



Fredonia Hill Baptist Academy Family Handbook



MISSION STATEMENT

The mission of Fredonia Hill Baptist Academy is to glorify God through excellence in education. This is achieved through an accelerated Biblically-based curriculum and daily Bible studies that help the students understand the Christian view and develop God-given talents and abilities within His plan.

PHILOSOPHY

Our goal is to prepare each child to reach his/her own potential for success in school and life. Christian studies, doctrine, and faith help us to motivate each student in his/her achievement, behavior, and work habits.

Academically, we work to build a solid foundation of fundamental skills in Language Arts and Mathematics for our students, adding on a priority basis other areas of instruction and creative experiences which bring the knowledge and understanding they need. The staff prepares and presents complete, organized coverage of all subject matter appropriate for each grade level.

Our aim is to develop students who:

- Appreciate and value themselves as a creation of God
- Enjoy school and respect teachers
- Look upon school as their present daily occupation
- Strive to do their best
- Exhibit self-control
- Are prepared for the next step in life
- Advance beyond their grade level as opportunities arise
- Read and write English
- Are challenged & inspired to be servant leaders that impact the world for Christ

Methodology at FHBA is generally teacher-centered with whole-group instruction. For all appropriate subjects whole-group instruction accomplishes more toward scholastic achievement in less time. Teachers work to individualize and provide opportunities for individual acceleration. The Academy maintains structure and routine that help to provide an enhanced learning community.

For transfer purposes - FHBA is accredited by Accreditation Commission of Texas Association of Baptist Schools and recognized by TEA.

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Attendance:

Classes begin at 7:20 am for all students. **(Doors open at 7:20 am)** Students are expected to attend each designated school day. **Students who arrive after 8:00 am will be marked tardy.** The State of Texas requires students to have a 90% attendance rate in order to be eligible for promotion. Students who have accumulated more than the allowed number of absences may present a written appeal to the Principal. This request will then be taken to the School Board for consideration.

Excused absences are given for personal illness, death, family illness, or an emergency within the family. A note explaining the reason for the student's absence must be submitted to the office upon the student's return. Students are expected to assume full responsibility for all class work missed when absent from school.

Parents are required to contact the office when children are absent or need to be dismissed during school hours for doctors' appointments or for any other reason. Parents must meet students in the school office. If someone other than the parent picks up students for an appointment or after school, the school office and the classroom teacher must receive notification from the parent in writing or by phone. **If the teacher does not know the person picking up a student, the person must show some type of identification and the teacher or an office staff member must call the parent before allowing the student to leave with a person who is unknown to the faculty and staff of the school.**

STUDENT ABSENCES

Students who are absent from classes due to illness will continue to receive services from the school in the form of homework assignments and faculty contact. In light of these services, no refund in cash or credit is given for such absences.

TARDIES:

Because a tardy student disrupts a class already in progress, students arriving at school later than 8:00 AM must report to the office to be signed in by the parent/guardian.

- If the student is extremely late to class and does not have a valid excuse - the principal reserves the right to refuse admittance to school for the day and the student will need to return home. Failure to comply with the attendance or tardy policies may result in the student not being allowed to attend FHBA the following school year.
- *Students should not arrive on campus before 7:20 am. The school does not assume responsibility for students before 7:20 am. as no staff member is available to monitor students until 7:20 am **If you need to make a different arrangement - you MUST speak with the principal.*
- **If a parent has not picked up their child by 3:40, the student will be sent to EDGE and the parent will be charged the EDGE drop-in fee of \$15.00**

School Closures and Delays:

For all **WEATHER RELATED** and **NON-WEATHER RELATED** events that could cause delays, disruptions, closures, or early releases - please note that all messages regarding these events will be emailed, texted, posted on social media, and reported to local TV providers as necessary.

All decisions regarding delays, closures, or early releases will be made by the Principal - who will seek advice from surrounding local school districts and local emergency personnel - as well as, the Academy Board. .

