, Shelter, and Lockdown.

Emergency Policies

There is a school-wide plan in place in case of emergencies and can be located in the Emergency Policies and Procedure Manual.

Closing of the school because of weather conditions will follow Spring ISD announcements.

If the need to dismiss school early arises, SBA will contact parents through multiple communication channels including phone, FACTS email, social media and teacher communications to advise where to pick up students.

The school must have accurate, up-to-date phone numbers and email addresses. Update contact information in FACTS as needed.

Building Security

All doors to the school, including the classroom doors, will be locked throughout the day. All visitors must enter through the main door and present a valid state-issued ID. IDs will be run through our Raptor check-in system every visit to SBA.

All visitors must wear a visitor's badge while in the building. The visitor's badge should designate the date and the purpose for the visit (example: volunteer, visitor, parent training, etc.).

Any person that will be in a classroom with children on a regular basis must have a criminal history background check completed (yearly) before going into the classroom. This applies to ALL staff and volunteers.

Late arrival students need to be walked into the building by an adult and then will walk to classrooms independently in the mornings.

For your child's protection, parents and visitors are not allowed to go to their child's classroom to pick them up during or at the end of the day. All check-out is through the front office.

Volunteer Guidelines

Volunteers are an integral part of campus life at SBA. All volunteers are subject to a background check and must wear a visitor pass while on campus. Any visitor must check in with the front office and obtain a pass before being allowed on campus. Please assist us in our security awareness by consistently signing in and out each time.

Parents will be needed as volunteers and room parents. A volunteer sheet will be available at Meet the Teacher and at each classroom door, and a meeting is set for mid-September to explain the volunteer opportunities available. All parents will be invited to participate, and a list of activities for the year will be discussed.

Volunteers should adhere to the dress code of modest and appropriate clothing. There are to be no low necklines on blouses, T-shirts, or dresses. Inappropriate dress could take away from the time volunteering in the class.

Parent Classroom Visits

Parents are allowed to visit their child's classroom throughout the year. Notify the teacher in advance to determine the most opportune time. Upon arrival, all visitors must sign in at the Academy office, and receive a visitor or volunteer badge. They must go directly to the classroom. On leaving the parent must report to the Academy office to sign out. A visit should last no more than 30 minutes unless prearranged with the teacher. All parents and parent volunteers who expect to be in classrooms on frequent occasions will need a background check. The background check form is available at the office and must be on file in the school office before the parent may stay in the classroom.

When visiting, please do not attempt to engage the teacher in long conversation. An e-mail or note to request a conference will be appropriate. Due to privacy laws, teachers may not disclose any information about your child to anyone other than parents or legal guardians without a completed waiver of information form.

Photos

Students involved in regular classroom, co-curricular, or school-related social events may be photographed, videotaped, or recorded by SBA representatives (yearbook, parents, staff) or members of the community press (TV, radio, newspaper). These images or recordings may be used in yearbooks, displays, newsletters, promotions, videos, CDs, DVDs, or other media distributed by the school for advertisement or promotion. Parents or students with reasons for suppressing this information need to contact the school Administration to assure the exclusion of their name or images from such school usages. SBA cannot control or be held liable for the postings of photographs/videos by non-employees in the SBA community.

Individual student photos will be taken during the fall. These are the photos that will be in the yearbook. Group class photos will be taken during the spring. You may choose to purchase packages if you so desire.

*Yearbook pictures will be taken throughout the year, and we encourage parents to email any group pictures that you may have taken for yearbook consideration to **yearbookspringbaptistacademy@gmail.com**.*

If your child's photos are not to be used in publications at the school or church, the exclusion statement on the registration form must be signed.

VI. Academic Policies

The school will keep in constant communication with parents. Email is our primary source of communication. It is crucial for parents to keep current contacts listed on student records. Parents may arrange to visit classes or request a conference with the teacher if there is a special concern. Special occasions should be arranged beforehand so as not to interrupt class plans or disrupt the room. Information will also be sent home by the student folder.

Classroom Expectations

- Be ready to work when class begins
- Be safety conscious
- Obey classroom procedures as directed by the teacher
- Be polite to all people
- Respect the property of other people and of the school

Students may be placed on probation if these expectations are consistently not met.

