

FIRST ACADEMY

STUDENT HANDBOOK

***“Educating the next generation with a
Biblical worldview to impact the world”***

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A Message from The Headmaster

Dear First Academy Families,

We believe that First Academy is a family. We delight in the partnership with your family and First Academy. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children. First Academy unashamedly believes and teaches the Word of God. Biblical principles are integrated into every subject taught at our school. We are committed not only to academic excellence, but also teaching students how to apply the truths of God's Word to every aspect of life.

It is important for us to remember that as a family, we each - students, parents, guardians, teachers, administrators, and committee members share in the responsibility of helping your child grow spiritually, mentally, physically, and socially. It is that partnership that allows us to impact the community by growing our students to become Godly warriors.

Please read the Parent & Student handbook thoroughly. The First Academy Parent & Student Handbook identifies the policies, procedures, and expectations for both parents and students. Parents are asked to read this handbook along with age appropriate children and discuss the sections relating to their daily lives at First Academy.

The First Academy faculty and staff, administrators, and committee members are looking forward to an exciting year filled with prayer, learning, fellowship, growth, and love. We look forward to partnering with you to educate your child with a Biblical worldview. We thank you for your cooperation and support.

With Love,

Pam Lewis

Headmaster

History of First Academy

God continues to do amazing things at First Academy. We are blessed to have you on our team! It is our prayer that each student and every family feels welcome. We trust that this handbook provides you with important information, guidance, and understanding of First Academy.

First Academy Christian School (First Academy) is a ministry of First Baptist Church, Douglas, GA. The history of First Baptist Church dates to 1893 when nine charter members approved the Church Covenant and Articles of Faith and elected Rev. T.P. O'Neal to serve as Pastor. Since that time the church has expanded to share the love of Christ and help meet the spiritual needs of the Douglas-Coffee County Community.

God led First Baptist Church to start the First Baptist Preschool which included classes for 1, 2, 3, and 4-year olds as well as kindergarten. In 2014, the church felt led to extend the weekday preschool programs to include First Academy. Throughout its history, First Academy has been, and continues to be, committed to a Biblical worldview of education which focuses on bringing home, church, and school into a partnership for training up our future generations. First Academy is collaborating with parents to provide a Christ-Centered, academically challenging education as we develop disciples for Christ.

Within this handbook the school's policies, procedures, and guidelines are outlined to provide structure, accountability, and direction for the entire school family. Understanding and adhering to these parameters will provide students with greater success in standing firm on God's principles and weathering the pressures found in today's secular culture.



First Academy School Calendar 2022-2023



August 1-3	Pre-Planning/Professional Learning Days (All staff)
August 3	Open House
August 4	First Day of School
September 5	Labor Day Holiday
September 16	Parent/Teacher Conference (Early Release)
October 6	Early Release (Professional Learning Day)
	End of Grading Period
October 7	Fall Break
November 18	Early Release
November 21-25	Thanksgiving Break
December 16	End of Grading Period/Early Release
December 19-Jan 3	Christmas Break
January 2	Office Staff Returns
January 3	First Academy Staff Returns (Professional Learning Day)
January 4	Students Return
January 16	Martin Luther King, Jr. Holiday
February 7	Progress Reports
February 16	Parent/Teacher Conference (Early Release)
February 17-20	Presidents' Day Holiday
March 10	End of Grading Period
April 3-7	Spring Break
May 19	Last Day of School (Early Release)
May 20	Graduation
May 22-24	Post-Planning/Professional Learning Days (All Staff)

**Early Release will be at 11:30am.*

THE OPERATING CONSTITUTION OF FIRST ACADEMY CHRISTIAN SCHOOL

God has established First Academy for the purpose of impacting students' hearts and minds for eternity through a Biblically based, Christ-centered, education. First Academy's mission statement clearly articulates this purpose. First Academy's mission statement, supported by six essential core values and a series of operating principles, provides the First Academy with an operating constitution that will guide all of the school's policies, procedures, and practices. We serve preschool, elementary, middle school, and high school students.

Purpose Statement

First Academy is a ministry of First Baptist Church reaching into the community ministering to people where they live, work, learn, struggle and play leading them into a deep personal relationship with Jesus Christ.

The church, the school and parents maintain necessary and equal purposes:

- The church's role is to provide Godly counsel in educational matters.
- The school's role is to provide spiritual and academic excellence.
- The parent's role is to choose a church and a school that closely matches their own values and beliefs.

Mission Statement

As a ministry of First Baptist Church, First Academy will partner with families in order to provide an environment of academic excellence with Biblical knowledge, while preparing our students to be young people of character who represent our Lord Jesus Christ in all walks of life.

Vision Statement

First Academy's vision is to impact our world by preparing students to become Godly warriors, as we implement discipleship (Matthew 28:16-20), encourage integrity (Psalm 15:1-5), and expect excellence. (1 Cor 10:31).

Philosophy Statement

First Academy is a ministry of First Baptist Church, Douglas, GA. As such, it adheres to the Doctrinal Statement of First Baptist Church. All administrators, faculty, and staff must be born-again Christians who have a personal relationship with Christ and are, therefore, striving to be Christ-like in all walks of life, knowing their lives serve as examples to those who they teach.

Recognizing that the primary, God-given responsibility for education rests with parents (Deuteronomy 6:4-7; Psalm 78:5-6), First Academy serves as an extension of the family to aid parents in this task. As such, First Academy adheres to Biblical principles related to child rearing and discipline (Ephesians 6:1-4, Proverbs 22:6; Colossians 3:20-21). First Academy adheres to the 14 Biblical Principles of Education as presented in the book, *Kingdom Education: God's Plan for Educating Future Generations - 2nd Edition (2006)*. (see Biblical Principles of Education)

The educational philosophy of First Academy is based on the Biblical truth that man's ultimate purpose is to glorify God (1 Corinthians 6:19-20; 10:31). First Academy exists to assist each student to reach his/her full potential by striving to help him/her develop spiritually and morally, intellectually, physically and socially (Luke 2:52). The administration, faculty and staff recognize that only when a student accepts Christ as their Savior and yields to His Lordship can one realize one's own unique potential (Romans 10:10-13).

Education and learning are Biblical mandates (Deuteronomy 6:6,7; Proverbs 3:1-9); therefore, all instruction at First Academy is Biblically-based (Deuteronomy 4:2-9) and Christ-centered (Colossians 1:9). The specific content grows from the following realities:

1. God mandated at creation for man to have dominion over the earth (Genesis 1:1, 26-28). This mandate requires students to master the subjects of language, mathematics, the physical and biological sciences, technology, history and the fine arts.
2. With the fall of man, sin entered the world and man finds himself in a fallen, hostile world. This condition intensifies the student's need to understand more deeply all-curricular areas, as well as the social and health related areas of study and a thorough study of the Bible, God's written Word.
3. Christ commissions are for Christians to evangelize the lost and to disciple believers (Matthew 28:18-20). This further elevates the need for the student to master all subject areas of learning.

First Academy seeks to develop young men and women who think and act according to a Biblical worldview (Psalm 24:1) and strive to be Christ-like leaders in their homes, churches, communities and workplaces.

Biblical Principles of Education

First Academy operates according to a Biblical philosophy of education as outlined in *Kingdom Education: God's Plan for Educating Future Generations*. It is the desire of First Academy to have all school committee members, administration, faculty, staff and parents know, understand, and commit themselves to the 14 Biblical Principles found in *Kingdom Education*.

These principles are:

1. *The education of children and youth is the primary responsibility of parents.*
Deuteronomy 6:4-9; 11:18-21; Psalm 78:1-7; Psalm 127:3; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. *The education of children and youth is a 24 hour-a-day, 7 days-per-week process that continues from birth till maturity.*
Deuteronomy 6:7; 11:19; Proverbs 22:6
3. *The education of children and youth must have as its primary goals the salvation of and discipleship of the next generation.*
Psalm 78:6-7; Matthew 28:19-20
4. *The education of children and youth must be based on God's Word as absolute truth.*
Matthew 24:35; Psalm 119
5. *The education of children and youth must hold Christ as preeminent in all of life.*
Colossians 2:3, 6-10
6. *The education of children and youth must not hinder the spiritual and moral development of the next generation.*
Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17
7. *The education of children and youth, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles.*
Exodus 18:21; I Samuel 1:27-28; 3:1-10
8. *The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person's teachers.*
Luke 6:40
9. *The education of children and youth must lead to true wisdom by connecting all knowledge to a Biblical worldview frame of reference.*
Romans 1:20; Psalm 19:1; Proverbs 4:5,7; 3:19; 9:10; Psalm 104:24; 136:5; Jeremiah 10:12;

Romans 11:33; Luke 11:52; Colossians 2:3; 1 Corinthians 8:1; 13:8; Romans 1:28

10. *The education of children and youth must have a view of the future that includes the eternal perspective.*
Colossians 3:1-2; Matthew 6:19-20; 2 Timothy 4:6-8; Acts 20:24; Hebrews 11:13;
Colossians 3:23-24

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

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

13. *The education of children and youth must be characterized by the pursuit of Biblical excellence based on Godly character resulting in competent performance.*

2 Corinthians 8:7, 10:12; Philippians 1:9-10, 4:8; 1 Timothy 6:11; Psalm 8:1; Ecclesiastes 9:10

14. *The education of children and youth must equip them to fulfill God's highest purpose for man; to glorify Him and enjoy Him in life and eternity.*

Romans 11:36; Colossians 1:16-17; Genesis 1:26-27; Isaiah 42:8; Psalm 19:1-3; Romans 1:20;
Hebrews 1:3; 1 Corinthians 6: 19-20; 10:31

Core Values

To fulfill its mission, First Academy will honor the following core values.

- The Bible
- The Christian Family
- Quality, Bible-based education
- The Church
- Christ-likeness
- Stewardship

Core Values & Operating Principles

The school's daily operations will be guided by the following principles to fulfill its mission in line with its core values.

Core Value #1 – The Bible (2 Timothy 3:16; Psalm 119:105)

The Bible is the inspired, inerrant and infallible Word of God found in the original manuscripts. It provides one with God's absolute Truth and gives direction for becoming a Godly leader in all of life.

First Academy will:

- Incorporate Biblical principles into the everyday operations of the school.
- Operate under Board-developed policies that are based on Biblical principles.
- Encourage all board members, administration, faculty and staff to study God's Word and apply its principles to everyday life.
- Conduct regularly scheduled faculty devotion times for all staff.
- Require all administration and faculty members to earn the required professional and Bible continuing education units (CEUs) for ACSI certification.
- Develop and follow a structured Bible curriculum at each grade level that will cause every student to study and memorize God's Word.

- Provide teachers with the training needed to be effective in integrating Biblical truth into all classroom instruction.
- Integrate Biblical truth into First Academy's total curriculum.

Core Value #2 – The Christian Family (Genesis 2:20-24; Mark 10:6-9; Deuteronomy 6:6-9)

The Christian family is the God-ordained institution that is the foundational (basic) unit of society whereby children are trained to know and serve Christ.

First Academy will:

- Select and/or employ committee members, administration, faculty, and staff that model God's standard for the family.
- Develop policies and procedures that affirm God's standard for the family.
- Encourage all staff members to guard the family by keeping a Biblical balance between their home, work and church responsibilities.
- Develop strong home-school relationships through regular contact with parents.
- Develop and maintain unity between home and school through the parent-teacher organization.
- Teach all students through First Academy's curriculum God's ideal for the marriage relationship and the family.
- Pray for and with its families.

Core Value #3 – Quality, Bible-based Education (2 Timothy 3:14; Proverbs 22:6)

A quality education is based on the absolute truth of God's Word and designed to guide each student to achieve their God-given potential.

First Academy will:

- Design an educational program that will meet the spiritual, mental, physical and social needs of each student.
- Design and use curriculum and teaching methods that are grounded in God's absolute truth.
- Challenge all students to reach their full potential in all aspects of their school life.
- Employ, develop and retain Godly teachers who strive for excellence in all areas of their lives.
- Provide the necessary resources and equipment to meet the needs of all the school's educational programs.
- Provide a loving and safe environment conducive to learning.
- Teach all students that man is born with a sin nature and in need of Christ. The students will learn that God wants to have a personal relationship with each one of them and fulfill His plan for them.
- Provide teachers with the necessary training on the Biblical philosophy of education found in kingdom education.
- Provide teachers with the training necessary for them to effectively plan and implement Biblical worldview integration in the classroom instruction.
- Develop an educational program that will equip students to engage all areas of the culture for Christ through the gifts and talents they have from God.

Core Value #4 – The Church (Ephesians 4:11-12; Ephesians 3:10-11; Matthew 16:18; Colossians 1:24)

The church is the Body of Christ and the expression of His kingdom to a lost world. Christ will return again for His church (bride).

First Academy will:

- Develop policies and procedures that will honor the purpose of the local church.
- Recognize that it is a ministry of First Baptist Church and submit to the church's spiritual authority.
- Require all committee members, administration, faculty and staff to be active members of a local, evangelical, Bible-believing church.
- Encourage all school families to become active members of a local, evangelical, Bible-believing church.
- Teach all students through First Academy's curriculum God's purpose for the church so that students will understand the importance of being an active member of and serving in a local church.
- Continually work at developing strong relationships with local churches in the Douglas area.

Core Value #5 – Christ-likeness (1 John 1:7, 2:6; Romans 12:2; Colossians 1:10; 2:6-10; Philippians 2:5; Hebrews 12:2)

Christ-likeness is the ongoing process of aligning one's thoughts, attitudes and actions with the mind of Christ.

First Academy will:

- Hire/select, develop and retain committee members, administration, faculty and staff who exhibit Christ-like attitudes and behaviors.
- Seek and follow the mind of Christ when making decisions and setting policies and procedures for the school.
- Strive to instill Godly character in all students through all of the school's educational programs.
- Design activities specifically geared for the character development of students.
- Encourage administration, faculty, staff and students to model Christ by serving others in the school and community.
- Develop and enforce the school's discipline policies that will emphasize the importance of Christ-like behavior.
- Expect all committee members, administration, faculty and staff to practice servant leadership when fulfilling their everyday duties.

