

Spring Baptist Academy

Educating Children of the King



**Family Handbook
Policies and Procedures
2023-2024**



Spring Baptist Academy

633 East Louetta Rd.

Spring, Texas 77373

281-353-5448

www.springbaptistacademy.org

Philosophy

Spring Baptist Academy will present a biblical worldview in all content taught to our students. Our philosophy of Christ centeredness will allow us to help students achieve creative and critical thinking through use of the best biblically integrated curriculum available. Children's education shall be based upon the Bible as absolute truth.

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; I Peter 3:15; 2 Tim 3:16-17; Deut 6:4-7)
- Equip (Eph 4:12)

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; II Timothy 3:16; II 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, 139:7-9; Matthew 28:19; John 10:30, 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, 14; 3:16; Matthew 1:18-25; Galatians 4:4-5; Philippians 2:6-10; I Corinthians 15:3-7; Hebrews 4:14-16; I 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, 14:16, 17, 26; 16:7-14; Romans 8:9; I Corinthians 12:13; II Corinthians 3:18; Ephesians 1:13, 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; 3:6; Psalm 51:5, Romans 3:23; 15:12, 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; 3:14; 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; I Peter 5:8; I John 3:8; Revelation 12:9-11, 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. I Thessalonians 4:13-18; James 5:8; Hebrews 10:37; Jude 14-15; Revelation 19:11-16, 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. I Corinthians 15; II 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 into 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; II Timothy 2:15; I Peter 2:1, 5, 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. I Corinthians 12:13; Ephesians 1:22-23; 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; I 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; 13:1-3; 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; 8:38-39; Matthew 26:26, 30; I Corinthians 11:23, 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; I 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; 19:5, 15; 26:8-9; Leviticus 18:1-30; Romans 1:26-29; I Corinthians 5:1, 6:9; I Thessalonians 4:1-8; Hebrews 13:

Biblical Principles of Kingdom EDUCATION

1. The education of children and youth is the primary responsibility of parents.

Deut. 6:4-9; 11:18-21; Psalm 78:1-7; Psalm 127:3; Prov. 22:6; Mal. 2:13-16; Eph. 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. Deut. 6:7; 11:19; Prov. 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; Matt. 28:19-20

4. The education of children and youth must be based on God's Word as absolute truth. Matt. 24:35; Psalm 119

5. The education of children and youth must hold Christ as preeminent in all of life. Coloss. 2:3, 6-10

6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matt. 18:6; 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. Exod. 18:21; I Sam. 1:27-28; 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 of 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 biblical worldview frame of reference.

Rom. 1:20 and 28; Psalm 19:1; Prov. 4:5,7; 3:19; 9:10, Psalm 104:24; 136:5; Jer. 10:12; Rom. 11:33; Luke 11:52; Coloss. 2:3; 1 Corinth. 8:1; 13:8

10. The education of children and youth must have as its primary focus the increase in the knowledge of God. Coloss. 3:1-2; Matt. 6:19-20; 2 Tim. 4:6-8; Acts 20:24; Heb. 11:13; Coloss. 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; Rom. 1:20; Rom. 11:33-36; Psalm 19:1-6; Eph. 1:16-19; 3:15-19; 4:13; Philipp. 1:9; 3:8-10, 13-14; Coloss. 1:9-10; 2:2-3; 2 Pet. 3:18; Prov. 2:5; Hosea 4:1; 6:6; 2 Corinth. 10:3-5

12. The education of children and youth results in performing work in fulfillment of God's will for their lives. Gen. 1:26; Matt. 6-10, 33; Eph. 5:17; Heb. 10:36; 13:20-21; Coloss. 1:9-10; 12:1-2; Prov. 3:5-6; 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 Corinth. 8:7, 10:12; Philipp. 1:9-10, 4:8; 1 Tim. 6:11; Psalm 8:1; Eccl. 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. (Rom 1:20 & 11:36; I Cor 6:19-20, 10:31; Heb 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.

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 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.

Operating Principles

Personnel

Spring Baptist Academy strives for excellence in all areas, and each member of the staff is highly qualified. All full-time Pre-K teachers shall have a minimum of an Associates Degree or experience in early childhood education. All teachers of Kindergarten and higher grades will have an appropriate teaching degree, experience, and be state certified.

All staff chosen will be in agreement with Spring Baptist's Statement of Faith and the Essential Doctrines of the Church which can be found in the Appendix of this document. Substitutes will have classroom experience. Teacher aides will have a high school diploma and will be over 18 years of age.

Classroom Instruction

Classroom instruction at Spring Baptist Academy will be modeled after the example of the Lord Jesus Christ, who taught with the authority of ultimate truth (Matthew 7:29). Biblical truths should permeate the classroom through the instructional process and program.

The SBA classroom should present the plan of salvation, provide ordered discipleship, develop a biblical worldview, and equip students' lives for God's service by assisting in the acquisition of skills and knowledge necessary for God's unique plan for their lives.