Curriculum

Elementary subject areas include: Reading/English Language Arts, Bible, STEM, Mathematics, Music, Science, Art, Social Studies, and Physical Education

Upper School subject areas include: Reading/ English Language Arts, Bible, STEM, Fine Arts, Mathematics, Music, Science, Physical Education, and Foreign Language

The curriculum at SBA is based on the Word of God. A biblical worldview is integrated into all subject areas. The curriculum covers objectives required by the Texas Education Agency known as the TEKS (Texas Essential Knowledge and Skills). Pre-K uses the SBA-adopted curriculum. Elementary grades use Bob Jones Press curriculum. Upper School will use Bob Jones. The exception is for Texas History for fourth and seventh grade and Spanish.

Reading Support Program

Program Overview

The SBA Reading Support Program is designed to provide targeted, small-group instruction for students who need additional support in foundational reading skills. This program supplements classroom instruction and focuses on closing skill gaps.

Program Goals

- Strengthen foundational literacy skills (phonics, fluency, comprehension)
- Increase student confidence in reading
- Support students in reaching grade-level expectations

Eligibility & Placement

- Students may be recommended based on teacher observation, assessment data, or screening results
- Final placement is determined by a team comprised of the teacher, parent, and school administration
- Participation is reviewed periodically based on student progress

Instructional Structure

- Small group instruction (2–4 students)
- 20–30 minute sessions
- 2–3 times per week (based on student need)
- Evidence-based reading strategies and interventions

Progress Monitoring

- Regular assessment of student growth
- Communication with classroom teachers
- Periodic updates provided to parents

Program Expectations

- Consistent attendance is required for progress
- Students are expected to actively participate and engage
- Families are encouraged to support reading at home

Cost Structure**Monthly Tuition Add-On**

- 3 sessions per week (34 weeks: September–May): \$70 per month

Additional Notes

- Fees are billed monthly with tuition
- A 30-day notice is required to discontinue services
- Missed sessions are not refunded

Enrollment Process

1. Student identified through assessment and teacher recommendation
2. Parent communication and approval
3. Schedule assigned based on availability
4. Services begin the following billing cycle

BJU Press Curriculum and Standardized Assessments

Spring Baptist Academy primarily utilizes the rigorous Bob Jones University Press Christian curriculum, which is renowned for its strong academic foundation and integration of Christian teaching. This curriculum not only prepares students for academic success but also fosters spiritual growth by embedding biblical principles throughout the learning process. To ensure proper academic placement and track progress, students will be initially assessed using one of three standardized tests: the Iowa Assessments, the Pre-SAT, or the SAT. These assessments provide valuable insights into students' strengths and areas for growth, helping to tailor their educational experience effectively.

The Iowa Assessment

BJU Press curriculum aligns well with the Iowa Assessments, meaning that the content covered in the BJU Press textbooks and materials are largely in line with the skills tested on the Iowa Assessments, a widely used standardized achievement Assessment, making it a suitable option for students to demonstrate their academic progress. It is offered annually in the Spring to Kindergarten through Seventh grades.

PSAT/ NMSQT

Beginning in 8th grade, students will take the PSAT. These assessments will replace the annual Iowa assessment. The NMSQT is administered to students in October of their Junior Year.

SAT Assessment and ACT assessment

All 8th- 10th grade students take the PSAT in the Spring. Students in 11th and 12th grades will take the SAT in the Spring. For a fee, additional dates will be offered at SBA for students who wish to take either test.

BJU Press curriculum generally aligns well with the content covered

The SAT and ACT are both standardized assessments used for college admissions, but they differ in structure, content focus, and scoring:

1. Structure:

- The SAT has two main sections: Evidence-Based Reading and Writing (EBRW) and Math, with an optional essay (discontinued in most cases). It emphasizes analytical skills and reasoning, with slightly longer section times.
- The ACT includes four sections: English, Math, Reading, and Science Reasoning, with an optional writing assessment. It is generally faster-paced, requiring quicker responses per question.

2. Content Emphasis:

- The SAT focuses on critical thinking, problem-solving, and evidence-based analysis. Its math section emphasizes algebra, data analysis, and some advanced math, with a stronger emphasis on multi-step problem-solving.

- The ACT covers a broader range of content, including a dedicated Science Reasoning section that evaluates the interpretation and analysis of scientific data. Its math section includes more geometry and trigonometry compared to the SAT.

3. Scoring:

- The SAT scores range from 400 to 1600, combining the EBRW and Math scores (each scored from 200 to 800). There is no penalty for wrong answers.
- The ACT scores each section from 1 to 36, and the composite score is the average of the four sections. The writing assessment, if taken, is scored separately.