DRESS CODE FOR PREK - K STUDENTS

Girls

- Leggings may be worn
- Shorts must be worn under dresses or skirts
- No overalls
- Closed toe shoes – no sandals or flip flops
- Belts only if student can unbuckle themselves easily

Boys

- T-shirts, shorts, pants, jeans, sweatpants are allowed *Shirts must have sleeves
- No caps are worn inside the school
- No overalls
- Closed toe shoes – no sandals or flip flops
- Belts only if student can unbuckle themselves easily

DRESS CODE FOR 1ST - 8TH

Girls

- Straps 3 finger width
- No Strapless or one-shouldered tops or dresses
- No halter tops
- No mid-section showing or see through attire
- No latex/workout tights or shorts permitted
- No caps inside the school (unless a special day)
- Skirts, dresses and shorts fingertip length

Boys

- T-shirts, shorts, pants, jeans, sweatpants are allowed Shirts must have sleeves
- No caps inside the school (unless a special days)

ENROLLMENT:

AGE AND MATURITY REQUIREMENTS FOR ENROLLMENT

To stay in line with public schools, a September 1 birth date is set as a cutoff for enrollment.
To register for PK-3 a child must be 3 years old before September 1.
To register for PK-4 a child must be 4 years old before September 1.
To register for Kindergarten, a child must be 5 years old before September 1.
To register for First Grade a child must be 6 years old before September 1.

A copy of the student's birth certificate must remain on file in the office.

PRESCHOOL REQUIREMENTS:

Children entering PK-3 and PK-4 must be of sufficient maturity and intelligence to derive benefit from the program. Other criteria for preschool admission include the ability to communicate effectively, to use the restroom independently, and to manage clothing independently.

CLASS SIZE:

Maximum enrollment for PK-3 is 10 students.
Maximum enrollment for PK-4 is 12 students.
Maximum enrollment for Kindergarten- 8th Grade is 14 students.

FEES AND TUITION CONTRACT:

The tuition and fee schedules are set by the School Board on an annual basis and are as follows:

Application and Enrollment Fees (non-refundable and non-transferable)

NEW STUDENT

Testing Fee (1st- 8th)	\$25	Due at scheduled testing time.
Registration Fee	\$300	Due when Registration packet is submitted.(Max \$450 per family)
Deposit	\$200	Due when Registration packet is submitted and applied to first months tuition.

CURRENT STUDENT

Registration Fee	\$300	Due: Registration packet is submitted.(Max \$450 per family)
Late Registration Fee	\$400	Due: Registration packet is submitted.(July 1st or later(\$550 per family.)
Deposit	\$200	Due: Registration packet is submitted and applied to first months tuition.

Tuition Rates and Fees	2024-2025 Tuition Rate	Payment Plan Breakdown for 12 Months May 2023- April 2025
Half Day Pre-K 7:20-11:30	\$4,510.00	\$375.83
Pre-K 7:20-3:00	\$4,710.00	\$392.50
Kindergarten - 5th Grade	\$4,960.00	\$413.33
6th - 8th Grade	\$5,460.00	\$455.00

EDGE (3:00 - 5:30)	2024-2025 Tuition Rate	Payment Plan Breakdown For 10 Months August 2024 - May 2025
All Grades	\$2,000.00	\$200.00
Drop- In Fee	\$15.00 Per Day	

DELINQUENT ACCOUNTS

There is a two-month limit on outstanding payments. Upon the notification of a delinquent payment - the family will receive a letter or phone call alerting them of the outstanding payment. If a second month is delinquent, the family will need to make an honest effort to provide a payment (partial or another agreed upon amount) showing they are working to rectify their account. If delinquent payment extends to month three - the Academy Board will review the issue and may choose to dismiss the family if an effort can not be made to update the account. Families may appear before the Academy Board for special consideration, or they may make satisfactory arrangements for payment with the Principal. All accounts must be paid in full before any student's records will be released to another school. All monthly payments will be drafted on the 16th of each month.

WITHDRAWAL

If a student withdraws prior to the fulfillment of his/her contract, the undersigned is required to pay ***50% of the remaining tuition.*** All accounts must be paid in full before any student's records will be released to another school. FHBA reserves the right to terminate this contract at any time by waiver of the remaining tuition due.