Operating Principles:

A Teacher of SBA will:

- Hold Christ as pre-eminent through all of life (Colossians 1:18)
- Teach sound doctrine: salvation, absolute truth, purity, etc. (Titus)
- Acknowledge God as Creator and honor Him in the classroom (John 1:1)
- Help students understand man's need for a Savior, discern truth, understand God's character, and be able to apply these in their lives
- Teach from a biblical worldview (Proverbs 22:6, 1 Corinthians 1:18-25)
- Integrate biblical principles and a Christian, biblical worldview in every area (1 Corinthians 5:16)
- Address all learning styles (Psalm 139:14)
- Target classroom instruction at helping students to achieve goals (Proverbs 1:1-6)
- Equip students with the knowledge and skills necessary for the unique development of each individual in order for him to attain God's goal for his life (Jeremiah 29:11)
- Commit to the Lord their instructional plans (Proverbs 16:3)
- Create a climate of honor and diligence (Colossians 3:23)
- Foster students' leadership qualities and gifts in order to equip them for service to Him (2 Timothy 1:14)
- Keep instruction fun and engaging (Proverbs 16:21)
- Strive to provide academic excellence for all students (Luke 2:40)
- Adapt and measure learning according to the guidelines and objectives of the school (Hebrews 13:17)
- Be effective stewards of classroom time and resources (1 Corinthians 14:40)
- Plan and implement a clear, sequential lesson, with defined goals according to the objectives and curriculum of the school (1 Corinthians 14:40, Jeremiah 3:15)

Admission Policies

Policies of Spring Baptist Academy Non Discrimination Policy

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. We do 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.

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

All applications are made electronically at the SBA website: www.springbaptistacademy.org

Enrollment Eligibility

The Spring Baptist Academy shall be for the instruction of children from Spring Baptist Church and the community.

The following are the ages that each child must be by September 1st to enroll in the respective grades, unless testing determines otherwise for the benefit of the student:

Pre-K 4 years old

Kindergarten 5 years old

1st grade 6 years old

2nd grade 7 years old

When enrolling your child, we assume this enrollment is for the entire school year. However, if your child will be absent for an extended period of time, please make arrangements with the Academy Director. Such arrangements will depend upon the waiting list for the age level in question.

Classes will be filled on a first-come, first-served basis. 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.

Registration fees are due at the interview. Items needed upon registration: copy of the child's birth certificate, parent signatures on all agreements, and medical and emergency release forms must be brought to the interview. Immunization records, statements of health, vision and hearing results, and photo release must be completed and filed before registration is complete.

New Student Probation Period

All new students will be subject to a probation period for the first nine weeks of the school year. If behavior and/or academic expectations are not met, a parent meeting will be scheduled with the Academy Director. Withdrawal may be considered for the best interest of the child and the school. Tuition payments will be stopped if the decision is withdrawn.

Tuition

Tuition is paid through FACTS Tuition Management and due the first business day of each month. There is an annual FACTS fee of \$45. 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 first of each month through May 1st. For those paying by two semester payments, the first payment is due 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

There are no provisions for days missed due to illness or extended vacation. No credit is given for scheduled school holidays and vacation. 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. After completion of online application, the family will be contacted to arrange a Registration Meeting.

\$100 will be added to all registrations after May 31st. FACTS Application fee of \$25 is to be paid online. A testing fee of \$25 will be collected on the day of testing for new students. Fourth grade and up will purchase a Chromebook. A \$20 technology fee will be charged for Go Guardian.

Non-Refundable Registration Fee		
	New Students	Returning Students
PreK	\$350	\$325
Kinder - 5th Grade	\$450	\$425
6th grade and up	\$500	\$475

Tuition			
PreK	\$3,950	Fourth Grade	\$5,350
Kindergarten	\$4,350	Fifth Grade	\$5,500
First Grade	\$4,550	Sixth-Eighth Grade	\$5,850

Second Grade	\$4,750	Ninth-Tenth Grade	\$7,250
Third Grade	\$5,150	Eleventh-Twelfth Grade	

Attendance Policies

School Calendar, Attendance, School Cancellations

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

Grade	Days	Times
PreKindergarten	8:45 am - 2:45 pm	Tuesday, Wednesday, Thursday
Kindergarten - 5th	8:00 am - 3:15 pm	Tuesday, Wednesday, Thursday
6th and up	7:45 am - 3:15 pm	Tuesday, Wednesday, Thursday

Arrival and Dismissal Policy

- There will be a late charge collected after the appropriate time for pickup of your child. 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 Academy Director's office for late pick-up.
- Children will only be released to parents or designated adults listed on the registration form. Designated adults must have a written permission slip or the class name card from the responsible parent. The parent must also call or send the teacher a note to the school the day of the change. Also, the designated persons will be required to show their driver's license or identification card.

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

* New change as of 2022-2023

Attendance Information

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 reason for absence.

