

Springs Baptist Academy
COUGARS



Parent and Student
Handbook



Springs Baptist Academy

K4-12 ministry of Grace Baptist Church

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A MESSAGE FROM THE PRESIDENT

Dear Parents and Students,

It excites us to realize you and your parents have placed trust and confidence in Springs Baptist Academy for a well-rounded education. We believe your choosing this school is definitely of the Lord; however, your decision to enroll in Springs Baptist Academy places a great deal of responsibility on each of our dedicated staff and faculty. We must dedicate ourselves to the Lord to give the proper education and spiritual guidance.

I challenge you to do your best in study and obedience to the rules listed in this handbook. Depending on you, this school will either be a blessing or a burden. Let each of us work to make it a blessing.

Sincerely in Christ,

Dr. Matt Miller

Pastor and President

A MESSAGE FROM THE ADMINISTRATION

Dear Parents and Students,

Our desire at Springs Baptist Academy is for every student in our school to be trained and guided in the direction of becoming exactly what God wants them to be. We strive to have the best academic program of any Christian school in the area. We also endeavor to instill within our students godly principles that will help them make proper decisions on their own after they leave the influence of our school.

This document is intended to guide and advise you in your partnership with Springs Baptist Academy. We strive to provide an environment where your children are taught both the essentials to becoming a good citizen but also the necessities of being a good Christian. Our program is intended to build character in the lives of our students as we partner with the home and church. We cannot replace either, but we can complement both, so we ask for you to partner with us in this endeavor.

Manytimes, parents will come to us in the hope that we can create a “masterpiece” with their child or correct any flaws that may be developing in their child’s lives. We see ourselves as neither disciplinarians or creators, but as partners with you in finding and nurturing the gifts that God has bestowed on your child, with the intent that they find their purpose in serving their Creator and Saviour.

The Bible tells us that the *“fear of the Lord is the beginning of knowledge...”* (**Prov. 1:7**). To that end, we seek to point our students toward the Lord in their actions, speech, and learning. We ask that you take the time to read this handbook so that we may assist each other in teaching your children. If you have any questions, please don’t hesitate to contact our school office and we will be happy to assist you.

Christian principles are the results of Christian instruction; therefore, our school has established standards of conduct that, while working hand-in-hand with the home and the church, will produce godly character.

We look forward to working with you to help your child become what God wants him/her to be.

SBA Administration

VISION

Springs Baptist Academy seeks to train up a generation of young people that are desirous to serve God through word and deed in whatever path of life they walk.

MISSION

We believe every student is endowed with God-given gifts and talents. SBA seeks to nurture these gifts through high academic standards, thorough instruction, and godly character development so that each student may know and serve God with his or her true potential.

PHILOSOPHY AND CORE VALUES

“...whatsoever ye do, do all to the glory of God.”

I Corinthians 10:31

Excellence is the word we choose to define the overarching philosophy of education in our school. Within that philosophy, there are several key values we ask our students to strive toward.

Recognition of God’s Truth in our lives

We believe the King James Bible to be the final authority for all matters of faith and the complete revelation of God to man. We hold to it as the standard by which all of our decisions are based and expect our students to abide by its dictates.

Active faith in every area of our lives

As Christians, faith occupies a large part of our lives. At SBA, we encourage every student to actively live out his faith in his church, family, friends, and community by sharing the Gospel and showing the attributes of the Holy Spirit to others as commanded by God.

Inspire a practical and intellectual grasp of learning

The Bible gives the mandate for education to the home and the church. Our desire is to inspire our students to pursue a life of learning, to understand the world around them, and to mature physically, emotionally, intellectually, and spiritually so that they will seek God throughout their life.

Shape the values of tomorrow’s leaders

We believe we have an awesome responsibility to help shape the values of tomorrow’s leaders. In partnership with the home, we desire to see every student develop the core beliefs that will lead to success, teaching him from a thoroughly biblical perspective.

Engage in servant leadership

We believe it is the duty of every Christian to follow Christ. As our supreme example, we want to lead each student to become a leader who serves, displaying attributes such as humility, compassion, discernment, righteousness, and courage.

Core Values

SBA defines its core values around the truth of God's Word. We hold God to be the ultimate source of truth and adhere to Scripture as the sole authority for our conduct in life and practice.

1. God's Word is the source of truth. It is the revelation of His nature is that He is truth. Therefore, truth is immutable, not subject to human feeling or ideology. (John 14:6; II Timothy 3:16)
2. God is the Creator and Giver of life. Man was created in His image according to His plan. God created man and woman for the purpose of the home, the cornerstone of a functioning society. (Genesis 1:26,27)
3. Man dwells in a sin nature and is need of redemption, provided solely by Christ. (Isaiah 53:6; I Peter 3:18)
4. The purpose of education is to instruct man in the fear of the Lord so that he may learn of God's salvation, and to know his Saviour, who is the source and object of all true learning. (Proverbs 1:7; Colossians 1:16,17)
5. The mandate of education is given to the home. The school and the church form a complementary union with the home in reinforcing the instruction given in it, not competing with it. (Deuteronomy 6:1-8; Ecclesiastes 4:12)
6. The Christian school is an effective tool in this process, but only through the consistent modeling of Christian character in the program of the school and in godly teachers. (Proverbs 1:8; Titus 2:7)
7. Godly character is produced in a young person within a structured environment that harmonizes loves and temperance. (Proverbs 12:1; Hebrews 12:11)
8. Being a doer of the Word is important in the discipleship process. If we are to instill true discipleship, it must come from sincere action toward God, not just in speech. (James 1:22; John 14:15)

STATEMENT OF FAITH

As a ministry of Grace Baptist Church, Springs Baptist Academy subscribes to the statement of faith as adopted by Grace Baptist Church. The following constitute the main points of our statement of faith. All students, staff, and faculty are required to subscribe to this statement for the duration of their tenure at Springs Baptist Academy.

At Springs Baptist Academy, we believe the following to be true:

The King James Bible is the inspired, preserved, infallible Word of God for the English-speaking peoples of the world.

The church is a local, autonomous body of scripturally baptized

believers organized for the evangelism of the world. We believe in a unity in the family of God for all believers, but define the church scripturally as a select group of believers under the Biblical definition.

Salvation is by grace through faith in the finished work of Jesus Christ, and there is no other way to eternal life. Man is born in a sinful state and is in need of the regeneration granted by God at salvation.

There is one God, triune in the three persons of the Father, the Son (Jesus Christ), and the Holy Spirit.

Jesus Christ is fully God, in nature equal to, but in subjection to His heavenly Father. He was virgin born, sinless in His life, powerful in His miracles, vicariously atoning in His suffering and death, and victorious in His bodily resurrection.

The Holy Spirit indwells each believer, performing the ministry ascribed to Him in Scripture and empowering believers to walk as children of God, holy before Him. We reject any interpretation of Scripture that attributes the fallacy of the modern “tongues” and “healer” movements to the working of the Holy Spirit.

There will be a resurrection of the saved and the lost, the saved to eternal glory and the lost to eternal judgment.

Marriage is defined by the Bible to be between one man and one woman. The institution of marriage is holy and designed by God for the creation of the family and the procreation of the human race. We reject all attempts to redefine both gender, human sexuality, and the family, as defined by the Bible.

This list is not comprehensive but lists the main points of our beliefs. As a ministry of Grace Baptist Church of Colorado Springs, we adhere to the doctrinal statement of Grace Baptist Church. This statement can be found at www.gbccs.com/what-we-believe.

SCHOOL GOVERNANCE

As a ministry of Grace Baptist Church, Springs Baptist Academy operates under the guidance and scope of the church’s vision. As such, the congregation of Grace Baptist Church selects the board of directors which act in an advisory and supervisory role for SBA with the senior pastor of Grace Baptist Church serving as the president of the school and board.

Under the constitution and by-laws of Grace Baptist Church, the school board consists of deacons selected by the church deacon board, the senior pastor, and the education minister of Grace Baptist Church. The board is responsible for directing the mission of SBA, including and providing guidance on matters pertaining to discipline and academics at the request of the administration or as

outlined in the student handbook.

Both the school and church budgets are overseen by the leadership of Grace Baptist Church. These budgets are maintained and audited by an external accounting agency and approved by a congregational vote every December.

The board has vested operational control of SBA in the administration of SBA and the pastoral leadership of Grace Baptist Church. All school staff at SBA are selected based upon spiritual and academic criteria set forth by the school board and administration.

SCHOOL FACTS

School Mascot

A cougar (mountain lion)

School Colors

Black and Gold

ADMISSION POLICY

This school admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities made available to the students of the school, *providing they adhere to the standards set forth in this handbook*. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

Church Affiliation

Attendance at SBA is open to students up to sixth grade that complete the application process and subscribe to the statement of faith and student code of conduct. Enrollment for secondary students (7th-12th grade) is restricted to students who are members of Grace Baptist Church or who have demonstrated an adherence to the academic, spiritual, and character program of Springs Baptist Academy, and are admitted on a case-by-case basis.

Enrollment Criteria

Selection of students is based partly on past achievement, the testing program, interviews with the administration, and openings in their particular grade. Family life, church status, general behavior, and character references are carefully considered. A pledge by parents to support the authority of the school, to insist that their children abide by the policies of the school, and to promote a spirit of cooperation is necessary for admission.

Admission Procedures

1. Read this handbook thoroughly. *Sign* and *return* the Parent/Student Handbook Form located in the back of this handbook along with your application and fees.
2. Submit completed applications, Physical Examination Form (when applicable), and Immunization Certificate prior to the first day of school. Also, provide a copy of each child's birth certificate. Children will not be allowed in school without appropriate forms and records.
3. All fees must be paid in full prior to the first day of school.
4. All new students are required to have a physical examination form filled out by a physician and submitted to the SBA office prior to the first day of school. It is recommended that a physical be done every two years thereafter.
5. An interview between the principal, the student, and parent must be held before any new student will be considered for enrollment into the academy.
6. As a general rule, students are placed in their appropriate grade upon entering SBA; however, if a student has a history of poor academic performance or low test scores, the administration may choose to test accordingly. (Test fees may apply.) Placement will then be determined based upon school personnel resources, the needs of the student, etc.
7. Current SBA students who do not re-enroll for a new school year within two weeks after school begins will not be accepted for the new school year. Any request regarding deviation from this policy must be submitted to the school board in writing. *Please refer to "Excessive Absences Policy."*

SPECIAL NOTE: Parents will not be allowed to enroll a child in SBA if they still owe money to a previous school, or if they still owe SBA for past schooling. It is understood that attendance at SBA is a privilege and not a right; it should not be taken lightly.

Financial Commitment

As a private, non-government school, Springs Baptist Academy is supported solely by the tuition and generous gifts of donors. As such, we ask parents to understand the important responsibility of maintaining current standing on their tuition commitments. Educating children has never been without its sacrifices, but wise parents will understand that the cost is far outweighed by the benefits of such an endeavor. Our tuition and fees are outlined to every parent prior to enrollment, and we ask that parents remain faithful to their commitment for the duration of their student's enrollment at SBA. For more information about our financial policy, please refer to it in our financial section of this handbook.