Core Value #6 – Stewardship

Stewardship is the spirit-led administration of First Academy's God-given gifts of time, talent and treasure.

First Academy will:

- Develop and administer an annual written budget that reflects Biblical principles of finance.
- Provide, develop and maintain all facilities in a way that honors the Lord and meets the educational needs of students.
- Encourage students and their families to be active members of a local church.
- Select, develop and maintain a Godly, qualified staff who will diligently work to fulfill the school's mission.
- Provide students with a quality, Bible-based education that will develop the whole child – spiritually, mentally, physically and socially.
- View every employee and student as a stewardship responsibility from God.
- Hold administration, faculty and staff accountable to fulfill their duties in a way that will honor the Lord and assist the school in achieving its mission.

STATEMENT OF DOCTRINAL BELIEFS

As stated on the *Statement of Support*, the parents and/or guardians and the student acknowledge receipt of these doctrinal beliefs. Each faculty member will sign a statement affirming his or her adherence to these doctrinal positions as well. This is only a synopsis of our beliefs that are based on the *Baptist Faith and Message 2000* in which First Academy affirms as a ministry of FBC Douglas. The statement of doctrinal beliefs does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

1. **THE SCRIPTURES**: We believe that the entire Bible, all 66 books of the combined Old and New Testaments, are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Word of God has been protected and preserved, and is the only infallible and authoritative rule of faith and practice (2 Timothy 3:16-17; 2 Peter 1:20-21).
2. **GOD**: We believe that there is only one true, living, sovereign, holy, and eternally existent God. He exists in three co-equal persons – Father, Son, and Holy Spirit – each being a distinct person and with a distinct function, but all of one essence and all possessing the same nature, perfections, and attributes. The triune God is the creator and sustainer of all things, the source of all truth, and is worthy of worship, confidence, and obedience (Deuteronomy 6:4-5; Genesis 1:31).
3. **JESUS CHRIST**: We believe that Jesus Christ is God. He was conceived by the Holy Spirit, born of a virgin, lived a sinless life, performed many miracles, shed His blood on the cross to pay the debt for our sins, was buried, bodily resurrected, ascended to the right hand of the Father, and will return literally, visibly, and personally, in glory and power (John 1:1-3; 14; Matthew 1:18-25; Philippians 2:5-9; Colossians 1:15; 1 Corinthians 15:1-8; Acts 1:11).
4. **HOLY SPIRIT**: We believe that the Holy Spirit is God, co-equal and co-existent with the Father and the Son. He is the chief convicter of sin, the chief agent of regeneration and sanctification. The Holy Spirit lives within every believer and empowers every believer to live a godly life (John 14:16-19; 16:7-15; 1 Corinthians 6:19-20; Romans 8:9,11; Titus 3:5).
5. **MANKIND**: We believe that in the beginning God created mankind in His image, and is not in any sense the product of evolution. Mankind was originally created with the ability to live perfectly for God's glory (Genesis 1:27; 31).
6. **SIN**: We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of all mankind; therefore, all people have sinned and lost their ability to live for the glory of God. Every person's sin incurs both physical and spiritual death until there is forgiveness and salvation by the grace of God (Genesis 3:1-24; Romans 3:10-23; 5:12-21; 6:23).
7. **SALVATION**: We believe the salvation of lost and sinful people is a free gift of God's grace apart from human works, based solely upon Christ's vicarious and atoning death, affected by the regenerating work of the Holy Spirit, and received only through faith in the person and finished work of Jesus Christ on the cross and His resurrection from death (Ephesians 2:8-10; 2 Corinthians 5:21).
8. **THE CHURCH**: We believe that the church is the body of Christ and the family of God. It is made up of saved and baptized believers, who regularly join together for worship, fellowship, and ministry. (Matthew 16:18; 1 Corinthians 12:12-14; Hebrews 10:25).
9. **EVANGELISM**: We believe that it is the responsibility and privilege of every Christian to proclaim the good news of Jesus Christ and seek to make growing disciples (Matthew 28:18-20; Acts 1:8).
10. **THE HOME**: In addition to these important beliefs, we also believe that God has given the parents and the home the responsibility to train up their children in the nurture and admonition of the Lord (Ephesians 6:4; Proverbs 22:6). We believe that a consistent and complete education will occur when home, church, and school work closely together and are in agreement on the basic concepts of faith and life. This partnership is paramount to our collective success with your child(ren).

STATEMENT ON MARRIAGE AND GENDER IDENTITY

This seismic shift in the cultural landscape poses new challenges and opportunities for Christ-centered institutions that hold to a historical Biblical interpretation of gender assignment and identity, the covenant of marriage, and the expression of human sexuality, requiring such institutions to examine and affirm their convictions and clearly communicate their positions to anyone who inquires about where they stand on these issues. Thus, the purpose of this statement is to reaffirm First Academy's alignment with the historical Biblical interpretation of these matters, consistent with our affiliate church, First Baptist Church Douglas, and to communicate its positions to anyone interested in the school's beliefs and teachings.

First Academy bases its beliefs and teachings on Holy Scripture because we believe in the Lordship of Jesus Christ and that the Bible is the inspired, infallible, and authoritative Word of God, serving as the source for faith and practice for all people. In all matters, we seek to point our students to God's Word as the source of truth. We believe that all truth is God's truth, and we endeavor to teach our students to understand the world, relationships, and issues based on God's Word, the Bible. Accordingly, we seek to provide the scriptural basis for which we form our foundational beliefs regarding gender identity, marriage, and sexuality.

Marriage

Marriage is a covenantal relationship created and entered into by God and a man and a woman. We believe that God's perfect design for marriage, as revealed in the creation order, has only one meaning: the uniting of one man and one woman in a single, exclusive union as delineated in Scripture (Genesis 2:18-25). This is the divinely designed relationship for the birth and rearing of children and is a union made in the sight of God, and takes priority over every other human relationship. This is validated by Genesis 1:27-28; Isaiah 54:4-8; 62:5b; Jeremiah 3:14; Malachi 2:14; Matthew 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Corinthians 9:5; 1 Timothy 5:14; and Hebrews 13:4. Furthermore, we believe that God's Word makes use of the marriage relationship as the supreme metaphor for his relationship with his covenant people and for revealing the truth that relationship is of one God with one people. Examples of "marriage" as a metaphor of God's relationship with his covenant people: Jeremiah 2:2, 31:31-33; Ezekiel 16:8; Hosea 2:16, 19-20; Matthew 9:15, 25:1-13; 2 Corinthians 11:2; Ephesians 5:23-33; Revelation 19:7-9, 21:1-3, 9.

We believe that the Bible is the final authority regarding sexual behavior. Examples of sexual behavior forbidden by Scripture may be found in the following passages: Genesis 2:24-25; Exodus 20:14, 17, 22:19; 1 Corinthians 6:9-20; Hebrews 13:4; Leviticus 18:22-23, 20:13, 15-16; Romans 1:18-31; Matthew 15: 18-20, 19:4-6, 9; 1 Timothy 1:8-11; Jude 7. We believe that any form of sexual immorality (adultery, fornication, homosexual behavior, bisexual conduct) is sinful and offensive to God.

Since First Academy believes and follows the Scriptural teachings on marriage, we must affirm that sexual relationships outside of Biblical marriage and sexual relationships between persons of the same sex are not Biblical. Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, First Academy will only recognize marriages between a biological man and a biological woman.

Gender Assignment, Identity, And Expression

It is God who assigns our fundamental human identity and gender. We believe that God created the human race male and female, and each reflects the image of God. A person's gender is sacred and has a divine purpose. We also affirm that God loves all people, including those who struggle with their gender assignment, identity, and expression. Therefore, we are to love all people, regardless of their struggles.

The Bible describes human gender in binary terms. Genesis 1:27 provides the definitive statement: "So God created man in his own image, in the image of God he created him; male and female he created them."

Regardless of one's anatomical parts or feelings about them, all humans have the same responsibility for stewarding physical attributes and abilities. Our bodies are God's dwelling place. In the context of discussing sexual identity and behavior, the Apostle Paul wrote, "Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your bodies" (1 Corinthians 6:19-20). Therefore, First Academy will uphold the Biblical view of gender and will adhere to its position on gender issues in its teachings, curriculum, and treatment of students.

STATEMENTS ON BIBLICAL TRUTH AND LIFESTYLE AND SANCTITY OF HUMAN LIFE

Biblical Truth and Lifestyle Statement

First Academy stands firmly upon Biblical truth and moral foundations of Christianity. This includes the Biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear Biblical teaching that gender is both sacred and established by God's design. As a religious institution providing an education in a distinct Christian environment, First Academy believes its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living, practicing, condoning, or supporting sexual immorality; including, but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts, gender identity different than the chromosomal level at birth, and promoting such practices; or otherwise not supporting the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

First Academy stands firmly upon the historical truth claims and moral foundations of Christianity, including boundaries of sexuality and moral conduct, and upon the clear Biblical teaching that gender is both sacred and established by God's design. Parents understand and agree that First Academy will teach these principles and Biblical values. Parents or the legal guardians, who choose to enroll their children at First Academy, are agreeing to support these and other basic Biblical values derived from historical Christianity.

First Academy pledges to guide the school community toward understanding and embracing their God-given sexuality as reflected in this statement. Any deviation from a Biblical standard of sexual behavior is sin and therefore is an opportunity for repentance, grace, and redemption, so that as a community we might honor one another and glorify God. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.). We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31).

Sanctity of Human Life Statement

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Psalm 139).

NOTE: Thank you for reading our Marriage and Gender Identity Statement, Biblical Truth and Lifestyle Statement, and Sanctity of Human Life Statement. We understand that some of these may not be your personal beliefs, but we believe it is very important for you to know what First Academy stands for and what your child

will be taught. We retain the right to refuse admission of any applicant or discontinue enrollment of a current student based on the statements above.

Parents'/Guardians' Statement of Support

If there is any statement you cannot personally support, please discuss it with the administration in a personal interview. Generally, your honest inability to commit to any of these support measures would not necessarily prohibit acceptance into First Academy; however, we want you to know from the start the foundational premises of First Academy, our parental expectations, and how important it is to have your personal support.

1. We have received and read the *First Academy Statement of Doctrinal Beliefs* of the school and are willing to have our children educated in accordance with them.
2. We will regularly and earnestly pray for First Academy.
3. We will fully cooperate in the educational activities of First Academy by doing our best to make Christian education effective in the lives of our children. This includes periodic communication with my child's teachers.
4. We will require our children to support the spiritual activities of the school.(Chapel, Bible classes, Scripture memory, etc.)
5. We will pay all of our financial obligations to First Academy on or before the date due. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
6. The school has full discretion in the discipline of our children in accordance with the "dress code policy" and the "discipline policy" as published in the First Academy Student Handbook.
7. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
8. The school reserves the right to dismiss any student when either the parents/guardians or the student does not cooperate with the policies of the school.
9. We will support the fundraising efforts of First Academy realizing that fundraising is necessary and vital to the financial well-being of the school.
10. We will volunteer for duties and responsibilities for First Academy as opportunities arise and God provides the time and strength. Parent and family involvement is crucial in our students' educational success. Opportunities include but are not limited to attending parent meetings and school functions, daily prayer for faculty and staff, volunteering at school wide events and within the classroom, APT, and serving as a room parent.
11. We will be faithful to attend all parent functions at First Academy, as best we can. These include open houses, parent teacher fellowship meetings, parent conference requests, information nights, etc.
12. If we become dissatisfied with First Academy in any way, we will strive to resolve the matter with the person(s) involved as privately and lovingly as possible, rather than spreading criticism and negativism. (Matt. 18:15-17; 5:23-24)
13. We will recommend First Academy to other families as opportunities arise.
14. We will help our child have a great school experience by:
 - Taking an interest in the school along with my child's school work and projects
 - Listening to my child.
 - Reporting any occurrence that upsets my child to the teacher in a timely manner.
 - Ensuring they get at least ten hours of sleep each night
 - Maintain a balanced diet including drinking plenty of liquids
 - Encouraging regular exercise
 - Reinforcing good hygiene habits
 - Daily checking my child's school bag or backpack for notes from school as well as Facebook, email, and Praxischool.
 - Particularly check your child's bookbag on Monday and Friday for important school updates.

15. We will seek to support and advance First Academy in every area possible – spiritually, academically, physically, and financially.

Student Code of Conduct

First Academy is a Christian School that is a ministry of First Baptist Church of Douglas, Georgia. It is our desire that every school employee and student reflect a lifestyle pleasing to Jesus Christ. Because of this, who we are and what we do, both on and off campus, is extremely important. Since the testimony of our lives is so important, you are asked to read and sign the following agreement which pertains to student conduct both on and off campus, during and after school.

1. I agree to strive for excellence as a student in all that I say and do.
2. I agree to obey the Bible in speech and conduct.
3. I agree to respect and cooperate with those in authority at the school.
4. I agree to avoid alcohol, drugs, and tobacco.
5. I agree to avoid cursing, sexual immorality, witchcraft, dissension, and cheating. (These and other specific acts and attitudes that First Academy adheres to are cited in Galatians 5:19-21.)
6. I agree to the dress code as published in the First Academy Handbook.
7. I agree to submit to the discipline policy of the school.
8. I understand that once I enroll at First Academy, I am a part of the First Academy Family wherever I am. Therefore, I agree to avoid behavior, both on and off campus which would dishonor Jesus Christ, the school, the church, my family, and me.
9. I understand that I can be held accountable by the school for any negative behavior, both on and off campus, at any time during the year.

The student is to abide by the guidelines presented in this handbook. Disrespect, arguing and an “attitude” are not helpful if the student is being disciplined. If the student disagrees with the teacher, then he/she should make their disagreement known in private in a respectful manner. The student should be aware, however, that the teacher may not agree and insist upon the discipline as directed. This is the teacher’s right as manager of the classroom. Proper response to discipline, even if the student believes they are wronged, indicates maturity and acceptance of responsibility to the teacher.