- It is expected that all students will be present unless sickness prevents them from attending.
- Vacations should not be scheduled for school days unless consulting with the teacher and Academy Director at least two weeks prior. (Please notify teachers two weeks in advance if work will be requested prior to vacation.)
- Students MAY be required to complete makeup work during recess times due to loss of instructional time. Please call the school office at 281-353-5448, Ext. 116, to report extended absences.
- Five or more tardies will make a student ineligible to receive a perfect attendance award. • K-5th grade students will be considered tardy after 8:01 a.m.
- Pre-K students will be considered tardy after 8:46 a.m.
- Students in Upper School will be tardy after 7:46 a.m.

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 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.
Please remember that late arrivals can be disruptive to other students as well as your child. Maintaining a routine is important for each child's ability to learn
- Please come to the office 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.
- 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.
- Parents are expected to make every effort to schedule medical and dental appointments for their children outside of school hours.

Student Withdrawals

- Student(s) withdrawn prior to August 1st, no tuition liability will be assessed other than the non-refundable registration fee and building usage fee.
- Student(s) withdrawn after August 1st, and prior to the first day of school, tuition liability will be equivalent to 25% of the semester tuition for that student.
- Student(s) withdrawn on or after the first day of school, and prior to the first day of the second semester, tuition liability is equivalent to 50% of the semester tuition for that student.

- Student(s) withdrawn at any time during the second semester, tuition liability is equivalent to 50% of the second semester tuition for that student.
- 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 payments and/or early withdrawal payment is made.

Teacher Request Policy

We know 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.

Academic

The school will keep in constant communication with parents. Email is our primary source of communication. It is crucial for parents to provide current and changes to all 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. The Academy Director will publish a monthly newsletter that will be sent home in the student's folder and/or added to our website.

Classroom Expectations

- Be ready to work when class begins
- Be safety conscious
- Obey classroom procedures as directed by the teacher
- Respect and 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: Language Arts, Bible, Technology, Mathematics, Music, Reading, Science, Art, Social Studies and Physical Education

Upper School subject areas include: Language Arts/ Vocabulary, Bible, Technology, Fine Arts, Mathematics, Music, Reading, 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 curriculum and Abeka. Middle School will use Bob Jones and Summit curriculum. The exception is for Texas History for fourth and seventh grade.

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. Teachers will meet with parents to discuss satellite learning assignments after the Open House general meeting.

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 green Parents Login at the top of the page.

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 progress report and report card.

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

Grades 1st – 3rd (Elementary)

Students in grades 1-3 receive numerical grades in Bible, Reading, Writing, Mathematics, Studies, and Science. Grades are weighted as the following: 15% Satellite Instruction, 35% and 50% Tests or Projects. Teachers will determine what assignments are designated for each with guidance from administration. Minimum number of grades for each subject are shown

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

- Satellite 5-6
- Daily 5-6 (*The only exception to this will be in Writing. Spelling Test will count for 10% and the remaining 25% will be counted for daily assignments*)
- Test/ Projects-2-3

Grade Range	Letter Grade
90-100	A
80-89	B
75-79	C
70-74	D
Below 70	F

Social
Daily,
category
below.

Grades 4th -5th (Intermediate)

Students in grades 4-5 receive numerical grades in Bible, Reading, Writing, Mathematics, Studies, and Science. Grades are weighted as the following: 20% Satellite Instruction, 30% 50% Test or Projects. Teachers will determine what assignments are designated for each with guidance from administration. Minimum number of grades for each subject are shown

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

- Satellite 5-6
- Daily 5-6
- Test/ Projects-2-3

Grade Range	Letter Grade
90-100	A
80-89	B
75-79	C
70-74	D
Below 70	F

Social
Daily,
category
below.

(The only exception to this will be in Writing. Spelling Test will count for 10%. Daily will be counted 25% and Satellite will be counted 15%. Test will remain at 50%)

Grades 6th -10th (Upper School)

Students in grades 6-9 receive numerical grades in Bible, ELA/English, Mathematics, History, and Science, and some elective courses. Grades are weighted as the following: 20% Satellite Instruction, 30% Daily, 50% Test or Projects. Teachers will determine what assignments are designated for each category with guidance from administration. 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 5-6
- Daily 5-6
- Test/ Projects-2-3

Grade Range	Letter Grade	Credit-GPA Equivalent
90-100	A	4.0
80-89	B	3.0
75-79	C	2.0
70-74	D	1.0
Below 70	F	0

nine-week unless

Report Cards

Report Cards are issued at the end of each grading period. Report cards are not released accounts are up to date with FACTS (tuition management). 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 1 st and up	
90-100	A
80-89	B
75-79	C
70-74	D
69 and below	F

Grading Scale for Pre K/Kindergarten	
Academics	Conduct
Check or x depending on mastery	
Performs above expectations	E—Excellent
Conforms to standards	S—Satisfactory
Needs frequent redirection	N—Needs Improvement
Does not meet expectations	U—Unsatisfactory

Assessments

DRA2 reading level assessments will be taken during the year for Kindergarten—3rd grade. Iowa Assessments will be given to Kindergarten through 9th grade. Results will be shared at the end of year parent/teacher conference. Progress reports and report cards are issued on a nine weeks 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 homework 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.)