Withdrawal/Dismissal from SBA

If needed, a withdrawal from school must be made by a parent or guardian, in person, at the SBA office during office hours. Records will *not* be released until all bills are paid and any textbooks and materials belonging to the school have been returned. *NO REFUNDS* will be made on any of the fees or tuition. The yearly tuition will be required regardless of the reason for withdrawal.

A student is not officially withdrawn from SBA until a parent signs the official “Withdrawal Form”. All final payments to SBA must be by a cashier’s check, cash, or money order.

It is possible for a student to become detrimental to the school without breaking a “*major rule*” of the school. SBA feels very strongly that *attitude* is of supreme importance in a person’s life; therefore, students and their parents who manifest an un-Christian attitude toward the Bible, prayer, teachers, administration, authority, etc. may be dismissed from SBA.

SBA reserves the right to dismiss any student from school if the administration and school board feels that his attendance is not an asset to the school’s culture.

Transfer Students

Students who are transferring from other schools may be asked to take an entrance examination. Should the student’s accomplishments (as shown by the test) be on the grade level to which he has been promoted, then he will be admitted to that grade; however, should the student’s accomplishments (as shown by the test) be on a lower level, then he should be placed in the grade best suited for his achievement. It is the policy of SBA not to accept transfer students whose accomplishments and conduct have not been up to acceptable standards. *All students are accepted on probationary status for six weeks, regardless of their academic abilities.*

Age Requirements

Students must be born on or before October 1 or have been promoted from the previous grade level to be allowed admission into applicable grades. Students entering Kindergarten Four/Five must be four/five-years-old before October 1, respectively. First grade students must be six-years-old by October 1 or a graduate from K-5. *The administration reserves the right to either accept or deny entry in any class regardless of age or perceived abilities. All new students will be given a probationary period of two weeks to allow a thorough assessment of skills and abilities by the faculty.*

Accommodations for Disabilities

SBA does not discriminate against students with disabilities. However, our school is not equipped to accommodate children with more severe intellectual or physiological disabilities. We review requests by students in these situations on a case-by-case basis to determine if we will be able to meet the needs of students and work with each family to secure the best learning options for their child.

If enrollment is successful, the faculty and administration will work with the family and health providers to complete an Individualized Education Plan (IEP) that will address the needs of the student and the strategies we can use to assist him.

Immunizations

Colorado law requires that all children attending school have current immunization certificates. SBA will request a copy of your child's current immunization or exemption form prior to the first day of school. If we do not receive any certificate or exemption after September 15th, we may refuse admittance to classes until the issue is resolved.

ACADEMICS

Academic Philosophy

We believe every student is endowed with God-given gifts and talents. It is our desire to develop these gifts and talents through high academic standards, thorough instruction, and extended character development.

We set high academic standards because we believe each person is capable of much more than they think is possible. Although standards may be high, they are not unreasonable because we want to inspire students to excel in their work. To this end, we seek to challenge our students to be the best they can be academically by focused studies in core subjects, development of critical thinking skills, and the development of a good work ethic.

Our desire is to provide thorough instruction in each subject so every student has the ability to progress. We understand that students learn in different ways, so a well-prepared and thorough teacher will teach to each level while always challenging his students to achieve more.

Our teaching, curriculum, and educational standards are designed to promote a culture of achievement in our students, but a student without good character will never succeed. Each of us may have talents and gifts, but character develops them to the highest potential for the glory of God. We desire to develop the right character in each student so he may go on to become a successful Christian citizen in his community.

Curriculum

Springs Baptist Academy uses the A Beka curriculum as our core curriculum throughout the school. We believe this curriculum promotes an understanding of the concepts central to a well-rounded education and provides the rigor needed to challenge students to strive for mastery and excellence in their studies. In select courses and levels, we will employ other curricula to meet the needs of the course. Each supplemental curriculum is evaluated for its relevancy to the course of instruction and its adherence to our school philosophy.

Course of Study

All students are required to participate in a minimum number of courses required for education in Colorado. Secondary students will need to maintain enrollment

in at least six courses each semester to be considered for enrollment as a student at SBA. These include: Bible, Math, English, History, Science, and one elective course. These courses will, at a minimum, meet the requirements prescribed by the state and school policy. Any exception to this policy must be granted in writing by the school administration.

Grading Scale

Springs Baptist Academy uses percentile scores. If you desire to know the letter grade, the following breakdown will help you:

Letter Grade	Percentage	Related GPA
A+	100	4.0
A	99 – 95	4.0
A-	94	3.7
B+	93	3.5
B	92 – 87	3.0
B-	86	3.0
C+	85	2.5
C	84 – 79	2.0
C-	78	2.0
D+	77	1.5
D	76 – 71	1.0
D-	70	1.0
F	69 – 0	0.0

Each school year consists of four grading quarters in two semesters. Halfway through each quarter, Mid-Quarter Reports are issued to all students. If a student has an average of a C+ (85%) or below in any subject the mid-quarter will need to be signed by a parent or guardian and returned to the SBA office.

Promotion/Retention

Elementary

The passing or failing of a grade will be determined by the teacher in consultation with the administration and parents. Factors that will be considered are:

1. Age
2. Attitude
3. Maturity
4. Achievement level (degree of improvement, etc.)
5. School attendance

First through Fourth Grade: A student may be retained if he receives an “F” in either reading or math, or a “D” in both subjects.

Fifth through Sixth Grade: A student may be retained if he receives two “F’s”, or an “F” and two or more “D’s” in ANY subject.

Junior High (7th-8th)

We utilize the credit system in our secondary. Students must obtain enough credits in their coursework to promote. There are two credit levels - junior and senior high. A junior high student must obtain a total of twelve credits in the following courses to promote to high school. Credits accrue at one-half credit per semester for each subject once a semester’s work is successfully completed. Until these credits are accumulated, a student may not promote to the high school level.

- Bible 2
- Math 2
- English 2
- Science 1.5
- History 1.5
- P.E. 1
- Electives 2
- Total 12

Senior High (9th-12th)

When successfully completed, senior high courses also yield credits. SBA students must accumulate a minimum of twenty-three (23) course credits in ninth through twelfth grade in order to graduate. In addition to earning the required credits at the senior high school level, a student shall have a grade point average of 1.7 or above in order to be promoted to the next grade level. If a senior high student has less than a 1.7 grade point average, then the student shall be provisionally promoted to the next grade level and no further advancement shall be allowed until all requirements for promotion are met, including a grade point average of 1.7 or above. Course credit will not be given for a grade of “F” (69% or lower.)

Graduation Requirements

Secondary students may achieve graduation requirement in one of two tracks, general or college preparatory. The requirements for both are listed below.

GENERAL		COLLEGE PREP	
BIBLE	4	BIBLE	4
MATH	4*	MATH	4*
ENGLISH	4	ENGLISH	4
HISTORY	3	HISTORY	3
SCIENCE	3	SCIENCE	4*
ELECTIVES	3	ELECTIVES	3

GENERAL		COLLEGE PREP	
P.E.	2	P.E.	2
		FOREIGN LANG.	2
TOTAL	23	TOTAL	26

SBA requires the successful completion of an academic program of twenty-three credits during the ninth through twelfth grades. Students in a college preparatory program are required to complete a minimum of 26 credits.

* General requirements - four math courses must be taken, including 2 semesters of Algebra 1.

* College Preparatory requirements - four math courses must be taken, including Algebra 1, Algebra 2, and Geometry. It is recommended to take Trigonometry/ Pre-Calculus. Four science courses are required, with at least two containing labs. These may include Biology, Chemistry, and Physics. Students will need at least two years of foreign language courses to qualify for college preparatory status.

All senior high students are required to take one computer/keyboarding course and a U.S. Government course for graduation.

For prospective graduating students, a \$65.00 (non-refundable) graduation fee will be assessed the senior year and will be due no later than the month of March.

Marching Requirements

1. A student must have the full twenty-three (23) credits in order to receive his diploma at the annual commencement exercises.
2. If a student falls short by one credit, he will be permitted to march at the annual commencement exercises and receive a diploma cover only if the student:
 - a. Attends a summer class on a daily basis until that course is satisfactorily completed (continuing to pay tuition during this time).
 - b. Understands that the diploma will be granted privately only when all of the course work is completed, and fees are paid.
3. Selection of the Valedictorian and Salutatorian is based upon the student's academic achievement. Springs Baptist Academy uses the 4-point grading system. In order to qualify, a student must attend two of his four years at Springs Baptist Academy; the other two years must have been completed having met all the academic requirements to the satisfaction of SBA's standard for graduation. A GPA of 3.9 or above is required to qualify for the Valedictorian. A GPA of 3.75 or above is required to qualify for the Salutatorian.
4. Seniors who have a GPA of 3.90-4.0 will receive a Gold Cord at graduation. Seniors who have a GPA of 3.75-3.89 will receive a Silver Cord.

No student lacking more than one credit required for graduation will be permitted

to march in commencement exercises.

Seniors who owe a balance on their tuition account will be allowed to walk the graduation platform but will not receive their diploma from SBA until the balance is zero (-0-)

Academic Probation

Any student failing to achieve a 1.5 grade point average in a semester will be placed on academic probation the following semester. During this probation, he will have to complete an Academic Success Plan with his teachers and the administration. Any student who is placed on academic probation for two semesters will be required to meet with the administration and may be disenrolled after the second semester if improvement is not made in his schoolwork.

Schedule Changes

Due to the nature of our learning model, we do not normally allow schedule changes for students. In the event this need arises, 9th – 12th grade students may request a schedule change in writing within 20 calendar days of the semester start. No change will be granted for any reason after this point. Upon request, the administration will review the schedule change and will issue a determination on the student request. If approved, the affected classes will be notified by the school office and the student will receive an updated class schedule.

Homework

SBA believes in a comprehensive education philosophy. This includes the assignment of homework, and teachers may assign it as needed. We expect the full cooperation of parents in seeing that assignments are completed. It is the student's responsibility to complete any work, and homework assignments should be complete, on time, and written clearly. Homework will never be considered "busy work." Teachers will give homework for specific purposes.

General Expectations

1. Homework may be given by teachers to sharpen skills taught in class.
2. In the secondary, parents can expect 15-20 minutes of homework per class per night.
3. Homework is not given on Wednesdays unless a student has not completed assigned work in class due to a character issue.
4. Parents must understand that the duration of homework varies from student to student and other students should not be used as a gauge for their student's performance.
5. Planned breaks (Thanksgiving, Christmas, Spring) will not have graded assignments given, unless students are making up work or have been absent. Teachers may give enrichment work to assist retention of the material.
6. Graded assignments will be posted on Praxischool no later than the Monday after the assignment was due.
7. Long term projects will have graded checkpoints for their duration. These projects vary in length, so parents will need to communicate with their

child's teacher for anticipated due dates.