STATEMENT OF COOPERATION

The State of Georgia requires First Academy to report allegations of suspected child abuse to the proper governmental authority when there is reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their children, the administration is placed between the parent and the state, acting on behalf of the student and in accordance with state law. It is the school’s policy to refrain from contacting parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. The school may also undertake an inquiry prior to making a report to determine whether or not there are sufficient grounds to require reporting.

CHRIST-CENTERED CONFLICT RESOLUTION (CCCR)

It is imperative that our students learn to interact with all types of people. The (CCCR) method will be taught to the students; therefore, we as adults should model this process for them. Matthew 18 addresses the issue of dealing with problems within the church. With minor modifications, however, various church organizations, including Christian schools, should effectively and efficiently apply the standards of this scriptural passage.

Literally thousands of interpersonal relationship opportunities exist to either violate or fulfill the principles of Matthew 18. A common violation involves parents not willing to discuss a problem with a teacher, but instead, attempting to take the matter directly to the Headmaster or other uninvolved parties.

ADMINISTRATIVE PREROGATIVE

The intent of this handbook is to give general, overall guidelines to be adhered to by all First Academy staff. Sometimes new situations will occur, or circumstances will arise that are not covered specifically in this handbook. The administration reserves the right to exercise its administrative prerogative in responding to these new situations. First Academy reserves the right to make changes, amendments and corrections to the rules and policies of the school, at any time, with or without prior notice.

NON-DISCRIMINATORY POLICY

Since God's love extends equally to all people, First Academy admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. First Academy does not discriminate based on race, color, gender, national or ethnic origin in its administration of educational, admission, athletic, or financial policies or in any school programs.

As a Bible-based educational institution, First Academy adheres to the Biblical teaching that homosexuality is not an acceptable lifestyle. First Academy does not employ teachers, staff, or accept students and parents/guardians who are homosexual (including same-sex marriage) or bi-sexual or who live in co-habitational arrangements with members of the opposite gender. If such information is revealed after employment/admission, the individual will be terminated/withdrawn from First Academy.

NOTICE OF DISCLAIMER

This handbook is in no way contractually binding on First Academy Christian School or its employees. The handbook is subject to change without notice from the school's governing body.

GENERAL

ACCREDITATIONS AND AFFILIATIONS

First Academy has earned Full Accreditation with Quality by the Georgia Accrediting Commission with a curriculum that aligns with Georgia's standards. The administration and faculty of First Academy maintain the certification requirements of the before mentioned accrediting agency. Faculty members also participate in a variety of staff development activities each year. First Academy is also a member of the Southern Baptist Association of Christian Schools.

ADMISSIONS

The proper education of one's child is a serious responsibility and one in which we desire to be a part. First Academy offers a program for students where Christ is at the center of all we do (academically, spiritually, socially, and athletically). First Academy is a Christ-centered school that seeks to prepare your child for tomorrow and eternity. Attending First Academy is a privilege, not a right. When a student is accepted to attend First Academy, he/she agrees to abide by the standards and policies set forth by the school. The following are the standards and requirements for admission:

1. Submission of a properly completed application, non-refundable registration fee, current immunization records, and certified copy of birth certificate. *The registration fee will not be deducted from the August tuition.*
2. Parents must be in agreement with our basic objectives and be willing to actively support First Academy.
3. Student's behavior at home, church, and school should reflect good citizenship and the student must agree to abide by the standards and guidelines of First Academy.
4. Students will be administered an entrance test (K-12 only).
5. All parents of newly enrolled students are required to meet with our Headmaster and/or Administrative Assistant for a parent interview and orientation. If married, both parents should plan to interview together. If separated or divorced and both parents are involved in the education process of the child, then separate meetings with parents can be scheduled, if necessary.

Upon completion of these procedures, parents will be notified of the decision. All students must be enrolled in First Academy by the student's parents or legal guardian who will be responsible for the student's behavior and tuition. **All new students are placed on probation for the first nine weeks they attend First Academy.** As long as a student is enrolled at First Academy, he/she represents the school both on and off campus. If the testimony of a student is detrimental at any time to First Academy, he/she may forfeit the privilege of being a student.

Age for Enrollment

The student's age as of September 1 determines the class placement of the student. There will be no exceptions to this rule, except for our 1-year old class. Students must be 15 months old by September 1st, to enter the 1-year old class.

Enrollment Qualifications

Enrollment priority will be given in the following order when applying for admittance in our program.

1. Active church members
2. Children currently enrolled in our program. **(Tuition must be current.)**
3. Siblings of children currently enrolled in our program.
4. General Public

ALCOHOL/DRUG POLICY

Possession and/or use of alcohol or drugs off campus will be subject to disciplinary action. Possession and/or use of alcohol or drugs on campus will be subject to immediate expulsion.

ARRIVAL/DISMISSAL TIME AND PROCEDURES

Elementary and Upper School drop-off is from 7:45 AM - 8:00 AM. Preschool drop-off is from 8:00 AM to 8:15 AM. First Academy encourages all families to utilize our drop off lines after the first week of school. If you arrive after the drop-off time, then park and enter through the First Academy Entrance located at the back of the building off Cleveland Street. First Academy asks that you respect this policy and help us keep our children safe.

Sellers Street Side Entrance – Located on the side of the church near Sellers Street. Car seats in this line should be on the driver's side. Pull through the drive-through from Sellers Street so that the driver's door is closest to the building. ***All PreK, Miss Bethany, and Miss Molly's 3 Year Olds classes are to be dropped off and picked up at this entrance.***

N. Coweta/Cleveland Street First Academy Entrance – Located at the rear of the Anglican Church and our playground. Car seats in this line should be on the passenger side. Students are to be dropped off and picked up at this entrance near the yellow poles.

Pick-up for PreK - 12th grades will begin at 3:00 PM. Pick-up for 1 YO, 2 YO, & 3 YO will begin at 11:45 am. Do not park in the carpool line before this time. If you must come in before 11:45 am to pick up your child, park and enter through the First Academy Entrance located at the back of the building. Please report to the front office to follow the proper sign-out procedure.

Safety is our number one priority. ***Please follow Georgia State Law concerning child car seats.*** Let's be respectful of others in the pick-up line by limiting teacher conversations. If you wish to speak to a teacher, please schedule a time that is mutually convenient. Students signed up for Early Drop-off may be dropped off at 6:45 AM at Sellers Street side entrance.

If someone other than approved adults will be picking up a student, a written note with your signature is required. Children will not be released to persons other than those on the release form without a signed note. In case of emergency, a phone call will be acceptable, but the parent will need to talk to the administrative assistant or the headmaster.

A sign-out sheet is kept in the office to confirm time, date, and persons picking up students. Student safety is of the utmost importance to us. We strive to create a safe and secure environment for all. For security purposes, First Baptist Church has installed an updated security system. All visitors are required to be buzzed in at all entrances of the building.

ASSOCIATION OF PARENTS AND TEACHERS (APT)

APT is a Parent-Teacher Fellowship organization that builds a working relationship between families and teachers at the school. In addition to planning parent, educational and fun activities, the APT concentrates its efforts on supporting the education of our children by raising money for new equipment. All activities of APT are subject to the approval of the Headmaster and First Academy Committee.

Purpose and Goals

1. To develop united efforts between educators and parents to secure for our students the highest advantages in mental, physical, spiritual and social education for children
2. To continually improve and enhance the quality of First Academy
3. To be a positive public relations agency to our community
4. To promote unity in our school family through coordination of parent programs, fellowship and encouragement

Membership of APT

APT represents parents and teachers at First Academy. Support, both physically and financially, is important to any family. As part of the First Academy family, we ask that you join APT, participate in fundraisers throughout the year and support our school through your words and actions. Your financial support is encouraged so that First Academy may give the students extra activities and opportunities that help create a wonderful learning environment. The support with your “manpower” aids the day-to-day functioning of the school and our financial reserves.

ATTENDANCE

As partners in your student’s education, we strongly encourage daily attendance. Written work and assignments can be made up, but class discussions and projects cannot be replicated. Therefore, it is important that students be at school unless for reasons of illness or unusual circumstances. The following guidelines are in place to help in the case of a student absence.

1. **Parents are required to call in or email and tell why a student is absent from school.** Parents need to call (912) 720-5961 or email the school administrative assistant at office@firstacademydouglas.org by **8:30 a.m.** to report an absence.
2. The Elementary/Upper School day begins at 8:00 AM. All students arriving after 8:00 AM are considered tardy and must be signed in at the front office by a parent. The tardiness will be either excused (medical appointments, accidents, weather conditions, or emergencies) or unexcused depending on the reason for the tardiness.
3. Three unexcused tardies or early checkouts will result in one absence.
4. If a student is absent, they must make up work missed due to absences within the same number of days missed from school, or according to arrangements reached by the teacher and student. The student is responsible for all arrangements.
5. Upon returning to school, parents should provide the school with a note that includes the date of absence and reason for the absence. The absence will not be excused without a note.
6. When a student is absent due to being suspended from school, the student will receive a grade of zero on any graded assignments, tests, or quizzes. Length of suspension will be set by the administration. All work will be required to be made up without credit. Students are not allowed to attend any school activity on or off campus on any day of suspension.
7. If a student will be absent from school for more than one day for any reason other than illness, prior permission must be given from the headmaster.
8. Students who are absent more than nine (9) days in a semester in any given class, may be in jeopardy of losing credit for that class.
9. All school days on the school calendar are considered full school days unless otherwise specified. All days, finals and special activity days, are considered compulsory attendance days. Any absence will be considered unexcused unless an absence is for the following reasons:
 1. Illness
 2. Death in the immediate family

3. A doctor or dental appointment that could not be scheduled outside of school hours
4. Out-of-town trips with prior approval
5. Unusual hardships

If a family emergency happens, parents should contact the Headmaster and a decision about the absence will then be made. Parents are asked to do everything possible to help us protect instructional time by making sure students are in attendance and on time. ***Please try and schedule appointments so that students will not miss class.***

The following guidelines have been established to help students make up work when absent from class.

- Any work assigned prior to an absence will be due upon the student's return to class. Failure to turn in assignments will result in a lowered grade.
- Work assigned during an absence, including tests and quizzes, is to be made up within a maximum of one day for each day absent from class. Students are responsible to meet with the teacher on the day that he/she returns to class and schedule a time to make up any missed work. Failure to schedule make up work or failure to make up work according to the agreed upon time limit may result in a lowered grade.

When children are absent due to illness, they must be free of fever **without medication**, and/or vomiting at least **twenty-four hours** before they return. This is for their health and safety as well as that of other students and staff. Students who show evidence of a communicable health problem will not be admitted to class.

Homework assignments may be picked up in the office at the end of the school day **if requested before noon**.
****Please do not go directly to a classroom teacher during the school day for make-up work.***

These guidelines have been established to help all students achieve their full potential in each of their classes. It is our desire to also help students take responsibility for their work and be accountable for their academic achievement. Any extenuating circumstances related to class attendance will be reviewed by the Headmaster.

AWARDS

- Headmaster's List: 95 and above in all academic subject areas on the report card
- Honor Roll: 90-94 in all academic subject areas on the report card
- AB Honor Roll: 89-85 in all academic subject areas on the report card
- President's Award for Educational Achievement (Gold, Silver, and Bronze)
- ReadNQuiz Awards
- Lion Award: One student in each homeroom who exhibits exemplary Christian character throughout the school year.
- Biblical Virtue Award: Each student receives an award based upon the fruits of the spirit as outlined in Galatians 5:22-23.
- Classroom Specific Awards

BEFORE/AFTER SCHOOL PROCEDURES

- NO students should be in the school building before 7:30 AM unless under the immediate supervision of a teacher, parent, or extended care worker.
- **Early Drop Off** begins for our students at 6:45 AM. If you utilize early-drop off, you will need to sign up for that service by notifying the administrative assistant via email at office@firstacademydouglas.org.

- Students being dropped off are not to exit the vehicle until appropriate school personnel open the door.
- Out of respect for other drivers and for the safety of our children, parents must always remain with their cars while dropping off or waiting for students. When in the pick up line, if your student is not in sight and you have other cars blocked, exit the line and park in a designated parking space or make a circle around to enter the line again.
- Please do not park your car in the front parking lot. Please utilize our school parking lot located at the back of the building (off Cleveland Street). Do not park in front of the entrance outside the boundaries of a designated parking space at any time. The entrance to the school must be clear at all times in case of an emergency.
- Parents are not to enter school to pick up their students during dismissal unless you have a medical appointment or family emergency. All students will be in their assigned areas with school personnel.
- Parents must pick up students no later than 3:15 PM, unless the student is enrolled in Aftercare.
- For safety reasons, teachers will not be permitted to release a child from the classroom without authorization from the school office. If you need to sign your child out, you must check them out in the school office and school personnel will get the student from class.

BIBLE VERSION

First Academy recognizes that many versions of the Bible are good and valid and are used by many denominations; however, in the interest of continuity we will ask the students to have and use one version. The version that we will be using is the ESV (English Standard Version) of the Bible. This will allow consistency in memorization and maintain the integrity of God's Word.

CELL PHONES/ELECTRONICS/RECORDING

First Academy understands that we live in the age of technology and we enjoy the benefits of advancing technology. We also understand the importance of communication with your child. However, due to these advancements, it is increasingly difficult to monitor the activities of cell phones with text messaging and cameras, iPod, and game systems. First Academy prohibits the use of cell phones during instructional hours and prohibits the use of iPod and game systems on campus. ***Only approved devices may be brought to school at any time or taken on field trips. Unapproved devices will be collected and returned only to the parent.*** Cell phones brought to school must be turned off until school is dismissed. The school is not responsible for a student's cell phone or any other electronic device.

Students are not to have cell phones turned on or visible at any time between 7:45am – 3:10pm. All phones in Upper School are collected during homeroom and returned at the end of the day. SMART watches that double as cell phones (Apple Watch, some FitBits, etc) may not be used during school hours.

We have established the following consequences when these guidelines are not followed:

- 1st Offense: Parents pick up item at their convenience.
- 2nd Offense: Parents pick up item after one week at their convenience.
- 3rd and every subsequent offense: Suspension from school.

Due to privacy issues, **students are not allowed to take photographs or make video and/or audio recordings while on campus** unless it is done under the supervision of a teacher. Students are subject to disciplinary action for any violations of this guideline.