STUDENT PROMOTION GUIDELINES

Parents will be notified any time during the year if their child is not progressing socially or academically. There will be four reporting periods at approximately nine-week intervals for students in Pre-K4 - 8th Grades. Decisions regarding retention or promotion will be made based upon student performance, maturity level of the child, input from the child's teacher, and consultation with the Principal.

TESTING INFORMATION

Incoming students of all ages must participate in a screening evaluation administered by the school Principal. Students entering 1st grade - 8th grades will also undergo testing that consists of math, language, reading, and writing to assess where they fall according to our curriculum. Fredonia Hill Baptist Academy provides a more advanced curriculum than is typically obtained in the public sector. Parents must provide report cards and achievement test scores from previous years. All children in grades Kindergarten and above will be given the Stanford Achievement Test in the spring. Test results are helpful to the teachers in planning the instructional program for the following school year. These test results are discussed with the parents during spring conferences by phone or in person.

Students will be placed in the grade level they will perform the best based on prior grades, behavior reports, and testing administered by the school. The Principal makes the final decision as to whether or not a student will be accepted into the FHBA program.

SCHOOL'S RIGHT FOR PLACEMENT AND STUDENT DISMISSAL

The school's right for placement/dismissal is reserved due to the limited space and is necessary in order to adhere to the purpose and philosophy of the school in selecting students from applicants who are most likely to profit from the school's advanced curriculum. The school owns the absolute right in its discretion to require the withdrawal of a student if that child does not meet the school standards and requirements of conduct, behavior, and /or academic achievement. When more than one section of a grade or age level exists, the administration reserves the right to arrange classes beneficial to the nature and ability of the individual students.

TRANSFER OF NEW STUDENTS

When a child transfers to Fredonia Hill Baptist Academy from another school, arrangements must be made to have test scores and other records forwarded from the previous school before admission to Fredonia Hill Baptist Academy is finalized. A form for this purpose is available in the school office. Copies shall be provided for students transferring from the school or graduating from school

PARENT TEACHER ORGANIZATION (PTO)

The Parent Teacher Organization is designed to facilitate increased participation of parents and effective communication among parents, teachers, and administrators. The PTO President schedules meetings. The organization assists the school in many ways, including fund-raising and special events. All extra-curricular activities sponsored by the PTO which involve parents and students are attended on a voluntary basis. All such activities must be coordinated with the Principal.

CHAPEL ATTENDANCE

All students of FHBA are required to attend chapel. Part-time faculty are encouraged to attend chapel when they are on campus.

CHAPEL DRESS CODE:

Girls:

- Skirt, Dress, or Nice Pant Jumper are acceptable
 - Skirt, Dress must be fingertip length with appropriate undergarments and shorts underneath
- Sandals may be worn - bring closed toed shoes for recess/P.E.

Boys:

- Pants/Jeans or Shorts - *NEITHER CAN BE ATHLETIC TYPE PANTS OR SHORTS*
- Collared shirt tucked in
- Belts may be worn as long as students can buckle and unbuckle on their own.

**** No flip flops or hats of any kind may be worn**

Regular dress code rules apply to attire for chapel

PARENT TEACHER CONFERENCES

Parent-Teacher Conferences are held each semester and at other times during the year when necessary. At the fall semester conference, the topic of discussion concerns the direction that social or academic progress may take given the performance of the child early in the school year. Plans to help the child perform well throughout the rest of the year are made during this conference. A spring conference may be scheduled at the conclusion of the Stanford Achievement Test, and all parents are invited to schedule a time to conference with their child's teacher. Additional conferences are scheduled as needed. The Principal may attend any conference if requested by either teacher or parent, or if the Principal deems it necessary. The teacher, Principal or parent may request a conference at any time. Parents are requested not to interrupt any teaching situation or to expect teachers to interrupt their normal teaching routine for conferences. Parents are requested to phone the school office to leave a message for the teacher to return his/her call and arrange an appointment time. Children attend conferences only if requested by the parent, teacher or Principal. The parking lot, hallway, and/or lunch room are not appropriate places to hold conferences. Teachers are instructed to hold conferences in a private area. Therefore, it is likely that a teacher will decline to comment when a parent spontaneously solicits information in a non-private area. When a teacher requests a private area to conference, this request is made in the best interest of the parent and child. Such a request is in keeping with school policy.