In K4-6th grade, a “work-lacking” tally will be given for each assignment that is incomplete or unacceptable. In 7th-12th grades, demerits will be given for homework that is unacceptable or late, and the assignment must still be made up for the next school day. Teachers may also give a reduction of up to 20% of the maximum grade in lieu of demerits for the first day an assignment is late and a reduction to 0% of the maximum grade after the second day an assignment is late. Repeated homework violations will result in final grades being lowered.

Testing

SBA uses various recognized assessment strategies to determine student progress and competency. These include quizzes and tests as prescribed in the A Beka curriculum. As a general rule, students will not participate in more than three tests or major quizzes per day. We define a major quiz as having fifteen (15) or more questions.

Standardized Testing

SBA uses standardized testing (NWEA MAP) to assess progress of our students in all grades. This test measures individual progress relative to the grade level expectations of the student and is used in schools across the nation. Testing occurs three times a year and uses a computerized testing format.

Final/Term Exams

In the event a course has a final or term exam, students will be expected to complete the exam on the day it is given. Students with a legitimate medical absence will be allowed to complete the exam at the earliest convenience determined by the student and teacher. No personal, vacation, or unexcused absences will be accepted during exam dates and all exam grades will be deemed (0) for those affected by the ineligible absence. Students arriving more than 15 minutes late to an exam period will have to complete the exam in the remaining time allotted for the exam.

College Entrance Exams

We recommend that all seniors take the ACT or SAT test. These tests are recommended for all students and required to enter most colleges. Information on testing arrangements will be given to students as it is given to us. Students are responsible for making the necessary arrangements.

Field Trips

Periodically, SBA will participate in off-campus trips. These trips fall under two categories: academic and enrichment. For academic field trips, classes will announce a field trip at least three weeks in advance, unless exempted by the administration. This announcement will include the students eligible for attendance, the location of the event, the times and date of the event, and costs associated with the event. All students participating in these trips are required to ride school provided transportation to the event. Parents and volunteers are

welcome to attend and ride along, as long as there is available room. Volunteers and chaperones are asked to abide by school appearance and conduct standards when assisting on these trips.

Enrichment activities are provided to students for any extracurricular event, including fundraising events sponsored by the school, contest awards, etc. These events are not academic in nature but are provided periodically through the year to students who earn certain awards and prizes. These events and the criteria for participation are announced throughout the year.

Extra Credit Policy

On occasion, teachers may give extra credit in their classes. The following outlines the extra credit policy of SBA.

1. Extra credit work will be given solely at the discretion of the class teacher.
2. Extra credit will be given in direct relation to the course and only after prescribed coursework has been completed.
3. Extra credit work given in complement to an assignment cannot exceed more than 10% of assignment grade. Work given complementary to the total grade cannot exceed more than 5% of the total grade for the course.
4. Retakes, “curves”, and corrections will be included in this policy and follow the same calculations, with the exception of retakes, which can be calculated for a 25% adjustment of the grade.

Report Cards

The purpose of the reporting system is to give parents and students an accurate indication of the progress or lack of progress being made. Each student is evaluated in two areas: **Academic** and **Personal Conduct**. The academic grade is based upon the actual work done on homework, quizzes, tests, exams, etc. Conduct reflects attitude and behavior. At SBA, attitude and behavior is an important part of the student’s report card. Parents should be very concerned with low conduct grades.

Report cards are issued at the end of every quarter in all grades. Report cards should be signed and returned to the school promptly. *Report cards will not be issued to any student whose school bill has not been paid in full each quarter.* Mid-Quarter reports are issued halfway through each grading period. These reports must be signed and returned to the school. If a student is receiving below an 85% in a subject on a mid-quarter, teachers may request a conference with the parents and student to assist in bringing the grade up.

Release of Transcripts

SBA maintains a file for every student. This file includes information that is pertinent to the student’s enrollment at our school. We will release transcripts of these files when a student enrolls in another school for the sake of continuity. SBA will only release transcripts for official purposes only. To request a release of transcripts, please submit a “Transcript Request Form” **to the school office**. You may find this form at the school office or from the school your student is

transferring into. Please note: *SBA will not release any files or award diplomas for students with unpaid tuition or fees.*

Accreditation

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students. Thus, they evaluate each applicant's academic aptitude through a nationally standardized test. However, in an effort to continually improve our school and to offer the most opportunities for our students, Springs Baptist Academy is currently preparing for accreditation through the American Association of Christian Schools. ***The state of Colorado and the U.S. Department of Defense recognize diplomas from Springs Baptist Academy.***

ATTENDANCE POLICIES

Attendance Philosophy

One of the most important areas of character development in young people is the matter of attendance and punctuality. Parents who encourage their children to come to school "rain or shine" are ensuring their child receives all of the academic and spiritual training available. Please make every effort to ensure your child's prompt and consistent attendance to school.

School Hours

School hours are Monday through Thursday, 8:00 A.M. – 4:00 P.M. One Friday each quarter is reserved for field trips or other school events that would modify the instruction schedule. These days will be announced in school-wide announcements throughout the year. Any scheduled early releases will be announced so transportation arrangements can be made. Students need to be picked up no later than 15 minutes after dismissal. There will be a late fee applied of \$10.00 after 4:15 P.M. and then every 15-minute increment thereafter. Students will not be allowed in the school building after 4:15 P.M. unless participating in an after-school program or under the supervision of a staff member or parent. Loitering will not be permitted.

If someone other than you will be picking up your children, please strive to advise the administration *in writing prior* to the occasion. Parents and individuals dropping students off for school and/or picking up students from school are asked to abide by the following:

1. Please abide by GBC/SBA dress code standards.
2. Please do not smoke, drink alcoholic beverages, use profanity or vulgar language, or listen to rock, country, or contemporary music.

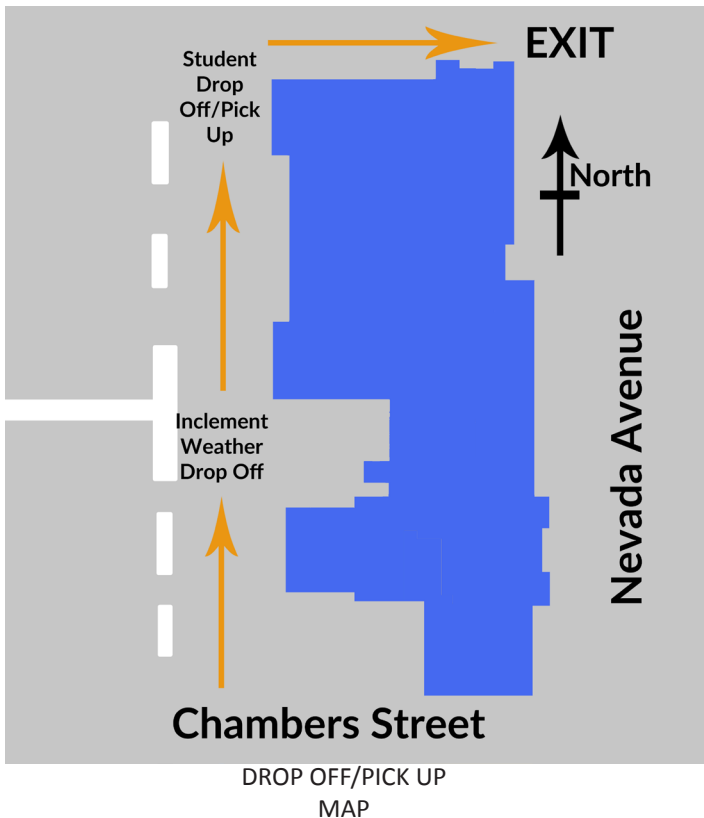
Arrival/Dismissal

Students should *not* arrive on school property before 7:30 A.M. SBA will *not* be

responsible of children who are left on school property before 7:30 A.M. or after 4:15 P.M. Students will be dismissed from school on the west side of the building. Students need to be picked up no later than 15 minutes after dismissal. There will be a late fee applied of \$10.00 after 4:15 P.M. and then every 15-minute increment thereafter. Dismissal will be a drive through process, so please be aware and drive safe.

Drop off and pick up will be done on the west side of the school building in the main driveway. Drivers should enter from Chambers Street and proceed up the driveway to the playground for morning drop off. In inclement weather, drop off your students at the west entrance and proceed up the driveway onto Nevada Avenue. For afternoon pick up, please enter from Chambers Street and pick up at the playground, then proceed up the driveway and onto Nevada Avenue. A teacher will be present at both times to ensure safety of the students.

If you must park during either time, please use the south parking lot. Please exit your vehicle and approach the attending teacher to deliver or receive your student. For student safety, we do not allow students to cross the driveway or parking lot without an adult in close attendance.



Tardiness

Attendance is taken at 8:00 A.M. All students are to be present in opening assembly at this time or they will be marked tardy. Students arriving after 7:55 AM should report to the SBA office entrance. Students arriving after 8:00 AM will need to obtain a tardy slip from the office. The tardy slip will be marked either excused or unexcused and sent with the student to class. All tardy slips will be initialed by the teacher and notated with the attendance for that period.

Each student is allowed four excused "tardies" per semester. Any tardiness after the allotment will result in a \$10 per tardy fee being issued. Also note that any exams missed due to unexcused tardiness (overslept, stayed home to study, improper planning, etc.) will not be made up.

Early Dismissal

If a student must leave school early, *a dated, handwritten note from the parent* stating the reason for departure should be brought to the SBA office by the parent prior to the student leaving so that the teacher may be informed. If you are checking your child out of school early, you will need to enter through the main school entrance located at the southeast entrance. Students departing before noon and not returning will be counted absent for the day.

All parents coming during school to pick up students for appointments should report to the SBA office and NOT to the student's classroom. The parent should sign the "Sign-Out Log" before the student is dismissed. The office personnel will then call for the student. We ask individuals picking up students to please abide by GBC and SBA dress code standards.

Absences

SBA understands that there will be times when a student is unable to attend school. Students are permitted a maximum number of absences from school each year before remedial measures (including, but not limited to, retention) are employed. The following absences are permitted per division of the school year.

1. Three in a quarter
2. Six in a semester
3. Twelve in a year

Absences are recorded each day for elementary students and every period for secondary students. The administration reviews absences monthly to monitor student attendance and recognize any problems excessive absence may betray. Parents must report any anticipated absence for the school day, whether in part of whole, to the school office by 8:30 AM.

Excused/Emergency Absence

Excused/emergency absences are categorized in one of four areas:

1. Student illness

2. Bereavement
3. Verified medical appointment (Please make every effort to schedule appointments on Fridays or on break weeks to reduce the number of absences.)
4. Emergency situation

When a student returns to SBA after an absence, it is his responsibility to report to the school office with a signed reason from a parent or doctor for an Admission Slip. In the event of an extended medical emergency, an attending physician must complete **Medical Approval Form**. This form can be downloaded from the school website or at the school office. Please submit this form as soon as possible when there is a medical issue, so that the school can make arrangements to assist your family during this time. Please refer to the section below **concerning absences** for advice on what to do upon return from an absence.