Home Assignments

Because of the structures of the SBA and all classes involved in the three-day school, all satellite learning assignments will be treated as a class grade. Parents are responsible for making sure all work is done to the classroom teacher’s specifications. All assignments will be recorded at the teacher’s discretion. They must be turned in on time. Teachers may use discretion in lowering grades for work turned in late. If student work declines dramatically, the teacher and parent will conference together.

Off-Campus Work Policy

SBA sets high academic standards for its students. Success in a Hybrid Model School requires a significant and consistent effort by both students and their parents to complete assignments outside of class. For that reason, “Off-Campus work” is an integral part of academic success at SBA.

“Off-Campus Work” is not busy work. Meaningful assignments offer preparation, practice and extension at home on a schedule that accommodates the demands of each family. Well-planned assignments have three purposes:

- to preview and develop a basic understanding of material before it is presented in class (science and history)
- to practice new concepts, skills or vocabulary (math, spelling, grammar)
- to show achievement (preparing book reports, working on individual or group projects and studying for tests)

Off-Campus Workload

Language Arts/Eng and Math comprise 50-75% of assignments in the off-campus classroom, particularly in the early grades when foundational skills are being learned. Guidelines for total work per off-campus day are as follows and are based on the average student:

Grade Level	Math	Science	Language Arts	History	Electives
PK-K	20-30 minutes	20-30 minutes	20-30 minutes	20-30 minutes	N/A
1st-2nd	45-60 minutes	30-45 minutes	45-60 minutes	30-45 minutes	N/A
3rd-5th	Up to 60-75 minutes	30-45 minutes	Up to 60-75 minutes	30-45 minutes	N/A
6th-8th	Up to 90 min	Up to 60 min	Up to 90 min	Up to 60 min	Up to 45 min
9th & up	Up to 90 min	Up to 75 min	Up to 90 min	Up to 75 min	Up to 60 min

“Off Campus” guidelines are an estimation of time required for an average student to complete the assignments. Students should expect to spend more time on assignments if they work slowly. Please contact the teacher if your child is spending a significantly greater amount of time on assignments than the average expectations.

Late Work

Elementary School

- 1 Day Late: 10 points will be deducted from the student’s earned grade.
- 2 Days Late: 20 points will be deducted from the student’s earned grade.

- 3 Days or Greater: merit a zero.

Middle School

-1 Day Late: 10 points will be deducted from the student's earned grade.

-2 Days or Greater: merit a zero.

High 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. *(This excludes major projects/papers for high school courses. If a high school student is absent on the due date of a major project/paper, the assignment must be delivered to the teacher by the start of the class.)

Please note that extracurricular and family activities which prevent students from completing work on time will receive the late work penalty. Off campus days are school days and must be prioritized for the University- Model® to be successful. Doctor's appointments, errands, and other activities should be scheduled outside of school hours. If a child is too sick to complete work on an off-campus day or there is an 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 3:30pm 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 3:30pm on the day of the absence or on the last day of a planned excused absence.

In the case of a planned excused 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. The teacher's decision is final. If the absence is unexcused, parents may not request work in advance of the absence. Parents may NOT go to the student's classroom to pick up work for their child.

All make-up work will be graded by the teacher. In the case of an excused absence, work will receive full credit. For unexcused absences, 15 points will be deducted from all assignments, with a maximum grade of 85% per assignment. Off-campus days that fall between unexcused absences will also be considered unexcused and receive a 15-point deduction.

During a lengthy illness, special arrangements may be made with the teachers and/or Principal.

Progress Reports

Progress Reports are available online during the middle of each quarterly grading period. Progress Report dates will be released for parents to review their student's progress.

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:

- 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 6-12)

A student in grades 6-12 whose grade point average drops below 70.0% or a 2.0 GPA in the five core subjects (Bible, English, Math, Science, and Social Studies) for either semester will be placed on academic probation for the following semester. The core GPA must be raised to 70.0% or 2.0 GPA by the end of the probationary period. Failure to do so will result in dismissal from school. The school notifies parents if their student is placed on academic probation. If probation occurs during the second semester, the student may attend summer school or take an online class (approved by the administration) to raise his/her grade and be removed from probationary status (see Course Recovery Policy).

COURSE RECOVERY

SBA students are expected to accomplish all course-work at SBA. Students who fail courses may take them again in an off-campus setting. Enrollment in off-campus courses must receive prior, written approval by the principal or director. Off-campus coursework must be taken from regionally accredited institutions and be of a quality commensurate with SBA academic standards. Online courses from regionally accredited institutions may also be considered for approval.

Students who earn an "F" in a class must make up the class in an approved recovery course (summer school or online course) at their own expense. Students who earn a "D" in a class may make up the class in an approved recovery course at their own expense. The recovery course must be taken the summer immediately following the year in which the "D" or "F" was earned. Students are allowed to retake a total of two semesters of any class or classes in grades 9-12. No additional recovery courses will be applied to a student's transcript beyond the allotted two semesters.