TELEPHONE CONFERENCES:

Phone conferences are acceptable according to the guidelines established by individual teachers. If a call is made at a time that is inconvenient for the teacher, the teacher is expected to document the time/date and to arrange for a more convenient time. As a matter of school policy, the teacher is not obligated to speak to parents about classroom difficulties at times when full attention cannot be given to the problem or at times when the privacy of the parent or child may be compromised.

GRIEVANCE PROCEDURES

In the event of a grievance, the grieved party is to follow these steps and maintain a Christ-like attitude during the process.

1. Initially, the individual(s) with the grievance schedules an appointment to meet with the teacher or staff member involved to calmly discuss the matter. In almost every instance, polite dialogue brings a solution. If a teacher is confronted by a parent in a rude manner, the parent will receive a warning from the Principal.
2. If the grievance is not satisfactorily resolved during the initial meeting, the grieved party should schedule an appointment with the Principal to calmly discuss the matter. At this point the grieved party should not have further contact with the teacher individually concerning the grievance and must work with the Principal to resolve the issue.
3. If the grievance is not satisfactorily resolved when meeting with the Principal, the grieved party should schedule an appointment through the School Board President and meet with the Grievance Committee of the School Board. The FHBA School Board Grievance Committee will listen to all parties involved in the grievance and vote on a course of action. Testimony may be presented in both written and oral forms by the parties involved with the grievance. The Grievance Committee's decision is final. The board reserves the right to ban a parent, guardian, or relative from the school campus due to disruptive behavior.

FHBA SCHOOL GRIEVANCE BOARD

The FHBA School Board President and two School Board members comprise the Grievance Committee. The Committee is

activated when a grievance has not been satisfactorily resolved at the teacher/staff level and at the Principal level but not before such levels have been used to try to resolve the grievance. The Committee will study/hear testimony from the relevant parties involved with the grievance (i.e. parents, students, and Principal) either in writing or in oral form in order to vote on a decision to resolve the matter.

OFFICE PAPERWORK REQUEST PROCESS:

Please note the following process for any paperwork that is needed from the office - such as - but not limited to tax forms, school report cards, testing scores, attendance records etc.

- Call or email the office **FIVE TO SEVEN** business days prior to needing the document.
- The office staff will contact you by email or phone to let you know when the document is ready.
- Rude or demanding behavior toward any office staff member regarding document needs will result in a delay of the paperwork as you will be moved to the end of the list.
- If you have an urgent need for a document within two days - please contact the office by phone and explain your situation - there are always extenuating circumstances - however be mindful that lack of planning on your end does not constitute an emergency on our end.

MEDICAL POLICY / MEDICATION AND IMMUNIZATIONS / ACCIDENT POLICY

- Any severe allergies should be reported to the office and to the teacher.
- Immunizations must include a complete series of state-required immunizations. A copy of the immunization record or an exemption for immunizations must remain on file in the office.
- State law requires all students have a complete visual exam prior to first grade.
- All students are expected to have a local physician with that physician's name on file with the school. In the event of an emergency, the following procedures will be followed:
 - a. Notify the parent or designated contact person
 - b. Notify the student's local physician if the parent cannot be contacted
 - c. Transport the student to the emergency room of the nearest hospital if the local physician cannot be reached. Students with communicable diseases may not return to school until released by a physician, and a written release must be presented to the school administration.
- In order for a student to receive medication at school, the following Texas Department of Health/Texas Education Agency guidelines must be followed:
 - a. The medication must be in its original container with the student's name clearly written on the label.
 - b. There must be a current written consent form from the parent or legal guardian stating the dose, the time, and any other pertinent information regarding administration of the medicine.
 - c. Authorized school personnel will dispense all medication given at school. Students will not be allowed to self-administer medication.
 - d. Parents are always welcome to come to the school to administer their child's medication.
- The only treatment of scratches, cuts, bruises or other minor injuries is soap and water, antiseptic wash, antibiotic ointment, a Band-Aid, and/or an ice pack. If the injury is considered serious, the parent will be notified immediately. In case of severe injury or illness, the child will be taken to the emergency room of the local hospital or to the family physician as designated by the parent. (The parent will be contacted first).
- In the event of an accident, the following measures will be taken:
 - a. Minor Injury: Depending on the nature of the minor injury, parents may be notified by phone.
 - b. Serious Injury: Parents will be called and appropriate emergency measures taken. The appropriate measures taken will depend upon the nature of the injury and on the information provided on the child's Enrollment Form that remains on file in the main office.
 - c. All injuries occurring in the satellite buildings and on the playground must be reported to the main office immediately.
 - d. Accidents occurring during the EDGE Program, after the main office is closed, must be reported to the office the next morning.
 - e. When a supervising adult is in doubt concerning the seriousness of the injury, the parents will be called