Pre-approved Absences

A pre-approved absence is any absence known prior to the date of absence by the parents/guardians of the student involved. Examples include family trips/vacations, times of convalescence after a medical procedure, etc. Each absence request should be noted and submitted on an "Absence/Vacation Request Form" at least two weeks in advance of the requested date(s). This form can be obtained from the SBA office or the school website. Once the form is submitted, affected classes and teachers will be notified so they can provide assignments for your student to complete while absent, so his class work does not suffer. It is the student's responsibility to see the teacher for the assignments. *(For the sake of their children, parents are highly encouraged to plan their vacations during SBA break times.)*

Unexcused Absences

An unexcused absence is any reason not found in the excused/emergency absence category or pre-approved absence category. Students will also receive an unexcused absence if there is no signed reason submitted to the office the day after the absence. (A note must be turned in the day after the absence for the absence to be considered for excuse.) Tests and quizzes cannot be made up and the student will receive a zero for each assignment missed. In addition, per the discretion of the teacher, students may not be able to make up any missed assignments or turn in any work that was due on the day of absence.

Financial Absences

When absences occur due to financial withdrawal, every effort will be made to catch the student up academically upon re-entry. After-school help may be incorporated to do so. In some cases, students will not be permitted to re-enter due to excessive financial absences. If your family is entering a financial hardship, please schedule a meeting with the administration to arrange to mitigate these circumstances. (These absences do not count toward a student's yearly total or as unexcused.)

Concerning Absences

1. The *first* day a student returns to school after an absence, he **must** bring a *dated, handwritten note from the parent to the SBA office* stating the reason for the absence. The student will then receive an “Admission Slip” marked either excused or unexcused; this slip will need to be signed by all teachers and returned to the office at the end of the day.
2. Daily work, tests, or quizzes that are missed due to absence must be made up within time allotted for the absence (example: student misses two days of school; he will have three school days to turn in make-up work). ***The student is responsible for contacting each teacher regarding missed daily work, make-up tests, and quizzes on the day he returns to school.***
3. A student must be present for a minimum of four hours to be counted present for the day.
4. A doctor’s note or a **Medical Approval Form** must be provided for any situation where there is an absence of three or more days caused by a chronic problem.
5. With the exception of hospitalization absences, an accrual of more than **six** absences from a class in a semester will result in an automatic **five (5) point** grade reduction for the class. More than ten absences from a class in a semester will result in a loss of credit for that course.

Attendance Policy for Church Functions

As a church operated school, we ask that all students’ attend church with their family and be faithful to attendance. Those students who attend churches of like-faith are expected to do the same. Secondary students that are members of Grace Baptist Church must adhere to guidelines set forth in the attendance addendum. SBA reserves the right to make periodic church attendance checks for students who are not members of Grace Baptist Church.

Delays/Closures/Early Dismissals

In the event of inclement weather or another emergency closure situation, SBA may not close school at the same time El Paso County public schools close. Parents will receive a text and/or email through *Praxischool* for any closures or delays. Please have updated phone information turned into the SBA office at all times. We will also try to post closure information to local news channels. If inclement weather forces an early closure, we will notify parents through *Praxischool* and by direct phone call. Parents will need to arrange pickup according to the instructions given.

E-learning

In the event that the campus is closed, SBA may elect to complete an e-learning day. The process for this will be determined by each class and teacher at the beginning of the year and communicated to parents in the first communication sent home. At a minimum, students will be expected to complete 2 hours of contact time with the teacher through the Zoom platform or any other platform communicated by the teachers. All reasonable effort will be made to accommodate this modification and we ask that parents communicate any needs

or special circumstances prior to any e-learning events. Attendance to e-learning will be counted as if the students were on campus. Any student not participating in e-learning events will be counted absent.

Holidays recognized by SBA

SBA recognizes the following holidays: (Subject to change depending on the school calendar)

1. New Year's Day
2. President's Day
3. Memorial Day
4. Labor Day
5. Veteran's Day
6. Day before Thanksgiving Day and Thanksgiving Day
7. Two weeks before Christmas and one week after (total of three weeks)

ATHLETIC PROGRAM

SBA maintains an interscholastic sports program competing in various sports with other Christian schools. Student athletes must abide by school athletic policies as outlined in this book in order to participate in team sports.

The Purpose of Our Athletic Program is to:

1. Instill Christian character
2. Develop self-confidence
3. Increase and build a proper school spirit
4. Create and foster an attitude of teamwork

All athletes must demonstrate attitudes and actions that are consistent with the rules and goals of SBA and its athletic program. *Students found out of harmony with standards and goals of the program will be dismissed from the team.*

Team Participation

When student participation is available, SBA provides opportunities for secondary level students to participate in interscholastic sports. SBA competes with schools of like faith across Colorado and New Mexico. The school does not have the resources to fund a sports program; all funds come from donations raised by the teams and fees paid by students. To participate, athletes must understand they are responsible for funding their team activities. Here are the requirements that must be met for participation in sports programs.

1. Fill out the "Team Participation Agreement" and pay the non-refundable sports participation fee of \$30 per sport.
2. Submit a signed physical examination form from a physician. (if one is submitted for the school, this may be utilized)
3. Maintain good academic and disciplinary standing.
4. Participate in practices and team events, including fundraising events.

Transportation

Most of the schools we compete against are out of our immediate area. For that reason, we utilize school-sponsored vehicles to transport teams to games. Athletes are required to ride to a game in these vehicles. They may return with a parent, or assigned transporter, as long as written permission is given to the administration and coach prior to the game.

Eligibility

It is our wish that students desiring to participate in a competitive sport have that opportunity; however, participation is a privilege, and we place preeminence upon academic standards and good discipline in the student's life. For a student to be allowed to participate in any athletic event, the student must average a "C+" (85%) in Bible, and a "C-" (78%) or above for the semester in all other subjects. *If a student does not make academic progress, it may be necessary for that student to be suspended from the team.*

In addition, that student may not have an excessive number of demerits as determined by the coach and administration and must be current on tuition.

Any student not attending or participating in games is required to attend school as normal and may be required to do remedial schoolwork as necessary. Any exception to this policy will be considered and discussed by the administration, teachers, and parents.

Physical Education

All students are required to participate in physical education classes every week. The only exceptions will be those who have a written notice from a physician explaining the reason why a student cannot participate. A note from a parent or guardian explaining the need may only grant a temporary exemption. This note must be submitted to the teacher prior to class and may not be used for more than three days.

SBA has a uniform for P.E. that we believe is honoring to God and fulfills the requirements for freedom of movement in classes. You can find the uniform in the uniform code of this handbook. Students who do not dress out for P.E. will impede their grade in the class.

Lateral Sports Participation

In some cases, a student may desire to participate in a sport offered by another school or institution. While not ideal, SBA does not prohibit participation in activities offered by other institutions so long as the activity or participation therein will not compromise the Christian testimony of the student and SBA. To participate in any athletic event offered by another institution, the following understanding and process must be completed by the student and his family.

Participation Requirements

1. No student enrolled at SBA may participate in any sporting event that would

compromise the stand and position of SBA and the testimony of the student. This includes events that would interfere with church participation, presents the student in immodest or inappropriate clothing or positions, or would compromise the student's testimony in any other way.

2. Lateral participation students must understand that their Christian walk and academic standing comes before any sports participation. Events that would create a conflict with the learning environment will not be approved.
3. Lateral participation students will understand that they will be held to the same standard for athletic events as if they were involved directly at SBA, and will keep all academic standards as set forth by SBA, regardless of the standard administered by the team they are involved in.
4. Students understand that any breach in the expectations will result in suspension from participation and, or removal from the sport if it presents a clear conflict.

Application Process

1. Any student desiring to participate in a sport offered by another institution must notify SBA at least (4) four weeks in advance of the first practice for that sport. (Requests for beginning of the year must be submitted no later than August 1.) This request must be in writing and must contain the name of the sport, the school offering it, the school's contact information, participation requirements, and calendar of events.
2. Upon notification, lateral participation students must approach the offering school and complete the Colorado High School Activities Association (CHSAA) transfer agreement. This form will be provided by the athletic director of the offering school. SBA will receive the agreement and approve or deny participation based upon the circumstances presented.
3. The student and parents will meet with the SBA administration to review expectations and determine an appropriate modification to the student's schedule. If approved, any affected classes or activities will be notified of the change of schedule.
4. Participating students must sign out of school for each occurrence during school hours once the activity commences.
5. Participating students are responsible for providing all communication to SBA that would impact the student's schedule and participation in school activities for the duration of the activity.

COMMUNITY

SBA seeks to build camaraderie within our school community. Communication and participation from everyone is vital for a successful community structure. The greatest asset SBA has in this area is you, our students' parents. Your support in and out of our school is essential to each successful school year.

Parent Orientation

We ask that parents attend the parent orientation and open house that is held each August. During this time, we are able to introduce the school staff and

program to you, as well as distribute important information to you and your students for the school year.

Parent Support Group

Our faculty does a lot to help our students, but we cannot do what we do without the help of great parents like you. SBA has a parent support group that is comprised of volunteer parents that assist the school in important areas. These include a:

Fundraising Committee that helps organize fundraisers throughout the year to help our school acquire equipment and training that benefits our students. This committee is responsible for identifying needs, organizing and executing fundraisers, and assisting the administration in acquiring additional funding streams to help defray the cost of education for our students.

Care Committee that meets and prays for the needs of the students, staff, and community of SBA. These parents commit to regularly receiving and praying for these needs as they are delivered to them. If you have a prayer need, please send your requests to prayer@sbasprings.com.

School Events

From time to time, SBA will host events such as field trips and in school activity days. We encourage parents to participate and enjoy these times with our students and staff. If you would like to volunteer in these events, please let the event coordinator know. They will give you activity and dress guidelines for the event. Even if you don't volunteer, you are welcome to participate with your students as the activity allows.

CONDUCT AND DISCIPLINE

In accordance with our core values, we believe proper conduct and discipline maintains a good atmosphere and fosters good character in our students. By discipline, we mean a method of correction and instruction that brings about an increase in a person's character. It is impossible for learning to take place in a classroom unless control and good order are maintained. Students are reminded that they must adhere to a good code of conduct not only for their own benefit, but for the benefit of others as well. SBA expects full cooperation from both students and parents. SBA has a commitment to its school families to maintain its standards and requirements for all students. ***Attendance at SBA is a privilege and not a right.*** The privilege may be forfeited by any student who does not fit with the spirit of the school ministry, regardless of whether or not the student conforms to the specific rules and regulations of the school. In addition, if a student is expelled or suspended for any reason and an outside activity has been planned that would include him; all fees may be required to be paid in full, regardless of their attendance to the activity. *(Administration and School Board Exception Only)*

SBA wants to see its students grow spiritually and achieve academic excellence in an atmosphere that is Christ honoring. One of the ways in which these goals are reached is through discipline, which is administered in love. The principal or an appointed faculty or staff member will counsel with students, parents, and teachers, if necessary, in the event of a disciplinary issue. We believe that scriptural discipline instills a godly sorrow that brings about repentance. Discipline may seem harsh on the outset, especially to the person who has offended, but it can bring about a gentle return to righteousness. We must also remember that the concept of grace does not negate the consequences of our sin and offenses toward others, and discipline reminds us that we are still subject to the natural law of God as His children.