CHAPEL

Chapel is a time for worship and praise; thus, students are asked to enter chapel in reverence for the God whom we serve. Chapel is a regular part of our school life at First Academy. Every student is required to attend the service each week and wear proper Chapel attire (see DRESS CODE). Students are expected to demonstrate courtesy and respect by giving their undivided attention to the speaker during the message. Parents and family members are encouraged to attend. We will have a monthly “Family Chapel” and Honors Chapels each 9 weeks. Students are encouraged to support peers who perform or speak in chapel with attentive behavior, respectful silence, and words of encouragement following the service. Students who continue to be disrespectful during chapel will be subject to disciplinary measures.

COMMUNICATION

First Academy believes that open and clear communication is essential to maintaining an effective home/school partnership. Communication from the school regarding your child, school events, and other pertinent information is handled in various ways.

First Academy Website: Our website provides information about the school, including a school calendar and staff information. ~ www.firstacademydouglas.org

Praxi Parent Portal: Parents have instant access to school and academic information, such as students’ grades, attendance, conduct records, and parent resources. Parents can also view financial information pertaining to account balances. Payments can also be made through the parent portal.

Social Media: Current events, photographs, and news alerts are highlighted on the following social media outlets.

Facebook: www.facebook.com/firstacademyhions - private page for current First Academy families
www.facebook.com/firstacademycontact - public page

Instagram: www.instagram.com/firstacademyhions

ClassTag: All parents will receive an invitation to a ClassTag class from your child’s teacher. You can download the ClassTag app in the Apple App Store or Google Play Store. You can also sign up at www.classtag.com.

First Academy believes that open and clear communication is essential to maintaining an effective home/school partnership. Our staff communicates with parents through weekly newsletters, ClassTag texts, emails, Facebook posts, parent meetings, and the Praxischool Parent Portal. Generally weekly newsletters will be distributed keeping you up-to-date on the happenings at the school as well as volunteer needs and upcoming events. It is extremely important that we be able to reach you in case of an emergency. Parents are required to keep the school updated with current phone numbers.

CONFERENCES

Two Parent Teacher Conference Days will be held during the school year. Dates are included on our yearly calendar. Additional parent conferences are held as needed. Information about a student will only be shared with the student’s parent or legal guardian according to current custody papers. First Academy invites and encourages parents to attend all of the parent meetings during the year.

COMPUTER AND INTERNET USE

Computer Usage

First Academy provides computers, networks, and Internet access to support the educational mission of the schools and to enhance the curriculum and learning opportunities for students and school staff. The First

Academy Committee believes that the resources available through the Internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All First Academy computers remain under the control, custody, and supervision of the school unit. The school unit reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the Internet, First Academy cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of School Committee policies/procedures and school rules. The school unit is not responsible for the accuracy or quality of information that students obtain through the Internet. Before a student is allowed to use school computers and Internet services, the student and the student's parent/guardian must sign and return the Computer/Internet Access Acknowledgment. The signed acknowledgment will be retained by the school.

Student Computer and Internet Use Rules

These rules implement School Committee policy FBCFA-2 – Student Computer and Internet Use. The rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Failure to comply with School Committee policy FBCFA-2 and these rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

Acceptable Uses

All Internet or computer equipment use shall be consistent with the purposes and goals of First Academy. It is imperative that users of the Internet or computer equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

Impermissible Internet & Computer Equipment Uses

The following uses of the Internet & computer equipment are prohibited:

Any violation of posted computer rules, applicable school policy, or public law by such use;

- Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
- Any attempt to bypass school security, including Internet filters, is forbidden;
- Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by means of e-mail, instant messages, and material posted on Web pages or Web logs ("blogs");
- Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
- Any violation of copyright, trade secret, or trademark laws;

- Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource;
- Any attempt to access information beyond the users authorized access to any electronic information resource;
- Any destruction, defacement, theft, or altering of school equipment;
- Any storing of illegal, inappropriate, or obscene material on school-owned electronic equipment.

Monitoring

First Academy reserves the right to monitor and review any material on any electronic device at any time in order for the school to determine any inappropriate use of computer resources. The staff will make a reasonable attempt to supervise student use of the computers, in a manner that is appropriate to the student's age and the circumstances of use.

Disclaimer of All Warranties

First Academy makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or computer equipment. Neither First Academy nor any supporting Internet services will be responsible for any damages that an Internet user suffers. First Academy expressly disclaims any liability in connection with the loss of data resulting from delays, non-deliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by First Academy or the Internet server or by the user's error or omissions. Use of any information obtained via the Internet is at the user's own risk. First Academy expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

Security

First Academy will implement security procedures on Internet access to protect against unacceptable use. Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone is not permissible and may result in the loss of account privileges. Computer users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator.

Encounter of Controversial Material

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. First Academy expressly disclaims any obligation to discover all violations of inappropriate Internet access.

The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Terms of Use

1. Only registered students of First Academy qualify for computer use under this policy.
2. Only the authorized users who have signed the user agreement shall have computer access. Users are ultimately responsible for all activity while using the Internet.
3. The Headmaster may suspend or terminate any computer user's access for any reason.
4. All Internet or computer equipment access of a student is automatically terminated at the moment of withdrawal, graduation, or expulsion of the student from First Academy.

Personal Internet Use

Students' home and personal Internet use can have an impact on the school, staff, and other students. If students' personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, students may face school discipline and if applicable the proper authorities will be notified.

DISCIPLINE

The school seeks to provide a positive and safe environment conducive to the teaching and learning process. Christian love requires us to protect and seek God's best for others. When self-discipline breaks down, peer discipline becomes important. The purpose of discipline is for growth, "All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness." Hebrews 12:11

We believe it is God-ordained that parents bear the primary responsibility for disciplining their children and we desire to partner with parents to support them in their efforts to raise Christ-like children. We understand that there is no perfect system, but we have established the following guidelines to help encourage the correct behavior and actions of each student. Each teacher may have their individual classroom rules which will be communicated at the beginning of each year. Students who disobey the classroom and school rules may lose privileges and receive consequences due to their behavior. If behavior becomes repetitive or severe, the student will be sent to the appropriate administrator. The guidelines in this handbook are school wide policies and will be enforced consistently.

Procedures:

1. The teachers are the first line of defense in the discipline process. Before teachers refer students to the office for minor offenses, they will contact the student's parents to gain assistance in correcting the matter. If this partnering with the parent does not correct the behavior, the teacher will refer them to the office.
2. Any student sent to the office must be accompanied by the teacher, a phone call, or a written explanation of the situation prompting the referral. The administration will keep teachers and parents informed of the necessary consequences.
3. The Headmaster will attempt to deal with each matter in a timely and effective fashion. Each situation will be examined, and consequences will be assigned on an individual basis and according to the offense. Possible consequences include but are not limited to detention, suspension, and expulsion.

Disciplinary Actions:

1. In-School suspension (ISS) is a suspension served on school property. Students must report to the designated room by 8:00 AM on the day of the suspension. Students will need to bring all their books

and will work on assignments throughout the day. They will be given bathroom and lunch breaks at scheduled times and will be released at the end of school. Students serving an ISS will not be allowed to participate in extracurricular events (athletics, fine arts...)

2. Out-of-School Suspension (OSS) may be given as a consequence for repeated or severe actions. Parents will be contacted and required to pick up their child and take them home to serve a suspension. Suspensions will range from 1-10 days. Length of suspension will be set by the administration. All work will be required to be made up. Students are not allowed to attend any school activity on or off campus on any day of suspension.
3. Probation/Improvement Plan: A student may be placed on academic or behavior probation after repeated minor or major infractions. The student will be given a specified period of time for improvement. If the improvement plan is honored, the student will be removed from probation. However, students who do not honor the improvement plan with improved conduct and behavior will be asked to withdraw from school at the end of the semester in which the probation/plan was initiated. Students may also be placed on academic probation for unacceptable academic performance.
4. Expulsion: An expulsion will be used in extreme cases of repeated misbehavior or severe misbehavior. A student may be expelled from school for a major infraction, and/or repeated minor infractions or poor academic performance. Expulsion will be recommended if the student's behavior is preventing a conducive academic environment or conflicts with the philosophy and objectives of First Academy. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal process procedure followed. The expulsion date may be immediate. All efforts will be taken to work with parents and students before an expulsion is warranted.

The following is a general, not all-inclusive, list of possible violations that will be dealt with in an appropriate manner. Minor infractions include level ONE and level TWO infractions. Major Infractions include level THREE and level FOUR infractions. The result of all minor and major infractions will be reviewed and investigated, and consequences will be given based on the student's prior behavior history.

Level ONE infractions may include, but are not limited to, the following:

1. Dress code violations
2. Minor classroom disruptions
3. Not following instructions
4. Horseplay in the halls
5. Inappropriate behavior at lunch

Level TWO infractions may include, but are not limited to, the following:

1. Cell phone violations
2. Electronic devices (iPod, game systems) violation
3. Continual classroom disruption
4. Name calling or disrespect of fellow students
5. Bus misbehavior
6. Harsh teasing

Level THREE infractions may include, but are not limited to, the following:

1. Excessive teasing or bullying
2. Profanity
3. Inappropriate language/material
4. Minor fighting

5. Disrespect
6. Cheating (a zero will be received for assignment, quizzes, and tests)
7. Failure to report to ISS
8. Lying

Level FOUR infractions may include, but are not limited to, the following:

1. Harassment
2. Sexual misconduct
3. Possession of or use of tobacco products
4. Vandalism

Level FIVE infractions may include, but are not limited to, the following:

1. Assault on staff or students
2. Possession of a weapon
3. Threats of any kind
4. Possession or use of, or selling illegal drugs or alcohol

Physical discipline will not be used in any way. This includes any activity that could cause harm to the child. Positive reinforcement will be used. Children will be treated with kindness and love regarding correction of behavior.

DISMISSAL POLICY

Reasons for dismissal from First Academy:

1. Account past due (see financial policy for detailed information)
2. Extremely disruptive or destructive behavior from a student
3. Immunizations not kept up-to-date as required (unless exemption form on file in the office)

DRESS CODE

First Academy strives to provide an environment where clothing choices do not distract from learning. The dress code which follows is intended to be a practical, simple, and standardized expression of the principles of good sense, modesty, and appropriateness. The three watch words regarding clothing should be modesty, decency, and propriety (1 Timothy 2:9). The purpose of clothing is modesty- not to draw attention to the wearer (1 Peter 3:3-4). Students dressed modestly will not wear clothing that is gaudy or provocative. Modestly also mandates an avoidance of extreme styles in either clothing or appearance.

While we recognize that the Bible does not give specifics about clothing, some guidelines are clearly necessary in the training of conscience. The following are in no way to be considered equal to Biblical rules but are simply implemented for the sake of ordines. Propriety demands that students (and adults) dress in a manner consistent with the environment most conducive to prompting Christ-honoring, Christ-centered education. We do ask parents to remember these principles when visiting campus during school days, and to please dress appropriately. FA students in grades K on up are required to wear school uniforms. Please see the uniform policy below.

Dress Code Violations:

- 1st offense: verbal warning to the student
- 2nd offense: written warning to the parents/guardians
- 3rd offense: call to parents to bring appropriate clothing

Habitual violation may result in In School Suspension, Out of School Suspension, or possible expulsion.

Dress Code: Preschool and Pre-K

Dress your child in loose and comfortable clothes that are washable. Jeans, shorts or pants are preferable for girls because many of our activities are on the floor. If your child wears a dress or skirt, shorts or leggings must be worn underneath. We will spend some time outside each day, weather permitting. Be sure that your child has warm clothing for cold days. Be sure to label all coats, sweaters, hats, etc., with your child's full name. Wednesdays are chapel days, and so to encourage reverence, we ask that boys wear collared shirts and khaki shorts/pants, and girls are asked to wear skirts/dress

Uniforms: Ordering Online

Lands End: www.landsend.com

1. Click on Uniforms
2. Click "Find My School"
3. Fill in your information and school name, First Academy.
4. You will see the uniform options listed.

Uniforms can also be ordered from Walmart, Target, The Children's Place, Primary.com, frenchtoast.com, etc.

Approved FA logos (First Academy name, FA logo, and FA shield) are available at Land's End.

The following local vendors are also able to duplicate logos:

- Paradise Tan
- Make It Personal
- Ultimate Graphics

Dress Code General Guidelines: K-12th Grades (Monday, Tuesday, Thursday)

Tops:

- Collared uniform-style polo shirts must be solid color with no design or designer logos. ***FA LOGO REQUIRED**
- Only white shirts are permitted under jumpers.
- Generally, all shirts should be tucked in by both genders; however, the administration recognizes that different uniform shirts fit body types differently. Students are given some discretion and choice in tucking in shirts if doing so would cause an issue of self-consciousness or a lack of modesty.
- Prohibited Shirts: shirts with a revealing or low neckline; scoop, strapless shirts; form fitting or tight tops; see-through tops; no outside layering of tube tops, spaghetti straps, or shirts with inappropriate language or design. All shoulders should be at least 3 closed fingers wide.

Pants

- Uniform dress, chino, and docker style pants from any retail source may be worn.
- The following colors are allowed: Navy, Khaki, Gray, Brown, or Black.
- All pants must be worn at the hips or waist.
- Pants cannot have holes, rips or tears.

Skirts, Skorts, Jumpers, and Dresses (Girls)

- Uniform skirts and skorts from any retail source may be worn.
- The following colors may be worn: Navy, Khaki, Gray, Black, Brown, and Lands End Clear Blue Plaid.
- The length of all skirts and skorts must be no shorter than 3" above the top of the knee even when worn with leggings.
- Kindergarten - 3rd Grade please wear shorts or leggings under skirts, dresses, and jumpers for modesty.
- Skirts and skorts may not be tight fitting.
- Solid color uniform-style dresses and jumpers are permitted as well as Lands End Clear Blue Plaid jumpers. ***FA LOGO REQUIRED**

Shorts

- Uniform and Dockers style shorts in solid colors from any retail source may be worn.
- All shorts must be no shorter than 3" above the top of the knee.
- Capris are permissible (girls) in the uniform colors.