Percentage grades earned during a recovery course will be averaged with the percentage grade earned at SBA for the same class.

Example - SBA Course 55% + Recovery Course 85% = Combined points of 140% divided by the two classes. 70% is the new numeric average and that grade will be applied to the GPA.

If a student fails additional courses, they must be made up in an approved recovery course to satisfy graduation requirements. However, both the numeric grade earned in the original class and the recovery class will appear on the transcript and will not be averaged into the student's GPA or numeric average.

Code of Conduct

At School

The primary rule at SBA is RESPECT – for God, authority, others, ourselves, and school property. Here are some ways you 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.

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. Public displays of affection are not permitted at any time, whether on campus or at SBA-sponsored events. This includes teasing, chasing one another, etc. Conduct yourself as a gentleman or a lady.
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.

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.

School Integrity and Reputation

A fundamental expectation of those who are a part of the SBA family is that all students, parents, and staff members will represent Christ and biblical standards at all times, not just during school hours. As representatives of Christ and SBA, it is critical that each person guard the reputation and public perception of the school, and refrain 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.

Examples of such activities include but are not limited to any display of inappropriate content or any reference by name or disparaging remark about SBA or anyone affiliated with SBA on personal internet sites (public or private) or social media, participation in any group or organization whose reputation is not above reproach (e.g., gangs, some fraternal organizations, etc.), as well as behaving immorally, such as intoxication, lewd behavior, or physical altercations with others. Parents and students should show respect to visiting teams, referees, and those around them at sporting events.

BEHAVIOR POLICIES

Purposeful Correction

God sees not as man sees, for man looks at the outward appearance, but the Lord looks at the heart.
(1 Samuel 16:7)

When students feel accepted and valued, they display more confidence in the classroom and are more likely to ask questions and share their ideas. This is true from Pre-K through high school.

The primary way we cultivate this type of environment at SBA is by requiring students to demonstrate RESPECT — for God, for those in authority, for others, for self, and for school property. Our Respect rule ties back to Matthew 22:37-39 where Jesus tells us to love the Lord with all your heart, soul, mind, and strength, and to love your neighbor as yourself.

During the school year, teachers look for opportunities to celebrate respectful attitudes and character growth. Students may demonstrate this in many ways, such as sitting by a child who needs a friend, preventing teasing and bullying, or following instructions the first time. Students demonstrating respect and character growth may receive verbal praise, award certificates, or special classroom privileges.

Each teacher has the responsibility to enforce classroom and school rules. When a child displays a lack of respect at school, teachers start by talking about the behavior with the student. Teachers will communicate with parents early in the process so that parents and teachers may partner together to grow character. When needed, teachers also will involve an administrator to help with shepherding the child's heart and working together with parents.

You may be asked to work at home with your child or come to school for a conference. We encourage parents to actively and faithfully attend church, which contributes spiritual and character instruction necessary to the hybrid model. Parents have the ultimate responsibility for student behavior and SBA expects parents to address issues at home to correct behavior concerns.

While no one looks forward to behavior issues, they often can be an effective way to identify opportunities for character growth. By working together, teachers and parents can cultivate Christian character, provide a Christ-centered learning environment, and encourage the development of positive Christian relationships among students. When you enroll your children at SBA, you agree to support the school in these efforts.

Student Code of Conduct

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.

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

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

Administrators may assign lunch or after-school detention.

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

- Repeated mild or moderate, or a severe offense – teacher and student cannot resolve in class.
- Administrator conferences with student, documents incident, and contacts parents. May require parents to come in for a conference.
- Administrator may develop a behavior plan or contract, or modify the existing plan or contract.
- Administrator may require student to complete an assignment or project focusing on character growth as a disciplinary measure. This may be a written assignment or a project on campus.
- Administrator may assign lunch or after-school detention.
- May result in academic suspension and/or suspension from SBA extra curricular activities and practices at the discretion of the administrator.
- Parents address the issue at home.

**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, but will be recorded as zeros.

**If a student is removed from the classroom for poor behavior again after return to campus, the Head

Administrator may extend the suspension or proceed with expulsion.

Any discipline matter deemed to be of an urgent or potentially dangerous nature should be brought immediately to the attention of the appropriate administrator, the incident documented, and parents notified. Repeated offenses or any serious offenses may, at the sole and absolute discretion of the administrator, result in temporary suspension or expulsion.

MS/HS Discipline

Level 1 (warning/0 demerits):

Verbal Reprimand, Redirection or Discussion noted in practice

Level 2 (1 demerit):

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

1 Demerit includes but not limited to dress code, talking or disrupting class, not bringing supplies to class, horseplay, cell phone (plus fees), parking lot infractions (depending on severity can be more than 1 demerit), Public Display of Affection (PDA), chewing gum, etc.