The administration is staffed with experienced personnel aimed at meeting the needs of young people and helping them to be found “...*in favor with God and man.*” Effective discipline for the betterment of our young people requires courage, consistency, conviction, and enthusiastic effort on the part of the parents and school personnel. To help in this area, SBA has adopted certain standards that should be upheld.

1. The teacher is responsible for the classroom. The teacher will handle all misconduct of a general nature.
2. This administration places much confidence in the judgment and ability of a godly, Spirit-filled teacher.
3. Any parent or student with a legitimate complaint about a disciplinary procedure or method should set up an appointment with the teacher *prior* to contacting the administration. The administration will have no comment on a matter until the teacher has been contacted.
4. All students enrolled in SBA must maintain an acceptable testimony as a Christian at all times during the school year. A student’s testimony is a reflection of Christ and this school.
5. An attitude of respect for adults as well as classmates is to be maintained by the student body. Arguing, back talk, murmuring, griping, or overt disrespect will not be tolerated.
6. Proper Christian conduct with the opposite sex will be emphasized and observed in the school; therefore, in order to avoid any questionable situations, we have a “six-inch” rule.
7. ALL students should keep their hands to themselves. This also refers to “just playing around” in cases when a friendly shove or pat on the back results in a “scuffle” or fight.

All discipline will be in accordance with Biblical principles as set forth in the Scriptures. ***Discipline is what you do for a child, not to a child.*** This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but ***NOT*** take the place of parents. The student must conduct himself at all times in a manner becoming a Christian. If your child comes home with a complaint about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules. These rules are enforced without partiality and are in the best interest of all our students.
4. Support the administration. Call the school for all the facts. Remember to use the proper chain of authority while maintaining a respectful manner.

ADMINISTRATION OF DISCIPLINE:

As with any infraction, the administration reserves the right, depending upon the severity and intent, to administer necessary discipline. Any student receiving 125 demerits or more in one semester will be expelled for the remainder of the semester with additional probation consideration. The student will lose all credits for the semester, and re-admittance will be at the discretion of the administration and school board.

Demerits (7th-12th Grade)

SBA uses a demerit system to record infractions against the student code. The demerit system is used to quantify acts of misbehavior, not to mark or stigmatize a student. Demerits are issued when an infraction has been noted and are recorded on the student's official record. *A student accrues demerits on a semester basis.*

1. Teachers or staff members may recommend demerits any time there is a violation of the rules.
2. The student is always made aware that he is being recommended for demerits.
3. Demerits are recorded daily. Notifications for disciplinary tiers are sent home as the tiers are escalated through.

Accumulation of demerits during the semester will result in the following disciplinary measures:

10 demerits in one week = assigned detention

25 Demerits = assigned detention

50 Demerits = One-day suspension

75 Demerits = Two-day suspension

100 Demerits = Three-day suspension

125 Demerits = Expulsion for semester

Detention (7th-12th Grade)

When a student has been assigned a detention, they are given a copy of the detention slip for the parent to sign and return the following day. Detentions will be assigned in accordance with the disciplinary code and consist of a monitored work detail for up to one hour that is to be completed after school, to be carried out on the Monday following the issuance of the detention. An unsigned detention slip does not excuse the student from performing the assigned disciplinary action.

Suspensions

When a student has entered the threshold for suspensions, parents will be notified by the school office of the suspension, along with the cause for suspension. Suspensions will be served on the day following notification and for the term prescribed in the suspension letter. Suspended students are banned from entering the school campus, with the exception of the office area for appointments with the school or church staff, are suspended from all school activities during the suspension, and are removed from participating in any team or extracurricular events. If a student receives demerits that escalate through the tiers, he will receive a cumulative suspension for all of the tiers he escalated through. During a suspension, a student may receive assigned work, but all grades will be counted as zeroes and he will not be able to make up any missed work for credit.

Expulsions

Any student who is expelled from SBA will lose all credit for that semester. Expelled students are not allowed to enter campus (with the exception of the office area for counseling appointments), participate in any school-sponsored events, or associate with the school in any manner. Expelled students must submit a written request to the school board at least one week prior to the start of the next semester in consideration for reenrollment.

This request should state the student's reason for the request, plan for behavior modification, and explanation of understanding for the behavior that led to the expulsion. The school board will consider the request with the administration and will provide its decision to the student in a conference. Students may have a representative attend the school board meeting with them. Students must remember that the board decisions are final. In the event of readmission, expelled students will be required to follow the academic and behavior plan outlined by the board and administration. Students receiving permanent expulsion will not be readmitted to SBA nor receive any of the privileges associated with enrollment.

Appeal and Redress

In the event of a disciplinary action resulting in ten or more demerits, a student has the right to appeal the infraction and consequences. As a reminder, the appeal process is intended as a balance measure to ensure the disciplinary process was just and thorough. The following procedure shall be followed in the appeal process.

1. Upon notification of an infraction and written acknowledgement of the demerits, the student may respectfully ask for a conference with the teacher to discuss the infraction and any remedial action, which shall occur by the next school day after issuance. At this conference, the teacher will explain to the student and parent the reason for the demerits and the resulting consequences. If the student perceives that an inaccurate rendering of the rule was enforced, he may propose an alternative solution. If the solution is accepted as valid by the teacher, the offense will be amended, and the school office will be notified of all changes.

2. If a resolution cannot be achieved, the student may appeal the decision to the administration. A similar process will occur as with the assigning teacher. Upon conclusion of the conference, the administration will issue a determination. For offenses of twenty-five demerits or less, the administration's decision shall be deemed final. For offenses greater than twenty-five demerits, or in the event of a suspension/expulsion, the student has a right to appeal to the school board for a determination.
3. In appealing to the school board, the student must inform the administration of his request in writing within 24 hours of the administrative conference. This request will be forwarded to the school board who will designate a time for a hearing. At the hearing, the student will be allowed to respectfully submit his appeal for resolution. The board will weigh the appeal and offer its determination. This decision shall be considered final. A record of the school board's decision will be entered into the student's permanent file along with a copy forwarded to the student's parents and the administration.
4. During the appeals process, a student will not incur any disciplinary action until a final determination has been made unless the administration has determined that the student poses a danger to the student body or persons affected in the offense.
5. Parents are requested to remain as support members to the student and not to engage the faculty or administration in a confrontational matter. We understand that times like these can lead to a flurry of emotions and ask parents to remember that our disciplinary philosophy is not punitive.

SBA DEMERIT/DISCIPLINE CODE

(7th-12th Grade)

1. Lying, cheating, stealing - **25 Demerits**
2. Fighting or assault against another person (student, staff, etc.)
First Offense - 50 Demerits
Second Offense - Expulsion
 (Note: Along with infraction, students may be removed from the student body upon the first infraction if the offense warrants it for safety reasons.)
3. Trespassing (classrooms, lockers, desks/tables, offices, or buildings when locked or considered off limits) - **25 Demerits**
4. Vandalism of school or personal property
First Offense-25 Demerits and reimbursement
Second Offense -50 Demerits and reimbursement
Third Offense – Expulsion and reimbursement
5. Disrespect or vulgarity toward others (Staff and students)
First Offense – 25 Demerits
Second Offense – 50 Demerits
Third Offense – Expulsion
6. Direct disobedience - **25 Demerits per offense**
7. Unapproved Jewelry (refer to the dress code for standards in this area)
Each Offense – 10 Demerits
8. Inappropriate or intimate touching (including, but not limited to, kissing and holding hands)
First Offense – 25 Demerits

Second Offense – 50 Demerits

Third Offense – Expulsion

9. Pornography (any involvement including X-rated movies)

First Offense – 75 Demerits

Second Offense – Expulsion

10. Sensual or lewd public dancing

First Offense – 50 Demerits

Second Offense – Expulsion

11. Immoral or Illicit Internet Involvement

First Offense – 75 Demerits

Second Offense – Expulsion

12. Fornication (including any lewd behavior) - **Expulsion**

13. Incestuous Act - **Permanent Expulsion**

14. Homosexual Act - **Permanent Expulsion**

15. Fathering or mothering a child through a willful act –

Permanent Expulsion

16. Vulgar or profane media that is contrary to Biblical principles (Includes books, graphic novels, pictures, or movies that promote beliefs contrary to the Bible)

First Offense – 25 Demerits

Second Offense - 50 Demerits

Third Offense – Expulsion

17. Participation in the consumption of alcohol

First Offense - 75 Demerits

Second Offense - Expulsion

18. Tobacco (any involvement)

First Offense – 75 Demerits

Second Offense – Expulsion

19. Illicit use of Drugs - **Expulsion**

20. Gang Involvement - **Expulsion**

21. Gambling (including lottery tickets) - **25 Demerits**

22. Participation or propagation of music that is contrary to Christian beliefs (rap, country, rock, etc.)

First Offense - 25 Demerits

Second Offense - 50 Demerits

23. Unauthorized possession of dangerous weapons or explosive material while on school property or activities - **75 Demerits**

24. Witchcraft activities (Participation in “wizardry, sorcery, cultic, astrology, etc.” events or media)

First Offense - 50 Demerits

Second Offense - Expulsion

27. Attitude (display of a bad attitude) - **5 Demerits**

28. Bringing unapproved items, to include: Weapons, electronic devices (not turned into the office), illicit reading media, or animals - **5 Demerits**

29. Provoking, bullying - **10 Demerits**

30. Unexcused tardy to class - **5 Demerits**

31. Posture lacking (sitting or standing) - **1 Demerit**

32. Distracting or disrupting the class

First Offense – 1 Demerits

Each Additional Offense – 2 Demerits (same day/same class)

33. Talking without permission in class

First Offense – 1 Demerit

Second Offense – 2 Demerits (same day/same class)

34. Failure to follow directions during class - **2 Demerits**

35. Failure to do assigned homework - **5 Demerits**

36. Unprepared for class (no pencil, pen, paper, book, etc.) - **1 Demerit**

37. Leaving class without authorization - **5 Demerits**

38. Dress code violation (includes damaged uniforms) - **1 Demerit per item, per day**

39. Eating during class without permission (gum, candy, etc.) - **5 Demerits**

40. Failure to return any required paperwork - **1 Demerit per day (up to one week)**

41. Unexcused absence (other than financial) - **5 Demerits**

42. Hall pass misuse (including not having one) - **2 Demerits**

43. Misbehavior (horseplay, smart mouth, etc.) - **5 Demerits**

44. Leaving campus without authorization

First Offense – 20 Demerits

Second Offense – 40 Demerits

Third Offense – Expulsion

SBA TALLY SYSTEM

(K4-6th Grade)

A tally is given for rule infractions. When a student receives an “Intentional Disobedience” tally – resulting from three of the same offenses in one day or a combination of five in one day - a letter will be sent home to the parent indicating the infraction(s). The parent(s) must deal appropriately with the issue at hand and return the discipline form signed and dated the following school day.

The spirit of the tally system is to help correct disobedience and produce a classroom environment that is conducive to learning. Each teacher will manage his/her classroom tally system a little differently as each age group must be handled according to his or her level. Please do not judge or compare teachers.