4. Assessment Style:

- The SAT is often seen as more suited for students who excel in critical analysis and logical reasoning.
- The ACT favors students who can manage fast-paced, straightforward questions and interpret scientific data effectively.

The choice between the SAT and ACT ultimately depends on a student's strengths, learning style, and college application requirements, as many colleges accept scores from either test. Students should take both the SAT and ACT at least once to evaluate their performance and determine which test aligns better with their abilities and preferences.

This approach enables students to identify the test they feel more confident with and focus their preparation accordingly. Furthermore, researching specific college or program admission requirements is recommended, as some institutions may prefer one test over the other.

Parent/Teacher Conferences

Elementary School

There are two scheduled parent/teacher conferences—one in the Fall and one in the Spring, but parent-teacher conferences are encouraged at any time during the school year and may be initiated by the parent or teacher.

Upper School

Teachers will schedule conferences with parents as needed.

Family Portal

Parents are encouraged to keep up with their child's progress by accessing the Family Portal. There will be up-to-date grades and lesson plans for each class. To access the portal please visit the SBA webpage and click on the Family Portal link at the top of the page. *Families are encouraged to set up their portal to be informed of any grade changes.*

Grading Policy and Requirements

Pre-Kindergarten and Kindergarten

Students in PreK and Kindergarten will be assigned non-numeric grades to help students and parents understand the child's progression toward mastery of the state-recommended guidelines that are appropriate to the grade level. Below are the corresponding non-numerical grade symbols that will show progress for each skill on the progress report and report cards.

- E – Excellent
- S – Satisfactory progress
- N – Needs Improvement
- U – Unsatisfactory progress
- A- Always
- S- Sometimes
- N-Never

Grades 1st –6th (Elementary)

Students in grades 1-6 receive numerical grades in Bible, Reading, Writing, Mathematics, Social Studies, and Science. Grades are weighted as the following: 25% Satellite Instruction, 35% Daily, and 40% Tests or Projects. *(The only exception to this will be in Writing. The Spelling Test will count for 10%, Daily will be counted as 25%, and Satellite will be counted as 25%. Tests will remain at 40%)*

Teachers will determine what assignments are designated for each category with guidance from the administration. The minimum number of grades for each subject are shown below.

Progress reports will reflect half of the minimum number of grades for each category.

- Satellite: 8-9
- Daily: 8-9
- Test/Projects: 2-3

Grades 7th -12th (Upper School)

Students in grades 7-12 receive numerical grades in Bible, ELA/English, Mathematics, Social Studies, and Science, and some elective courses. Grades are weighted as follows: 20% Satellite Instruction, 30% Daily, 50% Test or Projects. Teachers will determine what assignments are designated for each category with guidance from the administration. A minimum number of grades for each subject are shown below.

Progress reports will reflect half of the minimum number of grades for each category.

- Satellite: 8-9
- Daily: 8-9
- Test/ Projects: 2-3

Report Cards

Report Cards are issued at the end of each nine-week grading period. Report cards are not released unless accounts are up to date with FACTS (tuition management). In lower school, to be promoted to the next grade level, a student must maintain a 70 or above in reading, writing, and mathematics. In the event a student does not maintain a 70 or above in his/her academic subjects listed for promotion, the student will then be “retained” in the current grade level. For a student who does not maintain a 70 or above average during the retention year, other placement options need to be considered. Upper School students must maintain a 70% or above in each course in order to receive credit.

Grading Scale for Pre K/Kindergarten		Grading Scale for 1 st & up	
Academics	Conduct	Letter	Number
✓ or x depending on mastery		A	90-100
Performs above expectations	E - Excellent	B	80-89
Conforms to standards	S - Satisfactory	C	75-79
Needs frequent redirection	N - Needs Improvement	D	70-74
Does not meet expectations	U - Unsatisfactory	F	69 and below

Assessments

DRA2 reading level assessments will be taken during the year for Kindergarten - 3rd grade. Iowa Assessments will be given to Kindergarten through 7th grade. Results will be shared at the end-of-year parent/teacher conference. Progress reports and report cards are issued on a nine-week schedule.

Parent Roles in a Hybrid Model School

Co-Instructor - In this role, parents will receive instructions from the classroom teacher on a regular basis, outlining satellite assignments, follow-up study over covered material, and preparation or review needed for the next class. They will also bear the primary responsibility for direct instruction in some aspects of the course, such as spelling, and in monitoring their child’s academic progress (including timely submission of assignments.)