ILLNESS

Students who are ill belong at home.

Please use the following guidelines to determine if your child is well enough to attend school:

1. **Your child has been free of fever WITHOUT MEDICATION for twenty-four hours (a temperature of 100 or higher is considered a fever).**
2. Your child does not have a green or yellow nasal discharge.
3. **Your child has not experienced vomiting or diarrhea for twenty-four hours from the last episode.**
4. Your child does not exhibit other behavior(s) that might indicate illness.

If you send your child to school with any of these symptoms, we will call you to come and pick them up. If your child becomes ill during the day, we will isolate him/her from the other children to the best of our ability, and then notify you. Please keep the school office informed of changes in phone numbers or of changes in your daytime location, so that our information will always remain current. In the case of an extreme emergency or illness, we will immediately call 911

LIVE LICE AND NIT TREATMENT/PREVENTION

All students with live lice or nits closer than ¼ inch to the scalp will be sent home from school. When a student returns after twenty-four hours post treatment, (s)he needs to be accompanied by a parent. A school staff member will check the student with the parent present before re-admittance to school is allowed.

DISCIPLINE POLICY

Appropriate discipline is the responsibility of the home and school working together with the ultimate goal of student self-discipline.

To develop effective discipline teachers will maintain consistent discipline in line with school policies and create classroom rules that develop an atmosphere that encourages right and proper behavior that students clearly understand and know when a rule is broken.

Student Expectations:

- Accept responsibility for his/her behavior
- Perform to the best of his/her ability in all areas
- Obey all rules - classroom and schoolwide
- Be honest and trustworthy
- Respect the property of others as well as any personal property
- Willingly abide by all policies - conduct, dress, and property
- Use acceptable/appropriate language
- Show respect and courtesy to fellow students, teachers, and other adults
- Conduct themselves in a manner which promotes their own health and safety as well as that of others

DISCIPLINE PROCESS

When an alleged offense occurs, the following procedures will be followed:

1. The student will be informed of the violation and the nature of the offense with an opportunity provided to present his/her view of the incident.
2. If disciplinary action is required, the student will be informed of what action will occur, and the reason it is being administered. The discipline will be administered as stated, and parents will be notified by email, phone, or text.
3. When a suspension or stronger discipline is to be administered, the student's parents will be notified as possible.

Severe Behavior - Cause for strong disciplinary action/dismissal:

- Possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)
- Rowdy behavior, such as running, pushing, shoving, yelling, etc.
- Insolence, disrespect, or insubordination
- Fighting
- Vulgar/inappropriate language
- Inappropriate displays of affection
- Leaving a classroom or school campus without permission
- Threatening, intimidating, or causing bodily harm to any person

Bullying or Harassment: May involve but not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberstalking
6. Cyberbullying
7. Physical Violence
8. Theft
9. Sexual, Religious or Racial harassment
10. Public Humiliation
11. Destruction of school/personal property
12. Social exclusion
13. Rumor or spreading falsehood

ITEMS NOT PERMITTED ON SCHOOL PREMISES

The following items are forbidden on campus: guns, illegal drugs, alcoholic beverages, sharp instruments, knives, matches, lighters, handcuffs, toy guns, and real or toy swords. Toys of any kind, electronic games, skateboards, rollerblades, and roller skates are not permitted except by special permission.