Level 3 (3 demerits):

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

3 Demerits - (Automatic Level 3 write up) - Disrespect to teacher, student, staff, admin, parent, or volunteer etc. Obscenities, vulgar language, etc.

Level 4 (5 demerits):

Official Write-Up, Removal from Classroom and Parent Contact

5 Demerits - (Automatic Level 4 write up, this can be at the principal or admin discretion.) Academic Dishonesty, Deception, Truancy, for more serious offenses. Admin can determine if an in-school suspension, suspension, or expulsion needs to be assigned.

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.

Student Conduct Probation (administered by the principal)

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

- Repeated mild or moderate, or a severe offense – teacher and student cannot resolve in class.
- Administrator conferences with student, documents incident, and contacts parents. May require parents to come in for a conference.
- Administrator may develop a behavior plan or contract or modify the existing plan or contract.
- Administrator may require student to complete an assignment or project focusing on character growth as a disciplinary measure. This may be a written assignment or a project on campus.
- Administrator may assign lunch or after-school detention.
- May result in academic suspension and/or suspension from SBA practices at the discretion of the administrator.
- Parents address the issue at home.
- Student

****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 but will be recorded as zeros.

**If a student is removed from the classroom for poor behavior again after return to campus, the Head Administrator may extend the suspension or proceed with expulsion.

Any discipline matter deemed to be of an urgent or potentially dangerous nature should be brought immediately to the attention of the appropriate administrator, the incident documented, and parents notified. Repeated offenses or any serious offenses may, at the sole and absolute discretion of the administrator, result in temporary suspension or expulsion.

Demerit Scale:

3 demerits/semester = morning detention

3 morning detentions/semester = suspension

2 suspensions/semester = expulsion

Enhanced Corrective Measures

Student Conduct Probation (administered by the principal or director)

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 (administered by the principal and director)

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. Both in-school and out-of-school suspension can be assessed.

Expulsion (administered by the school board)

The student is suspended immediately from all classes and activities. If the family does not wish to appeal, then the student is officially no longer a student at SBA and the record of expulsion will appear on the student's transcript. If the family wishes to appeal, they must submit their formal request for readmission in writing. If the School Board agrees to hear the appeal or agrees that the student may receive class assignments while it considers the request for an appeal, the student may continue to receive class assignments while the appeal or the decision to hear the appeal is pending. If the School Board agrees to hear the appeal, both parents (unless the parent is single) and the student must schedule a time to appear before the Board to discuss the appeal. Re-admittance, if granted, will only be on the condition that the family obligates itself to the Board's required corrective actions, restrictive measures, and other future accountabilities. If the student is re-admitted, the student may request the School Board to have the record of expulsion deleted from his or her permanent record at the end of that school year or at a time later than that if the Board deems it appropriate to the situation. It is within the School Board's sole discretion whether or not to grant this request.

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.

Electronic Devices

Elementary School

Electronic devices such as iPods and handheld games are NOT ALLOWED on campus. Cell phones and smart watches must be turned off and put in student backpacks for the entire school day. Electronic devices will be confiscated and held at the main office. This is to protect all students from viewing inappropriate content, from unauthorized contact with off-campus individuals, and to preserve the learning environment.

Middle and High School

Electronic devices such as iPods, cell phones, smart watches, are not to be in view or use during the school day. SBA recommends leaving these devices at home. If a student brings a personal electronic device (cell phones, smart watches, etc.) to school, it must be turned in to the classroom teacher each period. *The only exception is that Upper School students may use personal electronic devices during passing time. 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. This is to protect all students from viewing inappropriate content, from unauthorized contact with off-campus individuals, and to preserve the learning environment.

Consequences for Violating the Electronic Device Policy:

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

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

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. Three demerits will be given (automatically initiating a morning detention). A subsequent electronic device infraction will result in suspension. The device is no longer allowed on campus. Additional infractions will result in possible expulsion.

SBA Internet Position Statement

SBA computers, or computers/electronic devices 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 a computer on campus to view subjects deemed not appropriate for a Christian school setting as determined by and at the discretion of 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

Speech and expression on blogs, websites, instant messaging, text messaging, online social networks, etc., that is 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.

Serious Offenses (Drugs, Alcohol, etc.)

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
- Possession, use, or distribution of illegal drugs or paraphernalia
- Vandalism
- Stealing or shoplifting
- Malicious prank against a school representative
- Public nudity (e.g. mooning)
- Malicious or inappropriate posts on Facebook, Twitter, Instagram, or any other electronic medium
- Any student who assists, conspires, or accomplices with any of the aforementioned activities.

Parents are urged to be aware of and monitor their child's electronic communication in order not to jeopardize

the student's enrollment at SBA. Parents and students should note that 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.

Drug and Alcohol Policy

Given the prevalence of illicit substance use by adolescents in the United States and the far-reaching medical and psychosocial consequences, SBA admin desires to partner with parents to combat this problem and ensure our students remain healthy and our campus is drug-free. SBA admin and/or coaching staff reserve the right to randomly test students for drug use. Representing our Royals community is a privilege and SBA has the right to ensure the reputation and safety of our campus.