Homework and Satellite

There is a difference between homework and satellite assignments. The following table is helpful.

Homework	Satellite
Assigned on Tuesday, Wednesday, or Thursday	Assigned to be completed on Friday/Monday.
Can be completed independently	Needs to be monitored/supervised by a parent/adult.
Should be based on what was taught/discussed in class that day. Students have the opportunity to complete assignments they were unable to finish in class	May or may not be based on material taught that week in school. Some subjects may be new material that students will read about or be introduced to for the first time.
Should not be more than 10 to 15 minutes of work per class	Should be the same amount of work that would be completed in a class period at school. Tuesday/Thursday blocks are 50 minutes, Wednesday blocks are 65 minutes. Students should plan to spend between 5–6 hours on both Friday and Monday completing assignments.
Should be checked for completion by the parent. Will be graded by the teacher.	Should be checked for completion by a parent/adult. Accountability is the key for students in the upper grades. They need to know that someone is checking their work for completion before they return to school on Tuesdays.
Should be a brief reinforcement of skills learned at school	Should be viewed as 'new' learning that may need to be taught, reviewed, or reinforced with students. Parents should hold their students accountable for understanding the material.
Should not make up a large percentage of the students' overall grade	Should make up a large portion of the students' overall grades as 40% of their education is completed via satellite instruction (70 total instructional days for the school year).
Should be taken seriously and completed as assigned by the classroom teacher	Should be taken seriously and completed as assigned by the classroom teacher.

Late Work

Elementary School

- 10 points off per late day up to 3 days. 4 days or greater merits a 0.

Upper School

- 1 Day Late: 10 points will be deducted from the student's earned grade.
- 2 Days or Greater: merit a zero.
- All digital assignments (Google Classroom, email, etc) will be deducted points per calendar day, not class day.

All Students

- If a student is absent on an assignment due date, the assignment will not be counted as late if it is turned in on the day the student returns to school. Please note that extracurricular and family activities that prevent students from completing work on time will receive a late work penalty. Off-campus days are school days and must be prioritized to be successful. If a child is too sick to complete work on an off-campus day or there are extreme extenuating circumstances such as a death in the family, a grace day may be given at the teacher's discretion.

Make-Up Work

Work missed in class due to an excused/unexcused absence is classified as "make-up work." Work assigned for completion on off-campus days is classified as "make-up work" only if the off-campus day occurs between on-campus absences.

Students are expected to complete all work missed and are given the same number of days to complete the work as the number of days the child was absent from class, regardless of whether the absence was excused. Make-up work will be placed by the teacher(s) at the front desk by 3:30 pm on the day of the absence or sent via email.

It is the parent's responsibility to pick up all make-up work and work that is to be completed on the next off-campus day at 3:30 pm on the day of the absence or on the last day of a planned excused absence.

In the case of a planned absence, parents may contact teachers directly to request missed work in advance of the absence. Advance work will be provided at the teacher's discretion. Teachers are not required to provide work in advance. The teacher's decision is final. Parents may NOT go to the student's classroom to pick up work for their child.

Progress Reports

Progress Reports are printed and sent home during the middle of each quarterly grading period.

Academic Dishonesty

Academic dishonesty is a serious offense and is not tolerated at SBA. Parents will be contacted immediately if their child is involved in any of the following situations:

- Promoting the use of AI generated work as the student's own original work.
- Lying or giving false information about an assignment
- Copying another student's work
- Using answer keys or teacher editions to finish assignments without permission
- Obtaining copies of quizzes or tests without permission to practice the test
- Plagiarizing an assignment without crediting the source (grades 7th and up)
- Use of any paraphrasing software
- Altering a graded paper or assignment to change the grade
- Talking to another student during a test or quiz without permission
- Giving or receiving information during a quiz or test (copying)

Students committing any of the infractions above will be given a zero on the assignment. The teacher should document the situation in FACTS, ensuring the parent receives a copy via email. If this is not the first infraction, the principal may use full discretion to enforce further discipline such as suspension or recommendation for Expulsion.

Academic Probation (Grades 7-12)

Students failing one or more classes at the end of a quarter may go on academic probation. The student on academic probation will have regular meetings regarding academic progress with an administrator. Academic probation will last for a year from the day it starts. If the student fails one or more semester classes during academic probation, the school has the right of dismissal.