FIELD TRIPS

The following applies to any parent participating as a chaperone for a field trip:

- All adults must have a current background check on file with the office.
- Siblings are not allowed on field trips unless previously arranged with the teacher.
- Full attention must be given to students by a chaperone while supervising students on field trips.
- Stay with the assigned group at all times and check head counts often.
- Please refrain from purchasing food/gifts for adults or students, unless doing so is part of the scheduled trip.
- Attire should be consistent with the school's dress code.
- Cursing, inappropriate language or inappropriate discussions are not allowed on field trips.
- The possession or use of alcohol, tobacco, controlled substances, and firearms are prohibited when serving as a chaperone.
- Failure to follow any of the above guidelines may result in a parent being removed as a chaperone.

HOMEWORK

Homework Defined: Homework consists of practicing skills of material presented in class, studying for tests, and reading for practice and for pleasure. Work with new skills is not given as homework.

Length of Assignments: Teachers attempt to give assignments that are of reasonable length for the students' grade level. Students may have additional working time at home if classroom assignments need to be completed at home. Periodically, special projects may require additional time. It is difficult to place exact time limits on homework and maintain an effective and flexible learning experience. Learning often requires hard work.

Excessive Homework: Various factors affect the amount of time children spend on homework. These factors may include but are not limited to: the amount of unfinished class work that must be completed at home, the speed at which children work, the motivational level of children, and the number of self-imposed interruptions or outside interruptions that occur while children work on homework assignments. What appears to be excessive homework is often due to the student's work habits. If children are truly experiencing difficulty understanding concepts, the teacher may individualize homework for a student. Parents should conference with their child's teacher if difficulties arise. A plan to help the child can be made.

General Guidelines:

1. It is the student's responsibility to complete all homework.
2. Parents should check their student's folder daily to see if the student has homework.

GRADING POLICY

Late Work: Points will be deducted for assignments turned in late.

Tests: Test retakes are generally not permitted. If students are experiencing difficulties with particular concepts, the teacher will establish an individual plan of action with the child.

Folder Checks: Teachers send home graded work regularly throughout each grading period. Parents are encouraged to look carefully at the work contained in these folders.

Enrichment Classes: Technology, Music, P.E., and Spanish are integral parts of the curriculum. Student performance will be evaluated and graded with as much seriousness as the core academic subjects. Each individual enrichment teacher will determine the manner of evaluation and grading. Athletic programs are offered to students 6th - 8th grades.

REPORT CARDS

Frequent communication with parents concerning academic progress and conduct is important. Four reporting periods are planned at intervals of approximately nine weeks for students in Pre-Kindergarten and above. Three-week progress reports are sent to parents of students enrolled in the intermediate grades at the midpoint of each grading period. Parents, however, may be notified in writing at any time during the year if a child is not progressing adequately academically or socially.

EMERGENCY DRILLS AND OTHER SAFETY ISSUES

As required by state law, the Fire Marshal inspects buildings annually. Periodically, emergency drills are held. Children are instructed in the proper procedures to follow in case of any type of emergency. The guidelines used are those recently established by the Federal Emergency Management Agency (FEMA).

Teachers are trained in basic first aid and several are trained in CPR and other life saving techniques.

Staff members attend training on how to handle emergencies dealing with threats by man that include, but are not limited to, gun violence, threatening behaviors from parents, strangers attempting to enter the building or in the surrounding area, and the protocols for handling any situation that may arise.

The school is equipped with hallway monitoring cameras, outside cameras, security release doors with intercom and video, one way paneled glass door tint, and direct office communication with emergency personnel.

Outside doors are always locked, as well as, any outer gates to the breezeways and playgrounds.

The school also has a fire alarm, fire extinguishers, smoke alarms, sprinklers, and first aid materials for emergencies.

All visitors, including parents, are required to check in at the school office before visiting any area of the school.

All staff members, parents that deal with students in capacities such as driving for field trips, subbing etc are required to complete a background check that is renewed yearly.