Types of Tallies:

Talking

Out of Order

Work Lacking

Forgetfulness

Attitude

Courtesy Lacking

Disruptive Noise

Uniform Violation

Intentional Disobedience (“Red” Tally)

MERIT SYSTEM

1. Merits are earned in the following ways.

- a. 2 merits for each day without tallies/demerits.
 - b. 1 merit for every 15 minutes service to the school.
 - c. 15 merits for making the Cougar Honor Roll (all A's in one semester)
 - d. 10 merits for making the Principal's Honor Roll (A's and B's in one semester)
 - e. 25 merits for becoming a Speedy Reader (kindergarten students only)
2. A maximum of three (3) merits per day may be earned through service to the school. A teacher must be in the classroom while a student is working for merits.
 3. Merit Clubs: Upon reaching 150 merits, each student will receive a certificate for the "Principal's Club" and will be recognized in opening assembly. When a student earns 200 merits, he will be awarded a certificate for the "President's Club"; again, he will be recognized in opening assembly along with a special award at the end of the year.

DATING POLICY

One of the most misunderstood areas of our standards is the non-dating policy we maintain. Believing Ecclesiastes 3:1-8, we request the time for dating to be set for after graduation from high school. No one feels it's wrong for males and females to be attracted to each other; however, we do want them to wait until they have completed one priority (school) before they start a new phase of their life. If they wait to date, we believe a level of maturity will be present when the time comes.

The following is our non-dating policy:

1. We actively discourage "pairing up" and dating during and after school hours.
2. Behavior in school or school activities:
 - a. No male and female couples are ever to be alone together (in classes, halls, etc.)
 - b. There will be no loitering in the halls.
 - c. Boys are not allowed to walk girls to their cars, classes, etc.
 - d. Boys and girls may not sit together in the lunchroom, auditorium, etc.
 - e. Note passing will not be allowed.

DRESS CODE

At SBA, we firmly believe Christian young people should dress and act differently than the world, as well as to glorify God. In order for students to mature spiritually, the teaching of Biblical appearance is a vital part of the school's program.

Why Uniforms?

We understand that Christians do not have to abide by a strict uniform code to glorify God, but we equally believe appropriate attire has a significant impact upon the attitude and performance of a student in a classroom. It has been our observation that emphasis on school uniforms has the following benefits.

1. There is less pressure upon a student to adhere to the fashion standards of fellow students, thereby alleviating potential distractions in the mind of the student.
2. Uniforms encourage higher discipline in a person's life, something that is important during the formative years of childhood and adolescence.
3. Properly employed uniforms create a greater *esprit de corps* among the student body.
4. There are fewer infractions due to inappropriate clothing.

Our standards of appearance for the students at SBA are based upon Biblical principles. The Bible teaches that there is to be a distinction between the sexes. Ladies are expected to be feminine in appearance and actions, and young men should be masculine in appearance and actions. The Bible also teaches that our appearance should be modest, giving glory to God. With that in mind, we have employed a uniform code that we expect students to adhere to at all times when in school or involved in a school sponsored activity.

SBA places the responsibility for the daily appearance of each child on the parents. SBA students should be dressed in clean, pressed, and mended uniforms each day. The SBA faculty reserves the right to determine if a uniform meets the standards of the dress code.

The dress code standards apply to all school functions, as well as *church activities* for those families enrolled from Grace Baptist Church, except when specifically changed by the administration.

All students enrolled in our school must wear school uniforms as described on the following pages.

Jewelry/Make-up Standards

Girls

1. Only 9th-12th grade girls may wear make-up.
2. K4-12th grade girls may polish their fingernails in light colors only.
3. Only one necklace may be worn at a time.
4. Only one pair of conservative, feminine earrings are allowed. These must be placed on the earlobe.
5. Only one ring may be worn, on the ring finger, on each hand.
6. Bracelets and watches may be worn in moderation.

Boys

1. Boys are permitted to wear a ring, on their ring finger, and a watch. No earrings, piercings, necklaces, or bracelets* are to be worn during school hours or activities.

** Exceptions include any medical identifying items as noted in the student's medical file.*

Hair Standards

Boys

Boys are required to maintain their hair in accordance with the following standards.

1. Hair must be at least one inch above the eyebrows and not overlapping ears.
2. Hair styling should be masculine in appearance.
3. Hair must be above the collar, tapered in the back, and closely trimmed.
4. Sideburns should be no lower than the middle of the ear.
5. Facial hair is not permitted.

Girls

The following is a list of expectations for girls attending SBA:

1. Should avoid “mod” or short styles that would tend to be faddish or punk in appearance, and no unnatural dyeing of the hair is allowed. Highlights that are natural in appearance and color are permitted.
2. Hair should be styled in such a way as to allow the face to be seen.
3. We ask that girls’ hairstyles be conservative, feminine, and one that would be unquestionable in testimony for the Lord.

Elementary Dress Code

Boys (K-4 -6th Grade)

1. Pants: Khaki or black slacks (no cargo pockets, or denim). Khaki slacks must be worn with the black polo and chapel shirt. Black slacks must be worn with the maroon polo.
2. Shirts: Non-Chapel days: School polo (purchased from school office). Chapel day: Oxford shirt (button down collar) in Light Blue. A white undershirt (crew or V-neck) must be worn with all uniform shirts.
3. Shoes and socks:
 - a. Athletic shoes and white socks only.
 - b. No boots, no flashing lights, no roller shoes, no sandals.
 - c. Winter boots may be worn outside in inclement weather but must be changed once in school building.
4. Accessories:
 - a. A tie is mandatory on chapel days, and must be conservative in appearance.
 - b. Black belts with conservative buckles must be worn every day.
5. P.E. (First through Sixth Grade)
 - a. Black slicks or running pants (no sweatpants or shorts).
 - b. A school P.E. T-shirt (purchased through the school office).
 - c. Athletic shoes and socks.

Girls (K4 - 6th Grade)

1. Khaki or black jumper or skirt (must be loose fitting and two inches below the bottom of the knee, slit must stop below the knee). Khaki is to be worn with the black polo and chapel shirt. Black is to worn with the maroon polo.
2. Shirts: Non-Chapel days: School polo (purchased from school office). Chapel day: Light Blue blouse with a modest undershirt.

3. Shoes, Socks, & Tights:
 - a. Feminine athletic shoes.
 - b. Solid white socks, cotton tights, or knee-high socks must be worn at all times
 - c. Solid white, black, or gray cotton tights, or knee-high socks are mandatory during inclement weather.
 - d. Winter boots may be worn outside in inclement weather but must be changed once in the school building
 - e. No boots, flashing lights, roller shoes, or sandals
4. Hair Accessories:
 - Must match uniform
5. P.E. (1st - 6th Grade):
 - a. Black culottes or athletic skirt (approved pattern only, see the school office)
 - b. A school P.E. T-shirt (must be purchased through the school office)
 - c. Athletic shoes and socks

Secondary Dress Code

Young Men (7th-12th Grade)

1. Pants: Khaki or black slacks (no cargo pockets, or denim). Khaki slacks must be worn with the black polo and chapel shirt. Black slacks must be worn with the maroon polo.
1. Shirts:
 - a. Chapel day: Light blue Oxford (button down collar).
 - b. Non-Chapel day: School polo (must purchase through school office).
 - c. A white undershirt must be worn at all times.
2. Accessories (Ties, Belts, etc.):
 - a. Ties are mandatory on chapel day.
 - b. No characters, writing, or “loud” prints allowed.
 - c. Black with conservative buckle.
 - d. Socks must be black or tan.
3. Shoes:
 - a. Black dress shoes only. No boots or sandals.
 - b. No thick heels or soles permitted.
 - c. Winter boots may be worn outside in inclement weather but must be changed once in the school building.
4. P.E.
 - a. Black slacks (no sweatpants or shorts).
 - b. A school P.E. T-shirt (must be purchased through the school office).
 - c. Athletic shoes and socks.

Young Ladies (7th-12th Grade)

1. Khaki or black skirts (khaki must be worn with the black polo or chapel shirt, black must be worn with the maroon polo):
 - a. Must be loose fitting and length of mid-calf.
 - b. A slip must be worn at all times.
 - c. Slit must be below the knee.

2. Shirts and Blouses:
 - a. Chapel day: Light blue blouse with a modest undershirt.
 - b. Non-Chapel day: School polo (purchased through school office).
3. Tights may be worn in the solid colors: white, black, or gray
4. Shoes:
 - a. Black flats or low heels.
 - b. No athletic shoes, boots, sandals, open-toe or excessively decorated shoes will be permitted
 - c. Winter boots may be worn outside in inclement weather but must be changed once in the school building
5. P.E.
 - a. School P.E. T-shirt (purchased through the school office)
 - b. Black culottes or pleated long skirt with the hem below the knee. (approved pattern only, see the school office)
 - c. Athletic shoes and socks

Standard Uniform Appearance



Special Events/Non-uniform Events

For most school sponsored events outside of the normal school routine, the SBA faculty will communicate dress requirements. In the absence of communication for an event, the school requires students to be in the following:

Boys

1. T-shirt without any tears, stains, rips, or offensive logos or writing
2. P.E. pants or denim jeans
3. Athletic shoes

Girls

1. T-shirt without any tears, stains, rips, or offensive logos or writing
2. Modest fitting skirt or culottes that stop a minimum of two inches below the knee
3. Athletic shoes

FINANCIAL POLICIES

SBA operates strictly from the financial contributions of parents like yourself and fundraising efforts. It is the responsibility of parents to ensure all fees and tuition are paid in a timely manner, as outlined in the enrollment packet and on your tuition contract, there are various fees associated with attendance at SBA. The two largest fees are the registration and materials fees. Both are due by the first day of school or upon enrollment of a new student during the year.

Monthly tuition payments are due on the first school day of each month and are late after the fifteenth (15th). (If the fifteenth falls on any non-school days or a holiday, payment must be made by the close of business on the first business day thereafter.) SBA requires all tuition to be paid whether your child remains in SBA or not. The full 10 months tuition is required. **Partial payments do not meet the tuition policy requirements.** A \$25.00 Late Payment Fee will be assessed for all tuition payments made *after* the fifteenth of each month. The tuition Late Payment Fee must be paid with the following month's tuition payment or the student's account will be deemed delinquent even though the (next month's) tuition was paid on time.

Any non-payment for tuition or fees is considered a breach of the tuition contract and parents are required to meet with the administration and school board following the fifteenth if tuition is not paid for the month. If an agreement is not reached in this meeting, your child(ren) will be disenrolled immediately.

The following month, the past due tuition and late fee, along with the current month's tuition **MUST** be paid **IN FULL** by the fifteenth, **or students will not be allowed into class on the sixteenth and will be placed on financial withdrawal.** Students missing school due to financial withdrawal may be in danger of permanent withdrawal for the year. For information regarding permanent withdrawal, please refer to the "Attendance Policy" section.

The Administration has the final decision regarding tuition and financial withdrawal.