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). Violation will result in stringent disciplinary response, and law enforcement agencies may be notified by SBA admin. All drug and alcohol offenses are cumulative and span all years a student attends SBA. The following items are prohibited:

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, vaping devices, e-cigarettes, Juuls, or other tobacco products.

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.

Dress Code Policy

Dress Code

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.

General Guidelines

Girls

- All clothing must be the correct size in a modest fit, and in good condition
- Shorts/Skirts should be fingertip in length.
- If leggings are worn, a shirt must cover the bottom at all times.
- If jeans are frayed or have holes, the holes must be at knee length or lower.
- Sleeveless clothing should be at least 3 fingertip width at the shoulder with a modest fit
- No crop top or midriff shirts are allowed.

- For students in the Upper School, athletic shorts are only to be worn during athletic period, not to any other class.
- Sandals may be worn, but must bring athletic shoes for athletics and may be required to bring them for other classes or activities.

Boys

- Athletic shoes are preferred. Socks are required with the athletic shoes.
- Hair should clear the eyebrow, be kept out of the line of vision, be no longer than the middle of the ear on the side, and not over the collar in the back.
- If need be, should be clean-shaven.

Everyone

- Jewelry should not be a distraction to others.
- Body art/tattoos (temporary or permanent) must be covered.
- No hats can be worn during the school day between 7:45 am – 3:15 pm, except for special dress up days.

Non-compliance with the SBA dress code may result in a parent bringing the student new clothing or the student going home. Continued non-compliance with the SBA dress code may result in a parent/student conference with the campus Academy Director.

Consequences for Dress Code Violations

The following consequences will be consistently applied. The school Academy Director will have the final word on what is considered a violation.

1st violation: Verbal warning and parent notification. Depending upon the violation, student will be required to change clothes in order to remain at school. Student is expected to correct the violation before the next school day.

2nd violation: Official write-up and parent notification. Student will be required to change clothes in order to remain at school. Student is expected to correct the violation before the next school day. Student may be required to bring alternate clothing to be kept in the Academy Director's office in the event of a future violation.

3rd violation: Detention, official write-up, and parent notification. Student will be required to change clothes in order to remain at school. Student is expected to correct the violation before the next school day. Student may be required to bring alternate clothing to be kept in the Academy Director's office in the event of a future violation.

Subsequent violations: If the above measures are not successful in correcting dress code violations, the Academy Director will assign a one-day suspension resulting in zeros for classwork and homework. Student will be required to change clothes in order to remain at school. Student is expected to correct the violation before returning to school. Future violations will result in behavioral probation, suspension, or place the student's enrollment in jeopardy.

Health

All health documents including physician releases, immunization information as required on registration forms, vision and hearing screening forms, general allergy information as listed and special needs must be presented as specified on the registration form before school begins or within one week after consulting with the Academy Director.

Immunization Records

All students must have a current immunization record on file. This must be updated as immunizations are

administered, as well as the beginning of each school year. Per Texas law, students must have a statement of health signed by a physician authorizing them to participate in the program. See Appendix for a list of immunizations required for all students. A physician will provide an exempt form to any parent objecting to immunizations. This form must be on file at the school office in the child's records. (See information regarding exemptions in the Appendix.) Any student not having current immunizations or a current form objecting to immunizations in a timely manner may be excluded from school.

Immunization requirements are set by the Texas Department of Health Services. Tuberculosis testing may be required, and parents will be notified if authorities require such documentation. State law requires documentation of vision and hearing screening. Documentation from your doctor must be within 2022. The school will provide these screenings for a small fee. If your student is absent on the day these are conducted, it will be the responsibility of the parent to provide the necessary documentation in a timely manner.

Illness/Wellness

When Student May NOT Attend School

- Please keep the student home from school if ANY ONE of the following symptoms are present: • Fever with a temperature of 100.0 degrees Fahrenheit or greater.
- Suspected contagious illness (such as flu, unidentified rash, strep throat, etc).
- Suspected contagious condition (such as pinkeye or impetigo, etc).
- Vomiting or diarrhea.
- If exposed to confirmed COVID-19 see SBA Health & Safety Plan

When Student May Return to School:

- After fever subsides for 24 hours without antipyretics (fever reducing medications such as Tylenol, Advil, etc.) • After diarrhea subsides for 24 hours without anti-diarrhea medication.
- After vomiting subsides for 24 hours without anti-vomiting medication.
- Physical injuries, such as a broken bone, will require a doctor's note.

If a student becomes ill or presents with any of the above listed symptoms during the school day, an SBA staff member will contact the parent/guardian to expediently retrieve the student from school. In the event that parent/guardian cannot be reached, the designated emergency contact identified on the provided emergency contact form will be contacted.