STUDENT AGREEMENT FOR ACCEPTABLE USE OF THE ELECTRONIC COMMUNICATIONS SYSTEM

Students are given access to the School's electronic communications system(s). Through this system(s), the student will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. Students will have access to hundreds of databases, libraries, and computer services.

With this educational opportunity comes responsibility. It is important that students read the school policy, administration regulations, and agreement form and that they ask questions if help is needed in understanding them. Inappropriate system use will result in the loss of the privilege of using this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that the student may run across areas of adult content and some material the student (or parent) finds objectionable. While the school has a technology protection measure in place, it is not possible to completely prevent such access. It is the student's responsibility to follow the rules for appropriate use.

RULES FOR APPROPRIATE USE

Students in grades PreK through 8th grades will be assigned individual accounts for technology use:

Responsibilities of the student include:

- No sharing the username/password for that account with others
- Commitment to use of account for designated educational purposes only
- Proper use of one's account
- Being Mindful of wasteful resources due to improper use
- Restraint from Attempting to gain access to restricted sites or info that is illegal or inappropriate
- Restraint from Making abusive, obscene, sexually oriented, threatening, harassing, or damaging statements to another's reputation, or illegal in manner.
- Proper use of school's assigned email for educational purposes only.
- Restraint from Using any school system for illegal purposes

- Restraint from Use of someone else's account without written permission or permission from teacher/staff
- Restraint from making changes to hardware or software configurations
- Restraint from posting personal information about self or others
- Restraint from downloading, installing, or using copyrighted materials without permission.
- Posting messages or accessing materials that are inappropriate or illegal.
- Chatting or messaging other students inside or outside of the school for any reason - unless explicitly authorized by a staff member for educational purposes only.
- Restraint from purposely misrepresenting self, others or FHBA.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the system(s)
- Revocation of the computer system account or
- Other disciplinary or legal action, in accordance with the school's policies and applicable laws

INAPPROPRIATE USES

This student agreement will remain in effect for the duration of the student's enrollment in Fredonia Hill Baptist Academy. If the student and parent/guardian wish to rescind this agreement, they may do so at any time with written notice.

I understand that my computer use is not private and that the school will monitor my activity on the computer system. I have read the school's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the school's electronic communications system(s) and in consideration for having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, the system(s), including, without limitation, the type of damages identified in the district's policy and administrative regulations.

CELL PHONE POLICY

1. *Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher.*
2. *During the instructional day, cell phones must remain out of sight and in silent mode.*
3. *Unless explicitly allowed by a staff member, headphones and other listening devices may only be used during computer class with our technology, or if a teacher requests their use in class.*
4. *Cell phones must remain deep in their backpacks during the school day. No exceptions.*
5. *If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.*
6. *Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.*
7. *Any and all discussions of cell phone activity and what the student is doing on the cell phone at home will be monitored and taken seriously by the staff.*
8. *The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones and keep them hidden at all times.*
9. *Students and their parents must read this cell phone policy and return the signed portion to the school as soon as possible. Signing the policy acknowledges acceptance. Students will not be permitted to have their phones at school until the signed policy is returned.*

If students violate the school's cell phone policy, the following will occur:

- First offense: The student's cell phone will be confiscated by a staff member and held in the main office. A parent must come into the school and pick up their child's cell phone. The child will not be allowed to have the cell phone back for the remainder of the day, even if the parent comes by to pick up the phone before the end of school day. The phone will be locked in a secure area until someone picks it up.
- Second offense: The student's cell phone will be confiscated and held in the main office until the end of the school day. The student's parents will be contacted and informed of the refusal to follow the school's cell phone policy. Students will receive lunch detention as a result.
- Third offense: The student's cell phone will be confiscated and held in the main office until the student's parents are able to come to pick it up. The student will receive lunch detention and will be prohibited from bringing their cell phone back on school grounds for TWO weeks. There will also be a \$20.00 charge to get the cell phone back.

****The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engage in bullying or harassment of other students may result in suspension of the child and their cell phones banned for the remainder of the school year.**