Shoes/Leg Wear

- Appropriate styles of shoes include athletic shoes, dress shoes, sandals and boots.
- **Prohibited Shoes:** Shoes with heels higher than 2 ½ inches, flip flops, bedroom shoes, and distracting or inappropriate footwear (as deemed by the School Headmaster).
- Solid leggings are acceptable under dress code length skirts, skorts, and dresses.

Hair/Headwear

- Hats, hoods, sunglasses and other forms of headwear are not allowed to be worn except on designated school spirit days.
- Girls may wear hair bows, barrettes, and headbands
- Students' hair must be clean, neat, combed, and brushed out of their eyes. Exaggerated styles are not permitted. (as deemed by the School Headmaster)

Outerwear/Jackets/Sweatshirts (Boys and Girls)

- Any solid colored pull over, button or zip styles with no logos or writing. **FA logo optional*
- Hoods are not permitted while indoors

Dress Code: Elementary and Upper Schools For CHAPEL (Wednesdays)

BOYS:

Top options:

- White or Light Blue, collared short or long sleeve polo shirt ***FA LOGO REQUIRED**

Bottom options:

- Uniform style pants or shorts in the following colors: Navy, Khaki, Gray, Brown, or Black

Shoe options:

- Any type of dress shoe
- Any Tennis Shoe, Athletic Shoe, or Loafer
- Boots

GIRLS:

Top options:

- White or Blue, collared short or long sleeve polo shirt ***FA LOGO REQUIRED**
- Lands End Clear Blue plaid jumper

Bottom options:

- Skirts and skorts in Lands End Clear Blue Plaid
- Solid colored tights or leggings (if worn under jumper, dress or skirt/skort)

Shoes options:

- Any type of dress shoe (with no heel – due to safety issues)
- Any Tennis Shoe, Athletic Shoe or Loafer
- Boots (with no heel – due to safety issues)
- Sandals during warm weather

Dress Code: Elementary and Upper Schools Casual Days (Fridays & other designated days)

Bottoms options

- Any uniform-style bottoms, jeans, or jean shorts (no cut offs)

Top options

- First Academy t-shirt or sweatshirt / Any Church t-shirt – ex. Awana or Faith Factory/ or plain colored t-shirts
- School t-shirts are available in many styles, fabrics, and colors. They are available for purchase several times throughout the year through fundraising.
- No other school t-shirts or sports teams (Except on Spirit Days)
- Other t-shirts will be approved for special events (fundraiser t-shirts, special events, team spirit days, etc.)

Dress Code: UPPER SCHOOL (6th-12th Grades)

- *Same as K-5th grade policy with the following exceptions:*

- Denim is permitted Monday, Tuesday, Thursday and Friday.
- Denim must have no rips, tears or holes and cannot be inappropriately tight or low-cut.
- **No Denim on Chapel Day**
- Solid colored t-shirts with *no designs, no logos, no writing* are permitted Monday, Tuesday, Thursday, and Friday.

EARLY CHECKOUT

Parents/Guardians must come in and sign out students through the school office. Elementary students who leave before 11:30 AM will be counted absent for the day. Upper School students who miss more than 10 minutes of a class period will be counted absent for that class period.

EMERGENCY CONTACTS

Parents are responsible for providing the school with updated phone numbers (home and business) and changes in living address and or email addresses. The school must also be informed of changes in emergency contact people. Please make sure emergency contacts have explicit instructions for handling any emergency procedures.

EMERGENCY PROCEDURES

Drills will be held throughout the year for emergency procedures in various situations. Instructions are given at the beginning of the school year and are posted near the classroom door. Students should understand the seriousness of the drills and refrain from disorderly conduct. Several times a year, children participate in emergency procedure drills for major types of emergencies (fire, tornado, etc.). Should an emergency situation arise, teachers and staff are trained in the proper response to the emergency condition. They will then instruct the children accordingly.

In case of a fire emergency, the signal to evacuate the building will be a continuous sounding of the emergency alarm. There is an evacuation plan posted in each room. In case of a tornado emergency, the alarm will sound. Everyone will go to his/her assigned area in the corridor or inside wall and immediately assume the “tornado position” as instructed by their teacher.

Under no circumstances should parents endanger their own lives by trying to pick up their children if there is a true emergency. Be assured that your children will be cared for until conditions are safe for their release. If we need to evacuate the school, we will leave information at the Douglas Police Department (384-2222) and notify parents through the Praxischool Parent Portal.

FIELD TRIPS

The classes will make trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand of these trips. A vehicle emergency form must be filled out before each field trip to ensure accurate and adequate information is available for contacting parents in an emergency. Small fees may be charged to cover expenses. We ask that all students ride the bus to the field trip location. If your child will be riding home with you from a field trip, please make sure you sign them out in the front office before departure and also with the teacher at the end of the field trip. This helps the school keep track of our students.

At times, the teachers will be asking different parents to chaperone our field trips in order to help with the students. Please check with the teacher upon arrival at the school to determine the areas where she will need your assistance.

FINANCIAL ASSISTANCE

Need-based Tuition Assistance is available. Families must complete an online tuition assistance application through FAST (Financial Aid for School Tuition). The application can be found at www.firstacademydouglas.org. Under the “Admissions” tab, click on “Financial Aid”. Assistance is awarded on the basis of financial need as determined by FAST. FAST will process the personal and financial data that is submitted by means of their application. FAST, in turn, reports their findings to the FA administrative office. FAST determines, based on accurate information given to them by families, what families should be able to pay

for their children's tuition. Processing applications may take 4-6 weeks, which means that in cases of late application, a response from FAST may not be made prior to the beginning of the school year. In this case the parent agrees to make full payments when due until assistance is awarded.

FIRE ARMS

First Academy's policy prohibiting possession of weapons on campus is a direct reflection of State Code 16-11-127.1 which provides for school safety zones. This policy strictly forbids possession of weapons on your person, in your backpack/bag, or in a vehicle, while within the school safety zone. This applies at all hours and all functions. Students are reminded that possession of a weapon (firearms, knives, martial arts weapons, bludgeons, etc.) within a school safety zone is a felony in the state of Georgia. This offense will normally result in expulsion.

GRADING POLICY (K-12th Grades)

First Academy operates on a 9 week grading system. Each semester consists of two 9 week grading periods with 4 grading periods in a school year. Students will receive a report card at the end of each grading period. The evaluation of each pupil's progress is a daily process. It is our desire that students develop an attitude of "working hard and doing my best". "And whatsoever you do, do your work heartily, as to the Lord, and not unto men." Colossians 3:23. Report cards are an important communication tool used by the teacher to keep the parents informed as to how proficient the child is in mastering the material presented. Report cards sent home are to be reviewed by the parents, signed and returned to the school the next day. Should there be any questions about a grade, please make an appointment with the teacher. Report cards will be sent home after the end of each grading period but may be held at the discretion of First Academy. Formal conferences will be held twice during the school year.

Grading Scale:

A = 90 - 100

B = 80 - 90

C = 70 - 80

F = 0 - 70

(70 is the lowest passing grade.)

If a student has a failing yearly average in Reading or Math, or a failing yearly average in two subjects he/she will be retained for the following school year.

HEALTH & IMMUNIZATION REQUIREMENTS

All students must have the following immunization forms on file in the school office prior to their first day of attendance:

- #3231 - Georgia School Certificate of Immunization Form

Georgia law requires every child entering a Georgia school (preschool, elementary, middle, and high school) for the first time to have a Certificate of Immunization showing that the child has adequate protection against varicella (chicken pox), Hepatitis B, diphtheria, pertussis (whooping cough), tetanus (lockjaw), polio, measles, rubella (German measles) and mumps.

- The Certificate of Immunization must be signed by a physician licensed under the laws of Georgia or by a qualified employee of a county health department on forms provided by the Georgia Department of Human Resources (Form 3231). If your certificate expires, you have 30 days to provide FACS a

current certificate. Failure to do so will result in your child's dismissal until the current certificate has been provided.

- A child who cannot be immunized because of a medical disability can be given a special certificate by a licensed physician or a county health department. If a child is not immunized for religious reasons, an exemption waiver must be obtained and notarized. For more information, contact DHR. FACS must follow all state guidelines regarding the control of infectious disease. Non-immunized students will be dismissed from school if an outbreak occurs until obtaining clearance, in writing, from a licensed medical provider or health department.

Allergies and Other Medical Conditions

It is the parent's responsibility to provide First Academy with written instructions about your child's medical condition. We must have written documentation from a physician stating any allergy or diagnosis and detailed written procedures on how to respond in the case of an emergency.

Sick Policy

Children are not allowed in the school with any health condition that is symptomatic of a contagious disease. These guidelines were created by DHR and the Children's Health Care System. Children are not allowed in class with:

- A fever of 100 or higher within the last 24 hours. This means if your child develops a fever at school on Monday the earliest he/she can return to school is Wednesday.
- Vomiting or diarrhea within the last 24 hours. This means if your child develops diarrhea or vomiting at school on Monday the earliest he/she can return to school is Wednesday.
- Cold symptoms, including but not limited to, excessive coughing, colored nasal discharge, etc.
- Clear nasal discharge if the child cannot keep his/her nose clean and then wash his/her own hands.
- Skin infections (boils, ringworm, staph or unexplained rashes) until after treatment.
- Chicken pox until all lesions are crusted over (5-7 days after first lesion).
- Strep throat until 24 hours after the first dose of antibiotic.
- Pinkeye until 24 hours after the first dose of antibiotic.
- Impetigo until 24 hours after treatment.
- Head lice until all evidence is gone.
- Any other contagious disease.

If a child exhibits any of these symptoms while at school, the parent or guardian will be notified, and the child will be sent home. A child with open, oozing sores/wounds must have bandages on these wounds when they arrive at school. According to health guidelines, Fifth's Disease does not pose a health threat to children; however, should your child become infected, please contact our office so that we can inform parents. Fifth's Disease can be dangerous to pregnant women

Head Lice

First Academy has a Nit-Free Policy. If your child is sent home with head lice, the student must receive a note from the doctor or proof of treatment prior to readmission. The student must be Nit-Free to return to school.

Medication

Students requiring prescription medications will be administered those medications in the front office as directed. Medications must be in the original bottle with the prescription label attached. All medications must be in their original, properly labeled container. The parent must complete a Medication Authorization form.

The office is not permitted to give students over-the-counter medications. Epipens are to be kept in the front office.

HOLIDAY/BIRTHDAY POLICY

First Academy chooses to focus celebrations on Christ. During the Christmas season, we teach about Jesus' birth. At Easter, we teach His resurrection. Birthdays can be celebrated during snack time. If you send a birthday treat, please remember that all children will share. Birthday invitations will not be placed in folders or distributed unless all students or all the same gender in the class are invited.

HOMEWORK POLICY (K-12th Grades)

First Academy includes homework as a part of its instructional curriculum. Homework is used to practice and refine skills already taught during the regular school day and is proven to improve student performance. The following statements apply to Homework at First Academy:

- Homework is to be completed by the student with minimal assistance from parents or others.
- Homework is not usually given on Wednesday, so families can attend church.
- Weekend homework is given at the teacher's discretion.
- Homework assigned by the teacher is not optional.
- If a student misses class, then the student has the same number of days absent to make up the work (Ex: if the student misses 3 days of class, then the student has 3 days to make it up. If homework is not turned in according to this policy, then the student will receive a zero on the homework assignment.

HONOR ROLL

- Headmaster's List: 95 and above in all academic subject areas on the report card
- Honor Roll: 90-94 in all academic subject areas on the report card
- AB Honor Roll: 89-85 in all academic subject areas on the report card

LEGAL INJUNCTIONS

It is necessary that all affected parents provide written information pertaining to an injunction. This information should be directed to the Headmaster. Parents will provide a copy of the original court order document to the Headmaster at the time the injunction is presented. The Headmaster or designee will see the parent as soon as possible. A copy of the injunction will be filed in the student's permanent record. Parents will provide a current picture of the spouse to the Headmaster's office at the time of notification. A copy of said photograph will be attached to the injunction notification form which the parent must sign giving permission for distribution to any/all adults in charge of the care of the child.

Custody Papers

All copies of custody papers and/or letters of guardianship must be on file in the school office. Custody papers must be complete court copies in hard copy format. This legal documentation must be placed in our hands not emailed. If a student is living with a guardian or parent following a divorce or has any other change in custody, please notify the Headmaster and provide the required documentation. It is the parent's responsibility to inform the school yearly of any custody issues within the home.

LOST AND FOUND

We urge parents to mark clothing and personal articles with the child's name. If properly marked, articles that are lost will be easy to return. We periodically show the items to the students in an attempt to verify ownership.

Lost articles, including books, clothing, valuables, etc., may be reclaimed from the designated lost & found collection areas. Items will be posted monthly on social media. Unclaimed lost and found items will be donated to a local mission.

LUNCHES

All students enrolled in preschool extended care and PreK through 12th grade will need to bring their lunch or order a hot lunch on the parent portal. The student's name should be on their lunch box. Lunch schedule will be determined by administration on an annual basis.

OFF-CAMPUS LIFE

First Academy is a Christian school and seeks to maintain a Christian testimony in the community. Obviously, this testimony will be determined to a great extent by the behavior and lifestyle of the student body. Therefore, the student's activities "off-campus" are important in the building and maintaining of the school's testimony and reputation. Any student who involves himself in activities that are out of harmony with the school's philosophy of life, the statement of cooperation, or the code of conduct, may be subject to disciplinary action. Our design is not to displace parental authority or responsibility, but to cooperate in maintaining a Christian reputation for our school. **The school assumes that parents, by having read the application form and Student Handbook, are in agreement with the lifestyle advocated by the school.**

PETS ON CAMPUS

First Academy loves animals and pets but requests that they not be brought on campus without the permission of the Headmaster. Animals may frighten some children and may also leave things on campus that are not pleasant. Pets can be an added liability if one reacts in a way that could harm others. Dogs used for handicap purposes are allowed.