Payments can be made during the hours of 8:00 A.M. – 4:00 P.M. Monday through Thursday at the SBA Office. SBA is not responsible for payments placed under an office door, placed in the church offering, etc. Tuition payments can be mailed in but must be received by the fifteenth. Payments can be mailed to:

Springs Baptist Academy
3500 N. Nevada Ave.
Colorado Springs, CO 80907
ATTN: SBA Office

No report card, diploma, transcript of credits, or any school records can be released until a student's account has been paid in full (-0- balance.) Students owing a balance will not be allowed to register for the following school year until the balance is paid in full.

Seniors who owe a balance will not be allowed to go on the senior trip. Instead, all monies raised for this trip will go toward satisfying the outstanding tuition balance. Seniors who owe a balance will be allowed to walk the graduation platform but will not receive their diploma from SBA until the balance is zero (-0-).

If a student withdraws from SBA for any reason other than relocation to another geographical area, tuition is still required. No adjustment will be made on any fees or tuition. Any outstanding tuition and fees are required to be paid before any academic records will be released. This includes transcripts, report cards, etc.

Returned Checks

A late payment fee of \$25.00 will be assessed (each instance) along with a \$25.00 returned check fee for the first instance (\$50.00 for the second instance). Upon the second instance and any subsequent instance, all tuition payments, etc. must be made in cash, money order, or cashier's check for the remainder of the school year. The full amount of the returned check and all fees must be paid within one week of notice.

FUNDRAISING

SBA utilizes fundraising for a number of purposes. Each student and faculty member is expected to participate in fundraising campaigns during the year. These campaigns are intended to raise capital for school improvement projects or various needs that may arise throughout the year.

The SBA Fundraising Policy:

1. SBA will occasionally sponsor all-school fundraisers for special projects such as sports equipment, gym equipment, etc. SBA officially sponsored fundraisers are not part of individual fundraising efforts.
2. SBA will offer other fundraising opportunities for parents desiring to have fundraisers to help supplement their tuition expenses. These fundraisers will be on an order basis only, with pre-payment required.
3. Each student is responsible for raising a minimum of \$100 per year to help support capital improvement programs. This amount is applied to a student's account at the beginning of the year. A credit is issued back to the

account once this amount is raised.

4. No use of the SBA name or logo may be used while fundraising without express written permission from the school administration.

GENERAL STUDENT INSTRUCTIONS

School Office

The SBA office is provided as a means of business for all matters pertaining to the school. Use of the school office is for business only. Students who wish to pay any fees or purchase items should endeavor to do so before school or on a break or lunch period. The office is not responsible for students being tardy.

OFFICE HOURS

1. Monday through Thursday 7:45 A.M. to 4:00 P.M.
2. After-hours appointments may be arranged for conferences and interviews as approved by the administration.

Phones and Personal Devices

Office phone use is restricted to staff members only. No student is permitted to use the phone at any time without permission from an SBA staff member. Students with personal cell phones and other devices need to leave their phone or tablets at the school office, unless permission is granted by the administration for them to keep them on their person. These devices can be picked up at the end of the school day after 3:45 PM.

Wearable tech (watches, smart devices, etc.) is permitted to be worn by students during the day. However, students should put their devices into “airplane” mode or some other means of disabling the connection while in class. If a device is deemed a distraction, the faculty may require the student to put their device in the school office or not allow it at school. Teachers may request students remove their devices from their person in the classroom during assessments.

Language

We discourage students from saying “yeah” to their teachers or any other adult. We expect our students to say “Ma’am” or “Sir.” The use of slang is improper and should be corrected. Matthew 5:37, Ephesians 4:29, Colossians 4:6, and James 5:12 sum up our standards for speech. Minced oaths such as, “gosh,” “gee,” “darn,” etc. are *not* acceptable or permissible.

Reading Material

At no time should students bring reading material to school that is of questionable moral value or promotes a philosophy that is contradictory to the environment we are trying to foster.

Parents should be especially careful of books marketed to the young adult group with recent publication dates. If you would like, the school office can

furnish you with a list of books we believe would be beneficial to your student's education. In the event that improper reading material is discovered, the school will confiscate the material and return it directly to the parents with the reason for its confiscation.

Insurance liability

SBA assumes no liability for injuries to students occurring before, during, or after school hours.

Lost and found

Please see that **all** of your child's school items are labeled with their name (i.e.: lunch boxes, bags, books, jackets, sweaters, school uniforms, etc.). This will enable us to assist you in locating lost items. We are unable to keep lost and found items for any length of time due to a lack of space; therefore, items may be temporarily placed in the lost and found area but may be discarded after a few days. All items in the lost and found at the end of each quarter will be donated to a local charity if left unclaimed.

Lunches

SBA operates a warming kitchen as a service to our students. We do not currently provide a daily warm lunch menu. However, lunch items such as: pizza, ramen, corn dogs, chips, cookies, drinks, etc. are available for purchase on an a la carte basis. Students may bring their own lunch items, but are responsible for the contents of their lunch. **We do not allow charge accounts to accrue in the lunchroom.** Lunch boxes that contain objectionable pictures, slogans or characters (rock stars, witches, etc.) will *not* be allowed.

All lunch items that require warm up by the school kitchen staff must be labeled with the student's name and placed on the proper lunch tray at the beginning of the school day. Teachers will allow students access to the lunchroom in the morning if they are in need of this service.

Medication Policy

SBA allows certain medications for student use as long as the student is able to self-administer, or express written permission and direction is given for school staff to administer. Most of these medications fall into the "over-the-counter" category. SBA will not allow medication on property without this permission or (in the case of prescriptions) a doctor's prescription note. This permission can be granted through the Medication Approval Form. A Medication Approval Form must be on file for each student. No medication will be administered to any student without the written permission of the parents. Each family must provide their own medications (Tylenol, Motrin etc.) SBA will not provide any medications, nor will the SBA office "borrow" from another family's supply to meet your child's need.

If any medications not listed on the Approval Form are needed by your student, a handwritten note must be written and submitted to the office by the parent

explaining the need. A doctor's note is required for all prescription drugs and controlled substances (ADD/ADHD, etc.) and SBA will not allow these on property outside of school hours.

Musical Opportunities

This year, we will be encouraging students in 3rd grade and higher to begin individual instrument lessons under the guidance of a private instructor. At some point in the late fall, we will announce the formation of an ensemble if enough students have made sufficient progression in their lessons.

Some individual instrument and voice lessons might be available to students during and after school hours on school property. If this opportunity presents itself, this will be on a "first come/first serve" basis when available, and a waiting list will be initiated. Priority will go to those who successfully completed music the year before; thereafter, students will be selected from the highest grade level to the lowest grade level as the means to place students into the program. A fee will apply.

In addition, elementary music is taught weekly. SBA offers a music class with an emphasis on theory and active participation as an elective for the secondary. Upon the initiation of the ensemble, music practice will occur during school hours for those involved.

School Equipment

SBA provides equipment to facilitate a proper learning environment. Students must recognize that all equipment used in the school is the property of SBA and must treat it as such. Any damage or destruction of equipment from misuse and abuse will result in replacement of the equipment by the student(s) involved in the damage *at present market cost*.

Students also recognize that use of equipment and material is a privilege and must abide by all relevant use policies as outlined by the school and individual departments.

In the event equipment is donated to SBA, it is accepted as transferred in ownership unless the donor agrees to a mutual use consent with SBA. All equipment, donated or purchased, becomes the property of SBA upon receipt of said equipment.

Student Counseling Services

As a church operated ministry, SBA has the pastoral leadership of Grace Baptist Church available in the event a student or family member needs counsel and assistance in spiritual matters. Much of our staff has years of experience helping people from all walks of life and ages when it comes to spiritual and life choices. If a student is in need of counsel, he may schedule a time through the school office to talk to one of the pastors or school administration. If the need arises, the counselor will contact the parents to coordinate further counseling or a more

specialized counselor for certain matters. For sake of transparency, parents will be notified of any time a student seeks counsel, along with the matters pertaining to the counsel.

Library

SBA intends to create a lending/study library in the very near future. Upon opening of the library, students will have access to a variety of physical and digital materials for their use. Students will be taught on the etiquette of library use and proper library manners. Lending and use policies will be given out for parent and student review. Please read these carefully when they are given. Access to the library will be granted only during school hours or with special permission from the administration.

At full capacity, the library will include computer learning stations. Students will be responsible for proper use of the library and all material in it. Any student found misusing their library privileges will have them revoked. Students with outstanding material on loan will be subject to all relevant fees and suspensions. These fees will need to be paid prior to reinstatement of library privileges.

Student Service Commitment

In an effort to develop character in our students, SBA requires students to undertake in house and community service while enrolled at SBA. In house service consists of assisting the staff and faculty on upkeep and cleanliness of the facility. Students may be involved in lunchroom cleanup, classroom cleanup and setup, general cleaning duties, etc. at assigned times during the school week. These times are designed to occur when there is no interference with learning and do not involve anything that would present a hazard to students or staff.

Community service is encouraged for all middle school students (7th-8th grade) and is required for all high school students. This consists of a minimum of 40 hours dedicated to serving members of the local community throughout the school year. This time is extracurricular and is not allotted during the school day. Many of our students fulfill this requirement by working in various outreach and service ministries of our church, but students may serve in any community or Christian service organization in the area. Students may complete this requirement independently, but they must have written verification presented to the administration from the people they served.

PARENT COMMUNICATION

Open communication is vital to a balanced school program. Our teachers stay in close contact with parents in a variety of ways. In most instances, communication will be conducted in writing. Occasionally, forms will be sent home for your signature and will inform you of any concerns or ways you may help. If you have any questions or need clarification, our teachers will be glad to make an appointment with you.

The school posts notifications of upcoming events, announcements, grades, etc.

on our school database program. Please refer to it regularly for the most up to date information.

Parent-teacher Conferences

SBA teachers will request a parent-teacher conference if there is a need academically (-C or below) or in conduct during the year. If a parent wishes to call a conference with the teacher, arrangements can be made with the teacher by contacting the school office. When there is a scheduled conference, we ask that you go to the school office and the secretary will inform the teacher that you have arrived. *DO NOT GO DIRECTLY TO THE CLASSROOM!* Teachers are available to talk with parents and are happy to arrange a scheduled time; however, teachers should not be detained before or after school, or at church, unless a conference has been scheduled.

Parental Cooperation

SBA expects full cooperation from each student and parent. We ask that both student and parent sign a “*STATEMENT OF COOPERATION*” at the beginning of each school year. If at any time the school feels that this cooperation is lacking, the parents may be requested to withdraw the child from school.

ILLNESS/INJURY/EMERGENCY POLICY

In the event of illness, SBA requests that students stay home and not come to the campus. In light of COVID, all students displaying related symptoms are asked to refrain from coming to school until a negative test result is presented or ten days have elapsed from onset of symptoms. For more information, you can reference our COVID policy that is updated and released at the beginning of the school year.

For all other illnesses, please abstain from coming on campus until 24 hours have elapsed since your last symptom. In the event of vomiting, students must wait at least 24 hours after the last episode prior to participating in any school event. For prolonged or chronic illness, a doctor’s note or the physician approval on the school **Medical Approval Form** must be presented.