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

Medications

Prescription medication will be administered by SBA office personnel. Students are not allowed to keep medication, including over the counter medications, in their backpacks or on their person. Examples of items considered to be medication include prescription medications and over the counter medications are: pills, syrups and ointments, aspirin, Tylenol, Advil, vitamins or cough drops. If a child has special medical concerns, please see the campus administrator for possible considerations.

Head Lice Policy

Head lice spread easily from one person to another and schools are easy targets for outbreaks. Please be aware that having head lice is not a reflection on you or the cleanliness of your household.

If you find that your child has head lice, please notify the school office so that other children can be inspected, and the outbreak contained as quickly as possible. SBA has a "NO NITS" policy. If a child is found to have nits or live lice, the parent will be called. The child must be picked up immediately from school. The day the child returns to school, after being treated, he/she must be brought to the office to be checked before returning to the classroom. If the child has one nit remaining in their hair, he/she will not be allowed to return to class and will be checked the next day when they return to school. Affected children will be re-inspected seven (7) days after being allowed to return.

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, Valentine, and end of the year parties. The teacher and room mother 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.

Food Service

State law requires your child have adequate nutrition while in full-day school. Please provide a lunch your child will enjoy and a boxed drink, water, or milk. Do not send foods that must be heated. Also, in Pre-K and Kindergarten include a snack such as fruit, carrots, cookies or juice. Do not send canned drinks or candy. All allergies must be listed on the registration form. The children will not be allowed to share lunches.

Lunch Time

Helpful things you can do so that mealtime at school can be a pleasant, satisfying experience for your child:

- 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. If lunch is fast food, please no soft drinks.
- Be aware that we are unable to heat lunches.
- No glass containers.
- Provide containers that are easy for your child to open.
- Box type juices and milk or water are appropriate.
- 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.
- Gum is not allowed at any time during the school day. Discard gum before entering school. • Parents will be notified early if there are to be any changes in the lunch for the day.

Safety and Security

Safety Procedures

All accidents will be documented, and records kept on file in the administrator's office. Copies will be given to parents for students who must be seen by a health care professional. Parents will be notified immediately of medical emergencies.

Drills/Evacuations

The school follows state safety guidelines. We have fire drills, disaster drills, and intruder drills.

There is a school wide plan in place in case of emergencies for all given situations. If the need to evacuate arise, we will contact parents to let them know where they can come and pick up students. Closing of the school because of weather conditions will follow Spring ISD announcements. The school must have accurate, up-to-date phone numbers and email addresses. Please be sure to notify the school as soon as possible if these change.

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.

In addition to identification, you must be listed on the child's emergency card to take a child from campus. Please make sure that all information on the emergency card is correct. If you need to make changes in the card, please contact our receptionists, and they will assist you.

All visitors must wear a visitor's badge while in the building. 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.

Please allow students to walk to classrooms independently in the mornings and to go to the designated areas for dismissal in the afternoons.

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 posted 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: jeans, t-shirts, capri's and knee length shorts (no more than 2 inches above the knee). Slits in dresses and skirts should not be slit above the knee. 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. Please

be mindful that all SBA students are impressionable, and we strive to set the best examples for them. It is best for classroom instructional purposes, that non students do not accompany a parent volunteer. There will be other volunteer opportunities they may attend.

Parent Classroom Visits

Parents are allowed to visit their child's classroom throughout the year. Notify teacher in advance to determine 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

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.

ESSENTIAL BIBLE DOCTRINE AT SPRING BAPTIST CHURCH

THE TRINITY of GOD

Three distinct persons in one God: the Father, Son, and Holy Spirit. Matthew 3:16-17

WORD of GOD

The Word of God is complete, free from error, and absolutely trustworthy. 2 Timothy 3:16-17

THE TOTAL DEPRAVITY of MAN

Man is a sinner by nature, born into sin. Romans 3:23, 5:12

THE VIRGIN BIRTH

Born of a virgin woman without a human father. Luke 1:26-35

HIS SUBSTITUTIONARY BLOOD ATONEMENT

Satisfies God's demand against sin, Christ was made a sin offering and by faith the sinner is made righteous. Romans 3:25, 1 Peter 1:18-19, Revelations 1:5

HIS BODILY RESURRECTION

Jesus said, "I am the resurrection and the life." John 11:25

PERSONAL AND IMMEDIATE RETURN of CHRIST John 14 1-6

PERSON AND WORK of THE HOLY SPIRIT John 16:7-8

JUSTIFICATION BY FAITH Ephesians 2:8-9

ETERNAL SECURITY of THE BELIEVER Romans 8:28-39

THE REALITY of HEAVEN John 14:2

A REGENERATED CHURCH MEMBERSHIP Acts 2:41, 47

NECESSITY of MEMBERSHIP AND PARTICIPATION

As evidenced in the local church through attendance, stewardship, and participation in ministry. Philippians 1:1

THE PRIESTHOOD of THE BELIEVER 1 Peter 2:5

ONLY TWO ORDINANCES OF THE CHURCH

Baptism, Matthew 28 Communion, I Corinthians 11

THE REALITY AND PERSONALITY of Satan Matthew 13:38-39