PLAYGROUND AND PLAYTIME

Playground Rules for The Students

The student will:

1. Slide sitting down, one child at a time.
2. Not walk up the slide.
3. Not climb on top of any equipment.
4. Be seated in the swing.
5. Not jump out of the swing or from tops of steps.
6. Not climb or hang on the fence.
7. Not pick up anything from the playground floor.
8. Will not throw anything from the playground floor.

Playtime

Each age group has an assigned playtime and every opportunity is taken to go outside. Always assume your child will go outside and send warm coats, hats and gloves during the winter months.

No parent conferences, or general conversations, can be held on the playground. This would distract the teacher. The teacher must keep their focus on the children's safety at all times. Please do not expect special arrangements to be made for your child without a doctor's note.

PLEDGES

The basic tenet of our Christian faith and heritage is reflected in love of God and country. It is therefore expected that all students will voluntarily participate in these pledges as a testimony of that belief.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the
United States of America,
and to the republic for which it stands;
one nation under God, indivisible
with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge Allegiance to the Christian flag,
and to the Savior for whose kingdom it stands,
one brotherhood, uniting all Christians in service and in love.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible,
God's Holy Word.
I will make it a lamp unto my feet,
a light unto my path.
I will hide its words in my heart
That I might not sin against God.

POSITIVE ENCOURAGEMENT

First Academy wants to anticipate and recognize the positive behavior demonstrated by students. Character traits such as generosity, responsibility, honesty, kindness, obedience, respect, self-control, and leadership are just a few examples of actions that teachers will acknowledge. Students will be recognized and rewarded for such actions. Possible rewards may be dress down days, homework passes, or extra treats.

PRAXI PARENT PORTAL

Praxi is a computer technology available 24 hour a day, 7 days a week for students and parents. There is no extra fee for Praxi accessibility. Teachers update tests, quizzes, and grades on a weekly basis. This enables parents to know the course averages and the assignments, tests and quizzes from which the grades were derived. Important school information, school calendar, grade level activities, etc. are also available on Praxi. Activation codes and directions for setting up parent accounts are mailed out before school starts to new students and parents and any account holders who have not yet activated their accounts. If you forget or lose your activation code, please email office@firstacademydouglas.org for assistance. If your Praxi (grades & assignments) are not being updated regularly, please notify the Headmaster.

RE-ENROLLMENT (See Admissions.)

Early Enrollment for current First Academy families takes place in the Spring. Information will be sent home and posted on all social media platforms.

REPORT CARDS/PROGRESS REPORTS

Report Cards

Printed report cards will be distributed at the end of each nine-week grading period. Report cards should be signed by a parent/guardian and returned the following day. Teachers are willing to meet with parents to discuss their student's progress. Parents must make an appointment by calling the school office at 912-720-5961.

Progress Reports

Printed midterm progress reports are issued at the midpoint of each grading period and will show the average, at that point, for each class as well as any concerns the teacher has regarding a student. Progress reports should be signed by a parent/guardian and returned the following day. Be aware that grades can change dramatically up or down between this report and the end of the term.

Grades are posted in Praxi Parent Portal on a weekly basis, and report cards are posted at the end of each grading period.

SCHOOL CANCELLATION

First Academy will notify families through Praxischool Parent Portal, ClassTag, email, and Social Media concerning inclement weather and cancellation of school.

SCHOOL HOURS

Office Personnel Hours	7:45 AM - 3:30 PM
Preschool Staff (1 YO - 3 YO) Hours	7:45 AM - 12:15 PM
PreK, Elementary & Upper Staff Hours	7:45 AM - 3:15 PM
Preschool (1 YO - 3 YO) Student Hours	8:00 AM - 12:15 PM <ul style="list-style-type: none">● Drop Off: 8:00 AM - 8:15 AM● Pick Up: 11:45 AM - 12:00 PM
PreK - 12th Grade Student Hours	8:00 AM - 3:05 PM <ul style="list-style-type: none">● Drop Off: 7:45 AM - 8:00 AM● Pick Up: 3:00 PM - 3:15 PM

*Early drop off begins at 6:45 AM for \$30.00 per month.

*Early Release Days: Dismissal at 11:30 AM

Extended Day Pickup

Extended Day Option 1:	Pick up by 3:15 (3 Year Olds)
Extended Day Option 2:	Pick up by 4:15
Extended Day Option 3:	Pick up by 5:15

Students not picked up by their designated time will be charged a late fee of \$5.00 for every 5 minutes that the student remains past their pick-up time. The \$5.00 fee will apply to students who are not registered or not eligible for extended day. **There will be no extended day during early dismissal days.**

SCHOOL PICTURES

Individual school pictures are taken each fall and spring. Dates for all pictures will be announced and order forms sent home to be used to order pictures, if desired. Order forms or pictures should be returned to the school in a timely manner.

SNACKS

Monthly snack calendars will be provided to each parent for preschool. Snacks are to be light and healthy. Fruit is encouraged. Please be sure that you have made your teacher aware of any allergies that your child may have. There will be a snack cart in the office with snacks available for purchase for Elementary and Upper School students.

STANDARDIZED TESTING

Testing is an important component of First Academy's academic program. Students in grades 2-9 will take the Iowa Assessment, (Iowa Test of Basic Skills) in the spring. Individual student results will be shared with parents upon receipt.

STUDENT LIFE

It is our desire to provide exposure to interest areas outside of the classroom so that students can develop their God-given abilities. Activities are designed to build unity as a whole, giving students a sense of accomplishment through persistent effort. Spiritual values can be reinforced through the various student activities at FA. The student life can be divided into four categories (some activities only available at the middle/high school level):

1. Academics: GAPPS Academic Competitions
2. Athletics/Arts: GAPPS Literary and Fine Arts Competitions, Cross Country, Swimming, ESports, Basketball, and others coming soon.
3. Spiritual - Chapel, See You at the Pole, Monthly Mission Projects, Fellowship of Christian Athletes
4. Social - Student Council, Dress Up Days, FCCLA, KKids, and more.

STUDENT RECORDS

The school maintains complete records, including a cumulative academic record, for each student. All material in these records are treated as strictly confidential and are available only according to the following policy:

1. No report card or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school.
2. Parents or guardians have the right to inspect and review all official records, files and data directly related to their child's academic progress, including all material that is incorporated into their student's cumulative record folder. Parental requests to inspect and review official records relating to a child shall be made in writing to the Headmaster. Such requests will be honored within ten (10) school days following receipt of the request. All records will be reviewed or inspected in the presence of the guidance counselor or Headmaster so that proper explanation can be given.
3. Parents shall have an opportunity for a hearing with the administration to challenge the content of their student's school records to ensure that the records are not inaccurate, misleading, or otherwise in

violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

4. There will be no release of a student's personal records or files or any data in those records without the written consent of a parent or guardian, to any individual, agency, or organization other than the following:
 - a. Staff members of the school who have legitimate educational interest.
 - b. Court or law enforcement officials, if the school is given a subpoena or court order.
 - c. Certain federal, state, or local authorities performing functions required by law.
 - d. Officials of other schools in which the student intends to enroll.
5. Release of report cards, etc., to non-custodial parents.
 - a. Non-custodial parents have equal access to report cards, teacher conferences, etc., together with the custodial parent. By law, both have joint input into the education of the child as provided by the Shared Parent Responsibility Act of October 1, 1982, State Statute 61.13, "Dissolution of Marriage; Support; Custody."
 - b. If the final judgment and/or settlement agreement stipulates otherwise, the custodial parent must submit a copy of that judgment or agreement to the Headmaster, if the school is to comply. Such documents shall be placed in the student's regular file.
 - c. Whenever a request by a non-custodial parent is made for information, appearance at a teacher's conference, etc., the custodial parent may be notified by the school of the non-custodial parent's request for information.

When a parent requests records from the school, a records release form must be signed by a parent. This is in accordance with federal regulations regarding the privacy rights of parents and students under the Family Educational and Privacy Act of 1974. There will be a three-business day waiting period before any records can be released. There will be no exceptions. *Please note that if you enroll in another school, the new school will request records from First Academy.* If your student account has a balance, records will be held until the balance has been paid.

TARDINESS

First Academy is committed to the core value of stewardship in all aspects of the school's program. It is essential that time is used wisely as a gift from God. Students are expected to be on time for homeroom and all classes. When students are late to school and/or class, it disrupts the learning that is taking place.

A student arriving at school after 8:00 must be signed in by an adult. The tardiness will be either excused (medical appointments, accidents, weather conditions, or emergencies) or unexcused, depending on the reason for the student's tardiness. Please refer to the Attendance section for explanations of excused and unexcused absences. Excessive tardies will jeopardize perfect attendance awards.

Three (3) unexcused tardies or early checkouts will constitute one unexcused absence.

TELEPHONES

Students are not to use the school office phone for personal calls except for emergencies determined by office personnel. **If a student is ill, office personnel, not the student, must make the call.** In the event a student receives a call, he/she will be called out of class ONLY in case of an emergency; otherwise, the message will be delivered to the student between classes.

Students will not be allowed to use the office phone to call about forgotten items. (Books, homework, shoes, etc.)

TEXTING POLICY

Students are prohibited from sending any sexually explicit messages or pictures through the use of any electronic device to include but not limited to any cell phone, computer/laptop, and other personal communication devices.

If a student is found to have participated in inappropriate texting, on or off campus, he will be subject to immediate expulsions from school. If the act took place off campus the student may be subject to criminal charges per OCGA 16-12-100.2. By law, First Academy is required to report any violations of this statute to the local authorities if it is proved that the violation occurred while on campus.

TUITION AND FEE PAYMENT

Parents may choose from the following payment plans:

- **ANNUAL PAYMENT PLAN:** Parent chooses to make one annual payment.
- **MONTHLY PAYMENT PLAN:** Parent elects to make monthly payments. First Academy offers a 10-month payment plan from **August to May**.

TUITION ASSISTANCE AND DISCOUNTS

Assistance is awarded on the basis of financial need as determined by the First Academy Scholarship Committee using FACTS Management. Application for tuition assistance may be made on the school's website, www.firstacademydouglas.org, under Admissions and following the instructions. Processing applications may take up to 4-6 weeks. The application deadline will be **May 16, 2022**. All scholarship and financial aid is limited and is granted on a first come basis. If a response is not received prior to the first scheduled tuition payment, the parent agrees to make full payments when due until assistance is awarded. Application does not guarantee the receipt of assistance. **All families must fill out FACTS to be eligible to receive scholarship/financial aid refunds.**

REGISTRATION FEE

This fee reserves a position in the School for the student(s) named on Page 3 of the Registration Contract for the 2022-2023 school year only if all financial obligations from any prior year have been paid and payments for the present school year are current. **This Fee is NON-REFUNDABLE** except as follows: (1) if Parent moves more than thirty (30) miles from the School before July 1, 2022; or (2) if admission is denied. If Parent meets one of the above criteria, Parent will make a written request to the school for this refund.

BOOK FEE

This fee will be assessed after books are ordered for the school year. Book costs change every year. Most preschool costs are less than \$50 with elementary and upper grades costs ranging from \$100 - \$200. Grades 4-12 will have a \$25 technology fee included with their book fee. This fee can be paid during a 2-3 month period.

ACCEPTANCE AND CANCELLATION OF AGREEMENT

In consideration of the School's acceptance of the Registration and Enrollment Agreement and the Registration Fee, Parent agrees to accept and support the policies of the School and to pay when due the required charges for tuition and fees as indicated herein. The School agrees to make yearlong financial commitments to faculty, vendors, and others on behalf of Parent's student(s), and **Parent agrees to pay the full year's tuition and fees with the following exceptions:** Parent can cancel this Agreement prior to **July 1, 2022**, without penalty **except forfeiture of the Registration Fee**, if Parent notifies the School Office in writing of the reason for cancellation of this agreement prior to July 1, 2022. Beginning July 1, 2022, the Parent must give a 30 day notice of

withdrawal from classes at First Academy. The Parent will be responsible for payment through the 30 days regardless if the child attends class.

DELINQUENT PAYMENT

- **Tuition is due on the 1st of every month and is late after the 10th day of the month.** If payment is not received by the 10th, a late fee of \$25 will automatically be charged to the tuition account.
- If Parent's account is more than **sixty (60) days past due** and Parent has not made satisfactory arrangements with the School's Business Office, **the student(s) will not be permitted to return to school until the account is current.**
- If tuition and fees are not paid in full by **May 10**, students must be kept at home until payment is brought up to date. In addition, students will not be able to participate in any end-of-the-year school events including honor programs, graduation, and end-of-year parties if money is still owed for the school year.
- Parent understands that no reports, tests, exams, grades, or records of any kind will be administered or released by the School to anyone including Parent, until all financial obligations with the school are current for all children for whom Parent signed a Registration and Enrollment Agreement or for whom Parent is financially responsible. These policies are necessary to insure First Academy is able to meet its financial obligations.
- Non-sufficient checks are charged a fee of \$35.00. If a check is returned, then the Parent must pay with cash, certified check, or money order for all remaining tuition payments and fees.

VISITORS

All visitors, parents, and guardians **must** report to the school office upon entering the building and **sign in** stating the basic purpose of the visit and obtain a visitor's pass. Because the school day at First Academy is used for quality education, class interruptions should be minimal. All visitors (excluding vendors and repair personnel) to our campus are asked to honor the FA dress code.

WITHDRAWAL PROCEDURES

Withdrawals from school must be made through the school office by the parents. **Beginning July 1, 2022, the parent must give a 30 day notice of withdrawal from classes at First Academy. The parent will be responsible for payment through the 30 days regardless if the child attends class.**

Advance notice must be given in order for students to receive records at time of withdrawal, and please allow 2-3 working days for all records to be finalized and recorded. Records will not be released or forwarded to the new school until all school property has been returned and all outstanding fees and fines are paid and a parental release form has been received from the new school. The receiving school initiates the actual release of records.

FORMS

(Copies for Reference Only!)