Repeated Classes and Courses

The decision as to whether your child needs to repeat a grade or course in the upcoming school year is your decision to make as a parent.

- For children in grades 1-8:
 - Repeating may be right for your child if he/she struggled learning this past year
- For students who took high school courses:
 - Repeating one or more courses may be right for your child if he/she struggled in a foundational course (e.g. Algebra I or Computer Science) and is worried about being successful in higher-level courses

In accordance with both educational standards and our commitment to biblical principles, if a student retakes a course, the course will be listed identically to the original listing, with the new entry reflecting the academic year in which it was retaken, the credit earned, and the passing grade achieved. The initial attempt at the course will remain recorded in the prior year's academic records; however, no credit will be awarded for the unsuccessful attempt, and it will not be factored into the student's GPA or total credits earned. This policy ensures that only successful completion of coursework is reflected in the student's academic progress, consistent with our mission to uphold both educational excellence and integrity.

Courses Taken for No Credit or Retaken for Mastery

All courses taken receive a grade and are shown on the transcript. Courses taken and passed for the first time are computed in the rank. Any course taken by a student counts in determining eligibility for TCAL "No Pass/No Play" purposes.

SBA Graduation Requirements

All students at SBA meet or exceed the Foundation/Distinguished Diploma Plan required by the state of Texas. Our Distinguished Plan is equivalent to the Distinguished Level of Achievement for the State of Texas. The expectation for SBA students is the Distinguished Diploma due to the robust honors curriculum and hybrid pacing. In the event that a student transfers in or has certain educational needs, a Foundation Diploma may be awarded when qualifications have been met. Spring Baptist Academy does not rank students.

All core courses are taught at an honors pace and are considered Honors Courses. Students also have the opportunity to take Advanced Honors and Dual Credit courses. See Core Courses Table.

Core courses	
English	4 credits (English I, II, III, IV)
Math	4 credits (Algebra 1, Geometry, Algebra 2, & 1 Additional Upper Math)
Social Studies	4 credits (Cultural Geography, World History, US History, Government/Economics)
Science	4 credits (Biology, Chemistry, Physics, and Anatomy and Physiology or Forensics)
Bible	4 credits (Old Testament, Life of Christ, Triumph of Christ, Bible Doctrines, Biblical Worldview, or Ethics)
Foreign Language	2 credits (2 years of the same language)
PE/Athletics	1 credit
Fine Arts	1 credit (Art, Drama, or Intro to Worship Arts)
Speech	0.5 credit (Speech)
Health	0.5 credit (Health)
Electives	3 credits (CTE, extra PE, extra Math, extra Science, Approved Dual Credit courses, Worship Arts 1 or 2, Digital Branding and Creative Tech or Church History)
TOTAL	28 CREDITS

Advanced Honors: Geometry, Algebra 1, Algebra 2

Dual Credit: Pre-Calculus, Calculus, Psychology, Sociology, Economics, Government, US History, English III, English IV

***Service Hours for graduation: minimum 25 hours per high school year**

Valedictorian and Salutatorian

The guidelines determining the valedictorian and salutatorian of the Senior Class are as follows:

- Class Rank – Valedictorian and salutatorian are only chosen from the students who will receive the Distinguished Diploma plan.
- The Valedictorian must have an average of 93 or above, and the Salutatorian must have an average of 91 or above.
- Only those students who have attended SBA high school from the beginning of their sophomore year, including the entire junior and senior year will be considered for either of these two positions.
- Only those students who have not been on any type of disciplinary probation during the senior year will be considered for these two positions.
- To qualify for either of these positions, seniors must be current in all class work and assignments, be in good standing with teachers/ coaches, and must be attending SBA in a minimum of 4 core classes.
- When comparing two students, SBA will consider 3 components:
 - 1) The GPA of their academic coursework
 - 2) The students' average grade
 - 3) If both components are the same, we will then compare the length of time as an SBA student

The Valedictorian and Salutatorian will be determined after the Fall semester (typically in January) of the student's senior year.

Determining Class Rank

SBA reserves the right to not place students according to their GPA class rank, except for the sole purpose of declaring Valedictorian/ Salutatorian.

VII. Athletics

SBA Athletics emphasizes teamwork, spiritual growth, and physical development in a Christ-centered environment.

- Any student-athlete in grades 6th - 12th needs to complete a participation form.
- All athletes need to have a sports physical completed prior to the start of practice.
- There is a fee for each sport that a student participates in.
- Please see the Athletic Handbook for further details