In the event that a student develops illness while at school, the student will be isolated in the office area and parents will be notified by the school office. The student will wait in the assigned area until his parents arrive and will be released from the school office once he has been signed out by a parent.

Injuries/Medical Emergencies

In the event of an injury or medical emergency, SBA staff will render all reasonable aid to the affected student. If emergency medical services are needed, the school will call EMS first, then notify parents as soon as possible. SBA will act in the best interest of a student in the case of a medical emergency. If medical instructions are not present, SBA will direct EMS personnel to transport affected students to Penrose Main Hospital, or to the nearest available medical facility. If

an injury is deemed non-life threatening, SBA will relay all instructions from the first responders or attending personnel to the parents on a copy of the **Incident Response Form**.

Mass Emergencies

SBA recognizes six types of mass emergencies that present a hazard to people. These are: Evacuation, Reverse Evacuation, Severe Weather, Lockdown, Shelter in Place, and Drop, Cover, and Hold. Each of the procedures for these is contained in our **Emergency Procedures Policy**. These procedures are rehearsed throughout the year in various scenarios with our students and staff and are available for inspection on campus at the school office. In the event that a mass emergency, SBA will contact parents through Praxischool with instructions on how to retrieve your students. This information will include the emergency type, location, the name of the school official, and contact information. In accordance with our policy, students will not be released until the area is made safe and school personnel are given the ok to release.

In regard to absences caused by illness or injury, students will be allowed to make up missing work in accordance with the SBA attendance policy. Upon return from an injury or illness, SBA will make all necessary accommodations to assist students as directed by a medical professional.

RESPECT OF PROPERTY

Respect for the appearance and care of the facility God has provided for us is part of the Christian testimony presented by SBA. We ask that all of our school family work together to keep our campus free of litter, making a habit of picking up any trash on the grounds or in the school building. Carving or defacing desks or walls (etc.), chewing gum, eating in restricted areas, throwing things, pulling fire alarms, and littering are never permitted. Students who deface or damage school property or equipment will be required to pay for the damage done or will be required to replace the item in addition to being disciplined.

SAFETY AND SECURITY

SBA takes the safety of our students and staff very seriously. We have secured access to all rooms and entrances of our building along with widespread surveillance in common areas and classrooms. We work closely with the Life Safety Team of Grace Baptist Church to monitor for threats and to stay ahead of security trends that would affect us. As a policy, we have armed staff on property during school hours.

All visitors to the campus must enter through the school office and complete the sign-in process prior to entering the building. Please refer to the visitor policy in this handbook for more information.

STUDENT AUTOMOBILES

SBA considers it a privilege to be able to drive a car to school and expects the following guidelines to be adhered to strictly if driving privileges are to be maintained:

1. Only students who are of legal age are permitted to drive a vehicle to school.
2. All student-driven cars are to be registered in the SBA Office. Parking areas will be assigned to each driver.
3. Student drivers must provide proof of insurance and registration for each vehicle to be driven to school. The office will make a copy of the proof of insurance and the vehicle registration to be placed in the student's records.
4. Cars are not to be occupied during school hours. Students are not to approach vehicles that are dropping off students.
5. Any student driver, who has excessive tardiness, displays a poor attitude, or commits reckless driving on school property, will have his driving privilege suspended.
6. All student vehicles are subject to periodic, unannounced inspections.
7. Failure to observe these policies will necessitate cancellation of the privilege of driving your car on school property.

STUDENT PICK-UP

Each family is asked to complete a **Student Pick-up Form** authorizing people listed to pick-up your children in the event of an emergency or schedule conflict. Only the people listed on this form will be allowed to pick-up your child. Proper I.D. will be required. Please keep the office updated on all contact information.

TEXTBOOKS AND SCHOOL SUPPLIES

SBA primarily uses the A Beka curriculum. This curriculum and all classroom materials are purchased using material fees paid by each student. The fees are used to offset the costs of the materials, and all materials purchased by the school are considered property of the school. Elementary students will be issued a set of A Beka materials that will be considered the student's property at the end of the school year. All junior/senior high students will be issued Abeka textbooks that will be returned at the end of the school year. Students are allowed to keep any workbooks that require material use by the student. Any school issued material that is damaged or destroyed by the student will need to be replaced at cost through our supplier. This cost will be invoiced to the student's tuition bill and will become part of the required payment for the year. Failure to return any issued material will result in the replacement cost for that material being assessed to the student's account and will need to be paid prior to any transcripts or diplomas being issued.

A list of school supplies will be included in the registration packet. If needed,

teachers will send home an additional supply list.

VISITORS

Visitors are not allowed to enter the hallways, classrooms, the lunchroom or chapel during school hours without first checking in with the school office. A visitor is anyone, including church members and parents, who is not enrolled or employed at SBA. This includes those helping with fundraising, church functions, graduation exercises, former graduates, etc. Upon checking in at the school office, the employee or student that you are looking for will be brought to you or you will be escorted to them.

When visiting, please try to observe the following:

1. A visitor should be willing to meet the appearance standard and conduct standard according to our student handbook.
2. A visitor should have advance permission from the administration. If possible, please give the office an advance notice of one day.
3. Visitors are asked to be as quiet as possible in the classroom, hallways, etc., and not disturb anyone.

WHEN PROBLEMS ARISE

When problems or disagreements arise during the school year, for the best interest of our school, it is extremely important that they be dealt with in a Christian manner. We believe in, and practice, the chain of command in dealing with problems. The following procedure will serve to meet this end:

1. Do not go to the principal first.
2. Call the school to have the teacher call you.
3. Do not call the teacher at home unless the teacher requests you to do so.
4. If you are unable to get the problem solved, you may call the school and request a conference with the school principal. *Please do not simply drop in.* You will not be able to see the principal unless you make an appointment.

SPECIAL NOTE: It is never appropriate and sometimes even compounds a problem to discuss any problem with people who are not privy to the issue. Please follow the aforementioned procedures. The form in the back of this handbook can be used to submit questions or comments to the SBA office at any time. (Signature REQUIRED!)

APPENDICES

Appendix 1 – 2021/2022 AHERA Notice

Appendix 2 – Student Email Expectations and Agreement

Appendix 3 – Student Internet and Electronic Source Agreement

ANNUAL AHERA NOTICE

Dear Parents, Students, and Teachers,

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) requiring schools to inspect and identify any asbestos-containing building materials (ACBM). In compliance with this law in 2017, Spring Baptist Academy hired a certified building inspector to identify and sample any suspect asbestos-containing building materials. The law further requires the school to have an asbestos management plan.

During inspection, two areas were identified as containing ACBM. These areas were identified as being in a stable condition with no remediation needed. As a result, Springs Baptist Academy has established an asbestos management plan that is available for review in the school office during regular business hours. Tom Tolbert is our designated asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to him at 719.593.7887.

Springs Baptist Academy Administration

STUDENT EMAIL EXPECTATIONS AND ACCOUNT AGREEMENT

Springs Baptist Academy provides e-mail accounts for students which will allow full use and participation of Google Apps for Education. We are providing this service to further ensure all students use technology to communicate in schools for school related purposes in an appropriate manner, and to support teaching and learning. Some of these learning activities may include collaborating on live digital projects, shared writing projects, peer editing, share presentations, collaborating with fellow students, using spreadsheets, documents, and presentations, etc. With this opportunity comes responsibility. It is important that parents and students read and understand this form and ask questions if needed. Please note that SBA will take all reasonable steps to preclude access to objectionable material. However, it is not possible to absolutely prevent such access. It will be the responsibility of your child to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others. You will be held responsible if another person utilizes your account.
- The account is to be used only for identified educational purposes.
- You will be held responsible for the proper use of your account, and SBA may suspend or revoke your access if you violate the rules.
- Email accounts may be used outside of school but are limited to only sending and receiving email pertaining to assignments made by the teacher or official school communications.

INAPPROPRIATE USE

- Using email for any illegal purpose.
- Using another person's account.
- Posting personal information about yourself or others (address, phone numbers, etc.)
- Downloading or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer/network system.
- Gaining unauthorized access to restricted information or resources.
- False identity in email communications.
- Misrepresentation of SBA or the ministry of Grace Baptist Church, SBA's parent organization.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to SBA email.
- Revocation of the student email account.
- Other disciplinary or legal action in accordance with the SBA Handbook,

the SBA Acceptable Use Policy, or applicable laws.

Only secondary (7-12) students are assigned a school email. The email naming scheme will be: first.last@students.sbasprings.com. This email address will remain with the student as long as they are attending school at Springs Baptist Academy provided the student uses the account as it is intended and as agreed upon.

INTERNET USE AND ELECTRONIC SOURCE AGREEMENT

Springs Baptist Academy (SBA) recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its school. To this end, the school administration encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of our mission and goals.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, SBA adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on SBA-owned equipment.

Springs Baptist Academy Rights and Responsibilities

It is the policy of SBA to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, SBA recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, SBA retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To modify or remove a user account on the network.
3. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
4. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to SBA-owned equipment and, specifically, to exclude those who do not abide by Springs Baptist Academy's acceptable use policy or other policies governing the use of school facilities, equipment, and materials. SBA reserves the right to restrict online destinations through software or other means.
5. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of SBA.
2. Staff should make reasonable efforts to become familiar with the Internet and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

Use of the electronic media provided by SBA is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of SBA.
2. Proper codes of conduct in electronic communication must be used. Personal information should never be given out in emails or any other publicly available formats.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, SBA will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on SBA computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or school administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The SBA network may not be used for downloading entertainment software or other files not related to the mission and objectives of SBA for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of SBA.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video, is prohibited unless specifically authorized by the system administrator.

Disclaimer

1. SBA cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. SBA will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. SBA makes no warranties (expressed or implied) with respect to:

- the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. SBA reserves the right to change its policies and rules at any time.

STUDENT HANDBOOK FORM

I have read the SBA STUDENT HANDBOOK for this school year completely and agree to follow all of the rules of SBA.

STUDENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE

PARENT SIGNATURE

DATE

PARENT SIGNATURE
(Please submit this form with your application)

DATE

QUESTION and/or COMMENT FORM

QUESTION:

COMMENT:

SUGGESTION:

Signature (REQUIRED)

Date

Educating Christians Since 1977

Springs Baptist Academy is proud to offer a Christian education to you and your students. What started as a response to a need 47 years ago has grown into an institution that is founded upon God's Word with a strong emphasis on academics and character. We hope to work with you this year as we seek to educate and inspire the next generation to make their mark in this world and serve God faithfully with a sincere heart.

We believe every child is endowed with God-given gifts and talents. Our job is to draw out those gifts and to help nurture them alongside the home. We look forward to partnering with you this year in your child's education as we seek to assist you in this endeavor.

By utilizing this handbook, you'll familiarize yourself with the policies and procedures we use to achieve those results. Read it and use it. In doing so, you will help us provide the best education we can to your students this year.

We anticipate a great year, the best one so far, and we look forward to working with each of you, parents and students, in the process.