~ Signed Copies will be kept on file at First Academy ~

STUDENT DRESS CODE POLICY FOR K - 12TH GRADE

First Academy strives to provide an environment where clothing choices do not distract from learning. The dress code which follows is intended to be a practical, simple, and standardized expression of the principles of good sense, modesty, and appropriateness. The three watch words regarding clothing should be modesty, decency, and propriety (1 Timothy 2:9). The purpose of clothing is modesty- not to draw attention to the wearer (1 Peter 3:3-4). Students dressed modestly will not wear clothing that is gaudy or provocative. Modestly also mandates an avoidance of extreme styles in either clothing or appearance.

While we recognize that the Bible does not give specifics about clothing, some guidelines are clearly necessary in the training of conscience. The following are in no way to be considered equal to Biblical rules but are simply implemented for the sake of order. Propriety demands that students (and adults) dress in a manner consistent with the environment most conducive to prompting Christ-honoring, Christ-centered education. We do ask parents to remember these principles when visiting campus during school days, and to please dress appropriately. FA students in grades K on up are required to wear school uniforms. Please see the uniform policy below.

Dress Code Violations:

- 1st offense: verbal warning to the student
- 2nd offense: written warning to the parents/guardians
- 3rd offense: call to parents to bring appropriate clothing

Habitual violation may result in In School Suspension, Out of School Suspension, or possible expulsion.

Uniforms: Ordering Online

Lands End: www.landsend.com

1. Click on Uniforms
2. Click "Find My School"
3. Fill in your information and school name, First Academy.
4. You will see the uniform options listed.

Uniforms can also be ordered from Walmart, Target, The Children's Place, Primary.com, frenchtoast.com, etc.

Approved FA logos (First Academy name, FA logo, and FA shield) are available at Land's End. The following local vendors are also able to duplicate logos:

- Paradise Tan
- Make It Personal
- Ultimate Graphics

Dress Code General Guidelines: K-12th Grades (Monday, Tuesday, Thursday)

Tops:

- Collared uniform-style polo shirts must be solid color with no design or designer logos. ***FA LOGO REQUIRED**
- Only white shirts are permitted under jumpers.
- Generally, all shirts should be tucked in by both genders; however, the administration recognizes that different uniform shirts fit body types differently. Students are given some discretion and choice in tucking in shirts if doing so would cause an issue of self-consciousness or a lack of modesty.
- Prohibited Shirts: shirts with a revealing or low neckline; scoop, strapless shirts; form fitting or tight tops; see-through tops; no outside layering of tube tops, spaghetti straps, or shirts with inappropriate language or design. All shoulders should be at least 3 closed fingers wide.

Pants

- Uniform dress, chino, and docker style pants from any retail source may be worn.
- The following colors are allowed: Navy, Khaki, Gray, Brown, or Black.
- All pants must be worn at the hips or waist.
- Pants cannot have holes, rips or tears.

Skirts, Skorts, Jumpers, and Dresses (Girls)

- Uniform skirts and skorts from any retail source may be worn.
- The following colors may be worn: Navy, Khaki, Gray, Black, Brown, and Lands End Clear Blue Plaid.
- The length of all skirts and skorts must be no shorter than 3" above the top of the knee even when worn with leggings.
- Kindergarten - 3rd Grade please wear shorts or leggings under skirts, dresses, and jumpers for modesty.
- Skirts and skorts may not be tight fitting.
- Solid color uniform-style dresses and jumpers are permitted as well as Lands End Clear Blue Plaid jumpers. ***FA LOGO REQUIRED**

Shorts

- Uniform and Dockers style shorts in solid colors from any retail source may be worn.
- All shorts must be no shorter than 3" above the top of the knee.
- Capris are permissible (girls) in the uniform colors.

Shoes/Leg Wear

- Appropriate styles of shoes include athletic shoes, dress shoes, sandals and boots.
- **Prohibited Shoes:** Shoes with heels higher than 2 ½ inches, flip flops, bedroom shoes, and distracting or inappropriate footwear (as deemed by the Headmaster).
- Solid leggings are acceptable under dress code length skirts, skorts, and dresses.

Hair/Headwear

- Hats, hoods, sunglasses and other forms of headwear are not allowed to be worn except on designated school spirit days.
- Girls may wear hair bows, barrettes, and headbands
- Students' hair must be clean, neat, combed, and brushed out of their eyes. Exaggerated styles are not permitted. (as deemed by the Headmaster)

Outerwear/Jackets/Sweatshirts (Boys and Girls)

- Any solid colored pull over, button or zip styles with no logos or writing. **FA logo optional*
- Hoods are not permitted while indoors

Dress Code: Elementary and Upper Schools For CHAPEL (Wednesdays)

BOYS:

Top options:

- White or Light Blue, collared short or long sleeve polo shirt ***FA LOGO REQUIRED**

Bottom options:

- Uniform style pants or shorts in the following colors: Navy, Khaki, Gray, Brown, or Black

Shoe options:

- Any type of dress shoe
- Any Tennis Shoe, Athletic Shoe, or Loafer
- Boots

GIRLS:

Top options:

- White or Blue, collared short or long sleeve polo shirt ***FA LOGO REQUIRED**
- Lands End Clear Blue plaid jumper

Bottom options:

- Skirts and skorts in Lands End Clear Blue Plaid
- Solid colored tights or leggings (if worn under jumper, dress or skirt/skort)

Shoes options:

- Any type of dress shoe (with no heel – due to safety issues)
- Any Tennis Shoe, Athletic Shoe or Loafer
- Boots (with no heel – due to safety issues)
- Sandals during warm weather

Dress Code: Elementary and Upper Schools Casual Days (Fridays & other designated days)

Bottoms options

- Any uniform-style bottoms, jeans, or jean shorts (no cut offs)

Top options

- First Academy t-shirt or sweatshirt / Any Church t-shirt – ex. Awana or Faith Factory/ or plain colored t-shirts
- School t-shirts are available in many styles, fabrics, and colors. They are available for purchase several times throughout the year through fundraising.
- No other school t-shirts or sports teams (Except on Spirit Days)
- Other t-shirts will be approved for special events (fundraiser t-shirts, special events, team spirit days, etc.)

Dress Code: UPPER SCHOOL (6th-12th Grades)

- *Same as K-5th grade policy with the following exceptions:*
 - Denim is permitted Monday, Tuesday, Thursday and Friday.
 - Denim must have no rips, tears or holes and cannot be inappropriately tight or low-cut.
 - **No Denim on Chapel Day**
 - Solid colored t-shirts with *no designs, no logos, no writing* are permitted Monday, Tuesday, Thursday, and Friday.

I acknowledge that I have received and read the First Academy Dress Code Policy.

Please list all First Academy students in your family.

Students in Grades 6 - 12 will need to sign this acknowledgment.

Student Name	Grade	Signature (6th - 12th grades)

SIGNATURE OF PARENT/GUARDIAN

DATE

STUDENT ELECTRONIC ACCEPTABLE USE POLICY

Reasons for This Policy

First Academy is providing computer network and Internet access for its students and employees. This service allows employees and students to share information, learn new concepts, and research diverse subjects.

First Academy has adopted this Acceptable Use Policy ("Policy") to set guidelines for accessing the computer network or the Internet service provided by First Academy. Every year, students who want computer network and Internet access for that upcoming school year need to sign and submit a copy of the Policy to First Academy. Parents/guardians must also sign this Policy. By signing this agreement, the student and parent/guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher. Parties agreeing to this policy also understand that First Academy may revise the Acceptable Use Policy, as it deems necessary. First Academy will provide notice of any changes either by posting such a revised version of the Policy on its website or First Academy by providing written notice to the students and parents or guardians.

Computer & Internet Uses

Use of the electronic information resources in the school shall be to improve and support the educational process by providing access to global information and improving communication between students, employees of First Academy, parents, and community members. The use of the Internet and computer equipment within First Academy is a privilege. Violation of this policy can result in the loss of computer access privileges.

Acceptable Uses

All Internet or computer equipment use shall be consistent with the purposes and goals of First Academy. It is imperative that users of the Internet or computer equipment conduct themselves in a responsible, ethical, moral, and polite manner. All users must abide by all local, state, and federal laws. The Internet user accepts the responsibility of adhering to high standards of conduct and the terms and conditions set forth in all parts of this policy.

Impermissible Internet & Computer Equipment Uses

The following uses of the Internet & computer equipment are prohibited:

Any violation of posted computer rules, applicable school policy, or public law by such use;

- Any activity that is immoral or contrary to the high moral standards which must be maintained in an educational setting;
- Any attempt to bypass school security, including Internet filters, is forbidden;
- Accessing or transmitting of immoral, obscene, pornographic, profane, lewd, vulgar, rude, defaming, harassing, bullying, threatening, disrespectful, or otherwise inappropriate images or information, or receiving such information from others by means of e-mail, instant messages, and material posted on Web pages or Web logs ("blogs");
- Any commercial use, product advertisement, display of personal information, or promotion of political candidates;
- Any violation of copyright, trade secret, or trademark laws;

- Any attempt to damage, disrupt or interfere with the use of any computer or electronic information resource;
- Any attempt to access information beyond the users authorized access to any electronic information resource;
- Any destruction, defacement, theft, or altering of school equipment;
- Any storing of illegal, inappropriate, or obscene material on school-owned electronic equipment.

Monitoring

First Academy reserves the right to monitor and review any material on any electronic device at any time in order for the school to determine any inappropriate use of computer resources. The staff will make a reasonable attempt to supervise student use of the computers, in a manner that is appropriate to the student's age and the circumstances of use.

Disclaimer of All Warranties

First Academy makes no warranties of any kind, whether expressed or implied, for the services provided in connection with use of the Internet or computer equipment. Neither First Academy nor any supporting Internet services will be responsible for any damages that an Internet user suffers. First Academy expressly disclaims any liability in connection with the loss of data resulting from delays, non-deliveries, failure to deliver, mistaken deliveries, viruses, backup device failure, service interruptions, or other unforeseen reasons caused by First Academy or the Internet server or by the user's error or omissions. Use of any information obtained via the Internet is at the user's own risk. First Academy expressly denies any responsibility for the accuracy or quality of information obtained through any Internet service. All users must consider the source of any information they obtain and evaluate the validity of that information.

Security

First Academy will implement security procedures on Internet access to protect against unacceptable use. Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone is not permissible and may result in the loss of account privileges. Computer users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator.

Encounter of Controversial Material

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. First Academy expressly disclaims any obligation to discover all violations of inappropriate Internet access.

The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites.

Terms of Use

1. Only registered students of First Academy qualify for computer use under this policy.
2. Only the authorized users who have signed the user agreement shall have computer access. Users are ultimately responsible for all activity while using the Internet.
3. The Headmaster may suspend or terminate any computer user's access for any reason.
4. All Internet or computer equipment access of a student is automatically terminated at the moment of withdrawal, graduation, or expulsion of the student from First Academy.

Personal Internet Use

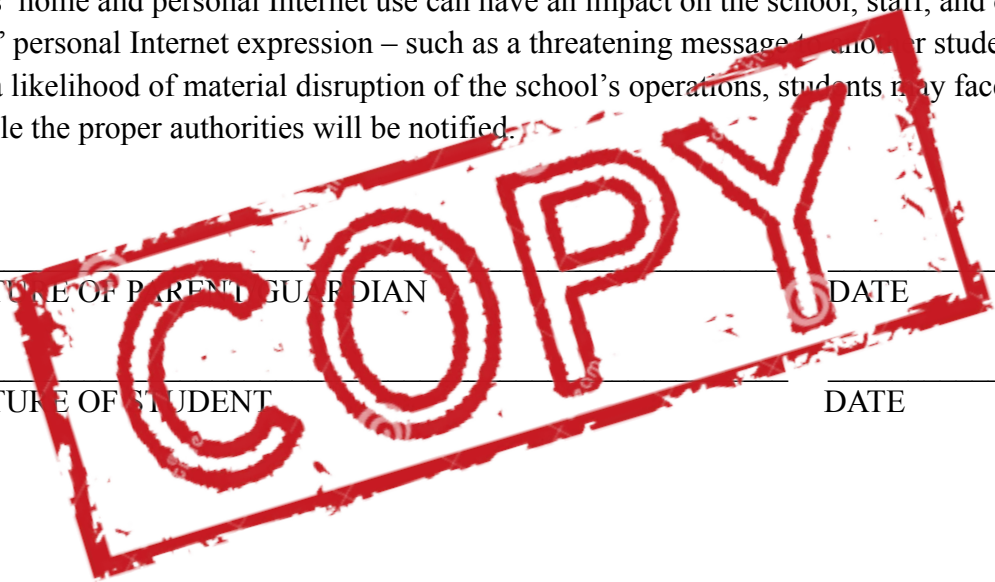
Students' home and personal Internet use can have an impact on the school, staff, and other students. If students' personal Internet expression – such as a threatening message to another student or a violent Web site – creates a likelihood of material disruption of the school's operations, students may face school discipline and if applicable the proper authorities will be notified.

SIGNATURE OF PARENT/GUARDIAN

DATE

SIGNATURE OF STUDENT

DATE



STUDENT HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the First Academy Student Handbook. I have read the hand book and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of First Academy and understand the consequences for failing to follow the requirements. I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on the First Academy website (www.firstacademydouglas.org) and is applicable to all students upon the implementation of any change.

The administration will notify all parents and students in writing, where possible, of any changes to the handbook as soon as is practical.

*Please list all First Academy students in your family.
Students in Grades 6 - 12 will need to sign this acknowledgement.*

Student Name	Grade	Signature (6th - 12th grades)



STUDENT HONOR CODE

At First Academy Christian School the Honor Code was created so that students would not be bound by abstract rules and regulations, but rather by the Word of God. The following five core principles are being embraced by students, administrators, and teachers.

HONOR

“Do nothing from selfish ambition or conceit, but in humility counting others more significant than yourselves.”
Philippians 2:3

Honor is regard or treat an individual or group with admiration and respect. The Honor Code expressly forbids the following violations:

- Degrading statements about oneself, another individual or group.
- Any action that seeks to take advantage of or belittle another person or group.
- Anything that does not seek the best interest of the individuals involved will not be tolerated.

INTEGRITY

You shall not steal; you shall not deal falsely; you shall not lie to one another.” Leviticus 19:11

Integrity involves a firm adherence to moral and ethical values. The Honor Code expressly forbids the following violations:

- Lying - making an untrue statement verbally or in writing with the intent to deceive.
- Cheating - copying or giving your own work to another; giving or receiving information regarding a test before, during, or after the test.
- Stealing - taking or attempting to take property, whether physical or intellectual, without right or permission.
- Plagiarism - representing others’ ideas or expressions, whether published or unpublished, as your own without proper citation of credit.

RESPECT

“The earth is the Lord’s, and the fullness thereof, the world and those who dwell therein.” Psalm 24:1

Respect is to esteem and hold in high regard the things in our surroundings.

The Honor Code expressly forbids the following violations:

- Defacing school property or an individual’s personal property.
- Using an item for something other than its intended purpose.
- Treating someone’s property with contempt.
- Being involved with an action that does not seek the best interest of the things with which one comes into contact.

RESPONSIBILITY

“And no creature is hidden from his sight, but are naked and exposed to the eyes of him to whom we must give account.” Hebrews 4:13

Responsibility involves being fully accountable for one’s thoughts, words and actions.

Responsibility: Rights and Responsibilities

- I have the right to learn at First Academy. It is my responsibility to listen to instructions, work quietly and to follow all classroom guidelines set out by my teachers.
- I have the right to hear and to be heard. It is my responsibility not to talk, or interfere when others are speaking.
- I have a right to receive graded tests, projects, assignments, etc. back within a reasonable time. It is my responsibility to complete and submit assignments on the due dates that are given by my teachers.
- I have the right to have choices. It is my responsibility to accept the consequences of the choices I make.

DILIGENCE

“Whatever you do, work heartily, as for the Lord and not for me, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.” Colossians 3:23

Diligence involves giving a full and honest effort.

Diligence: Rights and Responsibilities

- I have the right for the staff at First Academy to work wholeheartedly towards my spiritual and academic success. It is my responsibility to share in that wholehearted effort.
- I have a right to strive for high level achievement and success. It is my responsibility to accept correction, guidance and encouragement when I do not.
- I have a right to understand. It is my responsibility to pursue the wisdom and truth set before me.

DISCIPLINARY ACTIONS OF BREAK IN HONOR CODE:

1st Offense: Conference w/ Teacher

2nd Offense: Notify Parent, Discipline Report on Praxi by the teacher.

3rd Offense: All of the above, and a parent conference (Letter of Concern placed in file)

4th Offense: Conference with Administration (Letter of Concern placed in file)

Depending upon the disciplinary history at First Academy and nature of the offense, certain logical consequences will be implemented. Below are some examples of disciplinary actions that may be used, up to and including separation from First Academy. It should be noted that First Academy is not bound to go through all of these types of discipline prior to taking any action. In certain circumstances, suspension, probation, and/or separation from First Academy might be appropriate.

Examples of Disciplinary Actions: Writing Assignment, Reduced/No credit, In-School Suspension, Out of School Suspension, Probation, and Contractual Hold

General Pledge from Students/Staff/Parents

(Initial beside each statement)

HONOR

_____ It is my responsibility to not intimidate my fellow students and to treat others with dignity and respect.

_____ It is my responsibility to accept others' right to privacy and personal space.

INTEGRITY

_____ It is my responsibility to be honest at all times.

_____ It is my responsibility to protect the physical and intellectual property of others.

RESPECT

_____ It is my responsibility to take care of and respect personal and public property.

RESPONSIBILITY

_____ It is my responsibility to listen to instructions, work quietly and to follow the classroom guidelines set out by my teachers.

_____ It is my responsibility not to talk, or interfere when others are speaking.

_____ It is my responsibility to complete and submit assignments on the due dates that are given.

_____ It is my responsibility to accept the consequences of the choices I make.

DILIGENCE

_____ It is my responsibility to work wholeheartedly towards my spiritual and academic success.

_____ It is my responsibility to accept correction, guidance and encouragement when I do not.

_____ It is my responsibility to pursue the wisdom and truth set before me.

THE FIRST ACADEMY HONOR PLEDGE BY STUDENT(S), STAFF, and PARENTS

As a member of the First Academy Family, I pledge to maintain a high level of respect and integrity as a student representing First Academy. I pledge to strive to honor and glorify God with all of my actions, understanding that all I do represents God and his kingdom.

I will not lie, cheat, or plagiarize or be complicit with those who do. I will encourage fellow classmates who commit honor offenses to acknowledge such offenses to their friends.

I will uphold the honor code with my words and actions. I accept responsibility for my own actions. I pledge to uphold the honor code and display honor, integrity, respect, responsibility, and diligence.

Printed Student Name

Date

Student Signature

Date

Parent Signature

Date

Homeroom Teacher Signature

Date

Headmaster Signature

Date

STUDENT SEMESTER EXAM EXEMPTION POLICY

ALL students who earn (1) A 90 average per class or higher with no more than two (2) excused absences per class, or (2) An 85-89 average per class or higher with no more than (1) excused absences per class, can opt to exempt First Academy semester course exams. If a student has been suspended, they are not eligible for exemption.

Textbook and Technology clearance are required for exemption status. (All must be cleared the day prior to the exam.)

Teachers will notify students of their exemption status a week prior to the exam.

****However, students could lose exemption status due to change in attendance and/or grade average drop.**

A student who meets exemption requirements and returns the First Academy Semester Exam Exemption form does not have to report to school during the time of the exempted exam(s).

****See First Academy Semester Exam Exemption Form (Attached)**

Exception #1: Death of immediate family member: Parents, Grandparents, Siblings

Exception #2: Student Activities (GAPPS, 4H, etc. - Student Activity form must be completed by the student and signed by the Headmaster or Administrative Assistant BEFORE the student activity day)

- Student activity forms may be picked up in the school office.

AS THE PARENT/GUARDIAN OF _____, I HAVE READ THE
FIRST ACADEMY SEMESTER EXAM EXEMPTION POLICY AND UNDERSTAND THAT MY SON/DAUGHTER IS
ONLY ELIGIBLE FOR EXEMPTING EXAMS IF THEY MEET THE ABOVE CRITERIA.

SIGNATURE OF PARENT/GUARDIAN _____

DATE _____

SIGNATURE OF STUDENT _____

DATE _____

Student Name: _____ Grade: _____

Homeroom Teacher: _____ Date: _____

Date of Final	Subject	Teachers Signature	Average	# Days Absent	Exempt/ Not Exempt

By signing this letter, I hereby release First Academy from any further responsibility/liability for the below-named student on these dates. *I also acknowledge the fact that the student must not be on the school grounds of First Academy during this time period of testing if exempt.*

AS THE PARENT/GUARDIAN OF _____ I HEREBY GRANT PERMISSION FOR MY SON/DAUGHTER TO BE RELEASED FROM SCHOOL DURING THE TIME HE/SHE IS EXEMPT FROM FIRST ACADEMY EXAMS OR BE RELEASED AFTER COMPLETING EXAMS.

SIGNATURE OF PARENT/GUARDIAN

DATE

SIGNATURE OF FIRST ACADEMY ADMINISTRATION

DATE

SOCIAL MEDIA CODE OF CONDUCT

Social media such as Facebook, Twitter, YouTube, TikTok, Snapchat, LinkedIn, Instagram, personal texting, and others, are powerful tools of communication that have a significant impact on an individual's personal reputation as well as the reputation of First Academy. The parent/guardian and student must read and sign this contract acknowledging the student's responsibility to use social media responsibly as a member of First Academy.

CYBER BULLYING

Definition: The use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of text.

- Cyber bullying and harassment deliberately threatens, harasses, or intimidates an individual or group of individuals; or places an individual in reasonable fear of harm to self or damage to the individual's property or reputation; or has an effect of substantially disrupting the orderly operation of the school.
- This can be a violation of a student's right to be safe and secure on campus. This type of harassment, intimidation, and/or bullying done in or out of school will be dealt with at school and receive disciplinary action.
- Students who misuse technology on campus (including cell phones, laptops, Chromebooks, iPods, and iPads) for cheating, bullying, and other inappropriate activities may receive additional discipline.

SEXTING

Definition: Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device.

- “Sexting” between students is subject to school discipline, regardless of the time it occurs.
- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Georgia Criminal Statutes exists. This would include information found on cell phones. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement officials.
- The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement.
- Students are required to immediately report any such activities to a teacher or a school administrator.

Please use the following guidelines when posting on Social Media Sites:

1. Always be authentic. Be honest about your identity. If you post personally, or as a student of First Academy, make sure you are aware of the Standards of the Contract.
2. Don't be a mole but protect your identity. Never pretend to be someone else when you post personally or as a student of First Academy.
3. Think twice before posting, it is digitally permanent. Privacy does not exist in the world of Social Media.

4. Be respectful and thoughtful. As a student of First Academy, be mindful of the school's commitment to a Biblical Worldview showing respect and dignity for all people.
5. Know the rules.
6. Follow a code of ethics.
7. Always remember that Cyberbullying is the willful and repeated bullying or harassment of another person or persons through the medium of Social Media which includes electronic text.
8. Students, who engage in Cyberbullying on Social Media sites, including electronic text, can be disciplined by the Headmaster as needed.

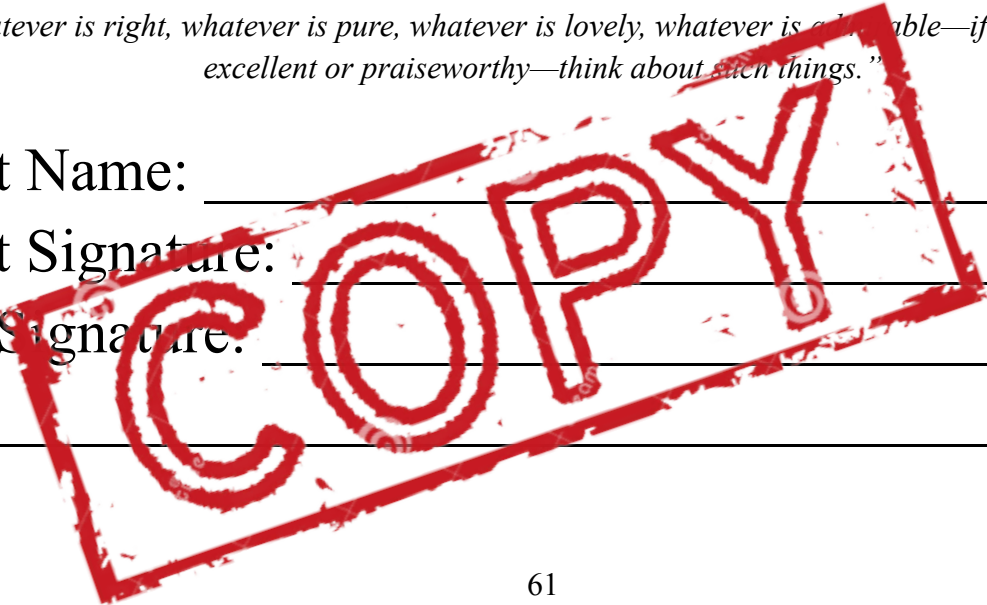
Penalties for Improper Use

- Any user violating this policy or applicable state and federal laws will be restricted from Internet use or use of any or all computers (in addition to other disciplinary options). Such additional options may include in-school suspension (ISS), suspension, expulsion, and/or referral to legal authorities.
- The minimum penalty for a first violation will be the loss of Internet privileges for a period of 1 week of school.
- The minimum penalty for a second violation will be the loss of Internet privileges for a period of 4 weeks of school.
- The minimum penalty for a third violation will be the permanent loss of Internet privileges for the school year.
- Penalties will carry over to the next school year if applicable.

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

"I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow First Academy's basic rules for Internet use. I will strive to apply Philippians 4:8 to my electronic communications: "Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."

Student Name: _____
Student Signature: _____
Parent Signature: _____
Date: _____



STUDENT/PARENT CHROMEBOOK AGREEMENT

2022-2023

Students and parents are reminded that the use of school technology is a privilege, not a right. Everything done on a school-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit and receiving a failing grade, and/or legal action as stated in the "Student Code of Conduct Handbook".

To understand the tech use expectations, students and parents are responsible for reviewing First Academy's "Acceptable Use Policy".

Ownership of the Chromebook

- All students in grades 4-12 will be issued Google Chromebooks for educational use during school hours.
- Before a Chromebook can be issued to your child, you must sign and return the Agreement form. A \$25 technology fee has been added to all 4th-12th Grade Book Fees.
- First Academy retains sole right of possession of the Chromebook.
- First Academy will lend the Chromebook to the students for educational purposes for the academic school year. First Academy administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Returning your Chromebook

Before the last week of school, students will turn in their Chromebooks and all accessories. Failure to turn in the Chromebook will result in the student being charged the full replacement cost.

Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students agree to such access, monitoring, and recording of the device.

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher or administrator as soon as possible so they can be taken care of properly. If the Chromebook is damaged, lost, or stolen, the student is responsible for the reasonable cost of repair or for its fair market value on the date of loss.

First Academy will not pay for loss or damage caused by or resulting from the following:

- Dishonest, fraudulent, or criminal acts
- Loss caused by failure to use all reasonable means to protect the device that has been damaged
- Disappearance not reported
- The Headmaster has the final say in determining the replacement and repair solutions

Repair Cost (if repairable) Screen Replacement - \$30 Keyboard Replacement - \$65

- 1st offense - free, unless it is an unrepairable Chromebook
- 2nd offense - the cost of repair, unless it is an unrepairable Chromebook
- 3rd offense - total cost of replacement Chromebook

First Academy Chromebook Agreement

By signing below, the student and their parent/guardian agree to follow and accept:

- First Academy's "Acceptable Use Policy"
- This Chromebook Agreement in its entirety
- If the student ceases to be enrolled in First Academy, the student/parent will return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return both the Chromebook charger and any other accessories. Students may be charged for any piece that is not returned or returned damaged.
- In no event shall First Academy be held liable to any claim of damage, negligence, or breach of duty.

Student Name PRINT: _____

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Chromebook Number: _____

Chromebook Serial Number: _____

Homeroom Teacher: _____

Date Issued: _____

Date Returned: _____

For Office Use Only